



# ACADEMIC CATALOG

VOL. 29 | 2024 - 2025  
LICENSE # 2076

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Independent Education, Florida  
Department of Education.  
Additional information regarding  
this institution may be obtained by  
contacting the Commission at:

Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Telephone: (850) 245 - 3200  
Toll Free: (888) 224 - 6684

## PROGRAMS

- ✓ Healthcare Management BS
- ✓ Professional Nursing BSN
- ✓ RN to BSN Bridge
- ✓ Professional Nursing ASN
- ✓ LPN to RN Bridge
- ✓ Practical Nursing
- ✓ Patient Care Technician
- ✓ Home Health Aide



[www.carehope.edu](http://www.carehope.edu)



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# INTRODUCTION

## Board of Governance

Responsibility for the governance of the College resides with the Care Hope College Board. The Board is primarily focused on structuring the policies that guide the College and is charged with ensuring that the College meets the needs of its constituencies, its students and extended community. The Board ensures the integrity of the College.

## College Administration

The Care Hope College Board of Governance has delegated the management of the day-to-day affairs of the institution to the College administration. The Chief Executive Officer/President of the College is charged with overseeing the overall operation of the institution and ensuring compliance with all state, federal and accrediting body regulatory requirements.

## Statement of Legal Control

The school is owned by Palm Beach Vocational Institute, dba Care Hope College, a private for-profit corporation which was originally licensed by the state of Florida in 1998. CHC is governed by the Board of Governance of Care Hope College.

Dr. Hope Doyles  
Chief Executive Officer and College President  
Care Hope College  
10094 W Indiantown Road  
Jupiter FL 33478  
561-966-0551

## Facilities, Location, and Equipment

Care Hope College is located at 10094 W Indiantown Road, Jupiter FL 33478. This is 10,005 square feet, single-story building with lecture rooms, skills labs, and administrative offices. The building is centrally located in the Jupiter Farms Community Shopping Center next to the Calvary Chapel multiplex and within the Publix Supermarket PUD. There is easy access to and from the location via interstate I-95 (exit 87B) and the Florida Turnpike (Exit 116); it is also within close proximity to the Palm Beach International Airport, several healthcare facilities, and hospitals.

The facility consists of eight (8) multipurpose classrooms, four (4) dedicated clinical instructional rooms - including well-equipped Simulation and Pharmacy labs - administrative office spaces, library, and computer resource center. The capacity of the class/lecture rooms ranges up to 40 students. Student and faculty lounges and break areas are conveniently located throughout the facility. There are 11 restrooms three (3) of which are handicapped accessible and there is ample parking on site.

Students in the Nursing and Allied Health programs having successfully completed all classroom and laboratory assignments will be assigned to a local hospital, nursing home or other appropriate medical facility where under the supervision of a college instructor, students will work with patients. Students in the nursing programs will complete their clinical assignments at various medical facilities in the community. They will be under the supervision of the College staff as well as preceptors from those facilities. Students must commit to the college's clinical schedule, special accommodations *cannot be made*, and some clinical experiences can only occur during a regular daytime schedule.

## **Approvals, Licensure, and Accreditation**

Care Hope College is licensed by:

### **Licensed by Commission for Independent Education (CIE)**

Additional information may be obtained by writing: Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399  
1-888-224-6684

Campus license #2076 granted 11/13/1998

### **Approved by the Florida Board of Nursing (FBON) Department of Health**

4052 Bald Cypress Way Bin C-02 Tallahassee, FL 32399-3252  
850-488-0595

License # NPPN US70113400

License # NPRN US70414400

License # NPRN US70513400

License # NPRN70702800 (Closed Program Code)

**Florida Board of Pharmacy**

4052 Bald Cypress Way C-04 Tallahassee, FL 32399-3252

License # RTTP498

**Care Hope College** is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded **Accredited Status as a Category II institution** by the TRACS Accreditation Commission on October 24, 2023. **This status is effective as of July 1, 2023**, and is good for a period of five years through June 30, 2028. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

***Accreditation Status:*** Care Hope College is accredited.

## Welcome Letter from the President



We are happy that you have chosen Care Hope College. The healthcare industry is an ever-expanding field that is continually growing, and the Care Hope College faculty, staff and administration are prepared, available and willing to assist you with any concerns that may arise during your educational experience.

Importantly, we thank you for choosing to dedicate yourself to the care of others. We are certain that you have made the right decision for your education, which will greatly enhance your life. Please, never hesitate to seek our assistance. We provide a broad variety of Christ-centered student support services designed to assist you in attaining your educational and professional goals. These services start from enrollment through graduation and beyond.

Welcome to Care Hope College! We are happy to have you as a student and look forward to seeing you graduate and give back to the communities in which you live and work. God Bless!

*Hope Doyle*

Dr. Hope Doyle, EdD  
Chief Executive Officer and College President  
Care Hope College

## Faith Statement

Care Hope College is a private Interdenominational Christian College.

Our Christian Faith is grounded in beliefs that the essence of the Gospel consists of the doctrine of salvation by grace alone, solely through faith in Jesus' atonement. As "born again" Christians with the experience of receiving salvation through the authority of the Bible as God's revelation to humanity, we believe in spreading Christian messages:

- The Bible as the inspired, authoritative Word of God which guides us.
- There is one God; a triune Godhead: Father, Son, and Holy Spirit.
- God the Father, the first person of the Divine Trinity.
- Jesus Christ is the Son of God and Redeemer of mankind.
- The Holy Spirit dwells within and seals all believers in Christ.
- Jesus Christ made the redemptive sacrifice for the sins of the world, through His physical death, burial, resurrection, and ascension into heaven.
- Salvation of sinful and lost mankind is through faith in Christ, and regeneration by the Holy Spirit.
- Christ will return to earth to judge and purge sin, to establish His eternal Kingdom, and to fulfill His purposes in the redemption of creation, with eternal rewards and punishments.
- The purpose of a faithful Christian is to imitate Christ; to love and honor God as our Father and Creator; to follow His calling through the Holy Spirit; to serve others with love and compassion, and to care for and promote the well-being of our fellows.

## Mission

Care Hope College (CHC) is committed to provide Christ-centered, quality educational programs and prepare graduates to attain their academic, community, and professional goals. "For unto whomsoever much is given, of him shall be much required," Luke 12:48.

## Vision

The vision of Care Hope College is to be a Holistic Organization Promoting Education (HOPE) in healthcare to the communities that we serve. We aspire to be a Christ-centered industry leader, transforming students into skilled healthcare professionals.

## Objectives

Successful CHC students, upon graduation will possess the knowledge, skills, competency, compassion, and spiritual character that will enable them to:

1. Obtain gainful employment in their area of study.
2. Serve their community, and positively impact people through sharing Christian values of hope, love, and care.
3. Apply didactical and practicum education to their profession.
4. Communicate effectively, compassionately, and professionally using interpersonal skills, verbal, and written skills.

## History

Palm Beach Vocational Institute, Inc. dba Care Hope College was established in 1996 as an educational training institution to fill a growing need for quality healthcare education. It was designed to develop "hands-on" professional health care workers. The programs are all designed to address the quality preparation of those who provide patient care in hospitals, long-term care facilities and private homes. In 2008 the College established new Christian ownership modifying the structure and organization of the school and the newly renamed Care Hope College was born with a focus of adding Christian values, goals, and objectives to all areas within the college. In 2011, the College moved to a larger location, added new programs and hired additional faculty/staff to accommodate the larger student body. In 2022, Care Hope College continued its growth and relocated to a larger facility in Jupiter, Florida. The College has become the home to a large faith-based student body, which includes working adults, passionate adults who are changing their careers, and those compassionate adults who always aspired to venture into the healthcare industry.

## ACADEMIC CALENDAR 2023-2027

FALL 2023/WINTER 2024	
Nov. 27 – Dec. 1 2023	Final Exams/Classes end
Dec 18, 2023 – Jan 01, 2024	Campus Closed for the Holidays
Jan 03, 2024	Mandatory Orientation
Jan 08, 2024	Term Begins
Jan 15, 2024	MLK Holiday (No Classes)
Jan 19, 2024	Last day to Add/Drop classes*
Mar 29, 2024	Good Friday (No Classes)
Apr 08-12, 2024	Final Exams
SPRING/SUMMER 2024	
May 01, 2024	Mandatory Orientation
May 06, 2024	Spring & Summer A Term Begins
May 19, 2024	Last day to Add/Drop classes*
May 27, 2024	Memorial Day (No Classes)
June 19, 2024	Juneteenth (No Classes)
June 29, 2024	Summer A Term Ends
July 1, 2024	Summer B Term Begins
July 03, 2024	Registration Begins
July 04, 2024	Independence Day (No Classes)
Aug 05-09, 2024	Spring Term Final Exams
SUMMER/FALL 2024	
Aug 22, 2024	Mandatory Orientation

FALL 2023/WINTER 2024	
Nov 29, 2023	Registration Begins
Dec 16, 2023	Term Ends
Dec 18, 2023 – Jan 01, 2024	Campus Closed for the Holidays
Jan 03, 2024	Mandatory Orientation
Jan 08, 2024	Term Begins
Jan 15, 2024	MLK Holiday (No Classes)
Mar 29, 2024	Good Friday (No Classes)
Mar 30, 2024	Term Ends
SPRING/SUMMER 2024	
Apr 03, 2024	Mandatory Orientation
Apr 08, 2024	Term Begins
May 13, 2024	Registration Begins
May 27, 2024	Memorial Day (No Classes)
June 19, 2024	Juneteenth (No Classes)
June 26, 2024	Mandatory Orientation
June 28, 2024	Term Ends
July 04, 2024	Independence Day (No Classes)
SUMMER/FALL 2024	
Aug 12, 2024	Registration Begins



Aug 24, 2024	Summer B Term Ends
Aug 26, 2024	Fall Term Begins
Sept 02, 2024	Labor Day (No Classes)
Sept 06, 2024	Last day to Add/Drop classes*
Oct 25, 2024	Registration Begins
Nov. 25-27, 2024	Final Exams
Nov 28, 2024	Thanksgiving Day (No Classes)

Sept 02, 2024	Labor Day (No Classes)
Sept 20, 2024	Mandatory Orientation
Sept 20, 2024	Term Ends
Sept 23, 2024	Term Begins
Nov 27, 2024	Registration Begins
Nov 28, 2024	Thanksgiving Day (No Classes)

FALL 2024/WINTER 2025	
Dec 16, 2024 – Jan 01, 2025	Campus Closed for the Holidays
Jan 08, 2025	Mandatory Orientation
Jan 13, 2025	Term Begins
Jan 20, 2025	MLK Holiday (No Classes)
Jan 26, 2025	Last day to Add/Drop classes*
Apr 14-17, 2025	Final Exams
April 18, 2025	Good Friday (No Classes)

FALL 2024/WINTER 2025	
Dec 13, 2024	Term Ends
Dec 16, 2024 – Jan 01, 2025	Campus Closed for the Holidays
Jan 08, 2025	Mandatory Orientation
Jan 13, 2025	Term Begins
Jan 20, 2025	MLK Holiday (No Classes)
Apr 02, 2025	Mandatory Orientation
Apr 04, 2025	Term Ends

SPRING/SUMMER 2025	
April 30, 2025	Mandatory Orientation
May 05, 2025	Spring & Summer A Term Begins
May 18, 2025	Last day to Add/Drop classes*
May 26, 2025	Memorial Day (No Classes)
June 19, 2025	Juneteenth (No Classes)
June 28, 2025	Summer A Term Ends
June 30, 2025	Summer B Term Begins

SPRING/SUMMER 2025	
Apr 07, 2025	Term Begins
April 18, 2025	Good Friday (No Classes)
May 12, 2025	Registration Begins
May 26, 2025	Memorial Day (No Classes)
June 19, 2025	Juneteenth (No Classes)
June 25, 2025	Mandatory Orientation
June 28, 2025	Term Ends

July 02, 2025	Registration Begins
July 04, 2025	Independence Day (No Classes)
Aug 4 - 8, 2025	Spring Term Final Exams

June 30, 2025	Term Begins
July 04, 2025	Independence Day (No Classes)

SUMMER/FALL 2025	
Aug 20, 2025	Mandatory Orientation
Aug 23, 2025	Summer B Term Ends
Aug 25, 2025	Term Begins
Sept 01, 2025	Labor Day (No Classes)
Sept 07, 2025	Last day to Add/Drop classes*
Oct 22, 2025	Registration Begins
Nov. 24-26, 2025	Final Exams
Nov 27, 2025	Thanksgiving Day (No Classes)

SUMMER/FALL 2025	
Aug 11, 2025	Registration Begins
Sept 01, 2025	Labor Day (No Classes)
Sept 18, 2025	Mandatory Orientation
Sept 20, 2025	Term Ends
Sept 22, 2025	Term Begins
Nov 26, 2025	Registration Begins
Nov 27, 2025	Thanksgiving Day (No Classes)

FALL 2025/WINTER 2026	
Dec 15, 2025 – Jan 01, 2026	Campus Closed for the Holidays
Jan 07, 2026	Mandatory Orientation
Jan 12, 2026	Term Begins
Jan 19, 2026	MLK Holiday (No Classes)
Jan 25, 2026	Last day to Add/Drop classes*
April 3, 2026	Good Friday (No Classes)
Apr 13-17, 2026	Final Exams

FALL 2025/WINTER 2026	
Dec 13, 2025	Term Ends
Dec 15, 2024 – Jan 01, 2026	Campus Closed for the Holidays
Jan 07, 2026	Mandatory Orientation
Jan 12, 2026	Term Begins
Jan 19, 2026	MLK Holiday (No Classes)
Apr 02, 2026	Term Ends
Apr 03, 2026	Good Friday (No Classes)

SPRING/SUMMER 2026	
April 29, 2026	Mandatory Orientation

SPRING/SUMMER 2026	
Apr 08, 2026	Mandatory Orientation

May 04, 2026	Spring & Summer A Term Begins
May 17, 2026	Last day to Add/Drop classes*
May 25, 2026	Memorial Day (No Classes)
June 19, 2026	Juneteenth (No Classes)
June 27, 2026	Summer A Term Ends
June 29, 2026	Summer B Term Begins
July 01, 2026	Registration Begins
July 03, 2026	Independence Day (No Classes)
Aug 3 - 7, 2026	Spring Term Final Exams

Apr 13, 2026	Term Begins
May 11, 2026	Registration Begins
May 25, 2026	Memorial Day (No Classes)
June 19, 2026	Juneteenth (No Classes)
June 24, 2026	Mandatory Orientation
July 02, 2026	Term Ends
July 03, 2026	Independence Day (No Classes)
July 6, 2026	Term Begins

SUMMER/FALL 2026	
Aug 19, 2026	Mandatory Orientation
Aug 22, 2026	Summer Term B Ends
Aug 24, 2026	Term Begins
Sept 06, 2026	Last day to Add/Drop classes*
Sept 07, 2026	Labor Day (No Classes)
Oct 21, 2026	Registration Begins
Nov. 23-25, 2026	Final Exams
Nov 26, 2026	Thanksgiving Day (No Classes)

SUMMER/FALL 2026	
Aug 10, 2026	Registration Begins
Sept 07, 2026	Labor Day (No Classes)
Sept 23, 2026	Mandatory Orientation
Sept 25, 2026	Term Ends
Sept 28, 2026	Term Begins
Nov 25, 2026	Registration Begins
Nov 26, 2026	Thanksgiving Day (No Classes)

FALL 2026/WINTER 2027	
Dec 14, 2026 – Jan 01, 2027	Campus Closed for the Holidays
Jan 06, 2027	Mandatory Orientation
Jan 11, 2027	Term Begins
Jan 18, 2027	MLK Holiday (No Classes)

FALL 2026/WINTER 2027	
Dec 12, 2026	Term Ends
Dec 14, 2026 – Jan 01, 2027	Campus Closed for the Holidays
Jan 06, 2027	Mandatory Orientation
Jan 11, 2027	Term Begins

Jan 25, 2027	Last day to Add/Drop classes*
March 26, 2027	Good Friday (No Classes)
Apr 12-16, 2027	Final Exams

Jan 18, 2027	MLK Holiday (No Classes)
March 26, 2027	Good Friday (No Classes)
Apr 02, 2027	Term Ends

## ADMISSIONS AND ENROLLMENT SERVICES

The Admissions Department recruits, enrolls, and advises applicants by providing information about Care Hope College 's programs. Admissions representatives coordinate and manage open houses, community presentations, and events for local affiliates. The Admissions Department adheres to all policies and procedures of state, federal, and other external regulating agencies.

Care Hope College is committed to providing education to all students without regard to race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin, veteran status, marital status or political affiliation.

### How to Apply

Applicants to any Care Hope College program are encouraged to submit an information request form prior to being interviewed by an admissions representative, and that form can be found on our website at <https://www.chcollege.org/contact/request-information>. Applicants may also visit our campus to conduct an in-person interview, or call admissions at (561) 966-0551 to conduct an interview over the phone with an admissions representative. Applicants are encouraged to visit the campus to learn about our academic programs, campus life, admission, and financial obligations.

### Admissions Procedures

All applicants are expected to verify that they meet the general admission requirements for the chosen program as displayed on our website at <https://www.chcollege.org/admissions/general-admission-requirements> and in our College Catalog (<https://www.chcollege.org/student-resources/course-catalog>). The applicant will receive an additional read only electronic formatted copy of the current and complete College Catalog by email after an interview with admissions is concluded. Upon request, applicants shall receive a printed and bound version of the current College Catalog. If necessary, the applicant then takes the required assessment/entrance test. Following the opportunity to review the College Catalog and understand all financial responsibilities and program cost, an enrollment agreement is signed

and dated by the student. An authorized College official shall sign and date the enrollment agreement constituting admission into the College. A copy of the enrollment agreement shall be provided to the applicant.

All monies paid by an applicant shall be refunded if requested within three (3) days after signing the enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the College, shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program which shall not exceed \$150.

## **General Admission Requirements & Procedures**

All applicants must meet the general admission requirements as indicated below:

- Interview with an admission representative
- Provide Proof of Graduation (POG) from high school or its equivalent
- Provide proof of age (applicant must be eighteen or older at the start of the first class)
- Demonstrate an ability to meet applicable program-specific requirements
- Complete the application for the appropriate program

## **Acceptable Proof of Graduation**

The applicant is responsible for providing verifiable proof of graduation from high school, or proof of having satisfied the requirements for high school in a manner recognized by the United States Department of Education.

### Acceptable Proof of Graduation (POG):

- High school diploma or transcript
- G.E.D certification with test scores
- Academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree at any institution recognized by the U.S. Department of Education
- Foreign high school diploma equivalent to a United States high school diploma

If an applicant previously entered a program in a degree-granting institution for which a high school diploma was required, the College may accept an evaluation from a NACES or AICE approved credentialing agency certifying that a high school diploma was a requirement for the higher degree program.

***Care Hope College reserves the right to deny enrollment, if the College deems that an applicant's proof of graduation cannot be authenticated or verified.***

## **Foreign Educated Applicants & Degree Verification**

Applicants claiming degrees from outside of the United States must have their transcripts translated (if the transcripts are not in English) and evaluated by an NACES or AICE approved credentialing agency.

## **English Proficiency Requirements**

Applicants whose native language is not English must demonstrate English proficiency for acceptance into any college program. Applicants can demonstrate proficiency through one of the following:

<b>ACCEPTED ASSESSMENTS</b>	<b>MINIMUM SCORE REQUIRED</b>
TOEFL, Paper-based	500 or higher
TOEFL, Computer-based	173 or higher
TOEFL, Internet-Based Test (iBT)	61 or higher
IELTS, International English Language Testing System	6 or higher
VEPT, Versant English Placement Test	55 or higher

Applicants who do not demonstrate minimum English proficiency requirements must successfully complete an English remedial course. Upon successful completion of the English remedial course, applicants must meet admission requirements for the College and the selected program.

Applicants who have completed at least 15 semester credits or equivalent from an accredited institution of higher education recognized by the U.S. Department of Education and have achieved a minimum grade of “C” or a 2.5 GPA on a 4.0 scale, shall be exempt from taking an English proficiency assessment. Six of the 15 credits must be in English and Communications courses at the 100/1000 or higher level.

Applicants who hold a current Licensed Practical Nurse or Registered Nursing license issued by the State of Florida or a member of the Enhanced Compact licensure agreement are exempt from English proficiency requirements.

## **Transfer of Credit Consideration**

Applicants requesting transfer credit consideration from previous courses taken outside of Care Hope College must complete a Transfer of Credit Form and pay a transfer-of-credit fee. Transfer credits typically will not be considered after the first day of class. Official transcripts must be received from the awarding institution **prior to enrollment**. Foreign transcripts must be translated (if the transcripts are not in English) and evaluated by a NACES- or AICE- approved credentialing evaluation agency. Official documents must be sent directly from the agency to Care Hope College. For further information on transfer of credits, please see the Transfer of Credit Policy in the College Catalog.

## **Re-Enrollment/Re-Admission**

Any student wishing to be considered for re-enrollment to any College program must meet with the Chief Academic Officer. The student may be required to meet new admissions and additional requirements prior to acceptance. A student re-enrolling in a program must meet with the Bursar to discuss financial responsibilities and to arrange financial plans.

Students who have failed the same course twice or a total of three courses, and therefore have been dismissed from a program, may be considered for re-entry into the same program by submitting a written appeal addressed to:

**Care Hope College  
ATTN: Chief Academic Officer  
10094 W Indiantown Road  
Jupiter, Florida 33478  
561-966-0551**

The Chief Academic Officer will review the extenuating circumstances that contributed to the lack of success during previous enrollment and analyze what changes are in place which may allow improved performance and readiness. Each appeal will be considered individually, and the applicant has the responsibility of demonstrating the changes he or she has made to set the foundation for a successful re-entry and progression throughout enrollment, should the consideration be granted. Re-entry stipulations may include the requirement to pass competency assessments, and additional coursework. If approved by the Chief Academic Officer, the student

will complete the re-entry process with the Admissions Department and Bursar.

## **Program Specific Admission Requirements**

Certain programs may have additional requirements before an applicant is considered for acceptance into a program. Additional requirements may include, but are not limited to, entrance exams, externship requirements, drug screening, background investigations, health and immunization requirements, previous professional licensure requirements, and prerequisite course work. Some programs and courses may require applicants and students to demonstrate certain skills necessary for higher course work. The College reserves the right to require evidence of the successful completion of English language proficiency and remedial course work as a prerequisite to select courses and programs.

## **Admission Denial**

The faculty and College share the disappointment of not accepting all applicants and realize admission denials are difficult for applicants to receive. Many factors are considered during the decision process to include meeting minimum admission requirements, previous academic history, test scores, personal statements, essays and professionalism during individual interviews, communication, and meetings throughout the admission process.

If you feel your individual circumstances were not sufficiently accommodated in the application process, you may appeal the admission decision. Please submit the appeal to:

**Care Hope College  
ATTN: Chief Academic Officer  
10094 W Indiantown Road  
Jupiter, Florida 33478  
561-966-0551**

A committee will review all appeals and respond to the applicant within 30 days of the appeal being received by the Chief Academic Officer.

## **Clinical/Externship Requirements**

Some programs may require externship experience as part of their curriculum. Failure of the applicant or enrolled student to meet these requirements may result in program dismissal. Students must complete all program externship hour requirements. Any student missing externship hours shall fail the entire course. If make-up hours are allowed, the student must pay the externship make-up fee prior to the scheduled make-up session(s). Please refer to the



program student handbook for program-specific information.

## **Nursing Clinical & Accommodation Policy**

Care Hope College (CHC) nursing students are responsible for the cost of transportation, food, lodging, etc. to and from clinical and lab sites that are more than 50 miles away from the institution. CHC will make every effort and consideration in assigning students within a 50-mile radius of the school campus.

## **Drug Screening**

The College has zero tolerance for illegal drug use. This includes abuse of prescription drugs. The College may require initial, repeated, and random drug screening. Applicants and students are required to comply when instructed to complete a screening. Failure to take or pass a screening may result in denial of admission or dismissal from the program. The student's account will be charged for each individual drug screenings.

## **Background Investigation**

The College may require an initial criminal background investigation as well as repeated and ongoing background investigations throughout enrollment. Applicants and students are required to comply when instructed to complete background investigations. Failure to comply may result in denial of admission or program dismissal. Future employers may require criminal background checks as an employment condition. Some employers may not hire students and graduates with criminal backgrounds. Students with criminal backgrounds should discuss any concerns with the Chief Academic Officer. The College reserves the right to drop a student from a program if a new or pending charge or conviction prevents or restricts externship placement. The College reserves the right to withdraw or dismiss a student if the student fails to disclose criminal history on admission application. Students are required to disclose, in writing, any change in their criminal background – including pending charges – within 24 hours of their change in status. Failure to report the change in status to the Chief Academic Officer may result in suspension or program dismissal.

Applicants with criminal backgrounds should contact any relevant licensing or certifying agencies directly to discuss their specific background and eligibility to apply for licensure or certification under that agency. The College does not guarantee a graduate's eligibility for licensure or certification.

An applicant or student is responsible for knowing the eligibility requirements for any license he or she intends to pursue, and the College assumes no liability in the event the student is declared

ineligible or disqualified for licensure, certification, or registration. The College may release an individual student's background information to externship agencies as required.

## **Malpractice & Liability Insurance**

All nursing students must hold an active individual liability insurance policy prior to entering undergraduate or graduate externship experiences. Failure to provide the Chief Academic Officer with a copy of the coverage at least 15 days before the start of the externship experience may result in the course being dropped from the student's schedule. The policy must remain active until the official graduation date or program termination. Students can receive assistance from student support services to obtain individual liability insurance. It is the student's responsibility to ensure coverage is enough for incidentals.

## **Professional Licensure**

Applicants applying for programs which require a professional license for enrollment, must have an unencumbered professional license to practice prior to enrollment. The license must remain active and valid throughout enrollment.

## **Physical & Mental Health**

Students participating in externship experiences must be in good physical and mental health. Any change in physical or mental health must be disclosed, in writing, to the Chief Academic Officer within 24 hours of the change or before entering an externship affiliate agency (whichever is sooner). Failure to disclose a change in physical or mental health may result in dismissal from the program and College.

## **Health Clearance, Vaccinations & Immunizations**

Students participating in some programs will be required to provide verifiable documentation from a healthcare provider licensed in the state of Florida proving that the student has been immunized against certain communicable diseases. A student may also need to provide a statement from a licensed health care provider concerning the student's physical and mental health. The student will bear all costs associated with these health clearance and immunization, as such costs will not be covered in the student's tuition. Students in any nursing program are required to obtain influenza vaccination annually. Failure to comply with the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.

## Annual Influenza Requirement

Nursing students and clinical faculty are required to obtain influenza vaccinations annually. The time frame for compliance will be announced annually with reasonable notice. Members with a religious objection may be excused from vaccination. Students and clinical faculty with a severe allergy to eggs, prior history of Guillain-Barre syndrome or certain other neuro-degenerative disorders may be exempted from this requirement. Students and clinical faculty who feel they have any other compelling reason for exemption should contact the Chief Academic Officer. Failure to comply with, or declination of the influenza vaccination may result in the inability to participate in clinical experiences at College affiliate sites. The College will make reasonable efforts to accommodate students and clinical faculty who are unable to receive the influenza vaccine because of one of the identified reasons above. Should accommodations not be possible, the student shall be withdrawn from the program. Faculty shall discuss other options with the Chief Academic Officer. Students and faculty are directed to their personal healthcare provider to discuss any concerns related to the influenza vaccination and their individual health condition. The College does not provide recommendations or guidance, nor assumes responsibility for consequences associated with receiving or declining the vaccine.

## Media Release

I understand that my participation in College classes, proctored exams, and other activities may result in my photo, video, audio recording or statement being recorded or taken for the use of marketing and or monitoring. As a condition of enrollment, I voluntarily grant permission to the College to use my full legal name, images, videos, recordings, or statements in their advertising and other publications for any purpose whatsoever at no financial compensation. I release the College, its divisions and employees from any and all liabilities in connection with the use of my full legal name, image(s), videos, recordings, or statement(s) in brochures, catalogs, news releases, or other media or advertising or any purpose whatsoever and confirm that I have no rights of ownership whatsoever. If you wish to rescind the release, you must inform the College in writing at [businessdevelopment@chcollege.org](mailto:businessdevelopment@chcollege.org).

## Technology Requirements for All Programs

Students enrolled are encouraged to bring a fully charged laptop or other compatible portable electronic devices to each class. The minimum recommended technology requirements for computers are presented in the following table.

	<b>COMPUTERS</b>	
	<b>Windows Based PCs</b>	<b>Apple Macintosh</b>
<b>Operating System</b>	Minimum Windows 7	Macintosh higher OS 10.X.X or higher
<b>Productivity Tools</b>	Microsoft Office 2016 or higher	Microsoft Office 2016 or higher
<b>Processor Type</b>	Minimum Recommended Core i7 Processor	Minimum Recommended Core i7 Processor
<b>Memory</b>	Minimum 4 GB RAM Recommended 8 GB RAM or higher	Minimum 4 GB RAM Recommended 8 GB RAM or higher.
<b>Hard Drive</b>	Minimum 120GB Recommended 320GB or higher.	Minimum 120GB Recommended 320GB
<b>Graphics Card</b>	Minimum 512 MB Video Memory or higher	Minimum 512 MB Video Memory or higher
<b>Battery Life</b>	Minimum 8 Hours	Minimum 8 Hours

## Distance Education

To ensure students that are enrolled in web enabled (concurrent teaching to dual audiences: synchronous recorded classes) are successful, the Care Hope College has clear guidelines and expectations for all academic personnel.

- All academic and student support services normally provided in the face-to-face campus environment will be provided to online students through video technology, the Student Portal, the Care Hope College website, as well as text, telephone, and email.
- All faculty and staff providing online academic and student support services must meet the same credentialing requirements as faculty and staff who provide these services face-to-face.

The annual plans and reports from organizational units that provide online academic and student success services will have the same goals and objectives, benchmarks for success, and assessment methodology as they have for those services when offered face-to-face.

## THE BURSAR

The Bursar is responsible for managing students accounts, as well as payment plans, adjustments, refunds, and credits.

### Tuition, Fees, Costs & Refunds

#### HOME HEALTH AIDE (HHA)

Tuition	\$400
Application Fee	\$150
Other Estimated Costs	\$210*

#### PATIENT CARE TECHNICIAN (PCT)

Tuition	\$7,500
Application Fee	\$150
Other Estimated Costs	\$1,402*
Estimated Book Fees	\$210

#### PRACTICAL NURSING (PN)

Tuition	\$16,875
Application Fee	\$150
Other Estimated Costs	\$1,300*
Estimated Book Fees	\$1,200

#### LPN TO RN BRIDGE (AS)

Tuition	\$34,650
Application Fee	\$150
Other Estimated Costs	\$3,660*
Estimated Book Fees	\$2,000

#### PROFESSIONAL NURSING (AS)

Tuition	\$39,600
Application Fee	\$150
Other Estimated Costs	\$3,660*
Estimated Book Fees	\$2,500

#### RN TO BSN BRIDGE (BSN)

Tuition	\$9,240
Application Fee	\$150
Other Estimated Costs	\$2,469*
Estimated Book Fees	\$1,200

#### PROFESSIONAL NURSING (BSN)

Tuition	\$66,000
Application Fee	\$150
Other Estimated Costs	\$2,469*
Estimated Book Fees	\$3,400

#### HEALTHCARE MANAGEMENT (BS)

Tuition	\$34,904
Application Fee	\$150
Other Estimated Costs	\$430*
Estimated Book Fees	\$2,100

**Program Costs Disclosure:** The program price includes only one instance of each item. Students are responsible for any cost incurred more than once, such as retaking exams, reapplication of exams, reevaluations, additional background checks, additional vaccines and health clearance requirements, supplies (scrubs, etc.), books, or any materials lost by the student that need to be repurchased/replaced.

*\*Estimated costs may vary based on potential transfer credits, electronic devices and other services used. Please refer to your enrollment packet for additional information.*

## Policy for Repeated Courses

Students are responsible for all fees associated with repeating failed courses.

## Payment and Refund Policy

### PAYMENT POLICY

Students must meet minimum payment criteria by the due date on their student payment plan to avoid a late fee. Students are required to view account balances online. Tuition and fee statements will be emailed as payment reminders only.

The College accepts money order, checks, Visa, MasterCard, Discover, and American Express. Checks must be made payable to Care Hope College. Credit card payments must be made by an authorized signer on the credit card.

## LATE CHARGES

Payments must be made monthly after the first payment due date. Payments made 10 days past the due date will incur a late payment fee of \$10 per month.

## LATE PAYMENTS

A student whose account is not paid seven (7) days from the payment due date will receive a late payment notice. After a second consecutive missed payment, the student's account will be blocked, which will in turn, prevent access to coursework assignments. Students with accounts more than 60 days delinquent may not be allowed to register for the next semester.

## DISHONORED PAYMENTS

If a payment by check is returned by the bank for insufficient funds or if the bank is unable to process it, the student will be charged a \$25.00 fee. If there are more than one dishonored payments on a student's account, that student will no longer be allowed to use that form of payment.

## CANCELLATION AND REFUND POLICY

1. Any monies due the applicant or student shall be refunded within 30 days of official written cancellation or withdrawal. Official cancellation or withdrawal shall occur the earlier of the dates that:
  - a) An applicant is not accepted by the school. The applicant will be refunded all monies paid.
  - b) A student (or in the case of a minor, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of signing the enrollment agreement/contract. All monies paid will be refunded whether or not the student has attended the first class. (Books and materials must be in new condition.)
  - c) A student cancels his/her contract after the third business day, but prior to the first class. In this case the student will be refunded all monies paid, except the enrollment fee and the books and material fee. (The books and materials fee will be refunded if they are returned to the school in new condition).
  - d) A student notifies the institution of his/her withdrawal. In this case, the refund will be computed based on the schedule of tuition adjustment below. Any student wishing to withdraw should complete and sign a Withdrawal Form. The Withdrawal Form and procedure may be obtained at the College's registration desk.
  - e) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave

of absence or the date the student notifies the school they will not be returning. In this case, the refund will be computed based on the schedule of tuition adjustment below.

- f) A student is expelled by the school.
  - g) In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date the information is delivered in person to the director or other administrative personnel. Refunds will be computed on the student's last day of attendance.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month. NOTE: Absence from class for 14 consecutive days without notification to the school, unsatisfactory progress, non-payment of tuition and fees, or failure to comply with stated rules in this Catalog, will be considered "unofficial withdrawal."
  3. When situations of mitigating circumstances are in evidence, the school may re-evaluate the refund policy wherein a student's refund may exceed the norm.
  4. Books and materials are non-refundable items, except as stated in "c." above.
  5. Cancellation after attendance has begun through 40% completion of the course will result in a Pro Rata (prorated) refund computed on the number of hours completed to the total course hours.

**NOTE: No refunds will be given if cancellation occurs after more than 40% completion of the course.**

6. Program Cancellation Policy: If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall, at its option: (a.) Provide a full refund of all monies paid; (b.) Provide alternative completion of the program or course; or (c.) Apply funds to another course or program offered at this school and refund any extra funds to the student.

The above Cancellation and Refund policy applies to the non-degree (diploma) programs.

## CANCELLATION/WITHDRAWAL REFUND POLICY

Care Hope College offers a refund to students who withdraw from the program, or to the sources from which the student's prepaid fees came, according to the schedule outlined below.

The date of withdrawal will be determined as follows:



1. If the student voluntarily requests a withdrawal from the program, the date of withdrawal will be the date the student completes and submits the Withdrawal Form. The Registrar will provide the student with a stamped receipt.
2. If the student is withdrawn by the school for absenteeism based on the attendance policy for the program enrolled, the withdrawal date will be the last date of attendance.
3. If the student is withdrawn by the school for failure to maintain required grades or passing rate, the date of withdrawal will be the date of the last failed exam or make-up exam.

### **COURSE ADD/DROP POLICY**

The College allows students to drop courses in the first instructional week of each term without charge or penalty. Sunday at 6 p.m. of the first week will be the deadline to add or drop a course. When a student drops a course during the first week, the course registration is deleted, and all associated charges are removed from the student's ledger.

Adding or changing classes or sections will be on a first come, first serve basis. Some class sizes may be limited or restricted; so, requests for class change may be granted or denied contingent on such limitations. The add/drop form must be completed, signed, and submitted to the Registrar to request addition of or withdrawal from a class. Requests should be submitted in person to the registrar or via email: [registrar@chcollege.org](mailto:registrar@chcollege.org). The Chief Academic Officer must approve override requests. The College allows the student to drop courses according to the published deadlines listed below without charge or penalty. When a student drops a course during the first week, the course registration is deleted, and all associated charges are removed from the student's ledger.

### **Cancellation Requests:**

Requests for cancellation must be made in person or in writing to your Admissions Representative. All monies paid by an applicant must be refunded if requested within three calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the College, is entitled to a refund of all monies paid minus a application fee of 15% of the contract price of the program, but in no event may the College retain more than \$150.

### **Refunds for Classes Canceled by the College:**

If tuition and fees are collected in advance of the start date of a program and the class is canceled due to insufficient enrollment, any payments made by the prospective student will be refunded within 30 calendar days of the planned start date. The College may accept return of

unmarked/unused textbooks, scrubs, or unopened kits within 10 days of withdrawal if the items are found to be in new condition as determined by the College.

**Refunds for Students Who Withdraw Before the End Of Add/Drop Period:**

If the applicant cancels before the end of the ADD/DROP final day or does not begin a class, the student will be refunded all tuition and fees already collected, except for the application fee, non-refundable books, and supplies payments in accordance with the College's policy. Refunds will be made within 30 calendar days of the program start date.

**Refunds for Students Enrolled Prior To Visiting the College:**

Students who have not visited the College facility prior to enrollment have the opportunity to withdraw without penalty within three calendar days following either attendance at a regular scheduled orientation or following a tour of the facilities and inspection of the equipment.

**Refunds for Students Enrolled in A Professional Development, Continuing Education, Or Limited Contract Instruction:**

Tuition fees and instructional charges are non-refundable after the second day of class for Professional Development, transient/non-Degree, or limited contract programs (programs of 100 hours or less).

**Refund Policy for Enrollment Termination:**

Tuition and fees are non-refundable for students who withdraw with their last day of attendance falling beyond the Add/Drop period. The College will have earned 100% of all tuition and fees associated with the term.

**Refunds to Students Not Accepted by The College:** Students who are not accepted will receive 100 % refund, except for the application fee and transfer evaluation fee, if applicable.

**Student Dismissal for Failure to Satisfy Financial Obligation:** A student can be dismissed, at the discretion of the College, for insufficient progress, or failure to comply with rules. Any student failing to satisfy their financial obligation who is over 75 days delinquent may be automatically dismissed by the College.

**Withdrawal Date:** The withdrawal date will be 14 calendar days of unexcused absences after the student's last day of attendance.

**Deadline for Tuition Refunds:** Refunds will be made within 30 calendar days of the last day of attendance.

**Veteran's Refund Policy:** The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end. Students receiving educational assistance benefits from the Department of Veteran Affairs (VA) will be withdrawn after 12 consecutive days of unexcused absences after the student's last day of attendance.

**CareerSource Palm Beach Refund Policy:** Students funded by CareerSource Palm Beach (CSPB) who withdraw within the first ten (10) days of class, will receive no funding from CSPB. Therefore, no refund is needed. Withdrawals after the first ten (10) days of any month will be paid by CSPB for that month only with no further payments or refunds.

**Vocational Rehabilitation Refund Policy:** In the event a student withdraws after the posted add/drop period, there is no refund due to Vocational Rehabilitation.

## FINANCIAL AID

Care Hope College is not currently eligible to participate in Title- IV Federal Financial Aid. Care Hope College helps students to avoid debt by offering full or partial tuition need-based scholarships: The Hope of Forever Learning - Nursing Scholarship, The Vocational Care Scholarship, and the General Education Scholarship.

CHC works with individual students to develop a payment plan (weekly, bi-monthly, or monthly) that is designed to meet students' budget, lifestyle and institutional needs. There is 0% interest charged under the payment plans.

Care Hope College collaborates with organizations that provide scholarships to students, including Career Source, Veterans Association, and the Farmworkers Association.

CHC also partners with Education Funding Organizations which provide private loans to students under their underwriting criteria. CHC's Bursar, along with Admissions and Registrar assist students in financial matters.

## SCHOLARSHIPS

### The Hope of Forever Learning Scholarships

The applicant must be planning to attend the College on a full-time basis in a nursing program and maintain a full course load with the goal of meeting the eligibility criteria to take the state of Florida NCLEX exam.

To qualify for the scholarship an applicant is required to complete the application described in the next section. Applicants must be a U.S. citizen or permanent resident with a valid permanent resident ID card or current passport. Applicants must demonstrate a financial need to initiate their post-secondary education. To maintain the scholarship a student must maintain a minimum unweighted GPA of 2.75 on a 4.0 scale and have successfully passed the standardized examination at the completion of each term. Scholarship applications may be obtained from the administrative offices of the school. The deadline for receipt of scholarship applications is 30 days before program start date.

<p>The Hope of Forever Learning</p> <p><b>NURSING Scholarship</b></p>	<p>Scholarship Amount: up to 20% of total Tuition</p>	<p>Accepted and enrolled in a program at Care Hope College, Personal Statement, Resume, 2 Letters of Recommendation and enrollment in a minimum of 12 credits per term. Renewable each term, based on satisfactory progress.</p> <p>Items to be submitted:</p> <ol style="list-style-type: none"><li>1. Essay describing why they want to become a Registered nurse and challenges faced if any.</li></ol>
<p>The Vocational Care</p> <p><b>Scholarship</b></p>	<p>Scholarship Amount: up to 50% of total Tuition</p>	<p>Accepted and enrolled in a Diploma program at Care Hope College, Personal Statement, Resume, 2 Letters of Recommendation and enrollment in a minimum of 300 clock hours per term. Renewable each term, based on satisfactory progress.</p> <p>Items to be submitted:</p> <ol style="list-style-type: none"><li>1. Essay describing why they want to pursue the vocational program and challenges faced if any.</li></ol>

<p>The Hope of Forever Learning</p> <p><b>General Education Scholarship</b></p>	<p>Scholarship Amount Towards Tuition: Maximum \$200.00 towards each General Education Course</p>	<p>Accepted and enrolled in a program at Care Hope College, Personal Statement, Resume, 2 Letters of Recommendation and enrollment in a minimum of 12 credits per quarter. Renewable each term, based on satisfactory progress.</p> <p>Items to be submitted:</p> <ol style="list-style-type: none"> <li>1. Essay describing their career plans and how the scholarship would help them achieve those plans.</li> </ol>
<p>All scholarship recipients must maintain a GPA of 2.75 or higher for the duration of his/her school term.</p>		

## Scholarship Application Process

Applicant must submit the following items, if applicable:

- Completed application form (if handwritten, please print legibly)
- Submit a completed application along with an essay of no less than five hundred (500) words that describes their contribution to society in the healthcare field, why their chosen program is important at this juncture in their life, and how this scholarship would be beneficial.

## STUDENT SUPPORT SERVICES

Student Support Services (SSS), such as Admissions, Registrar, Bursar, Library and Learning Resource Center, and Career Services, are available to students Monday through Friday. Office hours are posted outside of each office. Emails, calls, and requests will be answered by the next business day.

## Orientation

All applicants accepted into any program must complete a required College wide, as well as a program specific, orientation. The Admissions Department will notify the student of the orientation date, time, and location. Students missing the orientation must meet with the Chief Academic Officer for a make-up orientation date. Failure to complete orientation may result in dismissal from the program and College. Currently enrolled students may be required to attend program updates, orientation, and meetings prior to the start of the next term. These sessions are used to communicate important changes, review critical policies and procedures, as well as

complete requirements necessary to begin the new term. Students who fail to attend mandatory orientation sessions may not be allowed to take classes.

## Academic Advising Services

Academic Advising Services are available to all enrolled students, at any time, to discuss academic issues and challenges that may occur throughout their time of enrollment. Student Support Services is designed to implement the most effective methods, strategies and skills needed to provide students with possible options and alternatives to help resolve their specific academic concerns. Student Support Services aims to prevent academic problems rather than simply solving them. Academic Advisors, faculty, and academic administrators monitor students ongoing progress and may refer high risk students for mandatory advising. Students are expected to comply with referrals to Student Support Services.

Please contact Student Support Services to schedule a meeting with an advisor. You can schedule appointments by emailing: [studentsupportservices@CHCOLLEGE.org](mailto:studentsupportservices@CHCOLLEGE.org) or calling 561-966-0551.

In addition to on campus services, virtual services are available to students who require assistance. Students can email [helpdesk@CHCOLLEGE.org](mailto:helpdesk@CHCOLLEGE.org) and they will receive a response within 24 hours.

The College is committed to the wellbeing of our students and has committed to providing support services throughout each student's enrollment. The College has partnered with Student Resources Services and the WellConnect Program. Students have round-the-clock access to many services. Some of the services available are:

**Counseling Services:** WellConnect, by Student Resource Services offers immediate in-the-moment support, as well as free short-term counseling to address issues such as stress, depression, family and relationship concerns, addiction, academic challenges, and more. When a student calls the main toll-free line, he/she will talk with a knowledgeable and experienced clinician who can help connect him/her to the resources he/she needs.

**Resources and Support:** Students can obtain support and resources from a specialist who can help them address issues in their daily lives, which may be an obstacle to success in their program. The types of resources that are available include researching community-based housing, moving, and relocation options; informed referrals for healthcare services, transportation, utilities, and assistance with identifying volunteer opportunities.

**Legal Services:** Free initial phone consultation is available with a state-admitted attorney on most legal issues, including estate planning, adoption, divorce/custody, bankruptcy, landlord/tenant disputes, contracts, criminal charges, and eldercare tools (e.g., wills, healthcare proxies, powers of attorney, etc.). Students receive a 25% discount off the hourly rate if the participating attorney is retained. Note: the program does not cover employment-related issues.

**Financial Services:** Free phone consultations with experienced financial educators on many issues such as budgeting, debt management, credit concerns, mortgages, and financing. This service also includes identity theft recovery assistance, including a free, 30-minute telephonic consultation with an identity recovery professional who will work with the student to assess the situation, review the student's credit report to determine fraud, create an action plan, and provide a packet of forms and instructions on restoring credit. Additional financial support includes referrals to certified financial professionals, online articles and tip sheets, investment and retirement calculators, and financial worksheets.

**Family and Caregiving:** students are entitled to: free confidential access to dependent care resources and services, including phone consultations with well-qualified family and caregiving specialists; provider searches for childcare, eldercare, and pet care; confirmed match referrals with vacancy checks; educational materials to help evaluate care options; online searchable databases; information about government, community-based, and private resources; and articles, tip sheets, and audio tips related to education and scholarships, senior care and housing options, parenting and discipline, and many other popular family and caregiving topics.

**Health and Wellness:** The basic service offers access to a rich library of tips, articles, and screening instruments regarding common health concerns; information and referrals for diet, nutrition, weight management, traditional and alternative medical resources; personal safety information for people of all ages; current research specific to women, men, pediatric and geriatric health issues; and practical guides to developing habits conducive to overall well-being.

To access these resources at any time, students and members of their household may contact:

WellConnect by Student Resources Service Toll Free: 866-640-4777

**<http://wellconnectforyou.com>**

Students will be provided an account number and user-identification card during orientation. These services are confidential. For further information, please visit the Chief Academic Officer.

## Career Services

The College's Career Services Department meets all incoming students at orientation and provides ongoing guidance for all aspects of seeking and keeping employment. Monthly employability skills workshops are offered to students and graduates on topics such as resume writing, business etiquette, and interviewing skills. Some workshops may be via webinar and others are on campus. Job fairs are held each term for students and graduates, to provide additional employment opportunities. Career Services one-on-one meetings are also available via video conferencing with a Career Services Team Member. Job opening announcements from potential employers are posted on the informational boards and emailed when available. The Career Services department is available by appointment or on a walk-in basis. The College does not guarantee employment upon graduation. The College maintains compliance with federal, local, and general placement requirements. Criminal history (or investigations) may affect the College's ability to assist with job placement opportunities.

## Procedures for Obtaining Products

Each term, information concerning required or recommended textbooks, supplies, and equipment should be readily available to students. In accordance with the Higher Education Opportunity Act (HEOA) of 2008, and in addition to the Higher Education Act of 1965 (as amended), CHC, like other postsecondary educational institutions, must disclose information in the recommended and required textbooks needed to complete each course of study. A list of textbooks and their approximate costs can be found on the student portal.

Textbooks are **not** included in the cost of tuition. Students may purchase textbooks independently through the least expensive vendors of their choice. Printed textbooks are available for order through the College Library. Students may have access to some digital content, including eBooks in the Student Learning Management System for select courses.

**Note:** Students are required to have the correct textbook editions and supplements for each course. A laptop meeting the minimum specifications as defined by the College, along with the



appropriate books must be brought to class for each course on the first day of that course.

Failure to have the correct eBooks, printed textbooks, computer, uniforms, student ID and/or required supplements may result in the student being issued the proper eBooks, printed textbooks, electronic device, student ID and/or supplements by the College. Charges for these items (retail price) will be placed on the student's account. The student will be responsible for all charges.

Students who lose their IDs must pay for a replacement ID through the Bursar, and have a new ID issued.

Students who have lost or damaged their uniforms will be required to purchase new ones. They must order from the designated CHC uniform vendor.

## Graduation Regalia (Cap & Gown)

Care Hope College will invite a company that specializes in academic regalia to meet with eligible students on the College premises over a specified period to take measurements and process orders. Students will be advised when Commencement regalia will be available for pick up.

## Textbooks

Textbooks are **not** included in the cost of tuition. Students may purchase textbooks independently through the vendor of their choice. Printed textbooks are also available for order through the College Library. Digital content like eBooks may be included in select courses.

Printed textbooks purchased from the College Library may not be returned once they have been removed from the original packaging and had been acquired for more than three business days. Printed textbooks that are returned must be in original packaging. Course supplements may not be returned.

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, and in addition to the Higher Education Act of 1965 (as amended), each postsecondary educational institution must disclose information regarding the recommended and required textbooks for each course. A list of the literature required and recommended for each course, as well as its approximate cost, is available through the student portal.

## The Library & Learning Resource Center

The CHC Library is an active partner in the academic program of the College and strives to meet the needs of each student through its collections, resources, and services. The library plays an active role in information literacy instruction and in preparing students to become lifelong learners, accomplished scholars, and competent professionals.

The Care Hope College Library is a member of the LIRN network of libraries (Library and Information Resource Network). Through its LIRN affiliation, the library has an expansive collection of over 100 databases that support student success and the curriculum of the College. Databases provide access to ebooks, magazines, newspapers, scholarly and professional journals, reference materials, and curriculum-based tools such as interactive human anatomy; and student success resources, such as career and testing materials and information literacy tools. The LIRN online library is available 24-hours through either the learning management system or the password protected website and is managed by the college's librarian within the Academic Services Department.

The physical library has posted hours outside the library and is staffed by a library assistant who assists the librarian with the operation of the library. Students, faculty and staff may borrow library materials in accordance with the library circulation policy. CHC students are offered online library orientation at the beginning of each semester. Orientation to the online library covers access to services and resources, APA style papers, plagiarism, information literacy competencies, and contacting the librarian. Faculty are invited to offer students in-classroom librarian visits to address specific research paper or presentation assignment needs. Students are encouraged to make appointments with the librarian for APA papers and references and selecting authoritative materials. Research and library assistance is available through online appointments, email, phone, and walk-in service.

### Contact Information:

[Library@CHCOLLEGE.org](mailto:Library@CHCOLLEGE.org)

### The Library and Learning Resource Center Campus \*Hours:

Monday to Friday 9:00 a.m. to 5:00 p.m.

Virtual 24 hours, 7 days a week.

\*Hours are subject to change. Please see hours posted outside of the Library

## Student Records & Academic Transcripts

The Registrar maintains student records. These records are available to active, withdrawn, or graduated students upon request. Transcripts are available to current and former students who have met all monetary obligations to the College; students with past due accounts will not be issued transcripts. There is a fee for all documents requested through the Registrar. The schedule of fees is listed on the Document Request Form and College Catalog. Active students can obtain their unofficial transcripts through the student portal at no cost.

All transcript requests must be submitted in writing. Students can make their request through the Registrar by completing a Document Request Form which can be obtained through the College Website at [www.CHCOLLEGE.org](http://www.CHCOLLEGE.org) or by requesting it through email. The completed Document Request Form can be sent by mail or email to:

**Care Hope College**  
**ATTN: Registrar, Transcripts**  
**10094 W Indiantown Road**  
**Jupiter, Florida 33478**  
**561-966-0551**  
**Email: [Registrar@CHCOLLEGE.org](mailto:Registrar@CHCOLLEGE.org)**

All document requests take approximately two weeks to process. Students will be contacted by email when their requests have been processed. Document requests can be made for the following documents:

- Enrollment letters
- Copies of Foreign Evaluations
- Diploma
- Copies of any document in the Academic File

Students requesting a diploma must first complete the graduation clearance process or a diploma will not be issued. This process is completed by meeting with the Bursar, Academics, Registrar and Career Services to complete an exit interview. These three departments must clear the student in the College system for the student to be issued a diploma. It takes approximately six weeks, from the moment the student is cleared for graduation, for diplomas to be processed. A graduated student is eligible to receive his or her first official transcript and diploma free of cost. Any additional copies will incur a charge as stated in the schedule of fees listed in the College Catalog. If a student requests a new diploma be issued due to a name change, there will be a fee associated as this shall be considered a duplicate request.

Under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended in 1993,

2008, and 2011, students have a right to be notified annually as to the rights of, maintenance of, and access to students' records that include: academic records, admission records, disciplinary records, placement file and financial aid records. The school abides by federal and state regulations regarding the privacy of student records and complies with the laws regarding access procedures. If a student believes there is an error in the permanent record, the student should contact the school registrar's office to request a modification to the record. If the student believes that the modification made by the school is incorrect, they can arrange a hearing. A hearing will be conducted according to FERPA.

The hearing will be held within a reasonable period of time after the request is received. The student shall be given notice of date, place and time reasonably in advance.

The Director shall make a written decision within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## **Privacy of Student Records (FERPA)**

The Family Rights and Privacy Act of 1974 (FERPA) is a federal law that says that no one outside Care Hope College shall have access to student's education records nor will Care Hope College disclose any information from those records even in an emergency. This provides a source of protection for the students or other persons. Individuals applying for admission may waive their right of access to confidential statements. Such waivers may not be required as a condition for admission to, receipt of aid from, or receipt of any other service or benefits from such agency or institution. Release of education records will only occur under the following circumstances:

- Exceptions; compliance with judicial orders and subpoenas; audit and evaluation of federally-supported education programs; recordkeeping.

You may visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> to view the full federal description of Family Right to Privacy (FERPA).

To faculty and staff: The confidentiality of student records is protected under federal law known as the Family Educational Rights and Privacy Act (FERPA). Under FERPA, you may access student information only in the legitimate educational interest of the student, and you are required to keep all such information strictly confidential. Under FERPA, "legitimate educational interest" means you are authorized to see student data which is necessary for the fulfillment of your professional responsibility at Care Hope College. This authorization is based on the

condition that you agree to prevent other persons from accessing the confidential information available to you. However, FERPA does provide that you may share such information with other school officials having the same authorization, and who also have a legitimate educational interest in the student. Failure to maintain compliance with this federal regulation can result in academic dismissal and/or staff termination. All legal actions will be pursued that are available to Care Hope College to protect student information.

## **Institutional Name Changes**

Palm Beach Vocational Institute, Inc. dba Care Hope College was established in 1996 as a vocational educational training institution. In 2008 the College established new ownership modifying the structure of the organization to support an expanded vision. In 2011, the College moved to a larger facility, implemented a plan to add new degree granting programs, hired additional faculty/staff to accommodate the larger student body and the expanded healthcare program offerings. Later the dba Care Hope College was formed on May 21, 2015.

Transcripts for students graduating on or after May 21, 2015 will reflect the College's current name: Care Hope College. Students graduating prior to May 21, 2015 shall have graduated under the name of the institution at the time of their degree conferment. All official transcripts will include the above legend printed on the back for name reference. Diplomas will have the name of the school and the logo used at the time the student graduated.

## **Name Change Requests**

A student who has a name legally changed must inform the College. The student must complete an "Information Change" form and provide it to the Registrar. Additionally, the student must provide a copy of the court-issued document that approved the name change and a government-issued photo ID with the new name. The student must immediately order a new College identification badge that reflects their new name.

## **Address Change Requests**

A student who has moved is required to immediately inform the College of the mailing-address change. The student must complete the "Information Change" form and provide it to the Registrar along with a government-issued photo ID that confirms the new address.

## Email Address Change

A student who has changed their personal email address is required to immediately inform the College of the email address change. The student must complete the “Information Change” form and provide it to the Registrar.

## Phone Number Change

A student who has changed their personal phone number is required to immediately inform the College of the phone number change. The student will complete the “Information Change” form and provide it to the Registrar.

## Gender Change

A student who undergoes gender reassignment surgery and wishes to inform the College must provide a certified copy of a court order or documentation from a health care professional stating that a gender change has been completed. If the student also changed his or her name, the Name Change Request process must also be completed.

## Registration for Classes

For active students, early registration opens 30 days before each semester, and closes 2 weeks prior to the start date. Students are automatically scheduled each term with the assumption that all courses are successfully completed. In the event a student fails a course, the Registrar will drop all courses and reschedule the failed course, if the student is eligible to retake the failed classes. Students may ADD/DROP during the regular ADD/DROP period during the first week of classes.

### FIRST DAY OF CLASS

The start and end dates of each term are listed under the appropriate program table. Schedules and locations of classes are subject to change. The College reserves the right to adjust the schedule, when necessary. Students will be notified via email when changes occur.

### TEMPORARY EMERGENCY CAMPUS CLOSURES

The College reserves the right to close the campus during emergencies or periods of inclement weather. Announcements will be made through local media, text messaging, the College website, or e-mail.

### COMMUNICATION

The primary mode of communication with students is through their email accounts, and by posts

created and released on the College student portal. Confidential information will be communicated in person to the individual. When necessary, documents will be delivered in person or by the United States Postal Service (USPS). English is the primary language used for all modes of communication. It is the students' responsibility to monitor and check his/her email accounts regularly (at least once daily). Students are required to respond to all official College communication within 24 hours from the date and time sent by the originator/sender. This includes documentation and information requests.

## EXTERNSHIP/INTERNSHIP EXPERIENCES

Certain courses, programs and program options may require externship/internship/clinical experiences. Students should review the program description and student handbook for specific information. Students must successfully complete all externship/internship hour requirements to remain in the program and to be considered for graduation. Students must also adhere to an English-only requirement for this experience. They are prohibited from translating or speaking any additional language, besides English, during externship hours, unless authorized in writing by the externship/internship agency.

Externship/internship experiences may be scheduled at any time, such as day, evening, overnight and including holidays and weekends. Students may need to complete externship/internship experiences on a different shift from their enrolled shift. For example, a student enrolled in a day program may need to complete externship/internship during the evening or overnight shifts. The time for externship/internship may be out of the College's control.

## SCHEDULING

The Registrar coordinates all scheduling in collaboration with program representatives. Efforts are made to provide matriculating students with a schedule for the next term at least 30 days prior to the start of the new term. This is sometimes affected by circumstances such as externship/internship agency scheduling not being made available to the College until a few days prior to each start. On certain occasions, the externship/internship agency may add, delete or change existing externship/internship sites which will result in the College having to adjust the student's schedule without notice. The College will exercise reasonable efforts to accommodate scheduling conflicts but cannot guarantee a student's preferred schedule. Ultimately, the student must accept the final schedule published by the Registrar. Please see the ADD/DROP Policy for further information and guidance.

Some class sizes may be limited or restricted; so, requests for class change may be granted or denied contingent on such limitations. The add/drop form must be completed, signed and submitted to the Registrar to request addition of or withdrawal from a class. Requests should be submitted in person to the registrar or via email: [registrar@CHCOLLEGE.org](mailto:registrar@CHCOLLEGE.org). The Chief

Academic Officer must approve override requests. The College allows the student to drop courses according to the published deadlines listed below without charge or penalty. When a student drops a course during the first week, the course registration is deleted, and all associated charges are removed from the student's ledger.

### PREREQUISITE OVERRIDE POLICY

A student may request a prerequisite override to take a course and its prerequisite concurrently. In such a case, the Chief Academic Officer must approve. Each case will be reviewed individually, and the approval is based on the student's academic history.

### CHANGE OF PROGRAM

A student who wishes to transfer from one program to another must request a program transfer through the Chief Academic Officer. The request must be made in writing and returned to the Chief Academic Officer. Students must meet with the Bursar prior to the final transfer. CareerSource and Vocational Rehab students wishing to change programs must request a voucher for a new program or make appropriate arrangements with their corresponding case manager.

## Credit Hour Defined

Care Hope College defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement, which is an equivalency that reasonably approximates no less than<sup>1</sup>:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of- class student work for each hour of instruction; or
- (2) At least an equivalent amount of work as required in (1) for laboratory work, externship, simulation and other academic work leading to the award of a credit.

### CLOCK TO CREDIT HOUR CONVERSION FORMULA

One semester credit hour is defined as:

Classroom / Lecture	15 hours
Laboratory	30 hours
Externship / Clinical / Simulation	45 hours



## CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period. Students and faculty will take appropriate breaks throughout instruction.

For CareerSource and Vocational Rehab purposes, programs are also expressed in clock hours. A “class hour” is equivalent to 50 minutes.

## STUDENT WORK OUTSIDE OF CLASS

Each course has assigned work that students must complete outside of class. The course syllabus outlines the assignments and evaluation criteria. Students should expect, at the minimum, two hours of work outside of class for everyone (1) hour of classroom instruction. All such work will be graded as published in the course syllabus.

## ACADEMIC FREEDOM

The College is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The College, therefore, supports and encourages freedom of inquiry for faculty members to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

## CLASS SIZE

The average didactic/lecture classroom ratio of faculty to students is 1:40. The following table presents the maximum faculty to student ratio based on the specific learning environment.

Section	Maximum Faculty to Student Ratio
Didactic/Lecture	1:30
Skills Laboratory	1:15
Simulation	1:12
Clinical Undergraduate	1:12

## CURRICULUM

Program curricula shall be continuously evaluated based on outcomes, needs of the community, and requirements of licensure and certification agencies as appropriate. The faculty is responsible for revising courses and curriculum based on outcomes and requirements. The

faculty and College reserve the right to modify the degree plan, curriculum, resources and/or courses at any time during enrollment.

## COURSE SYLLABUS

Faculty is required to revise and publish a syllabus for each course by the first day of class. The syllabus may be revised throughout the course to assist the students in meeting established Student Learning Outcomes. In the event a revision to the originally published syllabus is necessary, the faculty shall seek guidance from the Chief Academic Officer prior to publication of the revised syllabus. In the event of a change, communication will be sent to all students and other faculty associated with the course.

## MAKE-UP WORK

Students are expected to participate in all class activities, complete assignments on time and take assessments and examinations as scheduled in the course syllabus. Lessons, assignments and evaluations assist the student and faculty in ongoing evaluation of the students' progress towards meeting Course Level Student Learning Outcomes (CLSLOs) as well as End of Program Student Learning Outcomes (EOPSLOs). Assignment expectations and due dates are published in each course syllabus and are expected to be completed before or on the due date published. Make-up work is not typically accepted by faculty as each student is expected to balance academic workload and maintain pace with the progressing course and degree plan. Faculty reserve the right to allow make-up of course work at their discretion should a valid and verifiable extenuating circumstance be presented by the student.

## MAKE-UP EXAMINATIONS

Students are required to take course examinations on the published dates and times outlined in each course syllabus. In the event a student is unable to take the exam due to a verifiable extenuating circumstance, the faculty may authorize a make-up examination. The make-up examination will be a different version and may be limited in questions or use alternate format design and/or alternate delivery methods. Students must complete the make-up examination on the date and time set by the faculty. A fee will be charged to the student's account for all make-up examinations. The fee must be paid to the Bursar prior to examination.

## PROGRAM COMPLETION

Students are required to complete the program in which they are enrolled within the anticipated time of completion. Students who fail to meet program completion and graduation requirements may be administratively withdrawn from the program and College. Any student that fails to meet the incomplete grade policy may be withdrawn from the program and College. Please see the incomplete grade policy for further information.

## DISCLOSURE STATEMENT

The College reserves the right to teach subject areas in any order it considers necessary; to add or delete from certain courses, programs or areas of study as circumstances may require; and make necessary faculty assignment changes. Changes in curriculum will not involve additional tuition cost to currently enrolled students, unless a new enrollment agreement is executed for an expanded program. A change is defined as a change of program of study, or a transfer from day to evening or evening to day classes.

## COURSE CANCELLATION

The College is committed to providing courses with enough frequency to allow students to complete their program of study within the scheduled program timeframe. The College reserves the right to cancel a course offered due to lack of enrollment. Students affected by a class cancellation will be notified no later than the first day of class.

In instances where classes are canceled, every effort will be made to accommodate the student's schedule within the courses offered to meet their educational requirements. A student may be asked to take the course at a different time (morning/evening). If tuition and fees are collected in advance of the start date of a program and the class is canceled due to insufficient enrollment, any payments made by the prospective student will be refunded within 30 calendar days of the planned start date. The College may accept return of unmarked/unused textbooks, scrubs or unopened kits within 10 days of withdrawal if the items are found to be in new condition as determined by the College.

## LEAVE OF ABSENCE

The College does not offer leave of absences. A student who cannot continue with classes, for whatever reason, must inform the Chief Academic Officer to be withdrawn from the College. Students wishing to return to the program later must see the Admissions department and Enrollment Services and apply for re-entry. Please see ADD/DROP and Withdraw policy for additional information.

## ANTI-DISCRIMINATION POLICY

The College does not discriminate based on age, race, color, creed/religion or national origin. The training offered by the school is not recommended to individuals with physical disabilities or persons who are unable to undertake strenuous vocations (physical or psychological) that require performing the essential functions of the profession for which they are training.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Applicants or current students with disabilities who require academic adjustments and/or

auxiliary aids during the admissions process, testing, and/or their program of study should contact the Chief Academic Officer. The Chief Academic Officer will work with applicants and/or current students to identify reasonable accommodations and adjustments necessary to enable the students to fully participate in the admissions and educational processes.

#### **TUTORING AND POST GRADUATION SUPPORT**

The Chief Academic Officer supports and facilitates tutoring during enrollment and helps support graduates preparing for licensure and certification after graduation.

Enrolled students desiring additional tutoring beyond what is provided by course faculty should contact Student Support Services at 561-966-0551 or by email: [studentsupportservices@CHCOLLEGE.org](mailto:studentsupportservices@CHCOLLEGE.org). The Chief Academic Officer will coordinate tutoring by matching the student with the appropriate tutor or mentor.

The College recognizes that graduates need support, tutoring, advising and mentorship as they prepare for licensure and certification. In addition, alumni who take new positions may need to enhance their clinical skills and knowledge in a content area.

Alumni may attend any class session when space is available. Alumni may also improve their clinical skills and competencies with written permission from the Chief Academic Officer.

The College is committed to lifelong learning and supports our enrolled students and alumni. The College does not charge for the services to alumni, except for any course materials, supplies, standardized assessments, or equipment that may be needed.

Alumni wishing to schedule tutoring, mentoring, skills enhancement, or attend any college class, should contact the Student Support Services at:

**Care Hope College**  
**ATTN: Student Support Services**  
**10094 W Indiantown Road**  
**Jupiter, Florida 33478**  
**561-966-0551**  
**Email: [studentsupportservices@CHCOLLEGE.org](mailto:studentsupportservices@CHCOLLEGE.org)**

## **STUDENT GRIEVANCES & COMPLAINTS**

A grievance is a perceived wrong or hardship that is the grounds for a complaint. A complaint is a formal allegation against a person, group, department, program, or the College. A complaint is typically expressed as a written, signed statement.

### **Grievance & Complaint Procedures**

A student with a grievance or complaint should attempt to address the problem with the individual or department against whom the student has a grievance or complaint prior to elevating the grievance or complaint to a higher level. The current student handbook outlines the proper chain of command related to academic issues within a specific program. For complaints regarding a college academic department, faculty, or staff member, please contact the Executive Director of Campus Operations to assist in the remediation process.

The complaint must be submitted using the current College Complaint and Grievance Form and signed by the individual submitting the complaint. Complaints will not be accepted on behalf of another individual. Anonymous complaints will not be accepted as official complaints but will be reviewed. The form can be obtained from the Student Support Services or the Executive Director of Campus Operations. A student may submit his or her formal complaint or grievance to:

**Care Hope College  
ATTN: Executive Director of Campus Operations, Complaint  
10094 W Indiantown Road  
Jupiter, Florida 33478  
561-966-0551**

The Executive Director of Campus Operations will respond within ten business days from receipt of the complaint or sooner if practical. In the event the student feels the response was not managed properly, the student may submit his or her complaint to the following:

**Care Hope College  
ATTN: College President, Complaint  
10094 W Indiantown Road  
Jupiter, Florida 33478  
561-966-0551**

In the event the student feels the response was not managed properly by the College President,

the student may submit his or her complaint to the following:

**Commission for Independent Education (CIE) Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399**

## **Grievance and the Appeals Process**

A student may appeal any disciplinary action by filing a written grievance explaining any reasons or mitigating circumstances that might affect the causes and the consequences of the disciplinary action. The student must file the grievance with the school administration within thirty (30) days of receiving notice of disciplinary action. Students may also file a grievance with the school administration on any matter about the education and/or treatment of the student by the Institute and its staff. The school administration shall inform the student who filed the grievance or appeals an institutional decision, within ten (10) business days of receiving such grievance. The decision of the school administration shall be final. For unresolved matters, you may contact the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, or Toll-Free Number: 888-224-6684.

If a student does not find relief at the college level, they may contact the:

**Transnational Association of Christian Colleges & Schools  
15935 Forest Road, Forest, VA 24551  
(434) 525-9539.**

## **TRANSFER OF CREDITS**

Care Hope College considers transfer credits from regionally and nationally accredited institutions. Care Hope College does not guarantee transferability of credits from any other institution. Any decision on the transferability of credits and whether the credits meet the College's criteria is solely at the discretion of Care Hope College.

### **Transfer of Course Credits to a Care Hope College Program**

Care Hope College evaluates transfer credits according to the policies and procedures described in this section. Typically, no request will be honored after the start date of the first class. Applicants and students may appeal to the Chief Academic Officer for consideration of transfer credits after the start of the first class. Each case will be evaluated individually. Credits are given for courses completed, not modules. The program's total cost may be adjusted for the credits

awarded. Additional fees may apply. Transferred credits may not exceed 75% of the program's total number of required credits.

## **Transfer of Credit Consideration**

Applicants requesting transfer credit consideration from previous courses taken outside of Care Hope College must complete a Transfer of Credit Request Form (TCRF). Transfer credits typically will not be considered after the first day of class. Official transcripts must be received by the Registrar from the awarding institution by the end of the first term or transfer credit may not be awarded. Foreign transcripts must be translated and evaluated by a NACES- or AICE-approved credentialing evaluation agency to include a course-by-course description, total course credits and final grade awarded. Official documents must be sent directly from the approved agency to the Registrar at Care Hope College. Additional fees may apply. For further information on transfer of credits, please see the Transfer of Credit Policy in the catalog.

## **Preliminary Evaluation & Fee for Transfer of Credit Analysis & Award**

The program application fee covers an initial evaluation of transfer of credits requested by the applicant. Applicants are provided a preliminary evaluation and award recommendation based on information provided by the applicant. The applicant must pay the Transfer of Credit fee on enrollment for the approved credits to be accepted as "Pending Transfer Request." Upon the Registrar receiving the official transcripts from the awarding institution, the student's transcript will be updated to "Transfer Credits." See additional policies related to transfer credits and failure to receive official transcripts by the required deadline.

## **Transfer of Credits Between College Programs**

If a graduate or former student of Care Hope College enrolls in a new program, or an existing student transfers to a new program within the College, the Registrar will transfer applicable credits to the new program. Credits transferred from one Care Hope College course to another college program shall not be limited in the number of credits transferred but must meet the new program requirements as outlined in the current College Catalog.

## Transfer of Credits for Undergraduate Nursing Programs

Transfer credits for undergraduate nursing courses from a program accredited by ACEN, CCNE or NLN-CNEA may be awarded on an individual basis. Programs in “candidacy” or “pre-accredited” may be considered. The applicant may be required to demonstrate proficiency by completing an assessment of previous learning through examination and/or skill demonstration. Additional fees may apply.

## Evaluation Process for Transfer of Credits

The Chief Academic Officer conducts the evaluation of each applicant’s request for transfer of credits and all supporting documentation submitted. Each request is documented with a preliminary decision on the submitted Transfer of Course Credit Request Form. The Admissions Department is notified of all decisions and will review the award or denial with each applicant. A copy of the Transfer of Credit Request Form and corresponding documentation supporting the approval or denial of transfer credits will be maintained in the student academic file.

## Transfer of Credits from an Accredited Institution within the United States

To request official transcripts from an accredited institution within the United States, applicants must follow the published policies and procedures for the institution for which they are requesting their official transcripts. Applicants are responsible for all fees and expenses associated with their request and sending of official transcripts from the awarding institution to Care Hope College. Official transcripts must be official, sealed and sent directly to:

**Care Hope College  
ATTN: Registrar  
10094 W Indiantown Road  
Jupiter, Florida 33478  
561-966-0551**

Courses considered for transfer must have a minimum of 2.5 GPA (grade letter of a C) or higher. Some programs require a higher GPA or letter grade. Please see program specific transfer credit criteria in the College Catalog for further information.

**Care Hope College reserves the right to deny transfer credits from non-accredited institutions that are not in good standing with the Commission for Independent Education (CIE) or the Florida Board of Nursing (FLBON).**

Academic Catalog



## **Transfer of Credits from Foreign Institutions**

To transfer credits from foreign institutions, applicants must submit, prior to enrollment, a Transfer of Credits Request Form along with the corresponding documentation that must comply with the following: Evaluation and translation of the diploma and transcripts by an approved NACES or AICE organization to include a course-by-course description, grade and credits awarded.

It is well documented that there are some nations where student applicants face insurmountable obstacles to provide the College with written, detailed evidence of their degrees. Typically, these nations include those identified by the federal government as terrorist states, enemy states, or nations suffering great natural or other disasters. The College realizes that it is beyond the capacity of a typical student applicant to produce acceptable documentation from institutions in those areas. On a temporary basis, until those identified national issues are resolved, the College will accept alternative documentation of educational transcripts, program outlines and similar documentation.

If the College or a recognized transcript translator/evaluator have documentation from an institution in those special areas and a new applicant can prove that they attended the same institution in the same general time frame, the College may utilize the existing documentation when evaluating the new applicant. Considering that these institutions are foreign with significant cultural and language differences, when evaluating the content of courses in transcripts or program outlines, CHC personnel may use all tools and information available to establish the content of courses taken by applicants. Specifically, the College may refer to the Curriculum, Study Plan from a College in an affected country which has been certified by the Ministry of Public Health, Ministry of External Relations, and the Ministry of Finance and any other comparable document which explains the curriculum studied in those countries in question.

The applicant must still comply with the College's policy to have their diplomas and transcripts translated and evaluated by an NACES or AICE approved credentialing agency, but in this case using the secondary transcript in its place, for course identification purposes only.

## **Credit for Previous Training & Education at Care Hope College**

Transfer of credits from previous training at Care Hope College may be granted for applicable courses. Requests for credits earned previously at Care Hope College must be made to the Chief Academic Officer before enrolling in a new program. Typically, no request will be honored after the start of the first class. Credits are given for courses, not modules.

## **Transfer of Credits by Examination**

The College Level Examination Program® (CLEP) is a cost-effective and convenient method for applicants and students to demonstrate competency in select course work. Applicants can have credits applied to their graduation requirements from CLEP. Applicants must present a CLEP certified document granting the CLEP credits and certifying CLEP exam results. All documentation must be sent directly to the Registrar at Care Hope College. For more information, visit: <http://clep.collegeboard.org>. Currently enrolled students may request the consideration of CLEP for courses within the degree plan after enrollment through the Chief Academic Officer. Each request will be evaluated on an individual basis. Students should speak with the Bursar prior to requesting consideration. Students may be responsible for transfer of credit fees and/or course tuition, fees, and services charges.

## **Veterans Credit for Previous Education or Training**

United States veterans may receive credit for previous education or training. Such veterans must report all previous post-secondary education and training. The College will then maintain a written record that clearly indicates that official transcripts have been obtained from all post-secondary institutions that the applicant has attended, that those transcripts have been reviewed and evaluated, that appropriate credit has been granted toward the applicant's current program, with training time shortened and tuition reduced proportionately, and that the veteran has been notified of the status of credits.

Care Hope College does not guarantee transferability of credits to another institution. Applicants and students are encouraged to contact each institution they wish to transfer to and discuss their transfer of credit policy and the acceptance of Care Hope College's credits to their institution.

## **Appeal Process for Transfer of Credits**

An applicant who has not been granted transfer of credit as requested may appeal the decision by writing a letter addressed to:

**Care Hope College  
ATTN: Chief Academic Officer  
10094 W Indiantown Road  
Jupiter, Florida 33478  
561-966-0551**

The Chief Academic Officer will work directly with the appropriate departments and individuals within the decision process. Applicants will receive a written response within 15 calendar days after receipt.

## **STUDENT CODE OF CONDUCT**

Each student must follow the Code of Conduct in this catalog. Any student who is found to have violated these acts while on campus or on property controlled by the College or its affiliates (e.g., clinical sites, volunteer sites, career placement sites, etc.) or in connection with any off-campus College activities may be subject to the maximum penalty of expulsion or any other penalty authorized herein.

A student present during the commission of an act by another student, which constitutes a violation of College policy, may also be charged if the student's subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy should report such incidents to a College official.

Students are expected to conduct themselves in a professional manner at all times on campus, at clinical sites and any College sponsored activities. Foul language, possession of illegal or un-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself/herself in a manner detrimental to the College, staff, or other students will be terminated. Theft of property from the College or other students is grounds for immediate dismissal.

### **Rules and Regulations**

Care Hope College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student code of conduct and conduct process is educational and developmental in nature, and balances the interest of individual students, as well as the interest of the College.

Our College community exists on the basis of shared values and principles. At Care Hope College, students are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Each member of the College community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others.

The jurisdiction of the Student Code of Conduct extends to all College locations, off-campus sites hosting a College event, class or other gathering, including College-sanctioned social networking sites and College-sanctioned student travel. In the event of a breach of the College

Code of Conduct, the College Student Conduct Procedures shall apply. Additionally, the College reserves the right to impose sanctions based on any student conduct, whether part of a program or not, regardless of location, that may adversely affect the College community.

Prohibited student conduct for the Student Code of Conduct includes, but is not limited to, those listed below. Any student who is found to have engaged in these acts while on campus or on property controlled by the College or its affiliates (e.g., clinical sites, volunteer sites, career placement sites, etc.) or about any off-campus College activities or non-College related activity may be subject to the maximum penalty of expulsion or any other penalty authorized herein or specifically noted in the student's program of study.

### Copyright Infringement Policy

Students are required to comply with all local, state, federal, and international copyright laws, and with college policies regarding the use of copyright-protected materials. Whenever copyright-protected works are used and fair use does not clearly apply, the College requires students to obtain written permission from the copyright owner. Downloading, uploading or transmitting files containing copyright-protected works without the permission of the copyright owner is prohibited

Copyright-protected works cannot be copied, distributed, adapted, performed, or displayed without the permission of the copyright owner. Any unauthorized use of a copyright-protected work infringes the copyright owner's exclusive rights under copyright law.

### Illegal Use of a Campus Computer

- Use for the violation of personal privacy or for the committing of crimes.
- Unauthorized access to or use of computer, computer system, network, software or data.
- Unauthorized alteration of computer equipment software, network or data.
- Unauthorized duplications or use of computer programs or files.
- Making unauthorized changes to a computer account or other deliberate action that disrupts the operation of computer systems serving other students or the College's community generally.

### Plagiarism

Plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

- Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.

- Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
- Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
- Close and extended paraphrasing of another.

### Cheating

Incidents of cheating include using unauthorized notes, study aids or information from another student or a student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name. Cheating also includes allowing someone to take a test in place of the actual student, whether in person or online, and using electronic devices to seek answers during online or in-person tests unless authorized by the instructor.

### Fabrication

Presenting data in a piece of work that was not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data was generated or collected.

### Forgery

Altering documents affecting academic records; copying a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition or any document designed to meet or exempt a student from an established College academic regulation

### Interference with Disciplinary Proceedings

Noncompliance with the Student Disciplinary System, including, but not limited to:

- Failure to appear before the Director, Disciplinary Committee, or other College official when requested to do so.
- Falsification, distortion, or misrepresentation of information during the course of the disciplinary process or before a Disciplinary Committee.
- Disruption or interference with the orderly conduct of a disciplinary hearing.
- Knowingly making false accusations of student misconduct without cause.
- Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
- Attempting to influence the impartiality of a member of a Disciplinary Committee prior to, and/or during the course of, the disciplinary hearing.

- Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Committee prior to, during, and/or after a disciplinary hearing.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student discipline system.

**DO NOT SIGN IN FOR ANOTHER STUDENT! THIS IS GROUNDS FOR TERMINATION.**

### Conspiracy

Conspiracy involves the action of planning to commit a violation of any of the above, or aiding, abetting, assisting, hiring, soliciting, or procuring another person to violate any of the above.

### Complicity

A student present during the commission of an act by another student that constitutes a violation of Code of Conduct may also be charged if his/her subsequent behavior constitutes consent or condoning of the violation.

### Damage of Property

Accidental damage, vandalism, intentional damage to property belonging to the College or others may require restitution from persons responsible for such damage and/or disciplinary action.

### Defamation, Threats, or Extortion

- Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property or reputation of another.
- Verbal or written communication that threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another.
- Threaten to expose another to disgrace, with the intent to extort money or other benefit(s).

### Use of Cellular Telephones and Recording Devices

Use of cellular telephone in classrooms is prohibited unless the instructor grants permission for its use. The recording of class, laboratory or clinical sessions is prohibited. Should an emergency situation arise, and a student needs to have access to a telephone during any College academic activity, arrangements must be made by the student and the instructor prior to the start of the activity.

Under no circumstances will students be allowed to record audio or video in a classroom, laboratory, or clinical setting.

Public Endangerment, Physical Harm, Assault, Threat, or Extortion (as defined in Florida Criminal Code)

1. Actual or threatened physical assault or intentional or reckless injury or harm to persons, property or reputation.
2. Behavior or activities that endanger the safety of oneself or others.
3. Verbal, written or printed communication maliciously threatening to accuse another of any crime or offense.
4. Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property or reputation of another.

#### Disruption/Disorderly Conduct

1. Deliberate or persistent disruption, obstruction, intimidation or repeated interruption of the learning environment, research, administration, disciplinary proceedings or other College activities that has the purpose and effect of unreasonably interfering with a student's ability to participate in or benefit from the College's program or activity. This includes inappropriate use of cell phones, laptops or other electronic devices.
2. Disorderly, lewd, or obscene conduct or language on campus or at any College sponsored or College supervised activity. This includes the sending of harassing, lewd, or obscene messages that have the purpose and effect of unreasonably interfering with a student's ability to participate in or benefit from the College's program or activity.
3. Disruption as set forth in §877.13, Florida Statutes.

#### Failure to Obey Reasonable Order of College Official(s)

- Failure to respond to a request by a College official for identification when a student is suspected of violating a stated College policy, or is posing or has posed a threat to another person or themselves.
- Failure to obey a written or verbal request/order by a College official.

#### Falsification of Records

- Misuse of College documents forging, transferring, altering or otherwise misusing a document receipt, other College identification, or any other College document or record.

- Making false statements, including but not limited to, the application for admission to the College or College program(s), petitions, requests, or other official College documents of records; forgery of “add” or “drop” processes or action on other College records or documents, whether by use of computer or other means of communication. Falsification of application shall subject the student to immediate dismissal with no refund.
- Contracting in the name of the College or claiming official representation of the College for any purpose.

#### Violation of Prior Disciplinary Sanctions or Warnings

- Violation of any of the restrictions, conditions or terms of a prior sanction that resulted from a prior disciplinary action.

#### Theft/Damage of Property

- Attempted or actual theft of and/or damage to property of College or property of a member of the College community or other personal or public property, including but not limited to, the theft of textbooks or library books.
- Check fraud
- Possession or sale of stolen property.

#### Unauthorized Use of College Property or Unauthorized Presence

- Presence in an unauthorized area of a building or other unauthorized premises.
- Use of College property or property of members of the College community or College affiliates without prior expressed approval by College personnel or in violation of any section of the Code.
- Forcible entry into a building or other premises.
- Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan or any registered trademark of the College.
- Violation of an official College or campus restriction or trespass order or court order related to a student, faculty/instructor or member of the College community.

#### Possession of Alcohol, Narcotics and Illegal Drugs

- Possession, promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of drugs (including drugs not prescribed for the user) or alcoholic beverages.
- Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.



- Public intoxication on campus or at a College-related site or activity.

### Smoking

Violations occur when a student/staff is:

- Smoking in any enclosed building on campus or where otherwise no smoking is allowed.
- Smoking in areas other than those specifically designated by the campus.

### Violation of Any Municipal, State or Federal Law, Rule or Mandate

- Violation, arrest or conviction of any municipal, state or federal law, rule or mandate.
- Lewd, obscene, indecent conduct or expression as defined by Florida state statute.

### Possession of Weapons

Possession or use of firearms, fireworks, dangerous weapons or possession of chemicals on College property or at a College-sponsored activity without written authorization by an appropriate College official is expressly forbidden. Dangerous weapons may include, but are not limited to, knives, firearms, explosives, teasers or any other item that may cause bodily injury or damage to an individual or property. Students in possession of a firearm or weapon on campus or at a College-sponsored activity will be automatically dismissed from the College.

### Sexual Harassment

- Any unwelcome conduct (verbal, nonverbal or physical) of a sexual nature that is sufficiently severe or pervasive that has the purpose and effect of denying or limiting a student's ability to participate in or benefit from the College's educational program or activity; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's status in a course, program, activity or work; or
- Submission to or rejection of such conduct by a student is used as a basis for employment, academic and/or other educational decisions affecting a student; or
- Sexual violence is a form of sexual harassment. Gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature, is prohibited if it has the purpose and effect of denying or limiting a student's ability to participate in or benefit from the College's educational program or activity.

### Stalking

Following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her life or personal safety.

### Court Orders

The College student, who has an “order of protection” against another College student, must inform the College Executive Director and Chief Academic Officer immediately and bring in a copy of the court order to be added to their student file. In the instance where both students are enrolled at the College simultaneously, the student who enrolled first in the College program would be allowed to remain in College and the other student would be terminated from enrollment with the option to return to College at any time after the first enrolled student has graduated. Protecting the safety of every student is our priority at all times.

### Children on Campus

The College’s instructors and staff assume no responsibility for minors not officially enrolled at the College. Minors not officially enrolled at the College are prohibited from using College facilities except with the permission of the College Executive Director.

### Information Security/College Computer System

Access to computers, printers, email and the Internet is provided for the benefit of the Care Hope College educational process. Students will connect to a variety of appropriate information resources around the world for academic purposes. To ensure that all users are responsible and productive Internet users and to protect the College and student body’s interests, the following summary of student guidelines has been established for using the Care Hope College information systems and networks.

- 1) Students shall use Care Hope College’s information systems and networks to conduct appropriate College-related activities such as using software and hardware for specific academic activities, Internet research and communication with classmates, faculty and staff through email.
- 2) Students are responsible for all computer transactions that are made with his/her user ID and password. Consequently, passwords should be kept secure and must not be shared with others. Students should log out of or lock workstations when finished using the system or when leaving a workstation for an extended period.
- 3) Students must not make unauthorized changes to a computer account or other deliberate action that disrupts the operation of computer systems serving other students or the College’s community generally.
- 4) Students are to use the Care Hope College information systems and networks for College related activities. Students must not use the Care Hope College information systems for purposes that are illegal, unethical or harmful to Care Hope College. Students must refrain

from sending or forwarding chain emails, conducting personal business or transmitting or otherwise distributing offensive, harassing or fraudulent content. Students are responsible for the content of all text, audio, or image(s) that the student accesses or distributes.

- 5) Students must comply with copyrights and license agreements. It is not permissible to use the Care Hope College information systems and network to reproduce, distribute or otherwise fail to observe and comply with licensing agreements and copyrights.
- 6) Students must refrain from downloading or installing software that has not been approved by the Care Hope College Information Services department to any computer on the Care Hope College network.
- 7) Students shall not knowingly introduce a computer virus into College computers. Computer viruses are programs designed to make unauthorized changes to programs and data and can be extremely harmful to the educational process.
- 8) Please avoid eating or drinking near Care Hope College information system hardware to avoid causing accidental damage to Care Hope College hardware or software. Students found to have damaged Care Hope College property may be held financially responsible for damage caused to system hardware through carelessness or intentional inappropriate activity.

All messages created, sent, or retrieved over the Internet are the property of the College and may be regarded as public information. Care Hope College reserves the right to access the contents of any messages sent over its facilities if the College believes, in its sole judgment, that it has a business need to do so. All communications, including text, audio, and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Violations of the Care Hope College Information Security Policy may result in disciplinary action in accordance with College policy, or local, state and federal laws. Failure to observe these guidelines may result in disciplinary action by the College depending upon the type and severity of the violation, whether it causes any liability or loss to the College, and/or the presence of any repeated violation(s).

### Responsible Use of Social Media

Students using sponsored Care Hope College social media sites, such as pages in Facebook, Twitter, LinkedIn and YouTube, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct, including those policies regarding discrimination and harassment. The code of conduct also applies to those students who identify themselves with Care Hope College and/or use their Care Hope College email address in social media platforms

such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation. This expectation applies to both open social platforms as well as to private and password protected social media platforms.

No messages with derogatory or inflammatory remarks about any legally protected characteristic shall be transmitted or retrieved. No abusive, profane or offensive language is to be transmitted. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through social media or other electronic means. While Care Hope College does not typically provide editorial review of the content of social media sites used by its students, Care Hope College reserves the right to edit or terminate any conduct or activities and edit any communication or postings at any time to comply with the student code of conduct or other policy, third party complaints, any applicable law or regulation, or computer and network management concerns.

### **Classroom Attendance Absenteeism, Tardiness Policy**

Class Attendance is 10% of the grade. Students should make every effort to be present and on time for classes. Students are allowed two (2) excused absences per term. Excused absence must provide legal documentation of cause. Students absent more than three (3) consecutive days are required to provide a letter from a doctor upon return to classes, will be counseled, and placed on probation. Three (3) or more absences (excused or unexcused) will be placed on attendance probation and given a written warning. Any unexcused absence, while on probation results in failure of the term class/s and or may be terminated from the program.

Students must attend all classes and clinical experiences.

#### ***1. Classroom/Laboratory Absenteeism***

- Attendance at all classes, labs, and scheduled exams is mandatory.
- Students absent for three (3) or more consecutive days due to health issues are required to submit a healthcare provider's statement indicating their ability to attend class and/or clinical without restrictions. The Dean or designee may, at any time, request a statement from a healthcare provider
- Missed Exams
  - o Exams will not be given prior to the scheduled class time.
  - o If a student is going to be absent on exam day, the instructor must be notified prior to the exam time. Arrangements for make-up exam must be made at this time with the instructor.
  - o Make-up exams must be made up within one week's time or a grade of zero will be assigned. Also, if the student fails to take the exam at the arranged make-up time, a grade of zero will be assigned.

- o Five points will be deducted after the original exam time and then two points per scheduled class day thereafter up to one week's time for unexcused absences.
- Any student, who misses more than 10% of class/lab hours will follow the progressive discipline process and the policy for excused absences. Subsequent absences will result in escalation of progressive discipline which can lead up to and include dismissal from the program. Excessive absenteeism may result in the student being dismissed from the program.

## **2. *Clinical Attendance/Absenteeism***

- Students MUST have submitted complete health records with current immunizations and up-to-date CPR certification in order to attend clinical.
- Students are expected to be present for all clinical and observational experiences
- When absent from the clinical site, the student will follow the facility protocol, clinical instructor guidelines, and notify the school at least one hour prior to start time.
- Two days of clinical absenteeism per semester will result in a written warning. Any additional days of clinical absenteeism will result in notification to appear before the Dean/Associate Dean to explain the absences.
- All clinical absenteeism must be made up at a prearranged, prepaid fee of \$50.00 prior to completion of the semester.
- Failure to attend clinical seriously jeopardizes an individual's eligibility to remain in the program.

## **3. *Excused Absenteeism: Documentation is required for all excused absences.***

- In the event of the death of a member of the immediate family, up to three days absence is allowed. Immediate family includes spouse, children, brothers, sisters, parents, parents-in-law and grandparents. All missed clinicals must be made up at no charge
- Jury duty or mandatory court appearance: All missed clinicals must be made up at no charge.
- Medical emergency for immediate family or self: All missed clinicals must be made up at no charge.
- Illness documented by provider note. All missed clinicals must be made up and there will be a charge, per policy. All assignments or exams are due the day the provider note allows the student to return to school unless other arrangements are made with the instructor. The only exception is for major holidays, in that case the assignments or exams are due the next calendar weekday.
- Military obligations: All missed clinicals must be made up at no charge.

## **4. *Tardiness***

- Clinical tardiness will be monitored by the instructor and reflected in the clinical

evaluation form. Classroom/lab tardiness will be addressed at the discretion of the faculty. Chronic tardiness could result in dismissal from the program.

### Interruptions in Training/Termination

A student will not be terminated solely for failure to learn the required skills. A student that has not successfully completed the examinations at the end of each program is encouraged to attend additional class sessions for extra practice. The student is permitted to retake the examinations within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade the second time, he or she is counseled by the Director and informed that if they decide to continue in the program, a Degree/Diploma may not be awarded.

### Termination and/or Probation

- A student may be dismissed or placed on probation at the discretion of the Director of the College prior to completion of the program. Reasons for termination and/or probation include, but are not limited to the following:
- Failure to maintain SAP (not maintaining a 75% average);
- Failure to pay tuition and fees under terms agreed upon with the Administrator of the College as reflected in the Enrollment Agreement;
- Failure to comply with the rules outlined in the catalog as stated under the Code of Conduct and College policies;
- Absenteeism while on probation may result in termination from the program;
- Excessive absenteeism and/or tardiness as stated in the preceding policy;
- Probation or suspension from the program will be for a minimum of one week to a maximum of one year, at which time, the student will be terminated from the program completely upon failure to rectify deficiencies.

### Emergency Evacuation Procedure

All members of the Care Hope College (CHC) community, as well as its visitors, are expected to cooperate in evacuation procedures in the event of an emergency. Towards that end, the school has undertaken the following preparatory protocols.

- Exit and Safety Identification. The school has identified all Fire Exits and Safe Wait Areas throughout the campus.
- Fire Exits have lighted overhead EXIT signs
- Safe Wait Areas at CHC are outside the north and south entry/exit doors and outside the student lounge area.

- **Evacuation Maps.** A building map that identifies evacuation routes and Safe Wait Areas is posted in each classroom, lab, and public area.
- **Class Announcements.** During the first class of each quarter, faculty will announce the locations of fire exits and Safe Wait Areas serving that classroom and/or lab. They will also review the requirement to leave the facility and follow instructions of safety personnel whenever an alarm sounds. They will also remind students to assist people with disabilities and to let Public Safety personnel know of the location of anyone who cannot leave the building independently.
- **Student and Employee Orientation.** A part of every faculty and staff orientation package includes an introduction to the school's Emergency Evacuation Procedures (EEP). Likewise, new students are introduced to the school's Emergency Evacuation Procedures.
- **Alarm Testing.** The visual and audible components of all facilities' alarm systems are tested annually, and maintenance is provided every three (3) months.

### Evacuation Procedures

School procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated. Depending upon the facility and type of disability, people may have the following evacuation options:

- **Exit.** Leaving the building through any exit door. Accessible means of egress are identified with the International Symbol of Access.
- **Safe Wait Areas.** Where evacuating independently is not possible and there is no Area of Rescue Assistance readily available, people with disabilities can await assistance in pre-identified Safe Wait Areas. Safe Wait Areas at CHC are immediately outside the north and south entry/exit doors and outside the student lounge area. A designated staff member will remain in the area of emergency responders to provide information regarding individuals remaining in the Safe Wait Areas.

Upon exiting the building, individuals will gather at a predetermined waiting area, the **Elks Lodge** Parking Lot. Students need to remain in groups by class with their instructor, non-teaching staff need to gather with the Executive Director or Deans. Each group is required to take a headcount and a roster confirmation. If a student is not accounted for the instructor needs to inform the Executive Director of the students by name and last known location so the information can be passed to emergency responders. If a staff member is not accounted for, the Executive Director needs to inform emergency responders of the staff members by name and last known location.

If it has been determined by the emergency responders that it is safe to re-enter the building, students and faculty will resume their class/professional work. If it has been determined by the

emergency responders that it is not safe to re-enter the building, students will be released for the day while staff and faculty meet briefly to discuss where and when classes will continue.

## ACADEMIC GRADING

### Grading & Progress Measurement

A minimum cumulative GPA of 2.5 is required for a student to successfully complete a diploma, associate, or bachelor degree program. Final grades are rounded up from the 10<sup>th</sup> place to a whole number.

GRADING SYSTEM: ASSOCIATE AND BACHELOR DEGREE COURSES AND PROGRAMS		
Grade	Percentages	Quality Points
A	90% to 100%	4.0
B	80% to 89.99%	3.0
C	75% to 79.99%	2.5
D	61% to 74.99%	1.0
F	Below 60.99%	0.0
P	Satisfactory	4.0

**Prior to July 2016 75% was a grade of “C”, Below 74.99% was a grade of “D” and below 60.99% was an “F”**

### Academic Honors

#### Dean’s List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean’s List.

#### President’s List

Students who earn a grade point average of 4.0 for an academic term will be placed on the President’s List.



### Valedictorian

Students with a GPA of 3.75 or higher at the time of graduation will be considered by faculty, staff, and administration for the designation of Valedictorian. The Valedictorian will speak at the graduation.

## Cumulative Grade Point Average (CGPA)

The cumulative grade point average (CGPA) is computed by multiplying the total number of credits in each course by the grade points achieved in each course (example, A=4.0; B=3.0) and then dividing by the total number of credit hours for all courses attempted.

OTHER LETTER GRADES	
AU	Audit Course
I	Incomplete
W	Withdrawn
WA	Administratively Withdrawn
WF	Withdraw Fail
TO	Test Out
TR	Transfer Credit
PTR	Pending Transfer Credit
XF	Failed – Academic Dishonesty

The following describes the assigned grade in the calculation of the Grade Point Average:

**“F” – Fail** – This grade is given when a student fails a class. The credits attempted will be counted in the CGPA calculation, and in the calculation of Maximum Timeframe and Completion Percentage for SAP.

**“AU” – Audit Course** – This grade is given when a student attended a course for no credit. It will not be counted towards the GPA, or the calculation of Maximum Timeframe and Completion Percentage.

**“I” – Incomplete** – This grade may be entered temporarily by agreement with the course faculty and Chief Academic Officer. Incomplete grades must be cleared by the due date. The final course grade will be computed into the GPA and count towards the SAP calculation.

**“W” – Withdraw** – This grade is given when a student drops a class before the last day of the 50% point of the course. The “W” will be counted in the calculation of Maximum Timeframe and Completion Percentage for SAP. The grade will not be counted in the CGPA calculation. Withdrawal following the 50% point will be recorded as a “WF.”

**“WF” – Withdraw Fail**– This grade is given when a student drops a class following the last day of the 50% point of the course. It will be counted in the calculation of Maximum Timeframe for SAP. The grade will be counted in the CGPA calculation.

**“WA” – Administratively Withdrawn** – This grade is given when a student is withdrawn (dismissed) for disciplinary or administrative reasons not involving plagiarism or academic dishonesty. It will be counted in the calculation of Maximum Timeframe and Completion Percentage for SAP. The grade will not be counted in the CGPA calculation.

**“TO” Test Out** - The test out grade does not affect the student’s GPA or SAP, but counts as credits earned in the current program of enrollment.

**“TR” – Transfer** – This grade is given to courses approved to be transferred from another program or institution. The grade will not be calculated in the CGPA. Courses considered as “TR” will count as credits earned, and credits attempted in the calculation of Maximum Timeframe and Completion Percentage for SAP.

**“PTR” – Pending Transfer** - This grade is given to courses awaiting approval to be transferred from another program or institution. “PTR” grades will be counted as credits attempted but will not be calculated in the CGPA. Courses considered as “PTR” will count as credits earned, and credits attempted in the calculation of Maximum Timeframe and Completion Percentage for SAP.

**“XF” –Academic Dishonesty/Course Failure** - This grade is given when a student has been involved in or associated with plagiarism or cheating in a course. The credits attempted will be counted in the CGPA calculation, and in the calculation of Maximum Timeframe and Completion Percentage for SAP.

## Grade Appeal

Students who feel their grade is not accurate must initially direct their concern in writing through email to the course faculty within five business days of grade posting. If the student is not satisfied with the outcome, the student may appeal to the program director. If the student is not satisfied with the decision made by the program director, the student may appeal to the Chief Academic Officer. All appeals must be typed in English using the College Grade Appeal Form. The entire appeal process must be completed within 15 business days from the time the grade was posted. Failure to follow the Grade Appeal process or time limits will result in denial of the appeal and the initial grade entered by the faculty will stand. For final course grades, the student must initiate the appeals process in writing within five business days from the posting of the grade or the appeal will not be accepted.

## Externship Experiences

Students participating in externship experiences must complete all required hours and student learning outcomes/objectives as outlined within the approved program degree plan, or a grade of “F” will be entered for a final grade. A fee may apply for a make-up of a missed externship experience.

## Incomplete Grade Policy

A student unable to finish a course for extenuating circumstances may submit a written request by completing an Incomplete Grade Request Form. The course faculty and Chief Academic Officer must approve the request for a grade of “I” to be entered. The student must complete the required work outlined on the Incomplete Grade Request Form by the established deadline set by the course faculty. Students will not be granted an Incomplete if at least 80% of the course has not been completed at the time of the request. Approval from the Chief Academic Officer is required for any Incomplete Grade request that exceeds 14 days from the end of the course. At no time shall an incomplete grade exceed 15 weeks in length from the end of the course for which the incomplete grade was awarded. If work is not completed by the established deadline or the maximum 15 weeks in length, the student will receive an “F” for the course. Students may not typically take courses in a new term that have a prerequisite for the course graded “I.” Any exception to this policy may only be granted by the Chief Academic Officer.

## Transcript of Grades

The Registrar maintains student records of academic progress. These records are available to active, withdrawn, or graduated students upon request. All requests for official transcripts must be submitted in writing with a valid student signature releasing the information. There is a fee for

official transcripts. Please see the published fee schedule for the cost of transcripts. Transcripts will not be released if the student or graduate has not met his or her financial obligations to the College.

## **Course Repeat Policy**

A student that has received a grade of “F” in a course must repeat that course to comply with the requirements for graduation. The student assumes all financial costs associated with repeating failed courses. Students repeating a course must meet with the Bursar to discuss what, if any, funding may be available for courses repeated. Both grades will remain on the transcript. The highest grade of the repeated course will be used in calculation of the CGPA and will be calculated towards the Maximum Timeframe (MTF) of Satisfactory Academic Progress. Please see the Satisfactory Academic Progress policy for further explanation. In addition, please see the specific program for the maximum times a course may be repeated to remain enrolled.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students are expected to meet standards of Satisfactory Academic Progress (SAP) while enrolled in a diploma or degree program. The Satisfactory Academic Progress policy measures three factors:

### **Qualitative Measure (Cumulative GPA)**

Students must maintain a cumulative grade point average of 2.5 or higher for diploma programs, a 2.5 or higher for associate and bachelor’s degree programs.

### **Quantitative Measure (Completion Percentage)**

Students must complete at least 67% of credit hours attempted each term to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative term total of attempted credit hours to earned credit hours. For example, if a student enrolls for 12 credit hours, the student is required to successfully complete a minimum of 8 credit hours ( $12 \times 67\% = 8$ ) for the term.

### **Maximum Timeframe (MTF)**

The maximum time frame is equal to 150% of the credit hours of the program. For example, when pursuing a program that requires 100 credits for graduation, the maximum allowable time frame is 150 credits attempted. Upon reaching or exceeding the allowable maximum timeframe,

the student will be dismissed. Awarded transfer credits will count towards the Maximum Time Frame.

### SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS

Satisfactory Academic Progress is measured at the end of each term.

### CONSEQUENCES FOR NOT MEETING SATISFACTORY ACADEMIC PROGRESS

Students not meeting Satisfactory Academic Progress at any evaluation point will be placed on Academic Warning. The student will have one academic term to meet Satisfactory Academic Progress. If SAP has been met, the student will be removed from Academic Warning. If a student fails to achieve SAP at the end of the Academic Warning term, he/she will be placed on SAP Probation. Students not making Satisfactory Academic Progress at the end of the second consecutive semester (Probation) may be dismissed or allowed to continue on Academic Suspension.

<b>Diploma Programs (less than one academic year in length)</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	75%

<b>Diploma Programs (At least one academic year in length)</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	75%

<b>Associate Degree Program</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	75%

<b>Bachelor Degree Programs</b>		
Required Evaluation Point	CGPA	Completion %

End of Each Semester	2.5	75%
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### ACADEMIC PROBATION

Students who fail to regain SAP following one term of Academic Warning may appeal for consideration to be placed on Academic Probation. Students wishing to appeal must submit their written appeal within 10 calendar days of notification of the change in their Satisfactory Academic Progress. Students who successfully appeal may continue in their program. Students who do not appeal or whose appeal is denied will be dismissed from the College. Students must address and submit their appeals request to:

**Care Hope College**  
**ATTN: Chief Academic Officer**  
**10094 W Indiantown Road**  
**Jupiter, Florida 33478**  
**561-966-0551**

### DISMISSAL AND APPEAL GUIDELINES

Students on Academic Probation who fail to make Satisfactory Academic Progress (SAP) by the end of the term and/or fail to meet the terms of the Academic Probation Plan shall be placed on Academic Suspension and may be dismissed from the College. Students who are projected to be unable to complete the program within the Maximum Timeframe may also be dismissed from the College.

Students may appeal a dismissal decision by submitting their appeal request within five (5) calendar days from initial notification to:

**Care Hope College**  
**ATTN: Chief Academic Officer**  
**10094 W Indiantown Road**  
**Jupiter, Florida 33478**  
**561-966-0551**

The appeal must explain, in detail, the reason the student was not successful in meeting Satisfactory Academic Progress and what has changed relative to the circumstances described that will allow the student the opportunity for success in future terms.

## Conditions for Reinstatement of Satisfactory Academic Progress

A student must retake previously failed courses so that the recalculated cumulative grade point average and maximum timeframe levels meet or exceed the minimum requirements. Satisfactory Academic Progress resumes only after the student returns to satisfactory recalculated qualitative and quantitative standards.

The following defines the effect on the CGPA and successful course completion percentage:

## Change of Programs & Satisfactory Academic Progress

Students who change majors are still responsible for maintaining satisfactory academic progress. Students are allowed two changes of major before they complete a degree, diploma or certificate. After the second change of major, the student will be placed on academic suspension, if applicable. To reestablish eligibility, the student must have an approved appeal. While considering a change in major, students should consult the Chief Academic Officer and the Bursar to discuss the effect of a change on their Satisfactory Academic Progress and financial obligations.

### ADDITIONAL CREDENTIALS AND SATISFACTORY ACADEMIC PROGRESS

Students who wish to pursue additional credentials beyond these may do so, but are responsible for all expenses.

### TRANSFER CREDITS AND SATISFACTORY ACADEMIC PROGRESS

Awarded transfer credits will count towards credits earned and credits attempted in the calculation of Maximum Timeframe (MTF) and Completion Percentage for Satisfactory Academic Progress.

### COURSE REPEAT AND SATISFACTORY ACADEMIC PROGRESS

Students may retake courses to improve their cumulative grade point average. The highest grade of the repeated course will be used in calculation of the CGPA and will be calculated towards the Maximum Timeframe (MTF) of Satisfactory Academic Progress. The lower grade will not count in the calculation of CGPA, but will count towards MTF. Students are responsible for the costs and tuition associated for each course repeated.

**Incomplete “I”-** grades are temporary and do not count in the CGPA; however, the final course grade will be computed into the GPA and count towards the SAP calculation.

**Withdraw “W”-** grade will not be counted towards the GPA, but will be used in calculation of Maximum Timeframe and Completion Percentage for SAP.

**Test Out “TO”**- grade does not affect the student’s GPA or SAP, but counts as credits earned.

**SAP Warning** – grades earned while a student is on probation will be used in calculation of the CGPA and calculated towards the Maximum Timeframe (MTF) of SAP.

**SAP Probation** - grades earned while a student is on probation will be used in calculation of the CGPA and calculated towards the Maximum Timeframe (MTF) of SAP.

**SAP Suspension** - A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation.

**Appeals Process**- grades earned while a student is appealing will be used in calculation of the CGPA and calculated towards the Maximum Timeframe (MTF) of SAP.

## Program Time Frames

PROGRAM	Clock Hours	Quarter Credit Hours	Semester Credit Hours	Maximum Academic Attempted Credits
Home Health Aide	75		0	0
Patient Care Technician	600		0	0
Practical Nursing (PN)	1350		0	0
LPN to RN Bridge (ASN)	1550		72	108
Professional Nursing (ASN)	1550		72	108
Bachelor of Science in Nursing (RN to BSN)	2295		120	180
Professional Nursing (BSN)	2295		120	180
Healthcare Management (BS)	1800	180		270



## Standards of Satisfactory Academic Progress for Students Receiving Veterans Administration (VA) Educational Benefits

Students receiving Veterans Administration (VA) educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.5 each term for diploma programs and (CGPA) of 2.5 each term for associate degree programs. A VA student whose CGPA falls below 2.5 in diploma programs or 2.5 in associate programs at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.5 for diploma or 2.5 for associate degree programs at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the College to be recertified after attaining a CPGA of 2.5 or a 2.5 for an associate or bachelor's degree.

<b>Florida State Requirements for Nursing Training Programs:</b>	<b>CHC Requirements for Training Practical and Registered Nurses:</b>
For a professional nursing education program, the program director and at least 50 percent of the program's faculty members are registered nurses who have a master's or higher degree in nursing or a bachelor's degree in nursing and a master's or higher degree in a field related to nursing.	The Dean of Nursing and more than 50 percent of the Associate Degree Nursing faculty are Registered Nurses who have a master's or higher degree in nursing or a bachelor's degree in nursing and a master's or higher degree in a field related to nursing.
For a practical nursing education program, the program director and at least 50 percent of the program's faculty members are registered nurses who have a bachelor's or higher degree in nursing.	The Dean Of Nursing and more than 50 percent of the Practical Nursing Program faculty are Registered Nurses who have a bachelor's or higher degree in nursing.
The educational degree requirements of this paragraph may be documented by an official transcript or by a written statement from the educational institution verifying that the institution conferred the degree.	All Faculty members have verifiable official transcripts from the educational institution that conferred their degree(s).

The program's nursing major curriculum consists of at least:	The Nursing Program curriculums consists of at least:
1. Fifty percent clinical training for a practical nursing education program, an associate degree professional nursing education program, or a professional diploma nursing education program.	1. Fifty percent clinical training for the practical nursing education program, and associate degree professional nursing education programs.
2. Forty percent clinical training for a bachelor's degree professional nursing education program.	2. Clinical training is <u>not applicable</u> for the Registered Nurse to Bachelor of Science Nursing Degree (RN to BSN) professional nursing education program.
1. a. No more than 50 percent of the program's clinical training consists of clinical simulation.	1. a. No more than 50 percent of CHC's clinical training consists of clinical simulation.
2. b. The program has signed agreements with each agency, facility, and organization included in the curriculum plan as clinical training sites and community-based clinical experience sites.	2. b. CHC's programs have signed agreements with each facility, clinical training sites and community-based clinical experience sites to fulfill the requirements of the curriculum.
3. c. The program has written policies for faculty which include provisions for direct or indirect supervision by program faculty or clinical preceptors for students in clinical training consistent with the following standards:	3. c. CHC has written policies for faculty which include provisions for direct supervision by program faculty or clinical preceptors for students in clinical training consistent with the following standards:
3. The number of program faculty members equals at least one faculty member directly supervising every 12 students unless the written agreement	3. The student teacher ratio for the clinical setting is one faculty member supervising 12 students unless the written agreement between the program and the

between the program and the agency, facility, or organization providing clinical training sites allows more students, not to exceed 18 students, to be directly supervised by one program faculty member.	agency, facility, or organization providing clinical training sites allows more students, not to exceed 18 students, to be directly supervised by one program faculty member.
4. For a hospital setting, indirect supervision may occur only if there is direct supervision by an assigned clinical preceptor, a supervising program faculty member is available by telephone, and such arrangement is approved by the clinical facility.	4. For a hospital setting, indirect supervision may occur only if there is direct supervision by an assigned clinical preceptor, a supervising program faculty member is available by telephone, and such arrangement is approved by the clinical facility.
5. For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member or clinical preceptor and such arrangement must be approved by the community-based clinical facility.	5. For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member or clinical preceptor and such arrangement must be approved by the community-based clinical facility.
6. For community-based clinical experiences not subject to sub-paragraph 3, indirect supervision may occur only when a supervising program faculty member is available to the student by telephone.	6. For community-based clinical experiences not subject to sub-paragraph 3, indirect supervision may occur only when a supervising program faculty member is available to the student by telephone.
A program's policies established under this paragraph must require a clinical preceptor, if supervising students in a professional nursing education program, to be a registered nurse or, if supervising students in a practical	A program's policies established under this paragraph must require a clinical preceptor, if supervising students in a professional nursing education program, to be a registered nurse or, if supervising students in a practical

nursing education program, to be a registered nurse or licensed practical nurse.	nursing education program, to be a registered nurse or licensed practical nurse.
<p>1. The professional or practical nursing curriculum plan documents clinical experience and theoretical instruction in medical, surgical, obstetric, pediatric, and geriatric nursing. A professional nursing curriculum plan shall also document clinical experience and theoretical instruction in psychiatric nursing. Each curriculum plan must document clinical training experience in appropriate settings that include, but are not limited to, acute care, long-term care, and community settings.</p>	<p>1. CHC's Associate Degree Nursing, LPN to RN Bridge and Practical nursing curriculum plans document clinical experience and theoretical instruction in medical, surgical, obstetric, pediatric, geriatric and psychiatric nursing. Each curriculum plan must document clinical training experience in appropriate settings that include, but are not limited to, acute care, long-term care, and community settings.</p>
<p>2. The professional or practical nursing education program provides theoretical instruction and clinical application in personal, family, and community health concepts; nutrition; human growth and development throughout the lifespan; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; and legal aspects of practice. A professional nursing education program shall also provide theoretical instruction and clinical application in interpersonal relationships and leadership skills; professional role and function; and health teaching and counseling skills.</p>	<p>2. CHC's Associate Degree Nursing, LPN to RN Bridge and Practical nursing programs provides theoretical instruction and clinical application in personal, family, and community health concepts; nutrition; human growth and development throughout the lifespan; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; and legal aspects of practice. The nursing education program also provides theoretical instruction and clinical application in interpersonal relationships and leadership skills; professional role and function; and health teaching and counseling skills.</p>

Each curriculum plan must document clinical training experience in appropriate settings that include, but are not limited to: acute care, long-term care and community settings. The program must also have obtained signed agreements with each agency, facility and organization included in the curriculum plan as clinical training sites and community-based clinical experience sites.	CHC's curriculum plan documents clinical training experience in appropriate settings that include, but is not limited to: acute care, long-term care and community settings. CHC has signed agreements with each agency, facility and organization included in the curriculum plan as clinical training sites and community-based clinical experience sites.

## ACADEMIC PROGRAMS & COURSES

### Home Health Aide

#### PROGRAM OBJECTIVE AND DESCRIPTION:

The objective of the Home Health Aide program is to enable students to acquire the skills necessary to enter the medical support field as a Home Health Aide. Students will become proficient in personal care for homebound patients, including providing personal hygiene care; they will provide assistance with self-medication and other assistance as needed. The core curriculum of the program focuses on the theoretical aspects of assisting patients that are homebound, with some of the program time devoted to in class clinical practice. As the program progresses, the student expands upon the knowledge gained in the initial theoretical training and lab experiences.

The HHA program at the College is designed to satisfy the Florida DOE Curriculum Framework for OES 66011462 SOC Code 31-1011, for Home Health Aide, (CF 01.0-23.0)

Upon successful completion of 75 hours of training, the student will receive a diploma indicating the completion of the Home Health Aide Program.

#### CURRICULUM DEVELOPMENT:

The Home Health Aide program at the College was designed to satisfy the Florida Department of Education Curriculum Framework for Home Health Aide as of July 2007. The 75-hour program addresses the Intended Outcomes (01-22) of the Curriculum Framework cited above. Faculty members continuously review and update the curriculum to satisfy both the stated framework requirements, as well as the student needs.

#### ESTIMATED LENGTH OF STUDY:

##### **HHA program:**

Weekday classes	2 weeks
Evening classes	4 weeks

Credential Issued

Diploma

### Programmatic Accreditation

The Home Health Aide program is **not** programmatically accredited.

### Delivery Mode

This program is offered face-to-face (onsite)

### Home Health Aide (75 Clock Hours)

HA 101	Introduction to Home Care and Health Care Systems	2 hours
HA 102	Legal and Ethical Issues	2 hours
HA 103	Communication and Cultural Diversity	3 hours
HA 104	Infection Control and Standards: OSHA	4 hours
HA 105	HIV/AIDS Education	4 hours
HA 106	Safety and Body Mechanics	3 hours
HA 107	Emergency Care	2 hours
HA 108	Physical, Psychological and Social Health	3 hours
HA 109	Anatomy of the Human Body in Health and Disease	3 hours
HA 110	Human Development and the Aging Process	3 hours
HA 111	Domestic Violence and Elder Abuse	4 hours
HA 112	Death and Dying	2 hours
HA 113	Transfers, Ambulating and Repositioning	2 hours
HA 114	Personal Care Skills	5 hours
HA 115	Core Health Care Skills and Resident's Rights	5 hours
HA 116	Rehabilitation and Restorative Skills	2 hours
HA 117	Medication Assistance and Technology in Home care	4 hours
HA 118	Clients with Disabilities	2 hours
HA 119	Mental Health and Mental Illness	2 hours

HA 120	Working with Newborns & Infants	4 hours
HA 121	Common Acute and Chronic Conditions	4 hours
HA 122	Maintaining a Healthy Environment	2 hours
HA 123	Meeting the Nutritional Needs of the Patient	2 hours
HA 124	Employability Skills	2 hours
HA 125	CPR	4 hours
<b>Total Hours</b>		<b>75 hours</b>

### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Home Health Aide program must:

- Demonstrate that they are physically able to execute assigned duties.

### Graduation Requirements

A diploma will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student Is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar
- Student has completed the Graduation Clearance form and submitted it to the Registrar



## Patient Care Technician (PCT)

### Program Descriptions

6 Months – 600 Clock hours

The Patient Care Technician (PCT) program prepares graduates to care for clients across the lifespan in diverse healthcare delivery systems. The student will develop critical thinking, knowledge, skills, and competencies relevant to providing care in specialized settings, phlebotomy, electrocardiography (EKG), and basic lab assistant functions.

### End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Provide basic patient care — bathing, feeding, catheter care, etc
- Acquire, distribute and administer patient care supplies
- Perform safety checks and ensure cleanliness in patient rooms
- Accommodate the special needs of patients accordingly
- Obtain EKG readings and monitor vital signs
- Perform phlebotomy procedures
- Provide emotional support to patients and families, particularly coping with grief and death

### Credential Issued

Diploma

### Delivery Mode

This program is offered face-to-face (onsite)

Course #	Course Title	Clock Hours
HCC 101	Health Care Core	90 hrs
PCT 102	Articulated Nursing Assistant	75 hrs
PCT 103	Advanced Home Health Aide	50 hrs
PCT 104	Patient Care Assistant (Clinical/Externship)	75 hrs
PCT 105	Allied Health Assistant	150 hrs
PCT 106	Advanced Allied Health Assistant (Clinical/Externship)	100 hrs
PCT 107	Patient Care Technician (Clinical/Externship)	60 hrs

<b>Total Hours</b>	600 hrs
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### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Patient Care Technician program must:

- Demonstrate that they are physically able to execute assigned duties.

### Graduation Requirements

A diploma will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student Is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar
- Student has completed the Graduation Clearance form and submitted it to the Registrar at least 60 days before the last day of class

### Cost and Fees

Description	Other Costs Estimated	Explanation
Application Fee	\$ 150.00	Application Fee
Background Check Level II FDLE LiveScan	\$ 95.00	Alpha Omega
Clinical Make Up Hours cost per hour	\$ 10.00	Cost per hour to make up missed Clinical hours
Copies of academic records ---cost per page	\$ 2.00	Cost per page of academic records
Course Make Up Exam and Proctor Fee	\$ 40.00	Cost to make up a missed exam

Drug Screening (per test)	\$ 45.00	Alpha Omega or Alliance Fingerprinting
Enrollment Fee	\$ 150.00	Enrollment Fee
Florida Board of Nursing Licensure - NA Application	\$ 155.00	Florida Board of Nursing Licensure - NA Application
Graduation Fee	\$ 150.00	Graduation Fee
Lab Fees	\$ 150.00	Clinical/Lab Fees per semester
Medical Requirements	\$ 100.00	Medical, PPD/Chest X-Ray
Nursing Supply and Skills Kit	\$ 100.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Scrubs - School Specific (i.e. school logo, 2 sets)	\$ 60.00	2 Sets of Uniforms
Student ID Badge	\$ 50.00	Student ID
Student ID Badge Replacement Fee	\$ 25.00	Replacement of lost or stolen ID
Student Services, Technology and Media Fee (Per Semester)	\$ 120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Tuition Cost per Hour	\$ 12.50	Tuition Cost per Hour

## Practical Nursing (PN)

### Program Descriptions

12 Months – 1350 Clock Hours

The Practical Nursing (PN) program prepares graduates to use specialized knowledge, skills and essential competencies to meet the health needs of clients in a variety of healthcare delivery systems under the direction of a qualified health professional. The student will be prepared for entry level practical nursing positions as a licensed practical nurse.

### End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Use the Integrated Processes throughout the care of the client
- Contribute to the enhancement of the health care delivery setting and protects clients and health care personnel
- Provide nursing care that incorporates knowledge of expected growth development, and prevention and/or early detection of health problems
- Assist with promotion and support of emotional, mental, and social wellbeing of clients
- Assist promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients, and assist with management of health alternations
- Demonstrate core competencies related to delivery of nursing care to clients across the lifespan
- Obtain licensure as a practical nurse

### Credential Issued

Diploma

### Programmatic Accreditation

The Practical Nursing program is **not** programmatically accredited.

### Delivery Mode

This program is offered web enabled as concurrent teaching to dual audiences: synchronous recorded classes.

## Practical Nursing

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
HCC 101	Health Care Core	90 hours
PN 1002	Medical Terminology	40 hours
PN 1003	Anatomy and Physiology	90 hours
PN 1004	Human Growth and Development	40 hours
PN 1005	Personal Communication	15 hours
PN 1006	Legal Aspects of Practice	15 hours
PN 1007	Nutrition	15 hours
PN 1008	Pharmacology and Administration and Medications	70 hours
PN 1009	Mental Health Concepts	20 hours
PN 1010	Community Health Concepts	20 hours
PN 1011	Geriatric Nursing	60 hours
PN 1012	Medical Nursing	60 hours
PN 1013	Surgical Nursing	60 hours
PN 1014	Obstetric Nursing	40 hours
PN 1015	Pediatric Nursing	40 hours
PN-CL 1010	Community Health Concepts: Clinical Acute Care	65 hours
PN-CL 1011	Geriatrics: Clinical Long Term Care	120 hours
PN-CL 1013	Medical/Surgical Nursing: Clinical Acute Care	250 hours
PN-CL 1014	Obstetric Nursing: Clinical Acute Care	120 hours
PN-CL 1015	Pediatric Nursing: Clinical Acute Care	120 hours

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**TOTAL:****1350 HRS**

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*All Courses can be offered face to face or hybrid*

### Practical Nursing

Theory Hours	675
Lab/Clinical Hours	<u>675</u>
Total Clock Hours for the PN Program	1,350

### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the practical nursing program must:

- Must agree to the Nursing Qualifying Exam (NQE) requirements

### Nursing Core Qualifying Exam (NQE)

All students enrolled in this Nursing program must achieve the minimum composite score on the NQE 3 weeks prior to starting nursing concentration courses. The table below displays minimum passing scores. Students who do not achieve the minimum passing score will not advance to the nursing program. **The College reserves the right to change the vendor/assessment used for the Nursing Qualifying Exam (NQE) at any time without notice.**

<b>Nursing Core Qualifying Exam (NCQE)</b>	<b>Minimum Overall Composite Score</b>
<b>Assessment</b>	<b>60/100</b>

### Course Failure

Only one repeat of the **SAME** course is permitted. A second failure of the **SAME** course will result in the student being dismissed from the program. Failing three courses of any combination, including courses repeated, will result in the student being dismissed from the program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the program.

## Graduation Requirements

A diploma will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student Is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar
- Student has completed the Graduation Clearance form and submitted it to the Registrar at least 60 days before the last day of class

## Cost and Fees

Description	Other Costs Estimated	Explanation
Application Fee	\$ 150.00	Application Fee
Assessment Fees (per attempt)	\$ 75.00	Core Assessment Exam Fee
Background Check Level II FDLE LiveScan	\$ 95.00	Alpha Omega
Certified Background Practicum Clearance Verification	\$ 157.00	Castle Branch-Medical Document Manager
Clinical Make Up Hours cost per hour	\$ 10.00	Cost per hour to make up missed Clinical hours
Copies of academic records ---cost per page	\$ 2.00	Cost per page of academic records
Course Make Up Exam and Proctor Fee	\$ 40.00	Cost to make up a missed exam
Credit through standardized examination (Test Out) cost per exam	\$ 100.00	Test Out Fee
Drug Screening (per test)	\$ 45.00	Alpha Omega or Alliance Fingerprinting

Enrollment Fee	\$ 150.00	Enrollment Fee
Florida Board of Nursing Licensure-PN Application	\$ 110.00	Florida Board of Nursing Licensure-PN Application
Graduation Fee	\$ 150.00	Graduation Fee
Lab Fees	\$ 150.00	Clinical/Lab Fees per semester
Medical Requirements	\$ 250.00	Medical, Titers, Vaccines, PPD/Chest X-Ray
Nursing Course Transfer Fee	\$ 650.00	To evaluate and Accept Transfer credit for Nursing Courses
Nursing Supply and Skills Kit	\$ 100.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Pearson Vue NCLEX-PN Application	\$ 200.00	Pearson Vue NCLEX-PN Application
Program Exit Retake Fee	\$ 250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$ 160.00	2 Sets of Uniforms
Sim Chart	\$ 208.00	Simulation Chart
Simulation Learning System	\$ 163.00	Simulation System
Student ID Badge	\$ 50.00	Student ID
Student ID Badge Replacement Fee	\$ 25.00	Replacement of lost or stolen ID
Student Services, Technology and Media Fee (Per Semester)	\$ 120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Transfer Credit Evaluation	\$ 250.00	Cost to Evaluate transcripts for Transfer Credits
Tuition Cost per Hour	\$ 12.50	Tuition Cost per Hour



## LPN to RN Bridge - Associate of Science in Nursing

### Program Descriptions

21 Months – 72 Credit hours

The LPN to RN Bridge Associate of Science in Nursing program prepares graduates to care for clients across the lifespan in diverse healthcare delivery systems. The student will develop critical thinking, knowledge, skills, and competencies relevant to entry level professional nursing practice.

### End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Provide safe and effective care across the lifespan
- Incorporates prevention strategies to achieve optimal health across the lifespan
- Promote psychosocial wellbeing across the lifespan
- Manage care and comfort, reduce risk potential, and health alterations across the lifespan
- Demonstrate core competencies related to delivery of nursing care to clients across the lifespan
- Obtain licensure as a registered nurse

### Credential Issued

Associate of Science in Nursing

### Programmatic Accreditation

The LPN to RN Bridge Associate of Science in Nursing program is **not** programmatically accredited.

### Delivery Mode

This program is offered web enabled as concurrent teaching to dual audiences: synchronous recorded classes.

LPN to RN Bridge - Associate of Science in Nursing Degree Plan

Course #	Course Title	Credit Hours	Theory Hours	Lab Hours	*Clinical Hours
*AP118	Anatomy and Physiology I	4	45	30	0
*ENG101	English Composition I	3	45	0	0
*MAT105	Algebra	3	45	0	0
*PSY112	General Psychology	3	45	0	0
	<b>TERM TOTAL</b>	<b>13</b>	<b>180</b>	<b>30</b>	<b>0</b>
*AP202	Anatomy and Physiology II	4	45	30	0
*MCB120	Microbiology	4	45	30	0
*HGD120	Human Growth and Development	3	45	0	0
*PHI260	Introduction to Ethics	3	45	0	0
	<b>TERM TOTAL</b>	<b>14</b>	<b>180</b>	<b>60</b>	<b>0</b>
	<b>Nursing Transition I - NUR185</b>				
NUR105	Pharmacology for Nursing	4	60	0	0
NUR110	Medical-Surgical Nursing I	8	75	0	135
	<b>TERM TOTAL</b>	<b>12</b>	<b>135</b>	<b>0</b>	<b>135</b>
	<b>Nursing Transition II - NUR255</b>				
NUR115	Mental Health Nursing	4	45	0	45
NUR230	Medical-Surgical Nursing II	8	75	0	135
	<b>TERM TOTAL</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>180</b>
	<b>Nursing Transition III - NUR295</b>				
NUR235	Obstetrics, Newborn and Pediatric Nursing	4	45	0	45
NUR250	Nursing Capstone	8	60	60	80
	<b>TERM TOTAL</b>	<b>12</b>	<b>105</b>	<b>60</b>	<b>125</b>
	<b>PROGRAM TOTAL</b>	<b>63</b>	<b>720</b>	<b>150</b>	<b>440</b>
<b>5 Credits for PN Curriculum</b>					

## LPN to RN Bridge - Associate of Science in Nursing Program

<b>Theory Hours</b>	<b>720</b>
<b>Lab Hours</b>	<b>150</b>
<b>Externships/Clinical/Simulation Hours</b>	<b><u>440</u></b>
<b>Total Clock Hours for the LPN to RN Bridge Program</b>	<b>1,310</b>

### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Associate of Science in Nursing program must:

- Provide current LPN License
- Must agree to the Nursing Qualifying Exam (NQE) requirements

### Prerequisite for Concentration Courses

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all general education courses required in the program degree plan prior to starting nursing concentration core courses unless otherwise noted. Additional prerequisites may apply. Please review the course descriptions and degree plan for more information and requirements.

### Nursing Core Qualifying Exam (NQE)

All students enrolled in this Nursing program must achieve the minimum composite score on the NQE 3 weeks prior to starting nursing concentration courses. The table below displays minimum passing scores. Students who do not achieve the minimum passing score will not advance to the nursing program. **The College reserves the right to change the vendor/assessment used for the Nursing Qualifying Exam (NQE) at any time without notice.**

<b>Nursing Core Qualifying Exam (NCQE)</b>	<b>Minimum Overall Composite Score</b>
<b>Assessment</b>	<b>60/100</b>

**\*Minimum passing scores are subject to change as a result of evidence-based findings, best practices and program outcomes.**

**Failure to complete the assessment by the established date shall result in the student being administratively withdrawn from the nursing program.**

Additional prerequisites may apply. Please review the course descriptions for more information and requirements.

### Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation and externship) will result in a recorded grade of “F” for all components of the course attempted.

### Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

### General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

### Graduation Requirements

An Associate of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student Is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar

- Student has completed the Graduation Clearance form and submitted it to the Registrar at least 60 days before the last day of class

#### Cost and Fees

Description	Other Costs Estimated	Explanation
Application Fee	\$ 150.00	Application Fee
Assessment Fees (per attempt)	\$ 75.00	Core Assessment Exam Fee
Background Check Level II FDLE LiveScan	\$ 95.00	Alpha Omega
Certified Background Practicum Clearance Verification	\$ 157.00	CastleBranch-Medical Document Manager
Clinical Make Up Hours cost per hour	\$ 10.00	Cost per hour to make up missed Clinical hours
Copies of academic records ---cost per page	\$ 2.00	Cost per page of academic records
Course Make Up Exam and Proctor Fee	\$ 40.00	Cost to make up a missed exam
Credit through standardized examination (Test Out) cost per exam	\$ 100.00	Test Out Fee
Drug Screening (per test)	\$ 45.00	Alpha Omega or Alliance Fingerprinting
Enrollment Fee	\$ 150.00	Enrollment Fee
Florida Board of Nursing Licensure-RN Application	\$ 110.00	Florida Board of Nursing Licensure-RN Application
Graduation Fee	\$ 150.00	Graduation Fee
Lab Fees	\$ 150.00	Clinical/Lab Fees per semester

Medical Requirements	\$ 250.00	Medical, Titers, Vaccines, PPD/Chest X-Ray
Nursing Course Transfer Fee	\$ 650.00	To evaluate and Accept Transfer credit for Nursing Courses
Nursing Supply and Skills Kit	\$ 100.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Pearson Vue NCLEX-RN Application	\$ 200.00	Pearson Vue NCLEX-RN Application
Program Exit Retake Fee	\$ 250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$ 160.00	2 Sets of Uniforms
Sim Chart	\$ 208.00	Simulation Chart
Simulation Learning System	\$ 163.00	Simulation System
Student ID Badge	\$ 50.00	Student ID
Student ID Badge Replacement Fee	\$ 25.00	Replacement of lost or stolen ID
Student Services, Technology and Media Fee (Per Semester)	\$ 120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Transfer Credit Evaluation	\$ 250.00	Cost to Evaluate transcripts for Transfer Credits
Tuition Cost per Credit	\$ 550.00	Tuition Cost per Credit

## Professional Nursing - ASN (Associate of Science in Nursing)

### Program Descriptions

24 Months – 72 Credit hours

The Professional Nursing (AS) program prepares graduates to care for clients across the lifespan in diverse healthcare delivery systems. The student will develop critical thinking, knowledge, skills, and competencies relevant to entry level professional nursing practice.

### End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Provide safe and effective care across the lifespan
- Incorporates prevention strategies to achieve optimal health across the lifespan
- Promote psychosocial wellbeing across the lifespan
- Manage care and comfort, reduce risk potential, and health alterations across the lifespan
- Demonstrate core competencies related to delivery of nursing care to clients across the lifespan
- Obtain licensure as a registered nurse

### Credential Issued

Associate of Science in Nursing

### Programmatic Accreditation

The Professional Nursing (AS) program is **not** programmatically accredited.

### Delivery Mode

This program is offered web enabled as concurrent teaching to dual audiences: synchronous recorded classes.

Professional Nursing Plan – Associate of Science in Nursing (ASN)

Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	Clinical Hours	Clock Hours
	<b>General Education Courses</b>					
ENG101	English Composition I	3	45	0	0	45
MAT105	Algebra	3	45	0	0	45
PSY112	General Psychology	3	45	0	0	45
AP118	Anatomy and Physiology I	4	45	30	0	75
	<b>Term I Total</b>	<b>13</b>	<b>180</b>	<b>30</b>	<b>0</b>	<b>210</b>
PHI260	Introduction to Ethics	3	45	0	0	45
AP202	Anatomy and Physiology II	4	45	30	0	75
MCB120	Microbiology	4	45	30	0	75
HGD120	Human Growth and Development	3	45	0	0	45
	<b>Term II Total</b>	<b>14</b>	<b>180</b>	<b>60</b>	<b>0</b>	<b>240</b>
	<b>General Education Total</b>	<b>27</b>	<b>360</b>	<b>90</b>	<b>0</b>	<b>450</b>
	<b>Nursing Core</b>					
NUR100	Fundamentals of Nursing	9	75	30	135	240
NUR105	Pharmacology for Nursing	4	60	0	0	60
	<b>Term III Total</b>	<b>13</b>	<b>135</b>	<b>30</b>	<b>135</b>	<b>300</b>
NUR110	Medical-Surgical Nursing I	8	75	0	135	210



Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	Clinical Hours	Clock Hours
NUR115	Mental Health Nursing	4	45	0	45	90
	<b>Term IV Total</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>180</b>	<b>300</b>
NUR230	Medical-Surgical Nursing II	8	75	0	135	210
NUR235	Obstetrics, Newborn and Pediatric Nursing	4	45	0	45	90
	<b>Term V Total</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>180</b>	<b>300</b>
NUR250	Nursing Capstone	8	60	60	80	200
	<b>Term VI Total</b>	<b>8</b>	<b>60</b>	<b>60</b>	<b>80</b>	<b>200</b>
	<b>Nursing Core Total</b>	<b>45</b>	<b>435</b>	<b>90</b>	<b>575</b>	<b>1100</b>
	<b>Program Total</b>	<b>72</b>	<b>795</b>	<b>180</b>	<b>575</b>	<b>1550</b>

#### Professional Nursing - Associate of Science in Nursing Program

Theory Hours 795

Lab Hours 180

Externship/Clinical/Simulation Hours 575

Total Clock Hours for the ASN Program 1,550

#### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Associate of Science in Nursing program must:

- Complete a program application
- Must agree to the Nursing Qualifying Exam (NQE) requirements

#### Prerequisite for Concentration Courses

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all general education courses required in the program degree plan prior to starting nursing concentration

core courses unless otherwise noted. Additional prerequisites may apply. Please review the course descriptions and degree plan for more information and requirements.

### Nursing Core Qualifying Exam (NQE)

All students enrolled in this Nursing program must achieve the minimum composite score on the NQE 3 weeks prior to starting nursing concentration courses. The table below displays minimum passing scores. Students who do not achieve the minimum passing score will not advance to the nursing program. **The College reserves the right to change the vendor/assessment used for the Nursing Qualifying Exam (NQE) at any time without notice.**

Nursing Core Qualifying Exam (NCQE)	Minimum Overall Composite Score
Assessment	60/100

**\*Minimum passing scores are subject to change as a result of evidence-based findings, best practices and program outcomes.**

**Failure to complete the assessment by the established date shall result in the student being administratively withdrawn from the nursing program.**

Additional prerequisites may apply. Please review the course descriptions for more information and requirements.

### Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation and externship) will result in a recorded grade of “F” for all components of the course attempted.

### Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course

failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

### General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

### Graduation Requirements

An Associate of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student Is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar
- Student has completed the Graduation Clearance form and submitted it to the Registrar at least 60 days before the last day of class

### Cost and Fees

Description	Other Costs Estimated	Explanation
Application Fee	\$ 150.00	Application Fee
Assessment Fees (per attempt)	\$ 75.00	Core Assessment Exam Fee
Background Check Level II FDLE LiveScan	\$ 95.00	Alpha Omega
Certified Background Practicum Clearance Verification	\$ 157.00	CastleBranch-Medical Document Manager

Clinical Make Up Hours cost per hour	\$ 10.00	Cost per hour to make up missed Clinical hours
Copies of academic records ---cost per page	\$ 2.00	Cost per page of academic records
Course Make Up Exam and Proctor Fee	\$ 40.00	Cost to make up a missed exam
Credit through standardized examination (Test Out) cost per exam	\$ 100.00	Test Out Fee
Drug Screening (per test)	\$ 45.00	Alpha Omega or Alliance Fingerprinting
Enrollment Fee	\$ 150.00	Enrollment Fee
Florida Board of Nursing Licensure-RN Application	\$ 110.00	Florida Board of Nursing Licensure-RN Application
Graduation Fee	\$ 150.00	Graduation Fee
Lab Fees	\$ 150.00	Clinical/Lab Fees per semester
Medical Requirements	\$ 250.00	Medical, Titers, Vaccines, PPD/Chest X-Ray
Nursing Course Transfer Fee	\$ 650.00	To evaluate and Accept Transfer credit for Nursing Courses
Nursing Supply and Skills Kit	\$ 100.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Pearson Vue NCLEX-RN Application	\$ 200.00	Pearson Vue NCLEX-RN Application
Program Exit Retake Fee	\$ 250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$ 160.00	2 Sets of Uniforms
Sim Chart	\$ 208.00	Simulation Chart

Simulation Learning System	\$ 163.00	Simulation System
Student ID Badge	\$ 50.00	Student ID
Student ID Badge Replacement Fee	\$ 25.00	Replacement of lost or stolen ID
Student Services, Technology and Media Fee (Per Semester)	\$ 120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Transfer Credit Evaluation	\$ 250.00	Cost to Evaluate transcripts for Transfer Credits
Tuition Cost per Credit	\$ 550.00	Tuition Cost per Credit

## RN to BSN Bridge Program

### Program Descriptions

18 Months – 120 Credit hours

The RN to BSN Bridge program option prepares students with an associate of science in nursing to assume additional roles and responsibilities in nursing such as education, leadership, and case management.

### End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Integrate knowledge of human culture and the physical and natural worlds of supporting an inclusive approach in the care of the client
- Promote quality care and patient safety in the care of the client
- Integrate Evidence Based Practice into the care of the client
- Use information management and care technology in the care of the client
- Explore healthcare policy in relation to client outcomes
- Demonstrate interprofessional communication in the care of the client
- Participate in health promotion of the client
- Promote professionalism in the care of the client
- Engage in continuous self-evaluation in the care of the client

### Credential Issued

Bachelor of Science in Nursing

### Programmatic Accreditation

The RN to BSN Bridge program is **not** programmatically accredited.

### Delivery Mode

This program is offered web enabled as concurrent teaching to dual audiences: synchronous recorded classes.

Nursing Degree Plan (RN to BSN Bridge)

Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	Clinical Hours
	<b>TERM 1</b>				
NUR310	Health Assessment	3	45	0	0
NUR315	Nursing Theory	3	45	0	0
NU112	Nutrition	3	45	0	0
	<b>TERM TOTAL</b>	<b>9</b>	<b>135</b>	<b>0</b>	<b>0</b>
	<b>TERM 2</b>				
NUR325	Healthcare Informatics	3	45	0	0
NUR340	Pathophysiology	3	45	0	0
NUR430	Community and Public Health Nursing	3	30	0	45
NUR440	Quality and Safety in Healthcare	3	45	0	0
	<b>TERM TOTAL</b>	<b>12</b>	<b>165</b>	<b>0</b>	<b>45</b>
	<b>TERM 3</b>				
NUR460	Gerontology Nursing	3	30	0	45
NUR465	Nursing Leadership	3	30	0	45
NUR470	Nursing Capstone	6	90	0	0
	<b>TERM TOTAL</b>	<b>12</b>	<b>150</b>	<b>0</b>	<b>90</b>
	<b>CORE TOTAL</b>	<b>33</b>			
	<b>TRANSFER CREDITS AND ELECTIVES</b>	<b>42</b>			

	CREDIT AWARDED FOR RN LICENSE	45			
	<b>PROGRAM TOTAL</b>	<b>120</b>	<b>450</b>	<b>0</b>	<b>135</b>

### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the RN to BSN Bridge program must:

- Complete a RN to BSN program application Background check clearance.
- Proof of high school graduation or its equivalent.
- Official transcript showing a conferred Associate Degree in Nursing/Diploma (ADN/ASN/AAS/Diploma) from an accredited or state Board of Nursing approved nursing program with a GPA of 2.5 or higher. Foreign Education must be evaluated for equivalency from a recommended foreign credential evaluation service. Please see the catalog for foreign credential evaluation requirements.

Current and unencumbered RN license as indicated by date of issue from the United States.

### Nursing Core Qualifying Exam (NQE)

All students enrolled in this Nursing program must achieve the minimum composite score on the NQE 3 weeks prior to starting nursing concentration courses. The table below displays minimum passing scores. Students who do not achieve the minimum passing score will not advance to the nursing program. **The College reserves the right to change the vendor/assessment used for the Nursing Qualifying Exam (NQE) at any time without notice.**

<b>Nursing Core Qualifying Exam (NCQE)</b>	<b>Minimum Overall Composite Score</b>
<b>Assessment</b>	<b>60/100</b>



### General Education Requirements and Transfer Nursing Credits Awarded from RN License

CHC will accept up to 42 credits in General Education Credits which meet CHC's transfer credit policy. CHC will award up to 45 Nursing credits upon review of the transcript from a program recognized by the U.S. Department of Education.

### General Education Requirements

There are 42 general education semester credits required to complete the program, which are comprised of 16 Science credits, 9 English Composition and Communications credits, 3 Humanities credits, 6 Mathematics credits, and 6 Social Science credits.

The following criteria must be met to satisfy the general education requirements:

**16 Science Credits** – 12 credits must include Human Anatomy and Physiology I with Lab, Human Anatomy and Physiology II with Lab, and Microbiology with Lab. The remaining 4 credits may include Biochemistry, Biochemistry Lab, Chemistry, Chemistry Lab, Physics, Physics Lab, Comprehensive Pathophysiology, and Comprehensive Pathophysiology Lab.

**9 English Composition and Communication Credits** - 9 credits must include English Composition I, English Composition II, and Report Writing and Research Methods.

**3 Humanities Credits** – 3 credits may include Introduction to Literature or Philosophy. Other general humanities course may be considered.

**6 Mathematics Credits** – 3 credits must include Statistics. The remaining 3 credits may consist of College Algebra, Trigonometry, Calculus, or other general mathematics courses, which include a prerequisite of College Algebra or equivalent.

**6 Social Science Credits** – 6 credits must include Growth and Development and General Psychology.

**2 Elective General Education Courses** – 2 credits in additional general education courses can be transferred in from any of the disciplines.

## Degree Plan (RN TO BSN)

GENERAL EDUCATION COURSES	
General Education Requirements	Semester Credits
Sciences	16
English and Communications	9
Humanities	3
Mathematics	6
Social Sciences	6
Electives	2
<b>Total General Education Credits</b>	<b>42</b>
<b>Nursing Concentration</b>	<b>33</b>
<b>Credit Awarded for RN License</b>	<b>45</b>
<b>Total Degree Plan Credits</b>	<b>120</b>

### Prerequisite for Concentration Courses

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all general education courses required in the program degree plan prior to starting nursing concentration core courses unless otherwise noted. Additional prerequisites may apply. Please review the course descriptions and degree plan for more information and requirements.

### Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture and externship) will result in a recorded grade of “F” for all components of the course attempted.

### Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course

(NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

#### General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

#### Graduation Requirements

A Bachelor of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar
- Student has completed the Graduation Clearance form and submitted it to the Registrar at least 60 days before the last day of class

#### Cost and Fees

Description	Other Costs Estimated	Explanation
Application Fee	\$ 150.00	Application Fee
Assessment Fees (per attempt)	\$ 75.00	Core Assessment Exam Fee

Background Check Level II FDLE LiveScan	\$ 95.00	Alpha Omega
Certified Background Practicum Clearance Verification	\$ 157.00	CastleBranch-Medical Document Manager
Copies of academic records ---cost per page	\$ 2.00	Cost per page of academic records
Course Make Up Exam and Proctor Fee	\$ 40.00	Cost to make up a missed exam
Credit through standardized examination (Test Out) cost per exam	\$ 100.00	Test Out Fee
Drug Screening (per test)	\$ 45.00	Alpha Omega or Alliance Fingerprinting
Enrollment Fee	\$ 150.00	Enrollment Fee
Graduation Fee	\$ 150.00	Graduation Fee
Nursing Course Transfer Fee	\$ 650.00	To evaluate and Accept Transfer credit for Nursing Courses
Program Exit Retake Fee	\$ 250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$ 160.00	2 Sets of Uniforms
Student ID Badge	\$ 50.00	Student ID
Student ID Badge Replacement Fee	\$ 25.00	Replacement of lost or stolen ID
Student Services, Technology and Media Fee (Per Semester)	\$ 120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Transfer Credit Evaluation	\$ 250.00	Cost to Evaluate transcripts for Transfer Credits
Tuition Cost per Credit	\$ 550.00	Tuition Cost per Credit

## Professional Nursing – Bachelor of Science in Nursing (BSN)

### Program Descriptions

48 Months – 120 Credit hours

The Bachelor of Science in Nursing (BSN) prepares graduates to become licensed Registered Nurses in a supervisory role. The program combines theory and clinical components in addressing the concepts of professional nursing roles: caregiver, advocate, educator, communicator, and manager.

### End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Provide compassionate, protective and effectual professional nursing care to individuals and families.
- Employ other professionals and paraprofessionals in therapeutic and mutual discussion for the benefit of patient results.
- Combine the knowledge of biological and behavioral sciences into the decision-making process regarding patient care.
- Merge values, ethics and legal principals with critical thinking when making decisions for patients.
- Support the mission and goals of the organization through efficient use of all resources, personnel and financial.
- Display a commitment to professional nursing through patient advocacy, professional activism and lifelong learning.

### Credential Issued

Bachelor of Science in Nursing

### Programmatic Accreditation

The Bachelor of Science in Nursing program is **not** programmatically accredited.

### Delivery Mode

This program is offered web enabled as concurrent teaching to dual audiences: synchronous recorded classes.

Professional Nursing – Bachelor of Science in Nursing (BSN)							
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours	*Simulation Hours
ENG101	English Composition I	3	45	0	0	45	0
MAT105	Algebra	3	45	0	0	45	0
PSY112	General Psychology	3	45	0	0	45	0
CHM125	Chemistry	4	45	30	0	75	0
	<b>TERM TOTAL</b>	13	180	30	0	210	0
PHI260	Introduction to Ethics (Humanities)	3	45	0	0	45	0
AP118	Anatomy and Physiology I	4	45	30	0	75	0
ENG201	English Composition II	3	45	0	0	45	0
HGD120	Human Growth and Development	3	45	0	0	45	0
	<b>TERM TOTAL</b>	13	180	30	0	210	0
ENG202	Approaches to Literature	3	45	0	0	45	0
AP202	Anatomy and Physiology II	4	45	30	0	75	0
MCB120	Microbiology	4	45	30	0	75	0
SPH105	Public Speaking	3	45	0	0	45	0
	<b>TERM TOTAL</b>	14	180	60	0	240	0

Professional Nursing – Bachelor of Science in Nursing (BSN)							
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours	*Simulation Hours
SOC102	Sociology	3	45	0	0	45	0
NU112	Nutrition	3	45	0	0	45	0
STA117	Statistics	3	45	0	0	45	0
HUM102	Introduction to Humanities	3	45	0	0	45	0
	<b>TERM TOTAL</b>	12	180	0	0	180	0
NUR310	Health Assessment	3	45	0	0	45	0
NUR315	Nursing Theory	3	45	0	0	45	0
NUR325	Health Care Informatics	3	45	0	0	45	0
NUR340	Pathophysiology	3	45	0	0	45	0
	<b>TERM TOTAL</b>	12	180	0	0	180	0
NUR350	Fundamentals of Nursing Care	8	60	60	90	210	45
NUR360	Pharmacology for Nurses	4	60	0	0	60	0
	<b>TERM TOTAL</b>	12	120	60	90	270	45
NUR370	Medical Surgical Nursing I	8	75	0	120	195	45
NUR380	Mental Health Nursing	4	45	0	45	90	0
	<b>TERM TOTAL</b>	12	120	60	165	285	45

Professional Nursing – Bachelor of Science in Nursing (BSN)							
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours	*Simulation Hours
NUR410	Medical Surgical Nursing II	8	75	0	120	195	45
NUR420	Women and Pediatric Nursing	4	45	0	45	90	0
	<b>TERM TOTAL</b>	12	120	60	165	285	45
NUR430	Community and Public Health Nursing	3	30	0	45	75	0
NUR440	Quality and Safety in Healthcare	3	30	0	0	30	0
NUR460	Gerontology Nursing	3	30	0	45	75	0
NUR465	Nursing Leadership	3	30	0	45	75	0
	<b>TERM TOTAL</b>	12	120	0	135	255	0
NUR470	Nursing Capstone	8	90	0	90	180	45
	<b>TERM TOTAL</b>	8	90	0	90	180	45
	<b>General Education Total</b>	52	720	120	0	840	0
	<b>Nursing Core Total</b>	68	750	60	645	1455	180
	<b>Program Total</b>	120	1470	180	645	2295	*180



### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Bachelor of Science in Nursing program must:

- Complete a program application
- Must agree to the Nursing Qualifying Exam (NQE) requirements

### General Education Requirements

There are 52 general education semester credits required to complete the program, which are comprised of 16 Science credits, 9 English Composition and Communications credits, 3 Humanities credits, 6 Mathematics credits, and 6 Social Science credits.

The following criteria must be met to satisfy the general education requirements:

**19 Science Credits** – 12 credits must include Human Anatomy and Physiology I with Lab, Human Anatomy and Physiology II with Lab, and Microbiology with Lab. The remaining 7 credits may include Biochemistry, Biochemistry Lab, Chemistry, Chemistry Lab, Nutrition, Physics, Physics Lab, Comprehensive Pathophysiology, and Comprehensive Pathophysiology Lab.

**9 English Composition and Communication Credits** - 9 credits must include English Composition I, English Composition II, and Report Writing and Research Methods.

**6 Humanities Credits** – 3 credits may include Introduction to Literature or Philosophy. Other general humanities course may be considered.

**6 Mathematics Credits** – 3 credits must include Statistics. The remaining 3 credits may consist of College Algebra, Trigonometry, Calculus, or other general mathematics courses, which include a prerequisite of College Algebra or equivalent.

**12 Social Science Credits** – 6 credits must include Growth and Development and General Psychology.

### Degree Plan (Professional Nursing - BSN)

GENERAL EDUCATION COURSES	
General Education Requirements	Semester Credits

Sciences	19
English and Communications	9
Humanities	6
Mathematics	6
Social Sciences	12
<b>Total General Education Credits</b>	<b>52</b>
<b>Nursing Concentration</b>	<b>68</b>
<b>Total Degree Plan Credits</b>	<b>120</b>

#### Prerequisite for Concentration Courses

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all general education courses required in the program degree plan prior to starting nursing concentration core courses unless otherwise noted. Additional prerequisites may apply. Please review the course descriptions and degree plan for more information and requirements.

#### Nursing Core Qualifying Exam (NQE)

All students enrolled in this Nursing program must achieve the minimum composite score on the NQE 3 weeks prior to starting nursing concentration courses. The table below displays minimum passing scores. Students who do not achieve the minimum passing score will not advance to the nursing program. **The College reserves the right to change the vendor/assessment used for the Nursing Qualifying Exam (NQE) at any time without notice.**

<b>Nursing Core Qualifying Exam (NCQE)</b>	<b>Minimum Overall Composite Score</b>
<b>Assessment</b>	<b>60/100</b>

**\*Minimum passing scores are subject to change as a result of evidence-based findings, best practices and program outcomes.**

**Failure to complete the assessment by the established date shall result in the student being administratively withdrawn from the nursing program.**

Additional prerequisites may apply. Please review the course descriptions for more information and requirements.

### Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture and externship) will result in a recorded grade of “F” for all components of the course attempted.

### Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

### General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

### Graduation Requirements

A Bachelor of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment

- Student has completed an Exit Interview with the Bursar
- Student has completed the Graduation Clearance form and submitted it to the Registrar at least 60 days before the last day of class

#### Cost and Fees

Description	Other Costs Estimated	Explanation
Application Fee	\$ 150.00	Application Fee
Assessment Fees (per attempt)	\$ 75.00	Core Assessment Exam Fee
Background Check Level II FDLE LiveScan	\$ 95.00	Alpha Omega
Certified Background Practicum Clearance Verification	\$ 157.00	CastleBranch-Medical Document Manager
Copies of academic records ---cost per page	\$ 2.00	Cost per page of academic records
Course Make Up Exam and Proctor Fee	\$ 40.00	Cost to make up a missed exam
Credit through standardized examination (Test Out) cost per exam	\$ 100.00	Test Out Fee
Drug Screening (per test)	\$ 45.00	Alpha Omega or Alliance Fingerprinting
Enrollment Fee	\$ 150.00	Enrollment Fee
Graduation Fee	\$ 150.00	Graduation Fee
Nursing Course Transfer Fee	\$ 650.00	To evaluate and Accept Transfer credit for Nursing Courses
Program Exit Retake Fee	\$ 250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$ 160.00	2 Sets of Uniforms
Student ID Badge	\$ 50.00	Student ID

Student ID Badge Replacement Fee	\$ 25.00	Replacement of lost or stolen ID
Student Services, Technology and Media Fee (Per Semester)	\$ 120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Transfer Credit Evaluation	\$ 250.00	Cost to Evaluate transcripts for Transfer Credits
Tuition Cost per Credit	\$ 550.00	Tuition Cost per Credit

# Healthcare Management Bachelor's Degree

## Program Objective

The Bachelor of Science in Healthcare Administration degree features investigative and experiential opportunities in teamwork and leadership. The student will have the opportunity to gain an in-depth understanding of the organization and structure of the health care sector. The implementation of successful management strategies within the industry along with the managerial skills needed to work in teams, lead teams, build cross-functional teams, and facilitate collaborative decision making are also topics of focus

## Program Description

This health care administration degree emphasizes both the conceptual and analytical skills required to manage in contemporary health care organizations. Graduates may be prepared for administrative positions in hospitals, clinics, long-term care facilities, outpatient facilities, physician offices, mental health organizations, insurance companies, public health agencies, government health departments, and other types of health organizations.

## End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

- Demonstrate an understanding of the United States healthcare system.
- Demonstrate competence in health information literacy.
- Display effective professional communication skills.
- Develop skills to collaborate and consult as a strategic member of the healthcare team.
- Demonstrate the ability to evaluate the scientific literature, understand and synthesize relevant information from it, and be able to convey this information both orally and in writing.
- Ability to analyze and interpret financial information specific to the healthcare setting.
- Develop appropriate professional behaviors and leadership skills for careers in health care.

## Estimated Length of Study:

14 quarters of 12 weeks each, 194 weeks including Quarter breaks – (4 Years)

## Credential Issued

Bachelor in Science

### Programmatic Accreditation

The Healthcare Management program is **not** programmatically accredited.

### Delivery Mode

This program is offered web enabled as concurrent teaching to dual audiences: synchronous recorded classes.

### Healthcare Management, B.S. Degree

Course Number	Course Title	Credit Hours	Theory Hours	Lab Hours	CPT
AP 118	Human Anatomy & Physiology I	4	30	20	
ENG 101	English Composition I	4	40		
MAT 105	College Algebra I	4	40		
CHM 125	Chemistry	4	30	20	
	<b>TERM 1 – 3 Months</b>	<b>16</b>	<b>140</b>	<b>40</b>	<b>0</b>
BSC 100	Biology	4	30	20	
BUS 102	Intro to Management and Human Relations	4	40		
AP 202	Human Anatomy & Physiology II	4	30	20	
SOC 102	Sociology	4	40		
	<b>TERM 2 – 3 Months</b>	<b>16</b>	<b>140</b>	<b>40</b>	<b>0</b>
MAT 205	College Algebra II	4	40		
PSY 112	Psychology	4	40		
ENG 201	English Composition II	4	40		
SPH 105	Public Speaking	4	40		
	<b>TERM 3 – 3 Months</b>	<b>16</b>	<b>160</b>	<b>0</b>	<b>0</b>
ACT 301	Accounting I	4	40		

LIT 311	English Literature	4	40		
STA 117	Statistics	4	40		
NUR 107	Critical Thinking	4	40		
	<b>TERM 4 – 3 Months</b>	<b>16</b>	<b>160</b>	<b>0</b>	<b>0</b>
HSA 200	Basics of Healthcare Performance Improvement	4	40		
HSA 220	Healthcare Data Management	4	40		
HSA 240	Coding and Classification Systems I	4	40		
	<b>TERM 5 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 250	Coding and Classifications Systems II	4	40		
HSA 260	Healthcare Principles and Practices	4	40		
HSA 270	Health and Disease	4	40		
	<b>TERM 6 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 280	History of Healthcare Worldwide	4	40		
HSA 290	Quality and Risk Management in Healthcare	4	40		
HSA 300	Managed Care and Health Insurance	4	40		
	<b>TERM 7 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
MAN 301	Principles of Management	4	40		
HSA 310	Facilities Management in the Healthcare Environment	4	40		
NUR 325	Healthcare Informatics	4	40		
	<b>TERM 8 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
MAN 350	Human Resources Management	4	40		
HSA 350	Healthcare Data Management II	4	40		



HSA 360	Principles of Epidemiology	4	40		
	<b>TERM 9 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 370	Pathophysiology	4	40		
HSA 380	Healthcare Delivery Systems	4	40		
HSA 390	Healthcare Reimbursement	4	40		
	<b>TERM 10 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 401	Communication and Cultural Diversity in Healthcare	4	40		
MAN 401	Organizational Behavior	4	40		
HSA 405	Issues In Health Disparities	4	40		
	<b>TERM 11 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 410	Behaviors and Cultural Issues in Healthcare	4	40		
HSA 420	Healthcare Quality Management	4	40		
HSA 430	Pharmacology	4	40		
	<b>TERM 12 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 440	Applied Healthcare Ethics	4	40		
HSA 450	Project Management	4	40		
HSA 470	Economics of Healthcare	4	40		
	<b>TERM 13 – 3 Months</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 480	Healthcare Management Capstone	8	40	0	120
	<b>TERM 14 – 3 Months</b>	<b>8</b>	<b>40</b>	<b>0</b>	<b>120</b>
	<b>TOTAL HOURS</b>	<b>180</b>	<b>1720</b>	<b>80</b>	<b>120</b>

### Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Healthcare Management program must:

- Agree to take and pass the Healthcare Management Qualifying Exam

### Graduation Requirements

A Degree will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

- Student has a minimum cumulative GPA of 2.5
- Student has completed and passed all required externship hours
- Student is current with financial obligations to the College
- Student has met with the Career Services department for assistance with job placement or provides documentation of employment
- Student has completed an Exit Interview with the Bursar
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### Cost and Fees

Description	Other Costs Estimated	Explanation
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Transfer Credit Evaluation	\$ 250.00	Cost to Evaluate transcripts for Transfer Credits

## COURSE NUMBERING SYSTEM

Prefixes and numbers reflect the scope and sequence of each course and its program:

HA	101-125	Home Health Aide
HSA	200-390	Healthcare Management
MAN	301-401	Healthcare Management
NUR	290-455	RN to BSN Bridge
PCT	102-107	Patient Care Technician
PN	1002-1015	Practical Nursing
NUR	185-295	LPN to RN Bridge
NUR	100-250	Professional Nursing (AS)
NUR	310-470	Professional Nursing (BS)

General and Core course prefixes vary and include:			
ACT301	Accounting	BSC100	Biology
AP118-202	Anatomy and Physiology	ENG101-201	English Composition
MAT105-205	Algebra	ENG202	Approaches to Literature
CHM125	Chemistry	MCB120	Microbiology
HUM102	Introduction to Humanities	HGD120	Human Growth & Development
NU112	Nutrition	PHI260	Introduction to Ethics
PSY112	Psychology	SOC102	Sociology
SPH105	Public Speaking	STA117	Statistics
MED201	Principles of Pharmacology & Assisting with Medication Administration	PBY205	Phlebotomy Skills Theory & Lab I/II
EKG205	Principles of Electrocardiograph Theory & Lab I/II	LIT311	English Literature

The course numbering system uses alphanumeric identifiers. The letters represent the type of course and the numbers represent the sequence or order of the courses that will be taught.

## Course Descriptions

### **ACT 301 Accounting I**

#### **4 Quarter Hours**

This course is an introduction to accounting, emphasizing how general-purpose financial statements communicate information about the business corporation's performance and position for users external to management. The course accentuates how the accountant processes and presents the information and includes exposure to recording transactions, adjusting balances and preparing financial statements for service and merchandise firms according to established rules and procedures. In addition, the course examines major elements of the statements such as cash, receivables, inventory, long-lived assets, depreciation, payroll, bonds, and other liabilities and stocks.

### **AP118 Anatomy and Physiology I**

#### **4 Credits (3 Lecture, 1 Lab)**

This course provides a systems focused study of the Anatomy and Physiology of the human body. Topics build from a Foundation in Structural Organization, Basic Chemistry, and the study of cells and tissues to System Structure and Function. These systems include Integumentary System, bones and skeletal tissues, joints, muscles, nervous system, special senses and the endocrine system. The course includes an interactive virtual laboratory component.

**Prerequisites:** None.

### **AP202 Anatomy and Physiology II**

#### **4 Credits (3 Lecture, 1 Lab)**

This course is a continuation of the study of the Anatomy and Physiology of the human body. Building on the Foundation of Structural Organization, Basic Chemistry, the study of cells and tissues, study of integumentary, skeletal, muscular, nervous, sense, and endocrine systems, this course focuses on the maintenance of the body via the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, as well as metabolism, acid-base balance, fluid and electrolyte balance and nutrition. This course includes an interactive laboratory component.

**Prerequisites:** AP118 Human Anatomy and Physiology I

### **BSC 100 Biology**

#### **4 Quarter Hours**

This course introduces the principles and concepts of biology. Emphasis is on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics,

evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

### **BUS102 Intro to Management and Human Relations**

#### **4 Quarter Hours**

This course is an overview of the discipline and field of human resource development and management and how it applies to the field of nursing. The course outlines the roles interpersonal relationships, leadership skills and problem solving regarding areas of employee counseling, discipline and termination. Equal Employment Opportunity will be discussed in order for the student to understand its need, importance and the legal issues surrounding it.

### **BUS105 Principles of Management**

#### **4 Quarter Hours**

This course explores the basic concepts and processes of management. Students will explore the functional roles and processes of planning, leading, organizing, and controlling comprising the manager role. Students develop skills related to the supervisor/manager function.

### **CHM125 Chemistry**

#### **4 Credits (3 Lecture, 1 Lab)**

This course is an introduction to the basic aspects of chemistry. The course will include an introduction to the foundations of chemistry that include: principles, laws, theories and practical applications that incorporate the concepts of molecular structure, chemical bonding in solids and liquids, and properties of gasses.

### **CPS106 Computer Literacy**

#### **3 Credits (2 Lecture, 1 Lab)**

Basic computer literacy including spreadsheet, database, word processing, PowerPoint, e-mail, and Internet research skills are covered. Students in this course will learn computer applications used in the processing of pharmacy prescription data and the security of such systems. The interpretation of charts, graphs, and maps and the use of the metric system of measurement also included. *This course has 20 hours of laboratory experience.*

### **ENG101 English Composition 1**

#### **3 Credits (3 Lecture)**

This course covers phases of the writing process, with special emphasis on the structure of writing and techniques for writing clearly, precisely and persuasively. **Prerequisites:** None.

## **ENG201 English Composition 2**

### **3 Credits (3 Lecture)**

In this course students will be introduced to skills and techniques used for critical, persuasive and research writing. After successfully completing the course, students should demonstrate increased ability in writing; analyzing and composing non-fictional text and have the ability to write a persuasive research essays. **Prerequisites:** ENG101 English Composition 1.

## **ENG202 Approaches to Literature**

### **3 Credits (3 Lecture)**

In this course students will study how diverse writers represented, challenged and helped to create the dominant cultural mythologies that remain powerfully influential in our nation today. A wide array of American authors will be explored through guided discussion and independent research. Students will strengthen their ability to read and write critically about literary texts and will gain a deeper appreciation of American literary history as a rich terrain of contested values that can help us understand where we are today.

## **EKG205 - Principles of Electrocardiograph Theory & Lab I/II**

### **100 Hours (100 Lecture/Lab)**

This course is designed to provide theory on the cardiovascular system, its structure and function and electrical conduction. Students will learn the composition of the heart, its blood flow, layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate and the pathology of diseases. Students will demonstrate skills in related terminology. The student will demonstrate how to perform EKG's through 12 lead electrocardiograph machines and learn to understand and interpret basic, provided with a practical yet comprehensive approach to the skill of 12-Lead EKG interpretation automatic and manual reports.

## **HA101 Introduction to Home Care and Health Care Systems**

### **2 hours (2 Lecture)**

Students will be oriented to the home health aide program and curriculum and be introduced to the roles and responsibilities of a HHA. The course also provides an overview of Health Care Systems.

## **HA102 Legal and Ethical Issues**

### **2 hours (2 Lecture)**

Students will learn the importance of ethics in the health care setting and will be introduced to legal aspects of their profession, including HIPPA regulations.

**HA103 Communication and Cultural Diversity****3 hours (3 Lecture)**

This course provides students with instructions in effective communication with patients and other members of the healthcare team and discusses the importance of sensitivity to the various cultures represented in our area.

**HA104 Infection Control and Standards: OSHA****4 hours (4 Lecture)**

This course teaches students to apply the principles of infection control when caring for patients in the home care setting and provides students with the information required by OSHA for licensed healthcare personnel. Universal precautions in the home health setting are taught with specific instructions devoted to TB and MRSA.

**HA105 HIV/AIDS Education****4 hours (4 Lecture)**

This course is a follow up to HA 104, and focuses specifically on HIV/AIDS. This class meets the State of Florida basic AIDS course for licensed health-care personnel.

**HA106 Safety and Body Mechanics****3 hours (2 Lecture, 1 Skills Lab)**

This course teaches students how to maintain safety and how to use proper body mechanics in the home setting. Special attention is given to proper response to fires, falls, burns, and drowning.

**HA107 Emergency Care****2 hours (2 Lecture)**

Students are provided with information on how to handle emergencies. Emphasis is placed on Disaster Preparedness and Hurricane First Aid.

**HA108 Physical, Psychological and Social Health****3 hours (3 Lecture)**

Students will be introduced to basic human needs and will explore them from physical, social and psychological aspects.

**HA109 Anatomy of the Human Body in Health and Disease****3 hours (3 Lecture)**

This course teaches the basic knowledge of anatomy and physiology of the body based on an exploration of the body systems, how they function and interrelate. Students will contrast that knowledge in terms of healthy and ill patients. They will learn to provide care to the elderly population and those who are ill within the role and function of the Home Health Aide.



**HA110 Human Development and the Aging Process****3 hours (3 Lecture)**

Students will explore the aging process and the challenges it presents to their patients. An emphasis on the care of the Alzheimer's patient will be presented.

**HA111 Domestic Violence and Elder Abuse****4 hours (4 Lecture)**

This course will teach students about domestic violence and will provide students with information required by the State of Florida regulations to meet the required Domestic Violence course for licensed healthcare personnel. Abuse reporting guidelines will be presented.

**HA112 Death and Dying****2 hours (2 Lecture)**

Students will learn how to provide care to terminally ill patients within the role and function of the Home Health Aide. Working with the hospice program will be covered.

**HA 113 Transfers, Ambulating and Repositioning****2 hours (2 Clinical Lab)**

Students will learn the principles of personal care in a home setting which includes transfers, ambulation and repositioning the patient during the activities of daily living.

**HA114 Personal Care Skills****5 hours (1 Lecture, 4 Clinical Lab)**

Students will learn the principles of personal care in the home setting, which includes feeding, toileting and the activities of daily living. This course also provides students with the skills necessary to perform various procedures of patient care, which will include demonstration of these procedures in a competent level.

**HA115 Core Health Care Skills and Resident's Rights****5 hours (5 Clinical Lab)**

Students will be instructed in the use of core health care skills, such as taking vital signs, wound care and hot and cold applications. Students will also be made aware of the resident's rights.

**HA116 Rehabilitation and Restorative Skills****2 hours (2 Lecture)**

This course teaches students how to assist residents with restorative and rehabilitative activities in order to optimize the level of functioning and independence.

**HA117 Medication Assistance & Technology in Home Care****4 hours (4 Lecture)**

This course provides students with the knowledge and skills necessary to assist residents with self-administration of medication in the home setting. Also included is instruction in proper specimen collection.

**HA118 Clients with Disabilities****2 hours (2 Lecture)**

Students learn to work with clients who have special needs due to specific disabilities.

**HA119 Mental Health and Mental Illness****2 hours (2 Lecture)**

This course reviews the importance of mental health in the overall health of the patient and discusses the special needs and characteristics of those with mental illnesses.

**HA120 Working with Newborns & Infants****4 hours (4 Lecture)**

Students will be provided with instruction in providing a safe, clean environment for infants and newborns and which offers comfort and security.

**HA121 Common Acute and Chronic Conditions****4 hours (4 Lecture)**

This course provides students with the knowledge and skills necessary to work with patients who have common and chronic conditions of the various systems of the body.

**HA122 Maintaining a Healthy Environment****2 hours (2 Lecture)**

Students will acquire the skills to perform home health services which include proper cleaning techniques and methods of keeping the environment safe for their patient.

**HA123 Meeting the Nutritional Needs of the Patient****2 hours (2 Lecture)**

Students will learn the principles of nutrition, which are specific to the role of the home health aide including shopping, safe food storage, meal planning and food preparation.

**HA124 Employability Skills****2 hours (2 Lecture/Lab)**

This course prepares students for employment, which includes creating a résumé, searching and applying for a job. Self care and time management are also stressed to maintain employment.

### **HA125 CPR**

#### **4 hours (2 Lecture, 2 Skills)**

Students in this class will learn and become qualified to perform Child and Adult CPR.

### **HCC101 Health Care Core**

#### **90 Hours (90 Lecture)**

This course provides an overview of the health care delivery system. Content will include health occupations, roles and responsibilities of the health care team, consumer rights, legal and ethical guidelines, communication skills, safety and security procedures, infection control and knowledge of blood borne diseases. **Prerequisites:** None.

### **HCC102 - Health Care Occupational Development**

#### **7 Hours (7 Lecture)**

Students will learn the laws and ethical standards that govern the health care workers, enhance verbal and written communication skills and discuss patient's rights. Students will also cover main protocols for patient care including education in HIPAA and medical errors, domestic violence in the healthcare field and the healthcare profession chain of command and the importance of documentation. Additionally, students will learn professional ethics and to explain the laws governing harassment, labor and recognizing and reporting abuse, learn terms such as; malpractice, negligence and assaults and battery. Prepare the students on techniques for effective job interview process, how to make a professional resume and employability skills.

### **HCS101 Medical Terminology**

#### **4 Credits (4 Lecture)**

This course is an introductory course to the language of medicine utilized by health care professionals. Basic word structure and formation, medical terms, abbreviations, definitions and spelling are included. The use of pharmaceutical medical terminology and abbreviations used on prescriptions will be reviewed. The medical terminology discussed in this class will be expanded upon in the other courses that comprise a Pharmacy Technician Program.

### **HGD120 Human Growth and Development**

#### **3 Credits (3 Lecture)**

This course introduces the student to the principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Principles of health promotion and disease prevention will be integrated with course content. Biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. **Prerequisites:** None.

## **HSA200 Basics of Health Care Performance Improvement**

### **4 Quarter Hours**

This course provides an overview of the current state of the quality movement in Health Care. A public health perspective as well as an individual perspective will be considered from both a U. S. and international view. Relevant history, current gurus, landmark publications, theories, tools, and environmental factors will be discussed and utilized. We will explore the cost/quality connection and analyze the complex forces that shape or hinder the transformation of health care from the current state to a person centered quality focused Health Care System.

## **HSA220 Healthcare Data Management**

### **4 Quarter Hours**

This course examines the design and the use of medical databases. Students will learn how to implement business rules and data modeling to develop medical information management systems. The course further explores database applications for decision support including evidence-based practice, alerts, allergy management, and identification of gaps in care. Students will design databases and systems that reflect privacy and security requirements of HIPAA and HITECH Act.

## **HSA240 Coding and Classification Systems I**

### **4 Quarter Hours**

The purpose of this course is to provide students with the basic ability to identify nomenclatures and classification systems as well as assign codes using the appropriate principles, guidelines and conventions and apply ICD-9-DN and ICD conventions rules and guidelines.

## **HSA250 Coding and Classifications Systems II**

### **4 Quarter Hours**

The Communication and technologies course will review and evaluation an assortment of technologies including: data, information, and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems), system interoperability, data sharing, Health Information Exchanges (HIE), and the Nation-wide Health Information Infrastructure (NHIN).

Prerequisite(s): HSA 240 Coding and Classification Systems I

## **HSA260 Healthcare Principles and Practices**

### **4 Quarter Hours**

This course will provide students with an understanding of the five principles of management as they relate to the healthcare industry. Particular attention will be paid to planning, organizing, staffing, controlling, and leadership within the different types of healthcare organizations. Students will also compare and contrast non-profit versus for-profit healthcare organizations.

## **HSA270 Health and Disease**

### **4 Quarter Hours**

This course examines human health and disease from a biological perspective. It will also explore the evolution of microbes and human disease and the influences that regular exercise, diet, and genetic factors have on every day good health. The course will also explore mechanisms, manifestations, and prevention of common diseases, such as heart disease and cancer.

## **HSA280 History of Healthcare Worldwide**

### **4 Quarter Hours**

Students will have the opportunity to follow the strategic trends of the healthcare industry since its entry into the business arena. An assessment of post-World War II changes in health care, managed care, and managed competition will be addressed. Changes in incentives for physicians, hospitals, and health care providers will be discussed. An assessment of new technology and techniques introduced into the healthcare industry will also be addressed.

## **HSA290 Quality and Risk Management in Healthcare**

### **4 Quarter Hours**

This course will provide an introduction to the concept of risk management in health care settings. The course will provide a historical perspective on the development of healthcare risk management, the role of the healthcare risk manager, the principles of healthcare risk management and the connection between risk management, quality improvement and corporate compliance in various health care settings.

## **HSA300 Managed Care and Health Insurance**

### **4 Quarter Hours**

A pragmatic examination of the theories for and uses of managed health in a complex society. Managed Medicaid and Medicare are discussed as well as a special emphasis on financial contract negotiations.

## **HSA310 Facilities Management in the Healthcare Environment**

### **4 Quarter Hours**

A study of continuous quality improvement, utilization management, and risk management in health care. Also includes study of credentialing, accreditation standards, quality improvement organizations, and medical staff services. Selected management topics specific to health information departments will be covered.

## **HSA 350 Healthcare Data Management II**

### **4 Quarter Hours**

This course describes the use of information technology and the role of HIT professionals in the development of the electronic health record. It introduces the health information infrastructure and systems along with healthcare informatics including: applications, technology, privacy, and security.

## **HSA360 Principles of Epidemiology**

### **4 Quarter Hours**

This course presents the basic principles of epidemiology with particular emphasis on applications in healthcare management. Topics include specific tools of epidemiology used for purposes of planning, monitoring, and evaluating population health. These include identification of disease, measures of incidence and prevalence, study designs, confidence intervals, p-values, statistical interaction, causal inference, and survival analysis. Methods for managing the health of populations using an understanding of the factors that influence population health are discussed. Strategies that healthcare organizations and systems can use to control these factors are also considered.

## **HSA370 Pathophysiology**

### **4 Quarter Hours**

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.

## **HSA380 Healthcare Delivery Systems**

### **4 Quarter Hours**

This course provides an overview of the nature, organization, and function of the continuum of health services found in the United States. Emphasis is placed on the interrelation of cultural, economic, political and social aspects of health care delivery at the federal, state and local level. Topics include health care costs, accessibility of services, governmental influence on health care delivery, private industry role in health care, services for the medically indigent and elderly, ethical issues regarding transplants, reproductive technology, end of life decisions and funding.

## **HSA390 Healthcare Reimbursement**

### **4 Quarter Hours**

This course explores some of the major issues facing healthcare industry and the effect that public policy and business environment has on a healthcare organization. Emphasis is on supply

and demand theory, reimbursement systems, managed care, DRG prospective payment, insurance, Medicare, Medicaid, governmental regulations, accessibility, eligibility, budgeting and planning. Students learn to use informational and research tools to make effective management decision.

### **HSA401 Communication and Cultural Diversity in Healthcare**

#### **4 Quarter Hours**

The purpose of this course is to increase awareness of diverse cultures in the framework of intercultural communication skills.

Students will enhance their knowledge of culture and assess its impact on intercultural communication. Topics related to culture and communication will be explored from a global perspective with a focus on cultural competency and service delivery to diverse groups.

### **HSA405 Issues in Health Disparities**

#### **4 Quarter Hours**

This course draws on insights from a range of social science disciplines to examine the multifaceted issue of health disparities in the U.S healthcare system. Traditionally marginalized racial, ethnic and immigrant communities and emerging groups with disparities based upon gender, sexual preference and identity, disability, physical and mental health, geography and environment will be examined at the individual, systemic and institutional levels. The role of culture, socioeconomic status, health literacy, and social and community networks will be explored; cultural competency, advocacy, and social justice will be discussed as solutions for promotion of health equity.

### **HSA410 Behaviors and Cultural Issues in Healthcare**

#### **4 Quarter Hours**

Analysis of problems and issues associated with management of health care organizations and distinguishes between various types of organizations. This course focuses on hospitals, mental care centers, long-term care facilities, managed care organizations, and community clinics. Introduction to special terminology, culture, and behavior patterns that characterize health care with emphasis on implications for administration of health care institutions.

### **HSA420 Healthcare Quality Management**

#### **4 Quarter Hours**

The goal of this course is to introduce students to the management of operations and explore how healthcare organizations can use advanced methods to improve healthcare processes, delivery, and outcomes. Specific focus will be on analyzing cycle times (e.g., patient wait times), measuring productivity, streamlining process flows, tracking outcomes and performance metrics, and generally improving health management processes and health outcomes. The process

improvement will be measured by how it can improve quality of care and safety of healthcare delivery, reduce waste, and reduce costs. The role of technology and innovative approaches in improving continuing quality improvement in healthcare delivery will be presented.

### **HSA430 Pharmacology**

#### **4 Quarter Hours**

This course introduces the underlying principles of pharmacology and provides a perspective of the historical, regulatory (FDA) and industrial aspects of pharmacological science. This includes overviews of the physiological, biochemical, and anatomical foundations for the interaction of drugs and chemicals with biological systems.

### **HSA440 Applied Healthcare Ethics**

#### **4 Quarter Hours**

Students in this course will examine, through case studies, ethical dilemmas in health care and the decision-making processes involved in clinical, professional and organizational ethics. This course explores philosophical and faith based foundations including moral traditions, socio-cultural influences, professional codes, organizational, and personal ethical standards.

### **HSA450 Project Management**

#### **4 Quarter Hours**

Study of the methods, concepts, and procedures of project management. Considers team development, accountability, sequencing of events, scheduling, coordination of consultants, budgeting, contract administration, purchasing, and estimating. Relocations and move management will also be reviewed.

### **HSA470 Economics of Healthcare**

#### **4 Quarter Hours**

This course provides the student with a rigorous introduction to the micro- and macroeconomic theory to understand the healthcare landscape both from a financing and policy perspective. Topics explored include market behavior; demand theory; production and cost theory; decision-making in competitive and non-competitive markets, Gross Domestic Product determination; unemployment and inflation; and fiscal and monetary policy.

### **HSA480 Healthcare Management Capstone**

#### **8 Quarter Hours**

The capstone course is the culminating experience for the Bachelor of Science in Health Care Administration. This course builds on the concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their course work in an original



comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health care administration.

### **HUM102 Introduction to Humanities**

#### **3 Credits (3 Lecture)**

This course is an introduction to the humanities which is the study of how people process and document the human experience, through a review of some of the major developments in human culture. The goal is to analyze how societies express their ideas through art, literature, music, religion, and philosophy and to consider some of the underlying assumptions about the way societies are formed and run. **Prerequisites:** None.

### **LIT311 English Literature**

#### **4 Quarter Hours**

A course designed to introduce students to the principal genres of imaginative literature: fiction, poetry, and drama, as well as to a variety of technical concepts and skills of literary study. Emphasis is on reading and discussing selected, representative short stories, poems, and plays, and then on writing critical essays about them. **Prerequisites:** None.

### **MAN301 Principles of Management**

#### **4 Quarter Hours**

This course explores the basic concepts and processes of management. Students will explore the functional roles and processes of planning, leading, organizing, and controlling comprising the manager role. Students develop skills related to the manager function and required in today's competitive environment

### **MAN350 Human Resources Management**

#### **4 Quarter Hours**

This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management. Analyzes special problems of forecasting, planning, staffing, and developing human resource management in health care institutions. Explores legal aspects of human resource management and administration in the industry with an emphasis on compliance.

### **MAN401 Organizational Behavior**

#### **4 Quarter Hours**

This course focuses on the organizational processes and theoretical constructs related to organizational behavior. The roles of leaders, followers, and teams and their influence on the

culture and performance of an organization are addressed through the analysis of key organizational behavior concepts and related cases. Topics will include: values, perception, attitudes, assumptions, learning, motivation, conflict, diversity, and change

### **MAT105 Algebra**

#### **3 Credits (3 Lecture)**

This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools. **Prerequisites:** None.

### **MAT205 Algebra**

#### **3 Credits (3 Lecture)**

This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools. **Prerequisites:** None.

### **MCB120 Microbiology**

#### **4 Credits (3 Lecture, 1 Lab)**

This is an introductory course in Microbiology, emphasizing Fundamental Concepts and Principles with practical application. **Prerequisites:** None.

### **NU112 Nutrition**

#### **3 Credits (3 Lecture)**

This course focuses on principles of nutrition and the nutritional requirements across the lifespan. Emphasis is placed on nutrition in health promotion and clinical practice. The significance of nutrition within the health care movement toward wellness and primary prevention is examined as well as specific medical nutrition therapy in disease management. **Prerequisites:** None.

### **NUR100 Fundamentals of Nursing**

#### **9 Credits (5 Lecture, 1 Lab, 3 Clinical)**

This course introduces the beginning student to the Quality and Safety for Nurses (QSEN) competencies incorporating patient centered care, teamwork and collaboration, evidenced based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Patient Needs. Nursing skills are developed, applied, and practiced in the campus nursing skills laboratory, and clinical experiences in non-acute client care settings. Technology is used to

reinforce application of content through patient care scenarios. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120.

### **NUR105 Pharmacology for Nursing**

#### **4 Credits (4 Lecture)**

This course introduces the student to calculating medication dosages for the professional nurse. Emphasis is placed on basic principles of pharmacology and safe administration of medication to clients throughout the lifespan. Nursing responsibilities related to drug administration are emphasized. Indications, modes of action, effects, contraindications, and interactions for selected drugs are explored. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120

### **NUR110 Medical-Surgical Nursing I**

#### **8 Credits (5 Lecture, 3 Clinical)**

This course utilizes the integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity and risk reduction principles to the care of clients from diverse ethnic, cultural and geographic backgrounds. Focus is on the application of the nursing process to the care of the adult patient experiencing medical-surgical conditions. Opportunities will be provided to plan, implement, and evaluate medical and surgical interventions to prepare clients for discharge following hospital care. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR 100 NUR 105

### **NUR115 Mental Health Nursing**

#### **4 Credits (3 Lecture, 1 Clinical)**

This course introduces the student to mental health concepts across the lifespan. Applying knowledge from previous course work, the student will build interpersonal relationships and demonstrate effective communication skills. **Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR100, NUR105.

### **NUR185 Nursing Transition I (NUR102, NUR105, NUR110)**

#### **16 Credits**

These courses build upon the practical nurses knowledge, skills, and competencies while introducing concepts specific to professional nursing such as safe and effective care and health promotion and maintenance. The Pharmacology course introduces the student to calculating medication dosages for the professional nurse. Emphasis is placed on basic principles of pharmacology and safe administration of medication to clients throughout the lifespan. Nursing responsibilities related to drug administration are emphasized. Indications, modes of action, effects, contraindications, and interactions for selected drugs are explored.

The Medical-Surgical Nursing I course utilizes the integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity and risk reduction principles to the care of clients from diverse ethnic, cultural and geographic backgrounds. Focus is on the application of the nursing process to the care of the adult patient experiencing medical-surgical conditions. Opportunities will be provided to plan, implement, and evaluate medical and surgical interventions to prepare clients for discharge following hospital care. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120

### **NUR230 Medical-Surgical Nursing II**

#### **8 Credits (5 Lecture, 3 Clinical)**

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions. Students will use the nursing process and clinical reasoning to guide care planning decisions for hospitalized adult patients. Focus will be on applying integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity and risk reduction principles to the care of clients from diverse ethnic, cultural and geographic backgrounds. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR100, NUR105, NUR110, NUR115

### **NUR235 Obstetric, Newborn and Pediatric Nursing**

#### **4 Credits (3 Lecture, 1 Clinical)**

This course introduces the student to specialized care of obstetrical, newborn and pediatric clients in various healthcare environments. The student will apply integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principles to the care of the client and family. Focus will be on the obstetrics, newborn, and pediatrics population. **\*\*Pre-requisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR100, NUR105, NUR110, NUR115.

### **NUR250 Nursing Capstone**

#### **8 Credits (4 Lecture, 2 Lab, 2 Clinical)**

This course explores topics related to leadership and management principles and current issues applicable to the roles of the professional nurse. Focus is on the development of management skills. Emphasis is on culturally effective communication among diverse clients, continuity of care, coordination of care and collaboration with interdisciplinary team members to provide a comprehensive plan of care. The lab integrates and synthesizes all previous knowledge acquired throughout the nursing program. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR100, NUR105, NUR110, NUR115, NUR230, NUR235

## **NUR255 Nursing Transition II (NUR115, NUR230)**

### **12 Credits**

These courses prepare the practical nurse to assume the role of a professional nurse in caring for clients across the lifespan with alterations in psychosocial and physiological integrity concepts. The practical nurse will demonstrate knowledge, skills, and competencies necessary to care for clients with alterations in health and mental wellbeing while promoting wellness.

The Mental Health Nursing course introduces the student to mental health concepts across the lifespan. Applying knowledge from previous course work, the student will build interpersonal relationships and demonstrate effective communication skills.

The Medical-Surgical Nursing II course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions. Students will use the nursing process and clinical reasoning to guide care planning decisions for hospitalized adult patients. Focus will be on applying integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principles to the care of clients from diverse ethnic, cultural and geographic backgrounds. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR105, NUR110

## **NUR295 Nursing Transition III (NUR235, NUR250)**

### **12 Credits**

These courses prepare the practical nurse for final integration into professional nursing practice in diverse health settings while caring for clients across the lifespan.

The Obstetrics, Newborn and Pediatric Nursing course introduces the student to specialized care of obstetrical, newborn and pediatric clients in various healthcare environments. The student will apply integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principles to the care of the client and family. Focus will be on the obstetrics, newborn, and pediatrics population.

The Nursing Capstone course explores topics related to leadership and management principles and current issues applicable to the roles of the professional nurse. Focus is on the development of management skills. Emphasis is on culturally effective communication among diverse clients, continuity of care, coordination of care and collaboration with interdisciplinary team members to provide a comprehensive plan of care. The lab integrates and synthesizes all previous knowledge acquired throughout the nursing program. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR105, NUR110, NUR115, NUR230

### **NUR310 Health Assessment**

#### **3 Credits (3 Lecture)**

This course prepares the student to complete a comprehensive health history and physical assessment of the client across the life span. Health history and assessment includes, body systems, nutrition, deviation from growth and developmental expectations, body structure and function, health teaching and counseling skills, and personal health concepts. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR315 Nursing Theory**

#### **3 Credits (3 Lecture)**

This course introduces the student to various nursing theoretical concepts relevant to the care of the client and practice of nursing. The student will review application of theory and gain appreciation to the professional role and function of nursing care as well as interprofessional relationship skills. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR325 HealthCare Informatics**

#### **3 Credits (3 Lecture)**

This course introduces the student to the use of informatics and technology in the healthcare environment. Students will appreciate the integration of informatics and technology throughout the care of the client from health prevention and promotion, care during illness and injury, to community health. This course will also introduce legal aspects of practice, documentation and professional role and function of the nurse within the healthcare delivery system. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR340 Pathophysiology**

#### **3 Credits (3 Lecture)**

This course introduces the student to normal and abnormal pathophysiologic changes of the human body system across the lifespan. Review of body structure and function and nutrition will also be reviewed during this course. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR350 Fundamentals of Nursing Care**

#### **8 Credits (4 Lecture, 2 Lab, 2 Clinical)**

This course introduces the student to the integrated process and basic concepts of client needs, across the lifespan. Students will develop knowledge and skill related to general personal, family, and community concepts. Focus will be placed on role development, legal aspects of

practice, geriatrics, health teaching and counseling skills. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR360 Pharmacology for Nurses**

#### **4 Credits (4 Lecture)**

This course Examines nursing theory and practice in pharmacology in the health care setting. The focus is upon the application of concepts to assist individuals to meet their goals and challenges across the lifespan. This course introduces the study of drugs, drug standards and legislation, and is designed to provide nursing students with a basic background of job classifications, actions, dosages, and side effects. A variety of nursing practice settings will be explored. Emphasis will be on the care of the aging adult whose normal lines of defense have been invaded by stressors to the degree that hospitalization in secondary or extended care facilities may be necessary. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR370 Medical Surgical Nursing I**

#### **8 Credits (5 Lecture, 3 Clinical)**

This course develops the skill, knowledge and competencies of the student in the safe care of clients with medical-surgical related acute and chronic related illnesses and injuries across the lifespan. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR380 Mental Health Nursing**

#### **Credits (3 Lecture, 1 Clinical)**

This course introduces the student to mental health concepts across the lifespan. Applying knowledge from previous coursework, the student will build interpersonal relationships and demonstrate effective communication skills. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR410 Medical Surgical Nursing II**

#### **8 Credits (5 Lecture, 3 Clinical)**

This course allows the student to apply and analyze care of clients with medical surgical related acute and chronic related illnesses and injuries across the lifespan. The student will provide care to the client, family, and community demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR370.



### **NUR420 Women and Pediatric Nursing**

#### **4 Credits (3 Lecture, 1 Clinical)**

This course introduces the student to specialized care of obstetrical, newborn and pediatric clients in various health care environments. This student will apply knowledge and skill to the care of the client and family with a focus on safe care, health education, growth and development principles, and legal aspects of practice. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR370, NUR410.

### **NUR430 Community and Public Health Nursing**

#### **3 Credits (3 Lecture)**

This course prepares the student to provide care in the community and public health environment across the lifespan. Students will care for clients with medical, surgical, mental health, and obstetrical needs. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420.

### **NUR440 Quality and Safety in Healthcare**

#### **3 Credits (3 Lecture)**

This course reinforces the importance of quality and safety in healthcare. Students will apply evidence-based practice in the planning, delivery, and evaluation of care for clients across the lifespan in various healthcare delivery environments. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430.

### **NUR460 Gerontology Nursing**

#### **3 Credits (3 Lecture)**

This course reinforces care of the aging client population with focus on quality and safe care of the elderly. The student will care for clients in various healthcare environments while applying the principles of care to clients with medical, surgical and mental health conditions. Focus on health promotion and maintenance, pharmacology, nutrition, teaching, and legal issues will be included in this course. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430.

### **NUR465 Nursing Leadership**

#### **3 Credits (3 Lecture)**

This course reinforces the principles of communication, leadership, quality and safety in various healthcare environments across the lifespan. The student will engage in activities that



promote leadership, interprofessional and collaborative practice, and identity factors that place clients, healthcare and organizations at risk. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430.

### **NUR470 Nursing Capstone**

#### **8 Credits (6 Lecture, 2 Clinical)**

This course prepares the student for entry to practice as a new graduate by integrating knowledge, skills, and competencies acquired throughout the program. The student will demonstrate knowledge, skill, and competency in the care of clients across the lifespan and with medical, surgical, obstetrical, and mental health conditions. The student will demonstrate competency in the client needs and care in various healthcare environments. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430, NUR440, NUR450, NUR465.

### **PCT102 Articulated Nursing Assistant**

#### **75 Hours (35 Didactic, 40 Clinical)**

This course is designed to prepare a non-professional worker with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home, hospital and any health related facility under direction of the registered professional Nurse. Students will be exposed to foundations of general sciences, safe and effective care techniques, skills to work collaboratively with members of the healthcare team, and preparation for pursuing professional certification offered in the field including certified patient care technician (CPCT), certified electrocardiograph technician (CET), and/or certified phlebotomy technician (CPT).. **Prerequisite** HCC101.

### **PCT103 Advanced Home Health Aide**

#### **50 Hours**

The Home Health Aide Course is designed to teach students how to completely care for patients in a home setting including both geriatric and younger populations. The nursing procedures of personal care, rehabilitation, physical comfort, safety, bio-psycho social support, nutrition, and infection control are covered. Students are taught to follow a plan of care and to call for assistance as needed.. **Prerequisite** HCC101, PCT102.

### **PCT104 Patient Care Assistant**

#### **75 Clinical Hours (Clinical/Externship)**

This course includes knowledge and skills relating to various client care activities and associated with non-professional services necessary in caring for the personal needs and comfort of clients

in non-complex situations. Students will apply nursing skills previously learned to an acute care setting. Skills and knowledge unique to the hospital setting will be covered. **Prerequisite** HCC101, PCT102, PCT103.

### **PCT105 Allied Health Assistant**

#### **150 Hours**

This course will allow students to embark into three Allied health Areas and perform skills represented in the three selected allied health areas. Students will have completion of patient care assistant competencies, cross training to perform electrocardiogram patient care techniques, phlebotomy skills and geriatric skills. **Prerequisite** HCC101, PCT102, PCT103, PCT104.

### **PCT106 Advanced Allied Health Assistant**

#### **100 Clinical Hours (Clinical/Externship)**

This course is a continuation of PCT105. Students will demonstrate the skills that were presented and studied in PCT105 and perform electrocardiogram patient care techniques, phlebotomy skills and geriatric skills. Students in this course will continue with clinical, classroom and laboratory activities designed to prepare the student with knowledge and the skills necessary to obtain employment and a multi-skilled health care worker. **Prerequisite** HCC101, PCT102, PCT103, PCT104, PCT105.

### **PCT107 Patient Care Technician**

#### **60 Clinical Hours (Clinical/Externship)**

This course is designed to provide collaborative learning experiences to develop the clinical skills used in acute care (hospital) settings in the role of Advanced Unlicensed Assistant/Patient Care Technician. The PCT functions under the direction of the licensed nurse. Students should expect to work in teams and to spend additional time in independent study and practice. **Prerequisite** HCC101, PCT102, PCT103, PCT104, PCT105, PCT106.

### **PHI260 Introduction to Ethics (Humanities)**

#### **3 Credits (3 Lecture)**

This course will provide a systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. Students will have a sense of the branch of philosophy known as ethics. This course will also examine core concepts in ethics, leading ethical theories, recurrent issues and major ethical problems in the course of examining concepts of good, bad, right, and wrong. **Prerequisites:** None.

**PN1002 Medical Terminology****40 Hours (30 Hours Didactic, 10 Hours Lab)**

This course is an introductory course to the language of medicine utilized by health care professionals. Basic word structure and formation, medical terms, abbreviations, definitions and spelling are included. Major disease processes and pathological conditions of specific body systems will be discussed. The medical terminology discussed in this class will be expanded upon in the other courses that comprise a Practical Nursing Program.

**PN1003 Anatomy & Physiology****90 Hours**

This course is a presentation of the essential anatomy and physiology of the human body. All body organ systems are discussed in a format of lecture, diagrams and audio-visual material. The course will introduce some aspects of chemistry and microbiology as they relate to health care, although emphasis is not placed in these areas. A knowledge of the anatomy and physiology of the human body as a basis for later study of disease process is an essential part of the curriculum for students in the health professions.

**PN1004 Human Growth and Development****40 Hours (30 Hours Didactic, 10 Hours Lab)**

The course examines the human life cycle from infancy through old age. Emphasis will be placed on the psychological development of the human being and the factors influencing changes that occur during each life stage. This course will examine the biological, sociological, psychological and other factors that affect human growth and development. Special emphasis will be placed upon the role of the family and its place in human growth and development, especially as it relates to health and wellness.

**PN1005 Personal Communication****15 Hours (12 Hours Didactic, 3 Hours Lab)**

This course is offered to assist students who are preparing for careers in the practical nursing field. Students completing this course will explore current issues in the field of vocational nursing, as well as employability skills. The importance of professional/personal communication will be stressed for both gaining and maintaining professional relationships in the nursing field.

**PN1006 Legal Aspects of Practice****15 Hours**

This course will examine the legal issues confronting nurses in professional practice. There will be an analysis of ethical implications on legal issues. Subjects ranging from malpractice, negligence, and patient care will be discussed. The student will also learn defensive practice strategies and litigation prevention as a part of this course.

This course builds upon and reinforces knowledge and skills introduced in Health Careers Core (FDOE CF: Performance Standards 2, a-m and; 12, a-c; 24: a-g).

### **PN1007 Nutrition**

#### **15 Hours (12 Didactic, 3 Lab)**

This course is designed to give a practical knowledge of good nutrition as applied to health and disease throughout the lifespan. Emphasis is placed on promoting good nutrition and the concept of planning modified diets on the basis of the nutritionally adequate normal diet.

### **PN1008 Pharmacology and Administration of Medication**

#### **70 Hours (55 Didactic, 15 Lab)**

This course provides instruction in basic pharmacology and drug administration skills needed for safe and effective medication administration by Licensed Practical Nurses. Content includes the components of drug preparation and administration including essential drug knowledge needed to adequately assess and evaluate drug effects in the adult client. Opportunities to practice drug preparation and administration procedures will be provided in a campus-based laboratory setting, and future clinical experiences the clinical courses.

### **PN1009 Mental Health Concepts**

#### **20 Hours (15 Didactic, 5 Lab)**

This course introduces the student to the basic concepts of mental health, mental illness, and the role of the practical nurse in caring for clients with mental health needs. The concepts of nursing process, therapeutic communication, and legal/ethical/ professional standards of care will be explored as they influence mental health nursing practice. Students will develop skills in differentiating among various mental disorders in terms of symptoms, nursing diagnoses, treatment modalities and in the formulation of intervention strategies. Students will also have the opportunity to develop skills in assessment and intervention for clients experiencing abuse, grief, or psychotic manifestations of medical illness. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of mental health nursing when completing Mental Health Concepts (Clinical).

### **PN1010 Community Health Concepts**

#### **20 Hours (15 Didactic, 5 Lab)**

This course explores the patterns of a community and the nurse's role in promoting and preserving the health of the population as a whole. The course will focus on promotion of Community Health with emphasis on Community Health nursing roles, epidemiological standards of community health nursing practice, political processes, environmental health, and health care delivery systems. Clinical practicum and laboratory experience will provide the

opportunity to apply and evaluate the concepts of nursing in a Community Health setting when completing Community Health Concepts (Clinical).

### **PN1011 Geriatric Nursing**

**60 Hours (45 Didactic, 15 Lab)**

This course covers the normal aging process along with disease entities that usually accompany aging. The psychosocial aspects of the geriatric client are also reviewed. The role of the LPN in the Geriatric Nursing setting is presented. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of geriatric nursing when completing Geriatric (Clinical).

### **PN1012 Medical Nursing**

**60 Hours (45 Didactic, 15 Lab)**

This course introduces the student to the role of the nurse in assessing and meeting the medical nursing needs of adults across the life span in various health care settings. This course places special emphasis on the treatment of chronic and acute illness. The role of the LPN in the Medical Nursing setting is presented. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of medical nursing when completing Medical/Surgical Nursing (Clinical). This course closely associates the principles and objectives of Surgical Nursing.

### **PN1013 Surgical Nursing**

**60 Hours (45 Didactic, 15 Lab)**

This course introduces the student to the role of the practical nurse in assessing and meeting the needs of patients in the perioperative experience. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for surgical clients. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of surgical nursing when completing Medical/Surgical Nursing (Clinical). This course closely associates the principles and objectives of Medical Nursing.

### **PN1014 Obstetric Nursing**

**40 Hours (30 Didactic, 10 Lab)**

This course introduces the student to the role of the practical nurse in assessing and meeting the needs of obstetric patients. Emphasis will be placed on the roles of the practical nurse in maternity human reproductive anatomy and physiology, prenatal development, labor and delivery and pain management during labor and birth. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of medical nursing

when completing Obstetric Nursing (Clinical). This course closely associates the principles and objectives of Medical/Surgical Nursing.

### **PN1015 Pediatric Nursing**

#### **40 Hours (30 Didactic, 10 Lab)**

This course examines nursing theory and practice as it relates to the care of children. The normal growth and development concepts in this field are studied and implemented. Emphasis will be placed on the roles of the pediatric nurse to include establishing a therapeutic relationship, family advocacy, disease prevention/health promotion, health teaching, support-counseling, coordination/collaboration of care, ethical decision making, research and health care planning. The health care delivery system, therapeutic interventions, community concepts, and the current trend in health care for children are included. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of Pediatric Nursing when completing Pediatric Nursing (Clinical). This course closely associates the principles and objectives of Obstetric Nursing and its related clinical course Obstetric Nursing Clinical

### **PN-CL1010 Community Health Concepts: Clinical Acute Care**

#### **65 Clinical Hours**

This course provides clinical experience for students in home health care and other community health settings. This clinical experience builds upon the theory and knowledge gained in Community Health Concepts. This practicum will be located, utilizing appropriate and approved agencies/sites. All clinical experiences in this course are supervised by qualified preceptors at approved agencies/sites.

### **PN-CL1011 Geriatrics: Clinical Long Term Care**

#### **120 Clinical Hours**

This course provides clinical experience for students with nursing care in geriatric settings working with aging patients, primarily in long-term care facilities. The care of geriatric patients in acute care settings is part of this clinical experience, as well. All clinical experiences in this course are supervised by qualified preceptors. This course introduces the student to the practical application of the basic concepts caring for geriatric patients and the role of the practical nurse in their care. This clinical experience builds upon the theory and knowledge gained Geriatric. All clinical experiences in this course are supervised by qualified preceptors at approved sites. Preceptors represent the agency/site program while the instructor represents the school. Preceptors supervise students with the assistance of the school instructors.

**PN-CL1013 Medical/Surgical Nursing: Clinical Acute Care****250 Clinical Hours**

This course provides clinical experience for students in assessing and meeting the surgical needs of patients in the perioperative or medical surgical experience. The primary setting for surgical nursing will be acute care facilities such as hospitals. However, the care of patients with surgical needs in long-term care facilities will also be addressed in this practicum. This course introduces the student to the practical application of the basic concepts caring for surgical patients and the role of the practical nurse in their care. This clinical experience builds upon the theory and knowledge gained in Medical/Surgical Nursing. All clinical experiences in this course are supervised by qualified preceptors at approved sites.

**PN-CL1014 Obstetric Nursing: Clinical Acute Care****120 Clinical Hours**

This course provides clinical experience for students in assessing and meeting the needs of obstetric patients during the course of normal pregnancy and childbearing. The clinical settings for this course will include hospitals, community health facilities, and medical clinics. This clinical experience builds upon the theory and knowledge gained in Obstetric Nursing. All clinical experiences in this course are supervised by qualified preceptors at approved sites.

**PN-CL1015 Pediatric Nursing: Clinical Acute Care****120 Clinical Hours**

This course provides clinical experience for students in practical nursing as it relates to the care of children. Clinical settings for this practicum may include medical clinics, hospitals and/or community health settings, including public schools. This clinical experience builds upon the theory and knowledge gained in Pediatric Nursing. All clinical experiences in this course are supervised by qualified preceptors at approved sites.

**PSY112 General Psychology****3 Credits (3 Lecture)**

This course introduces psychological theories from behavioristic, humanistic and biological viewpoints. Primary focus is on exploring how selected principles of psychology apply to students' personal lives and social behavior. Students apply the skills of critical thinking, observation, and information gathering and analysis as they practice social science and scientific methodology. **Prerequisites:** None.

**SOC102 Sociology****3 Credits (3 Lecture)**

This course provides a practical framework and a personal method for ethical thinking and decision-making on issues in contemporary society. Students will analyze some of the major ethical dilemmas of the modern world. **Prerequisites:** None.

**SPH105 Public Speaking****3 Credits (3 Lecture)**

In this course students will learn and demonstrate the principles of speech preparation, organization and delivery are reviewed. Students will practice specialized types of speech communication experiences common to those called on to speak in public. **Prerequisites:** None.

**STA117 Statistics****3 Credits (3 Lecture)**

Topics include probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods, and non-parametric statistics. Students will learn how statistical evaluations are utilized for developing, planning and implementing programs. **Prerequisites:** None.



## ADMINISTRATION

<b>Position</b>	<b>Name</b>	<b>Degree/Certifications</b>	<b>Conferring Institution</b>
President/CEO	Dr. Hope Doyles	EdD, MBA, CHEP, CAP	Marconi University
Vice President/CFO/HR Administrator	Angela Sapp	CPA, MBA	Florida Atlantic University
Executive Director of Campus Operations	Bobbet Mullings	MBA, CHEP, CAP	Nexus University
Chief Academic Officer	Dr. Laura Bonitto	EdD, MBA, CAP	Argosy University
Dean of Nursing & Healthcare Management/Program Chair (ASN)	Dr. Dawn Alerassool	DNP, RN, CCRN-K, CNE	Chamberlain University
Associate Dean of Nursing & Healthcare Management	Kassidy Lax	MSN, BSN	Walden University
Program Chair (BSN)	Dr. Marie-Alix Joseph	DNP, MSN, RN	Grand Canyon University
Program Chair (HCM)	Dr. Anika Simmons	EdD, MPH/HAS, ESE	Nova Southeastern University
Program Chair (PN, PCT, & HHA)	Julia Jackson	MSN, BSN, RN	Western Governors University
Director of Records	Bobbet Mullings	MBA, CHEP, CAP	Nexus University
Student & Career Support Services Manager	Lois Daley	BS, CHEP	Embry-Riddle Aeronautical University
Director of Financial Affairs/Bursar	Sheffian Aitken	MBA	Nexus University

Institutional Effectiveness (Interim)	Paige Ransom	MBA, CHEP	Nexus University
Director of Marketing & Recruitment	Kayla Ferland	BS	Florida State University
Director of Registration	Paige Ransom	MBA, CHEP	Nexus University
Director of Library	Connie Tuisku	A.M.L.S	University of Michigan
Receptionist and Library Assistant	Marquiss Mason	--	--
Help Desk	Andrew Sigman	--	--
Admissions Representative	Sheila Mulligan	Diploma	University of PEI
Admissions Representative	Patricia Trott-Ortiz	--	--
Admissions Representative	Brian-Paul Beckford	--	--
Accounting Manager	Raquel Lim	BSc	St. Joseph's College

## FACULTY LIST

Position	Name	Degree/Certifications	Conferring Institution
Chief Academic Officer	Dr. Laura Bonitto	EdD, MBA, CAP	Argosy University, Sarasota, FL
Nursing Instructor	Dr. Grace Augustine	PhD, MSN, RN	Barry University, Miami, FL
Nursing Instructor	Joan Black Valentine	MSN, BSN, RN	University of Phoenix, Fort Lauderdale, FL
Nursing Instructor	Candace Campbell	MSN, BSN, RN	Florida Atlantic University
General Education Instructor	Dr. Gesner Cesar	MD	Faculte de Medecine et de Pharmacie, Haïti
Dean of Nursing & Healthcare Management/Program Chair (ASN)	Dr. Dawn Alerassool	DNP, MHCSM, BSN, RN	Chamberlain University
Associate Dean of Nursing & Healthcare Management	Kassidy Lax	MSN, BSN	Walden University
General Education Instructor	Earl Henry	MS Administration	Metropolitan College of New York, NY
Nursing Instructor	Dr. Leroy Ivey	DNP, MSN, RN	Chamberlain College of Nursing, Addison, IL
Program Chair (PN, PCT, & HHA)	Julia Jackson	MSN, BSN, RN	Western Governors University, Salt Lake City, UT
Nursing Instructor	Faith James	BSN, RN	University of Miami, Miami, FL

General Education Instructor	Marie Jasmin	EdS, MS	Barry University, Miami, FL
Program Chair (BSN)	Dr. Marie-Alix Joseph	DNP, MSN, RN	Grand Canyon University, Phoenix, AZ
Nursing Instructor	Viola Legagneur	MSN, BSN, RN	University of Phoenix, Phoenix, AZ
Nursing Instructor	Avester Mitchell	MSN, MS, BSN, RN	Grand Canyon University, Phoenix, AZ
General Education Instructor	Dr. Olusola Olaniyi	PhD, MS-Math	University of Cumberlands, Williamsburg, KY
Nursing Instructor	Dr. Winifred O'Neil	PhD, BS, RN	The College of Human Services, New York, NY
Nursing Instructor	Charles Reed	MSN, BSN, RN	Florida Atlantic University, Boca Raton, FL
Program Chair (HCM)	Dr. Anika Simmons	EdD, MPH/HAS, ESE	Nova Southeastern University
Nursing Instructor	Dr. Allison Sapp	DNP, MSN, RN	University of Florida, Gainesville, FL
Nursing Instructor	Jane Shigali	BSN, RN	Care Hope College, Boynton Beach, FL
General Education Instructor	Dr. Lawrence Siegel	PhD, MA	Florida Atlantic University, Boca Raton, FL
Nursing Instructor	Winsome Spencer	BSN, RN	University of Central Florida, FL
Nursing Instructor	Vinteerie St. Lois	MSN, RN	Sacred Heart University, Fairfield, CT

Librarian	Connie Tuisku	A.M.L.S.	The University of Michigan, Ann Arbor, MI
Nursing Instructor	Dr. Winsome Vassell	EdD, MSN, RN	Nova Southeastern University, Fort Lauderdale, FL
Nursing Instructor	Marvalene Webb	MSN, BSN, RN	Western Governors University, Salt Lake City, UT

## ADDENDUM A - Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.