



**CARE HOPE COLLEGE**  
LEARN. GROW. SERVE

# Academic Catalog Vol. 31 2026-2027

Home Health Aide  
Patient Care Technician  
Medical Assistant  
Practical Nursing  
LPN to RN Bridge  
Professional Nursing Program AS  
RN to BSN Bridge  
Professional Nursing Program BSN  
Pharmacy Technician  
Pharmacy Management  
Healthcare Management ASC  
Healthcare Management BSC

Licensed by the Commission for 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**  
**P: 850-245-3200**  
**Toll Free: 888-224-6684**

*“Certified true and correct in content and policy,”*

A handwritten signature in black ink that reads "B Mullings". The signature is written in a cursive style with a large, stylized initial "B".

Bobbet Mullings  
School Director

## TABLE OF CONTENTS

INTRODUCTION.....	11
Board of Governance.....	11
College Administration.....	11
Statement of Legal Control.....	11
Facilities, Location, and Equipment.....	11
Approvals, Licensure, and Accreditation.....	12
Nursing Program Accreditation Disclosure.....	13
Welcome Letter from the President.....	14
Faith Statement.....	15
Mission.....	15
Vision.....	15
Objectives.....	16
History.....	16
ACADEMIC CALENDAR 2025-2028.....	17
ADMISSIONS AND ENROLLMENT SERVICES.....	20
How to Apply.....	20
Admissions Policy.....	20
General Admission Requirements & Procedures.....	21
Acceptable Proof of Graduation.....	21
Foreign Educated Applicants & Degree Verification.....	22
English Proficiency Requirements.....	22
Transfer of Credit Consideration.....	23
Re-Enrollment/Re-Admission.....	23
Program-Specific Admission Requirements.....	24
Clinical/Externship Requirements.....	25
Clinical Site Assignment and Travel Expense Policy.....	25
Drug Screening.....	25
Background Investigation.....	25
Malpractice & Liability Insurance.....	26
Professional Licensure.....	26
Physical & Mental Health.....	26
Health Clearance, Vaccinations & Immunizations.....	26
Annual Influenza Requirement.....	27
Media Release.....	27
Technology Requirements for All Programs.....	27
Distance Education.....	28
ADMISSION DENIAL.....	29
THE BURSAR.....	30
Tuition, Fees, Costs & Refunds.....	30

HOME HEALTH AIDE (HHA).....	30
PATIENT CARE TECHNICIAN (PCT).....	30
MEDICAL ASSISTANT.....	30
PRACTICAL NURSING (PN).....	30
LPN TO RN BRIDGE (AS).....	30
PROFESSIONAL NURSING (AS).....	30
RN TO BSN BRIDGE (BSN).....	31
PROFESSIONAL NURSING (BSN).....	31
PHARMACY TECHNICIAN.....	31
PHARMACY MANAGEMENT.....	31
HEALTHCARE MANAGEMENT (AS).....	31
HEALTHCARE MANAGEMENT (BS).....	31
Policy for Repeated Courses.....	32
Payment and Refund Policy.....	32
PAYMENT POLICY.....	32
LATE CHARGES.....	32
LATE PAYMENTS.....	32
DISHONORED PAYMENTS.....	33
CANCELLATION AND REFUND POLICY.....	33
CANCELLATION/WITHDRAWAL REFUND POLICY.....	34
COURSE ADD/DROP POLICY.....	36
FINANCIAL AID.....	38
RETURN OF TITLE IV.....	38
STUDENT SUPPORT SERVICES.....	45
Orientation.....	45
Academic Advising Services.....	45
Career Services.....	47
Procedures for Obtaining Products.....	47
Graduation Regalia (Cap & Gown).....	48
Textbooks.....	48
The Library & Learning Resource Center.....	49
Student Records & Academic Transcripts.....	49
Privacy of Student Records (FERPA).....	51
Institutional Name Changes.....	52
Name Change Requests.....	52
Address Change Requests.....	52
Email Address Change.....	52
Phone Number Change.....	52
Gender Change.....	53
Registration for Classes.....	53
FIRST DAY OF CLASS.....	53

TEMPORARY EMERGENCY CAMPUS CLOSURES.....	53
COMMUNICATION.....	53
EXTERNSHIP/INTERNSHIP EXPERIENCES.....	53
SCHEDULING.....	54
CHANGE OF PROGRAM.....	54
Credit Hours Defined.....	55
STANDARD DEFINITION.....	55
STUDENT ENGAGEMENT ACTIVITIES.....	55
TIME ON TASK.....	56
ALIGNMENT WITH LEARNING OUTCOMES.....	56
IMPORTANCE OF SELF-DIRECTED LEARNING.....	56
CLASS SIZE.....	56
CURRICULUM.....	56
COURSE SYLLABUS.....	57
LATE ASSIGNMENTS.....	57
MAKE-UP EXAMINATIONS.....	57
DISCLOSURE STATEMENT.....	58
COURSE CANCELLATION.....	58
LEAVE OF ABSENCE.....	59
ANTI-DISCRIMINATION POLICY.....	60
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	60
TUTORING AND POST GRADUATION SUPPORT.....	60
VIRTUAL PROCTORING.....	61
CHANGES TO POLICY.....	61
EQUAL OPPORTUNITY.....	61
Student Body Diversity.....	61
Sexual Harassment and Non-Discrimination.....	62
TITLE IX.....	63
STUDENT GRIEVANCES & COMPLAINTS.....	65
Grievance & Complaint Procedures.....	65
Grievance and the Appeals Process.....	66
TRANSFER OF CREDITS.....	67
Transfer of Course Credits to a Care Hope College Program.....	67
Transfer of Credit Consideration.....	67
Preliminary Evaluation & Fee for Transfer of Credit Analysis & Award.....	67
Transfer of Credits Between College Programs.....	68
Transfer of Credits- Nursing Programs.....	68
Evaluation Process for Transfer of Credits.....	68
Transfer of Credits from an Accredited Institution within the United States.....	68
Transfer of Credits from Foreign Institutions.....	69
Credit for Previous Training & Education at Care Hope College.....	70

Transfer of Credits by Examination.....	70
Veterans Credit for Previous Education or Training.....	70
Appeal Process for Transfer of Credits.....	71
STUDENT CODE OF CONDUCT.....	71
Rules and Regulations.....	71
Copyright Infringement Policy.....	72
Illegal Use of a Campus Computer.....	72
Plagiarism.....	73
AI-Generated Content and Tools Policy.....	73
Cheating.....	74
Fabrication.....	74
Forgery.....	74
Interference with Disciplinary Proceedings.....	74
Conspiracy.....	75
Complicity.....	75
Damage of Property.....	75
Defamation, Threats, or Extortion.....	75
Use of Cellular Telephones and Recording Devices.....	76
Disruption/Disorderly Conduct.....	76
Failure to Obey Reasonable Order of College Official(s).....	77
Falsification of Records.....	77
Violation of Prior Disciplinary Sanctions or Warnings.....	77
Theft/Damage of Property.....	77
Unauthorized Use of College Property or Unauthorized Presence.....	77
Drug and Alcohol Abuse Program.....	78
Possession of Alcohol, Narcotics and Illegal Drugs.....	78
Smoking.....	79
Possession of Weapons.....	79
Sexual Harassment.....	79
Stalking.....	80
Court Orders.....	80
Children on Campus.....	80
Information Security/College Computer System.....	80
Responsible Use of Social Media.....	82
Classroom Attendance Absenteeism, Tardiness Policy.....	82
Academic and Professional Integrity.....	85
Results Canceled, Withdrawn, or Withheld.....	85
Emergency Evacuation Procedure.....	86
ACADEMIC GRADING.....	88
Grading & Progress Measurement.....	88
Academic Honors.....	88

Cumulative Grade Point Average (CGPA).....	88
Grade Appeal.....	90
Externship Experiences.....	91
Incomplete Grade Policy.....	91
Transcript of Grades.....	91
Course Repeat Policy.....	92
Comprehensive Final Exams.....	92
Comprehensive Final Exam Policy (BSN, ASN, and LPN to RN Bridge Programs).....	93
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.....	94
Qualitative Measure (Cumulative GPA).....	94
Quantitative Measure (Completion Percentage).....	94
Maximum Timeframe (MTF).....	94
Conditions for Reinstatement of Satisfactory Academic Progress.....	97
Change of Programs & Satisfactory Academic Progress.....	97
Program Time Frames.....	98
Standards of Satisfactory Academic Progress for Students Receiving Veterans Administration (VA) Educational Benefits.....	99
ACADEMIC PROGRAMS & COURSES.....	104
Home Health Aide.....	104
PROGRAM OBJECTIVE AND DESCRIPTION:.....	104
CURRICULUM DEVELOPMENT:.....	104
Credential Issued.....	104
Programmatic Accreditation.....	104
Delivery Mode.....	104
Home Health Aide (75 Clock Hours).....	105
Admission Requirements.....	105
Graduation Requirements.....	106
Patient Care Technician (PCT).....	107
Program Descriptions.....	107
End of Program Student Learning Outcomes.....	107
Credential Issued.....	107
Delivery Mode.....	107
Admission Requirements.....	108
Graduation Requirements.....	108
Cost and Fees.....	108
Medical Assistant.....	110
Practical Nursing (PN).....	113
Program Descriptions.....	113
End of Program Student Learning Outcomes.....	113
Credential Issued.....	113
Programmatic Accreditation.....	113

Delivery Mode.....	113
Practical Nursing.....	114
Practical Nursing.....	114
Admission Requirements.....	115
Nursing Core Qualifying Exam (NQE).....	115
Course Failure.....	115
Graduation Requirements.....	115
Cost and Fees.....	116
LPN to RN Bridge - Associate of Science in Nursing.....	117
Program Descriptions.....	117
End of Program Student Learning Outcomes.....	117
Credential Issued.....	117
Programmatic Accreditation.....	117
Delivery Mode.....	117
LPN to RN Bridge - Associate of Science in Nursing Degree Plan.....	118
LPN to RN Bridge - Associate of Science in Nursing Program.....	119
Admission Requirements.....	119
Prerequisite for Concentration Courses.....	119
NUR100 Fundamentals Test Out Exam (NACE).....	119
Specific Course Grading Requirements.....	120
Nursing Concentration Course Failure.....	120
General Education Course Failure.....	120
Graduation Requirements.....	120
Cost and Fees.....	121
Professional Nursing - ASN (Associate of Science in Nursing).....	123
Program Descriptions.....	123
End of Program Student Learning Outcomes.....	123
Credential Issued.....	123
Programmatic Accreditation.....	123
Delivery Mode.....	123
Professional Nursing Plan – Associate of Science in Nursing (ASN).....	124
Professional Nursing - Associate of Science in Nursing Program.....	125
Admission Requirements.....	125
Prerequisite for Concentration Courses.....	125
Nursing Core Qualifying Exam (NQE).....	125
Specific Course Grading Requirements.....	126
Nursing Concentration Course Failure.....	126
General Education Course Failure.....	126
Graduation Requirements.....	126
Cost and Fees.....	127
RN to BSN Bridge Program.....	129

Program Descriptions.....	129
End of Program Student Learning Outcomes.....	129
Credential Issued.....	129
Programmatic Accreditation.....	129
Delivery Mode.....	129
Nursing Degree Plan (RN to BSN Bridge).....	130
Admission Requirements.....	131
General Education Requirements and Transfer Nursing Credits Awarded from RN License.....	131
General Education Requirements.....	131
Degree Plan (RN TO BSN).....	132
Prerequisite for Concentration Courses.....	132
Specific Course Grading Requirements.....	132
Nursing Concentration Course Failure.....	132
General Education Course Failure.....	133
Graduation Requirements.....	133
Cost and Fees.....	133
Professional Nursing – Bachelor of Science in Nursing (BSN).....	135
Program Descriptions.....	135
End of Program Student Learning Outcomes.....	135
Credential Issued.....	136
Programmatic Accreditation.....	136
Delivery Mode.....	136
Admission Requirements.....	138
General Education Requirements.....	138
Degree Plan (Professional Nursing - BSN).....	139
Prerequisite for Concentration Courses.....	139
Nursing Core Qualifying Exam (NQE).....	139
Specific Course Grading Requirements.....	140
Nursing Concentration Course Failure.....	140
General Education Course Failure.....	141
Graduation Requirements.....	141
Cost and Fees.....	141
Pharmacy Technician.....	143
Pharmacy Management.....	148
Delivery Mode.....	148
Healthcare Management Associate Degree.....	152
Program Description:.....	152
Program Objective:.....	152
Credential Issued.....	152
Programmatic Accreditation.....	152
Delivery Mode.....	152

Admission Requirements.....	153
Graduation Requirements.....	153
Cost and Fees.....	154
Healthcare Management Bachelor’s Degree.....	155
Program Objective.....	155
Program Description.....	155
End of Program Student Learning Outcomes.....	155
Estimated Length of Study:.....	155
Credential Issued.....	155
Programmatic Accreditation.....	155
Delivery Mode.....	156
Healthcare Management, B.S. Degree.....	156
Admission Requirements.....	158
Graduation Requirements.....	158
Cost and Fees.....	158
COURSE NUMBERING SYSTEM.....	160
Course Descriptions.....	161
ADDENDUM A - Student Tuition Recovery Fund (STRF).....	197
ADDENDUM B - Administration and Staff.....	199
ADDENDUM C - Faculty List.....	201
Veteran’s Attendance Policy.....	204
Standards of Academic Progress for VA Students.....	204

# 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

### **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], 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.

#### **Nursing Program Accreditation Disclosure:**

Care Hope College's nursing program is approved by the Florida Board of Nursing, but the program is not programmatically accredited. This may limit a student or graduate from transferring credits to another institution and may affect a graduate's ability to be licensed in a state or territory other than Florida. There is no guarantee that credits/clock hours earned at Care Hope College will be accepted at other institutions. Acceptance of credits is up to the receiving institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. Likewise, there is no guarantee that a state or territory other than Florida will accept the credits/clock hours earned at Care Hope College for purposes of licensure. Should a student anticipate seeking licensure in another state or territory, it is the student's responsibility to ascertain the applicable eligibility requirements in that state or territory and to determine whether the nursing program at Care Hope College will satisfy those requirements.

## 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 Doyles*

Dr. Hope Doyles, 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 2025-2028

### TERM: WINTER 2025

Program	Registration Begins	Mandatory Orientation	Term Begins	Last day to Add/ Drop Classes	Term Ends	Final Exam	Holidays/ Breaks (NC- No Classes; WC- With Classes)
Non-Degree Programs	01/ 06/ 25	01/08/ 25	01/13/25	01/19/25	04/05/25	03/31-04/05	MLK Day 01/20/25- NC  Good Friday 04/08/25- NC
Degree Programs	01/ 06/ 25	01/08/ 25	01/13/25	01/19/25	04/26/25	04/21-04/26	
Session A General Education; BSN	01/ 06/ 25	01/08/ 25	01/13/25	01/13/25	03/08/25	03/03-03/08	
Session B General Education; BSN	01/ 06/ 25	01/08/ 25	03/10/25	03/10/25	05/03/25	04/28-05/03	

### TERM: SPRING/SUMMER 2025

Program	Registration Begins	Mandatory Orientation	Term Begins	Last day to Add/ Drop Classes	Term Ends	Final Exam	Holidays/ Breaks (NC- No Classes; WC- With Classes)
Non-Degree Programs	04/07/25	04/09/25	04/14/25	04/20/25	07/05/25	06/30-07/07	Memorial Day 05/26/25- NC  Juneteenth 06/19/25- NC  Independence Day 07/04/25- NC  Labor Day 09/01/25- NC  Constitution & Citizenship Day 09/17/ 25- WC
Degree Programs	04/28/25	04/30/25	05/05/25	05/11/25	08/16/25	08/04- 08/09	
Session A General Education; BSN	04/07/25	04/11/25	04/14/25	04/14/25	06/07/25	06/02- 06/07	
Session B General Education; BSN	06/09/25	06/13/25	06/16/25	06/16/25	08/09/25	08/04- 08/09	
Degree Programs	06/09/25	06/13/25	06/16/25	06/22/25	8/16/25	08/11- 08/16	
Non-Degree Programs	06/30/25	07/03/25	07/07/25	07/07/25	09/27/25	09/22-09/27	

### TERM: FALL 2025

Program	Registration Begins	Mandatory Orientation	Term Begins	Last day to Add/ Drop Classes	Term Ends	Final Exam	Holidays/ Breaks (NC- No Classes; WC- With Classes)
Non-Degree Programs	09/22/25	09/26/25	09/29/25	09/29/25	12/04/25	12/01-12/04	Thanksgiving Day 11/27/25- NC  Holiday Break 12/15/25- 01/01/26
Degree Programs	08/18/25	08/22/25	08/25/25	08/31/25	12/13/25	12/08- 12/13	
Session A General Education; BSN	08/18/25	08/22/25	08/25/25	08/25/25	10/18/25	10/13- 10-18	
Session B General Education; BSN	10/13/25	10/17/25	10/20/25	10/20/25	12/13/25	12/08-12/13	

**TERM: WINTER 2026**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/ Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Non-Degree Programs	01/05/26	01/09/26	01/12/26	01/12/26	04/02/26	03/30-04/02	MLK Day 01/19/26- NC  Good Friday 04/03/26- NC
Degree Programs	01/05/26	01/09/26	01/12/26	01/18/26	05/02/26	04/27- 05/02	
Session A General Education; BSN	01/05/26	01/09/26	01/12/26	01/12/26	03/07/26	03/02-03/07	
Session B General Education; BSN	03/02/26	03/06/26	03/09/26	03/09/26	04/25/26	04/20-04/25	

**TERM: SPRING/SUMMER 2026**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/ Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Non-Degree Programs	04/06/26	04/10/26	04/13/26	04/13/26	07/04/26	06/29- 07/04	Memorial Day 05/25/26- NC
Degree Programs	04/27/26	05/01/26	05/04/26	05/10/26	08/22/26	08/03-08/22	Juneteenth 06/19/26- NC
Spring Session A General Education; BSN	04/27/26	05/01/26	05/04/26	05/04/26	06/27/26	06/22-06/27	Independence Day 07/04/26- NC
Summer Session A General Education; BSN	06/22/26	06/26/26	06/29/26	06/29/26	08/22/26	08/17-08/22	Labor Day 09/07/26- NC
Non-Degree Programs	06/29/26	07/02/26	07/06/26	07/06/26	09/26/26	09/21-09/26	Constitution & Citizenship Day 09/17/ 26- WC

**TERM: FALL 2026**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/ Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Degree Programs	08/17/26	08/21/26	08/24/26	08/30/26	12/12/26	11/30-12/12	Thanksgiving Day 11/26/26- NC  Holiday Break 12/14/26- 01/01/27
Session A General Education; BSN	08/17/26	08/21/26	08/24/26	08/24/26	10/17/26	10/12-10/17	
Non-Degree Programs	09/21/26	09/25/26	09/28/26	09/28/26	12/19/26	12/14-12/19	
Session B General Education; BSN	10/12/26	10/16/26	10/19/26	10/19/26	12/12/26	12/07-12/12	

**TERM: WINTER 2027**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/ Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Non-Degree Programs	01/04/27	01/08/27	01/11/27	01/11/27	04/03/27	03/29- 04/02	MLK Day 01/18/27- NC  Good Friday 03/26/27- NC
Degree Programs	01/04/27	01/08/27	01/11/27	01/17/27	04/24/27	04/12-04/17	
Session A General Education; BSN	01/04/27	01/08/27	01/11/27	01/11/27	03/06/27	03/01-03/06	
Session B General Education; BSN	03/01/27	03/05/27	03/08/27	03/08/27	05/01/27	04/26- 05/01	

**TERM: SPRING/SUMMER 2027**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/ Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Non-Degree Programs	04/05/27	04/09/27	04/12/27	04/12/27	07/03/27	06/28-07/03	Memorial Day 05/25/26- NC
Degree Programs	04/26/27	04/30/27	05/03/27	05/09/27	08/14/27	08/02-08/07	Juneteenth 06/19/26- NC
Spring Session A General Education; BSN	04/26/27	04/30/27	05/03/27	05/03/27	06/26/27	06/21-06/26	Independence Day 07/04/26- NC
Summer Session A General Education; BSN	06/21/27	06/25/27	06/28/27	06/28/27	08/21/27	08/16-08/21	Labor Day 09/07/26- NC
Non-Degree Programs	06/28/27	07/02/27	07/05/27	07/05/27	09/25/27	09/20-09/25	Constitution & Citizenship Day 09/17/ 26- WC

**TERM: FALL 2027**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/ Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Non-Degree Programs	09/20/27	09/24/27	09/27/27	09/27/27	12/11/27	12/06-12/11	Thanksgiving Day 11/25/27- NC  Holiday Break 12/13/27- 01/01/28
Degree Programs	08/16/27	08/20/27	08/23/27	08/29/27	12/04/27	11/22- 11/27	
Session A General Education; BSN	08/16/27	08/20/27	08/23/27	08/23/27	10/16/27	10/11-10/16	
Session B General Education; BSN	10/11/27	10/15/27	10/18/27	10/18/27	12/11/27	12/06-12/11	

**TERM: WINTER 2028**

<b>Program</b>	<b>Registration Begins</b>	<b>Mandatory Orientation</b>	<b>Term Begins</b>	<b>Last day to Add/Drop Classes</b>	<b>Term Ends</b>	<b>Final Exam</b>	<b>Holidays/ Breaks (NC- No Classes; WC- With Classes)</b>
Non-Degree Programs	01/03/28	01/07/28	01/10/28	01/10/28	04/01/28	03/27-04/01	MLK Day 01/17/28- NC  Good Friday 04/14/28- NC
Degree Programs	01/03/28	01/07/28	01/10/28	01/16/28	04/22/28	04/10-04/15	
Session A General Education; BSN	01/03/28	01/07/28	01/10/28	01/10/28	03/04/28	02/28-03/04	
Session B General Education; BSN	02/28/28	03/03/28	03/06/28	03/06/28	04/29/28	04/24-04/29	

## **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.carehope.edu/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 Policy**

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.carehope.edu/admissions/general-admission-requirements> and in our College 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, is entitled to a refund of all monies paid minus the application fee of 15% of the contract price of the program, but in no event may the College retain more than \$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

All submitted high school diplomas and transcripts must originate from institutions accredited by

recognized accrediting bodies. Diplomas and transcripts will be subject to verification either through direct institutional contact or a third-party credential evaluation service. Diplomas from unaccredited institutions or diploma mills will not be accepted. Fraudulent documentation will result in disqualification and/or disciplinary action.

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:

ACCEPTED ASSESSMENTS	MINIMUM SCORE REQUIRED
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
Duolingo English Test APPROVED	100 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 GPA of 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 section 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 Office of Academic Affairs. 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: Office of Academic Affairs**  
**10094 W Indiantown Road**  
**Jupiter, Florida 33478**  
**561-966-0551**

The Office of Academic Affairs 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 Office of Academic Affairs, the student will complete the re-entry process with the Admissions Department and Bursar.

## **Student Readmission Policy (Per 38 U.S. Code § 3679(f))**

Students who are called to active duty military service and must withdraw or pause their enrollment will be readmitted to the same or comparable academic program with the same academic status upon return, as long as:

- The absence due to service does not exceed five cumulative years;
- The student provides advance notice of the service (unless precluded by military necessity);
- The student requests readmission within three years of completing service (or two years after recovering from a service-related illness or injury).
- The institution will provide reasonable support to ensure a smooth transition back into academic life. This may include: academic advising, Tutoring, and Access to counseling through WellConnect, if needed.

No readmission fees will be charged. Tuition and fee rates will remain consistent with those prior to the student's absence, unless tuition has changed for all students in the program. If the original program is no longer available, a comparable program will be offered. Documentation of military service may be required.

For assistance, contact our school representative or the Registrar's Office by emailing [registrar@carehope.edu](mailto:registrar@carehope.edu).

## **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.

## **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.

## **Clinical Site Assignment and Travel Expense 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 Office of Academic Affairs. 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 Office of Academic Affairs 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 Office of Academic Affairs 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 for the duration of the program. 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 Office of Academic Affairs 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 may be required to obtain influenza vaccinations annually. Exemptions to the vaccination requirement are at the discretion of the clinical agency.

## 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@carehope.edu](mailto:businessdevelopment@carehope.edu).

## 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.

	COMPUTERS	
	Windows Based PCs	Apple Macintosh
<b>Operating System</b>	Windows 11 or later	macOS 10.12 (Sierra) or later
<b>Productivity Tools</b>	Microsoft Office 2016 or higher	Microsoft Office 2016 or higher
<b>Processor Type</b>	(Intel Core i5/AMD Ryzen 5 or higher processor)	(Intel Core i5/AMD Ryzen 5 or higher processor)
<b>Memory</b>	Minimum 16 GB RAM	Minimum 16 GB RAM

<b>Hard Drive</b>	Minimum 120GB Recommended 320GB or higher.	Minimum 120GB Recommended 320GB or higher.
<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.

# ADMISSION DENIAL

## Purpose

There may be incidences that would cause the applicant to Care Hope College not to qualify for entry to the College. The faculty and administrative staff share the disappointment of not accepting all applicants and realize admission denials are difficult for applicants to receive. This policy establishes the boundaries of such a situation.

## Policy

Applicants who fall short of the applicable standards may be denied acceptance to CHC. The Admissions Department, the Executive Director of Campus Operations, the Chief Academic Officer as well as the President may evaluate a student who falls short of the admissions standard through factors that include previous academic history, test scores, personal statements, essays, and professionalism during individual interviews, communication, and meetings throughout the admission process. If an individual chooses to appeal the admission decision, the personnel in the Admissions Department will direct that applicant to address their appeal to the Chief Academic Officer.

## Procedure

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

## 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
Enrollment Fee	\$95
Other Estimated Costs	\$210*
Estimated Books & Learning Resources Fees	\$150

#### PATIENT CARE TECHNICIAN (PCT)

Tuition	\$7,500
Enrollment Fee	\$95
Estimated Course Fees	\$2,492*
Estimated Books & Learning Resources Fees	\$750

#### MEDICAL ASSISTANT

Tuition	\$8,500
Enrollment Fee	\$95
Estimated Course Fees	\$535*
Estimated Books & Learning Resources Fees	\$1,000

#### PRACTICAL NURSING (PN)

Tuition	\$16,875
Enrollment Fee	\$95
Estimated Course Fees	\$2,957*
Estimated Books & Learning Resources Fees	\$1,250

#### LPN TO RN BRIDGE (AS)

Tuition	\$34,650
Enrollment Fee	\$95
Estimated Course Fees	\$2,504*
Estimated Books & Learning Resources Fees	\$2,500

#### PROFESSIONAL NURSING (AS)

Tuition	\$39,600
Enrollment Fee	\$95
Estimated Course Fees	\$3,660*
Estimated Books & Learning Resources Fees	\$2,500

#### RN TO BSN BRIDGE (BSN)

Tuition	\$9,240
Enrollment Fee	\$95
Estimated Course Fees	\$1,385*
Estimated Books & Learning Resources Fees	\$1,200

#### PROFESSIONAL NURSING (BSN)

Tuition	\$66,000
Enrollment Fee	\$95
Estimated Course Fees	\$3,352*
Estimated Books & Learning Resources Fees	\$3,000

#### PHARMACY TECHNICIAN

Tuition	\$9,400
Enrollment Fee	\$95
Estimated Course Fees	\$430*
Estimated Books & Learning Resources Fees	\$1,105

#### PHARMACY MANAGEMENT

Tuition	\$18,400
Enrollment Fee	\$95
Estimated Course Fees	\$635*
Estimated Books & Learning Resources Fees	\$1,700

#### HEALTHCARE MANAGEMENT (AS)

Tuition	\$17,205
Enrollment Fee	\$95
Estimated Course Fees	\$430*
Estimated Books & Learning Resources Fees	\$1,400

#### HEALTHCARE MANAGEMENT (BS)

Tuition	\$34,904
Enrollment Fee	\$95
Estimated Course Fees	\$1,015
Estimated Books & Learning Resources 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**

Notifications:

Students will receive payment notices according to the following schedule:

- First late payment notice: 7 days after payment due date
- Second late payment notice: After two consecutive missed payments

Measures:

The following measures will be implemented for delinquent accounts:

- Students may continue their current term's coursework. However, Final grades for the semester will be withheld from the official transcript until the account balance is brought current.
- Registration for subsequent semesters will not be permitted until all payments are current. This may mean the student has to sit out of coursework as no late registration will be offered.
- Accounts more than 60 days delinquent may be subject to additional penalties or collection actions.

## 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 30 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.

### **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 except the application fee. 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 During the Add/Drop Period:**

If the student drops/withdraws 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 enrollment 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. Course materials fees will not be refunded.

**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 (Course Withdrawal):**

Students who withdraw from the course after the Add/Drop period has ended are not eligible for tuition or fee refunds. Once the Add/Drop period closes, the College has earned 100% of all tuition and fees for that term, regardless of withdrawal date.

**Refunds are only available during the Add/Drop period.** Please refer to the Add/Drop Policy for specific timelines and refund schedules during that period.

**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.

**Administrative Withdrawal Date:** Students will be administratively withdrawn after 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.

## COURSE ADD/DROP POLICY

Students may add or drop courses during the first instructional week of each term without charge or penalty. The add/drop deadline is **Sunday at 6:00 p.m. of the first week of the term**. When a student drops a course during this period, the course registration is deleted and all associated charges are removed from the student's account.

Adding or changing classes or sections is processed on a first-come, first-served basis. Some class sizes may be limited or restricted; therefore, requests for class changes may be granted or denied based on availability. Students must complete and submit the Add/Drop form to the Registrar's Office to request course additions or drops. Requests may be submitted in person or via email to [registrar@carehope.edu](mailto:registrar@carehope.edu). Override requests require approval from the Office of Academic Affairs.

## Special Provisions for Nursing Programs

Due to the 8-week format of some nursing courses, students enrolled in core RN to BSN and BSN

courses must complete their course registration prior to the start of the term.

### **Withdrawal After Add/Drop Period**

Students may withdraw from courses after the add/drop period. **No tuition or fee refunds are provided for withdrawals after the add/drop period has ended.** See the Refund Policy for Enrollment Termination for additional information.

# FINANCIAL AID

## RETURN OF TITLE IV

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. Care Hope College will calculate and return any unearned Title IV aid to the respective Title IV program in accordance with federal regulations and the procedures outlined in this policy.

### RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who officially or unofficially withdraw, fail to return from a leave of absence, or are dismissed from Care Hope College. It is separate and distinct from Care Hope College's refund policy. (Refer to Care Hope College's Cancellation/Withdrawal Refund policy.)

The calculated amount of the Return of Title IV (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid a student earns is based on the length of time they were enrolled and attending classes—not on the institutional charges they incurred. Because these rules apply only to Title IV funds, the return of unearned aid does not involve any non-Title IV sources.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Title IV funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Care Hope College is an attendance taking institution for all students in all programs.

The Payment Period for Clock Hour programs is the lesser of half the academic year or half the program length. For Credit Hour programs, the Payment Period is one semester or term.

The Date of Determination (DOD) is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the DOD is no later than 14 days after the student's Last Date of Attendance (LDA) as determined by the institution from its attendance records. For a student who withdraws while on a leave of absence (LOA) the expected return date will be the DOD for R2T4 purposes.

The date of the institution's determination that the student withdrew is not necessarily the same as a student's withdrawal date. A student's withdrawal date is used to determine the percentage of the payment period or period of enrollment completed and, therefore, the amount of aid a student

has earned. The date of the institution's determination that the student withdrew is used to track required timeframes in the following circumstances:

A school must offer any amount of a Post Withdrawal Disbursement (PWD) that is not credited to the student's account within 30 days of the date of determination.

If the student or parent submits a timely response (within 14 days) that instructs the school to make all or a portion of a Direct Loan PWD, the school must disburse the funds within 180 days of the date of determination.

Title IV grant PWDs must be made within 45 days if required to be provided directly to the student and within 180 days if paying for allowable charges on the student's account.

All PWD funds received are applied to the student account first.

A school must document a student's withdrawal date and maintain the documentation as of the date of determination.

Within 30 days of the date of determination, a school must notify a student if a grant overpayment is due.

A school that is collecting an overpayment must require repayment of the full amount of the overpayment within two years of the date of determination.

The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.

If the Return to Title IV calculation results in a credit balance for the student, it will be disbursed to the student as soon as possible but no later than 14 days after the calculation.

## **WITHDRAWAL POLICY**

### **Official Withdrawal**

A student is considered to be officially withdrawn on the date the student notifies the Financial Aid Director or Executive Director of Campus Operations in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing, or
2. The date the student began the withdrawal from Care Hope College's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information Care Hope College will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on Care Hope College's attendance record, and
2. Perform two calculations
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which Care Hope College is responsible. Returns made to the Title IV Account are calculated using the Department's Return of Title IV Funds Worksheets.
  - b. Calculate Care Hope College's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. Care Hope College will return the amount for any unearned portion of the Title IV funds for which Care Hope College is responsible within 45 days of the date the official notice was provided.
5. If applicable, Care Hope College will provide the student with a letter explaining the Title IV requirements. To include,
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Title IV funds received for the payment period. In this case, no funds need to be returned to the Title IV funds.
  - c. Advise the student of the amount of unearned Title IV funds and tuition and fees that the student must return, if applicable.
6. Supply the student with a ledger card record noting outstanding balance due to Care Hope College and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for 14 consecutive calendar days (the 14 days includes holidays, breaks, and weekends), fails to maintain satisfactory academic progress, fails to comply with Care Hope College's attendance and /or conduct policy, does not meet financial obligations to Care Hope College, or

violates conditions mentioned in Care Hope College contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance as determined by the institution from its attendance records, when this occurs the following procedures will take place:

1. The Academics Department will make three attempts to notify the student regarding his/her enrollment status. These attempts will be made using multiple communication methods (e.g., email, phone call, and/or text message) over a period of no more than 7 business days. If the student does not respond, the department may escalate the matter to Student Services for further outreach and support prior to processing an official withdrawal.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact Care Hope College and attendance status resulting in the current termination of enrollment.
5. Care Hope College calculates the amount of Title IV funds the student has earned, and, if any, the amount of Title IV funds for which Care Hope College is responsible.
6. Calculate Care Hope College's refund requirement (see school refund calculation).
7. Care Hope College's Finance/Accounting Department will return to the Federal fund programs any unearned portion of Title IV funds for which Care Hope College is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, Care Hope College will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned is based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with a final student ledger card showing outstanding balance due Care Hope College and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Percentage of Title IV Funds Earned by Student**

Students who receive federal financial aid earn the aid they receive by staying enrolled and participating in college. The amount of federal financial aid the student earns is determined on a prorated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

The following formula is used to determine the percent of unearned aid that must be returned to the federal government:

For Credit Hour Programs: The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (minus any scheduled breaks that are at least 5 days long).

For Clock Hour Programs: The percentage earned is equal to the number of clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period.

If the student's withdrawal date occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the student's withdrawal date occurs when the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%.

Once the percentage of earned Title IV funds is determined, the next step is to calculate the dollar amount of unearned Title IV funds that must be returned. That amount is determined by, first, subtracting the percentage of earned funds from 100%; that number is the unearned Title IV funds percentage. Then, the unearned Title IV funds percentage is multiplied by the total Title IV funds disbursed (or which could have been disbursed) to the student. In other words:

percentage of unearned funds x total Title IV funds disbursed (or could have been) = total unearned aid

If you receive more grant money than you earned, the excess is considered a grant overpayment. You're required to repay up to 50% of the total grant funds you received or were scheduled to receive. However, you don't have to repay the overpayment if the total amount is \$50 or less.

You must work with Care Hope College or the U.S. Department of Education to arrange repayment of any unearned funds.

Care Hope College will notify you within 30 days if you owe a grant overpayment. If the amount is not repaid within 45 days, the college will refer your case to the Department of Education.

## **Returning Funds**

Care Hope College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 worksheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant
- 

### **Post Withdrawal Disbursement**

If you did not receive all the funds that you have earned, you may be due a post withdrawal disbursement (PWD). Care Hope College may use a portion or all your PWD for tuition and fees. For all other school charges, Care Hope College needs your permission to use the PWD. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow Care Hope College to keep the funds to reduce your debt at Care Hope College. For student loans that will be disbursed as a PWD, you must have the student's permission to disburse the loans.

Care Hope College will notify the student of a PWD no later than 30 calendar days after the date that the college determines the student withdrew. Care Hope College notifies students by letter that they are eligible for a PWD and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, Care Hope College states that the college is not required to make the PWD if the student does not respond by the deadline.

The PWD must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a PWD.

### **Institution Responsibilities**

Care Hope College's responsibilities regarding Title IV funds follow:

- Providing students with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV funds due to the correct Title IV programs.

The institution is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Student Responsibilities in regards to return of Title IV funds**

- Returning to the Title IV programs, any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation.

- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

### **Refund vs. Return to Title IV**

When you withdraw, the rules for returning Title IV funds are separate from Care Hope College's own refund policy. This means:

- You may still owe a balance to the college for unpaid charges.
- The college may bill you for any Title IV funds it had to return on your behalf.

If you're not familiar with the college's refund policy, you can request a copy from the Financial Aid Director.

### **Return to Title IV questions?**

If you have questions regarding Title IV funds after visiting with your Financial Aid Director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

## 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 Office of Academic Affairs 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, orientations, 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 at 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: [studentsupport@carehope.edu](mailto:studentsupport@carehope.edu) or calling 561-966-0551.

In addition to on campus services, virtual services are available to students who require assistance. Students can email [helpdesk@carehope.edu](mailto:helpdesk@carehope.edu) 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 Office of Academic Affairs.

## 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 in the RN to BSN and BSN nursing programs must purchase their required resources from our partner vendor, Wolters Kluwer. Students in all other programs may purchase textbooks independently through the least expensive vendors of their choice.

**Note:** Students are required to have the correct course resources, and supplements for each course. A laptop meeting the minimum specifications as defined by the College, along with the appropriate resources must be brought to class for each course on the first day of that course.

Failure to have the correct resources, 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 in the RN to BSN and BSN nursing programs must purchase their required resources from our partner vendor, Wolters Kluwer. Students in all other programs may purchase textbooks independently through the least expensive vendors of their choice.

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 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. The Aquinas online library is available 24/7 through the Populi learning management system and a certified Aquinas librarian is available full-time to answer library questions through its rapid messaging system.

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 campus 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 campus librarian for APA papers and references and selecting authoritative materials. Research and library assistance with the campus librarian is available through online appointments, email, phone, and zoom service.

### Contact Information:

[Library@carehope.edu](mailto:Library@carehope.edu)

### 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.carehope.edu](http://www.carehope.edu) 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@carehope.edu](mailto:Registrar@carehope.edu)**

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 Care Hope College 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 an internship during the evening or overnight shifts. The time for an 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@carehope.edu](mailto:registrar@carehope.edu). The Office of Academic Affairs 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.

## CHANGE OF PROGRAM

A student who wishes to transfer from one program to another must request a program transfer through the Office of Academic Affairs. The request must be made in writing and returned to the Office of Academic Affairs. 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 Hours Defined

A credit hour is a unit of measure used to reflect the amount of work required to meet the intended learning outcomes of a course, including both direct instruction time and out-of-class student work. It represents a standard measure for the time commitment expected from a student to complete a course, ensuring consistency and academic integrity across different programs and institutions.

### STANDARD DEFINITION

For most academic programs, including nursing, a credit hour is defined as:

- One hour of direct faculty instruction (such as a lecture) and a minimum of two hours of out-of-class student work (such as reading, assignments, and studying) per week, over a standard 15-week semester.
- For asynchronous online courses, one credit hour typically equates to approximately 45 total hours of student engagement over the course term, which includes a combination of various activities such as reading, viewing lectures, participating in discussions, completing assignments, and preparing for assessments.
- For programs (such as the RN to BSN), credit hours are compressed into a shorter duration, increasing the weekly time commitment. For example, a three-credit-hour course in an 8-week format might require 15-20 hours of student work per week to achieve the same learning outcomes.
- The focus is on the total student workload required to meet the course objectives, regardless of the specific time or place the learning occurs.

Course time equivalency refers to aligning the total time commitment and learning activities required in an asynchronous online course with the time and activities typically associated with an in-person course. This equivalency means that the amount of work and engagement expected from students in an asynchronous setting should mirror that of a face-to-face course, ensuring that both formats provide an equivalent educational experience.

### STUDENT ENGAGEMENT ACTIVITIES

Equivalency is determined by mapping the asynchronous activities (such as watching lecture videos, completing readings, participating in online discussions, and completing assignments) to the in-person activities (such as attending lectures, engaging in classroom discussions, and participating in group work). The activities should align with the course learning objectives and outcomes, providing meaningful and effective learning opportunities.

## TIME ON TASK

"Time on task" is a critical factor in determining course time equivalency. It estimates the time students spend on various activities necessary to achieve the course objectives. This includes:

- **Reading and Research:** Estimated based on the length and complexity of materials.
- **Multimedia Content:** Time spent watching lectures, videos, or other multimedia.
- **Assignments and Assessments:** Time needed to complete homework, projects, quizzes, or exams.
- **Discussion Participation:** Time allocated for meaningful engagement in online discussions and group work.

## ALIGNMENT WITH LEARNING OUTCOMES

Equivalency ensures that all instructional activities, whether online or in-person, are directly aligned with the course learning outcomes. This alignment guarantees that the content, assessments, and student engagement are designed to achieve the same academic goals, regardless of delivery format.

## IMPORTANCE OF SELF-DIRECTED LEARNING

Success in both synchronous and asynchronous online courses relies heavily on self-discipline, effective time management, and active engagement. Students are expected to independently navigate the online learning environment, utilize resources provided by faculty, and seek clarification or assistance as needed.

## 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 Office of Academic Affairs 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.

## LATE ASSIGNMENTS

All assignments must be submitted by the specified due date and time. Deadlines are set to help students manage their time effectively and ensure fairness. Assignments submitted after the due date will incur a point deduction penalty. Late submissions will incur a 10% grade reduction per day. After 3 days past the deadline, assignments receive a grade of zero unless an extension is granted.

Assignment extensions may be granted for valid, documented circumstances. When possible, they must be requested 48 hours before the due date. Students should submit extension requests using the **Assignment Extension Request Form** available in the course SIS shell or via email. Appropriate documentation (e.g., a doctor's note) must be provided for most requests. Valid reasons include medical emergencies or serious personal issues. Students will receive a response to extension requests within 48 hours of submission.

**Note:** Assignment extensions are for individual assignments only and differ from course extensions, which affect overall course deadlines and must be arranged separately. See the Incomplete Grade Policy.

## MAKE-UP EXAMINATIONS

Students must attend all scheduled examinations. Unexcused absences result in a grade of zero with no make-up opportunities. Only students with excused absences are eligible for makeup exams.

An excused absence from an exam may be granted under the following circumstances: Medical Emergency: The student must provide a doctor's note or other medical documentation. Family Emergency: Appropriate documentation, such as a funeral program or legal documentation, must be provided. Other Extenuating Circumstances: Students must notify the course instructor as soon as possible in the case of unforeseen situations such as a car accident or legal obligations (e.g., court appearance). Documentation is required. If a student knows in advance that they will miss an exam due to an excused reason, they must notify the instructor at least 24 hours before the exam. Failure to do so may result in the absence being treated as unexcused. In case of an emergency, the student must notify the instructor as soon as possible, preferably before the

scheduled exam time. Post-examination notifications may not be accepted unless it can be demonstrated that prior notification was not feasible. Only students with excused absences are eligible to take a make-up exam. Make-up exams must be scheduled with the instructor within 3 business days of the missed exam unless otherwise agreed upon. Failure to schedule within the timeframe may forfeit the make-up opportunity. Make-up exams may differ from the original exam in format and content. They are subject to the same academic integrity standards as regular exams. Any evidence of academic dishonesty during a make-up exam will result in disciplinary action, up to and including failure of the course and dismissal from the program.

If a student misses an exam without a valid or documented reason, the absence will be classified as unexcused. A student with an unexcused absence will receive a grade of zero (0) for the missed exam. There will be no opportunity to make up the exam or recover lost points. Missing multiple exams, even with excused reasons may trigger an academic review. Students missing more than two exams must meet with program leadership.

### 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

A Leave of Absence (LOA) is a temporary interruption in a student's enrollment for documented circumstances that prevent the student from continuing their coursework. LOAs must be requested in writing using the Leave of Absence Request Form available in the Student Information System (SIS).

### Eligibility and Requirements

Students must be in good academic standing at the time of the LOA request

LOA requests must include documentation supporting the need for leave (medical, military, family emergency, etc.)

Students must meet with their academic advisor and the Office of Academic Affairs before a LOA is approved

### Maximum Timeframes

Time spent on an approved LOA counts toward the maximum timeframe for program completion as outlined in the Maximum Timeframe for Completion policy. Students who exceed the maximum timeframe will be withdrawn from the College.

### Return from Leave of Absence

Students must notify the Office of Academic Affairs in writing of their intent to return at least 30 days prior to the start of the term. Upon return, students will resume their program at the point where they left, subject to course availability and sequencing. Students may need to withdraw from courses in progress at the time of their leave or retake courses upon return, depending on the timing and duration of the leave.

### Financial Aid Implications

Students on LOA are not considered enrolled and are not eligible for financial aid during the leave period. Financial aid eligibility may be affected upon return; students should consult with the Financial Aid Office before requesting a leave. Tuition and fees for the term of withdrawal are subject to the refund policy based on the withdrawal date.

### Denial or Revocation

The College may deny or revoke a leave of absence if the student is not in good academic standing, has already reached the maximum allowable timeframe, the circumstances do not warrant an extended absence, or the student fails to provide required documentation.

## 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 Office of Academic Affairs prior to enrollment. The Office of Academic Affairs 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 Office of Academic Affairs 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: [studentsupport@carehope.edu](mailto:studentsupport@carehope.edu). The Office of Academic Affairs 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.

Contact the Student Support Services at:

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

## **VIRTUAL PROCTORING**

Students participating in online, hybrid programs will be required to take proctored exams on the College campus located in the state of Florida or through a college approved Virtual Proctor System (VPS). Students are responsible for additional fees associated with the use of the Virtual Proctoring System. Virtual proctoring is a privilege and may be revoked if a student violates virtual proctoring rules, is suspected of academic dishonesty, or other actions which give the student an unfair academic advantage over other students. Students observed participating in academic dishonesty may have their examination invalidated and face progressive disciplinary action up to and including dismissal from the program and college.

## **CHANGES TO POLICY**

The College will occasionally update its policy, including its statements related to privacy to reflect college, constituent feedback, and changes required by accreditation standards, rules, or laws.

## **EQUAL OPPORTUNITY**

The College's policy of equal opportunity employment is consistent with federal policy and is as follows: No person shall, on the grounds of race, creed, color, religion, handicap, gender, age, sexual orientation, or national origin, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any admissions, instruction, and graduation policies or hiring practices.

## **Student Body Diversity**

As a Christ-centered institution, at Care Hope College we value diversity as part of our commitment to academic excellence, spiritual growth, and community life.

We welcome students from all backgrounds and strive to create an environment where differences are respected and unity is pursued through our shared faith. While upholding our Christian mission, we are committed to providing equal opportunity in education and fostering a campus culture marked by compassion, inclusion, and integrity.

## **Sexual Harassment and Non-Discrimination**

Sexual and gender-based misconduct (i.e., Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Sexual Exploitation, and Stalking) is unacceptable and will not be tolerated at Care Hope College. Also see the college catalog for definitions of Sexual Harassment or gender-based harassment.

It is the policy of the Institution to keep the educational environment community as a place of work and study free from sexual harassment or gender-based harassment. Sexual harassment/gender-based harassment is prohibited on campus and in all Institutional programs and activities. The Institution does not tolerate sexual harassment/gender-based harassment and will take immediate action against any Institution employees, officers, and students who violate this policy.

The Institution is committed to protecting victims of sexual harassment and will not retaliate against individuals because they report sexual harassment or take part in the investigation of sexual harassment complaints. If the Institution learns that any employee or student has engaged in retaliation, that individual will be disciplined. The Institution, however, may take action against individuals who make intentionally false sexual harassment complaints. Sexual harassment is not only a violation of Institution policy but is also a violation of Title VII of the Federal Civil Rights Act.

All sexual harassment complaints will be investigated immediately by the proper Institution officials. The investigation will be conducted as confidentially as possible.

An individual is encouraged to make a report to the Executive Director of Campus Operations if they are the victim of sexual or gender based misconduct, has knowledge of another person being the victim of sexual or gender-based misconduct, or believes in good faith that they have witnessed a possible warning sign of sexual or gender-based misconduct.

A report of sexual or gender-based misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible. Violators of the Care Hope College's Sexual and Gender-Based Misconduct policy will be subject to disciplinary action that may include dismissal, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Perpetrators may also face criminal prosecution depending on the severity of the incident/ complaint by civil authorities.

A student who is found to have sexually harassed another student will be disciplined by the institution. Such discipline may result in actions up to and including discharge or expulsion from

the Institution. Also, if it is discovered that a false charge was filed in order to deliberately harm an individual, the perpetrator of the claim will be disciplined appropriately.

## TITLE IX

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination based on sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter “schools”) receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The Title IX Coordinator, at CHC, is responsible for protecting staff /students and operates within the Compliance Department. Currently the school Executive Director of Campus Operations oversees compliance and is the Title IX Coordinator.

For campus reporting of discrimination, harassment, sexual misconduct, including sexual harassment compliance of the above-mentioned policy, please contact the Title IX Coordinator, by email [titleix@carehope.edu](mailto:titleix@carehope.edu) and/or by phone at (561) 966-0551 for assistance.

Complaints of sex discrimination, including complaints of sexual harassment or sexual violence will be dealt with promptly and equitably until resolution.

Every complainant, at Care Hope College, has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.

Every complainant has the right to be notified of the time frame within which: (a) the College will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable. Every complainant has the right to be notified, in writing, of the outcome of the complaint; even though federal privacy laws limit disclosure of certain information in disciplinary proceedings. Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to postsecondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, the College may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

If any member of the Care Hope College community wants to learn more about his/her rights, or if he/she believes that the College, is violating Federal law, that individual may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). There is also the ability to assess and fill out a complaint form online: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

## 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. 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. For complaints regarding a college academic department, faculty, or staff member, please follow the steps outlined below:

1. If the concern, complaint, or grievance pertains to an individual faculty member, the student should first discuss the concern, complaint, or grievance with that particular faculty member.
2. If the concern, complaint, or grievance is not resolved after meeting with the faculty member, or if the issue is program-related, the student should discuss such an issue with the Program Chair (Program Chairs are defined in the Administration and Faculty list sections of our Academic Catalog).
3. If the grievance has not been resolved, the student should complete the Grievance and Complaint Form located in the Student Information System (SIS). The student may contact the Student Support Services department directly ([studentsupport@carehope.edu](mailto:studentsupport@carehope.edu)).
4. If the concern, complaint, or grievance does not pertain to the student's program, or has not been resolved up to that point, then the student should contact the Office of Academic Affairs ([cao@carehope.edu](mailto:cao@carehope.edu)).
  - a. The Office of Academic Affairs may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or virtually.
  - b. The student will be notified of the Office of Academic Affairs's decision regarding the grievance within five (5) business days of receipt of the grievance.
5. If the student feels the issue remains unresolved, he or she may submit the grievance to the Executive Director of Campus Operations ([campusoperations@carehope.edu](mailto:campusoperations@carehope.edu)).
  - a. The Executive Director of Campus Operations may elect to receive the grievance in writing or in person. The Executive Director of Campus Operations will review the grievance and all previous actions/decisions made in regard to the grievance. The Executive Director of Campus Operations may schedule a personal interview

with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.

- b. The student will be notified of the Executive Director of Campus Operations's decision regarding the grievance within five (5) business days of receipt of the grievance.
6. If the student continues to feel that the issue remains unresolved after being notified of the Executive Director of Campus Operations's decision, the student may submit his or her concern in writing to the college President. Written responses will be given to the student within seven working days.

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

7. 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 a 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 Office of Academic Affairs 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 prior to enrollment. 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- Nursing Programs**

Transfer credit from nursing courses may be awarded on an individual basis for eligible programs excluding the Prelicensure BSN and RN to BSN tracks. Courses must have been completed in a nursing program accredited by the Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE), or the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA). Programs holding “candidacy” or “pre-accredited” status may also be considered. Applicants may be required to demonstrate competency through an assessment, examination, or skill validation, and additional fees may apply.

For applicants to the Prelicensure BSN and RN to BSN programs, nursing courses are not eligible for transfer as nursing credit. However, such courses may be evaluated for potential transfer toward general education or elective requirements, as appropriate to program guidelines.

## **Evaluation Process for Transfer of Credits**

The Office of Academic Affairs 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).**

## **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 Office of Academic Affairs 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 Office of Academic Affairs. 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: Office of Academic Affairs**  
**10094 W Indiantown Road**  
**Jupiter, Florida 33478**  
**561-966-0551**

The Office of Academic Affairs 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 (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.

## Types of Plagiarism

- Direct Plagiarism: Copying someone else's work word-for-word without attribution.
- Self-Plagiarism: Submitting one's own previous work for a new assignment without permission from the instructor.
- Mosaic Plagiarism: Interspersing someone else's phrases or ideas within one's own work without proper citation.
- Accidental Plagiarism: Unintentionally failing to cite sources or paraphrase correctly due to lack of knowledge or oversight. This is still considered plagiarism and will be treated accordingly.

## AI-Generated Content and Tools Policy

AI-generated content is defined as any text, images, code, or other material produced by artificial intelligence tools, such as ChatGPT, DALL-E, or other similar technologies.

Students are not permitted to use AI tools to complete assignments, essays, exams, or any other academic work unless explicitly allowed by the instructor. Unauthorized use of AI-generated content constitutes academic dishonesty. Instructors may allow the use of AI tools for specific assignments or learning activities. In such cases, clear guidelines will be provided on how AI-generated content can be used, including the requirement to acknowledge and properly cite the use of AI tools. All academic work must be the original effort of the student unless collaboration or external assistance is explicitly permitted. Submitting AI-generated content as one's own work without proper disclosure is considered plagiarism.

When AI tools are permitted for use in academic work, students must disclose their use and provide appropriate citations. This includes specifying the tool used and the extent of its contribution to the work. The use of AI tools during exams is strictly prohibited unless explicitly allowed by the instructor. Unauthorized use during assessments will be treated as a serious

violation of academic integrity. This includes using AI tools to paraphrase or rephrase content without proper acknowledgment.

Violations of this policy may result in academic penalties, including reduced grades, failure of assignments, or failure of the course, depending on the severity of the infraction. In cases where a violation is unintentional or stems from a lack of understanding of the policy, educational interventions may be provided to help the student understand proper academic practices. Students are responsible for understanding and following this policy. Ignorance of the policy will not be accepted as an excuse for violations. If students are unsure whether the use of AI tools is permitted for a particular assignment or task, they should seek clarification from their instructor before proceeding. Students are expected to maintain academic integrity by producing original work, properly citing any AI-generated content when allowed, and avoiding any form of misrepresentation.

### Cheating

Incidents of cheating include using unauthorized notes, study aids, or information from another student or a student's paper on an examination; altering a graded work after it has been returned, then submitting the work for regrading; 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 examinations unless authorized by the instructor. Additional forms of cheating include using AI tools or generative technologies to complete assignments without proper attribution, permission, or acknowledgment as required by course policies; sharing access to course materials on unauthorized external platforms; and capturing, saving, or distributing exam questions through screenshots, photos, downloads, or any other digital means without explicit instructor permission, whether from on-site or online examinations.

### 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.

### 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.

Do not sign in for another student! This is grounds for dismissal.

### 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.

### Drug and Alcohol Abuse Program

In compliance with the Drug-Free Schools and Campuses Act, Care Hope College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on College property or as part of any College-sponsored activity.

- Standards of Conduct
  - The College strictly prohibits the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol.
  - Violations are subject to disciplinary action up to and including suspension, expulsion, or dismissal, as well as referral for prosecution.
- Legal Sanctions
 

Local, state, and federal laws provide severe penalties for unlawful possession, use, or distribution of drugs and alcohol. Penalties may include fines, imprisonment, and loss of federal student aid eligibility.
- Health Risks
 

Abuse of drugs and alcohol can have serious health consequences, including but not limited to: liver damage, heart disease, cancer, addiction, impaired judgment, and increased risk of injury or death.
- Assistance and Resources
 

Students and employees struggling with substance abuse are encouraged to seek help. Resources include:

  - SAMHSA National Helpline: 1-800-662-HELP (4357)
  - Local counseling and rehabilitation services (list available at the Student Services Office).
- Distribution of Policy
 

This information is distributed annually to all students and employees. A full copy of the College's Drug and Alcohol Abuse Prevention Program is available upon request from the Office of Student Services.

### 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 Office of Academic Affairs 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 and Participation

For synchronous courses (in-person or live online), students should make every effort to be present and on time for scheduled class sessions. For asynchronous courses, regular engagement with course materials and timely completion of required activities is expected. Students are allowed two (2) excused absences per term in synchronous courses or two instances of non-participation in weekly asynchronous activities. Excused absences/non-participation must provide documentation of cause. For synchronous courses, students absent more than three (3) consecutive class sessions, or for asynchronous courses, students not participating for more than three (3) consecutive required engagement periods, are required to provide documentation upon return to participation, will be counseled, and placed on probation. Three (3) or more instances of absence or non-participation (excused or unexcused) will result in being placed on attendance/participation probation with a written warning. Any unexcused absence or period of non-participation while on probation results in failure of the term class/es and/or may lead to dismissal from the program. The specific weight of attendance and participation in course grading will be detailed in each course syllabus.

**Excused Absences:** Excused absences include documented illness, family emergencies, or other significant events with prior approval from the instructor. The student must notify the Office of Academic Affairs in advance or as soon as possible in the case of an emergency.

**Documentation:** Excused absences require documentation, such as a doctor's note or other official verification. Failure to provide documentation will result in the absence being classified as unexcused.

**Make-Up Work:** Students with excused absences may be allowed to make up missed work or clinical hours. However, make-up sessions are limited and must be scheduled in advance with faculty approval.

**Unexcused Absences:** An unexcused absence is defined as failure to attend class or clinical without prior notification and approval.

Students must attend all classes and laboratory 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 the 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

- Clinical Attendance: Clinical practice is critical to nursing education, and attendance at all clinical experiences is required. Absence from clinical experiences without prior approval or legitimate cause will result in serious consequences, including possible failure of the course. Failure to attend clinical seriously jeopardizes an individual's eligibility to remain in the program.
- 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 and clinical instructor guidelines and notify the school at least one hour prior to start time.
- Students must complete the minimum number of required clinical hours to be certified for graduation. Missing a clinical experience will result in a written warning. Any additional days of clinical absenteeism will require the student to appear before the Dean/Associate Dean to explain the absences and may result in course failure and/or program dismissal. Students are responsible for working with program leadership to develop a plan to make up missed clinical hours when permitted by program policies.
- All excused clinical absenteeism must be made up prior to completion of the semester.

## 3. 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.

### Skills and Competency Assessment

Students in programs with clinical or laboratory components must demonstrate proficiency in all required skills and competencies to successfully complete their courses. Students who do not demonstrate proficiency on their initial skills assessment will receive remediation and be permitted one additional attempt to demonstrate competency.

Grading Policy:

Successful demonstration of competency after remediation = passing grade for that skill

Failure to demonstrate competency after the second attempt = failure of the skills component

Failure of the skills component will result in an overall course failure, as clinical/laboratory competency is an essential requirement for course completion. Students who fail a course must follow the course repeat policy outlined in the Academic Standards section.

## Academic and Professional Integrity

Academic dishonesty is prohibited. Penalties for academic dishonesty may include academic sanctions and disciplinary sanctions, including suspension or expulsion.

Academic dishonesty includes, but is not limited to, the following:

### 1. Cheating

- Copying from or collaborating with another student during a test;
- Selling, buying, or otherwise obtaining part of or all of a test prior to examination;
- Allowing another person to take a test or complete an assignment;
- Taking a test or completing an assignment for someone else;
- Using unauthorized notes during a test;
- Taking pictures of the test or notes without authorization;
- Collaborating with another on an online examination;
- Printing an online examination for personal use;
- Taking pictures of tests (online or paper tests);
- Utilizing electronic instruments, such as cell phones, PDAs, translators, or personal response systems (clickers) when not authorized
- Any other actual or attempted fraudulent act taken to improve one's grade or assist another student.

### 2. Other Forms of Academic Dishonesty

- Fabrication—Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application, or placement file.
- Plagiarism—Using the works (i.e., words, images, or other materials) of another person as one's own words without proper citation in any academic assignment.
- Facilitating Academic Dishonesty—Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.
- Sabotage—Behavior that prevents others in the class from completing assignments or disrupts the learning environment.

## Results Canceled, Withdrawn, or Withheld

Care Hope College reserves the right to cancel, withdraw, rescind, or withhold a student's or a cohort's examination result if there is a basis to question the validity of the results for any reason.

Situations which may trigger results to be canceled, withdrawn, rescinded, or withheld for a student or a cohort group include, but are not limited to, the following:

- Unusual response patterns.
- Unusual score increase from one exam to another.

- Failure to obey exam administration rules or observed irregular behavior and suspicion of cheating.
- Any type of unacceptable or unusual behavior during assessments and evaluations.
- Any circumstances where the school suspects an examination may have been compromised.

### 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.

#### Voter Registration Information

Care Hope College encourages all students to participate in the democratic process by registering to vote.

Students who are eligible may obtain a voter registration form by visiting the National Mail Voter Registration Form at <https://www.eac.gov/voters/national-mail-voter-registration-form>

Florida residents may register online at <https://registertovoteflorida.gov>

Paper voter registration forms are also available in the Student Services Office.

# ACADEMIC GRADING

## Grading & Progress Measurement

A minimum cumulative GPA of 2.5 is required for a student to successfully complete all programs. Final grades are rounded up from the 10<sup>th</sup> place to a whole number.

GRADING SYSTEM		
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

## 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.

### Honor's List

Students who earn a grade point average between 3.50 and 3.69 for an academic term will be placed on the Honor's List.

## 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 Office of Academic Affairs. 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 assigned when a student withdraws from a course while not meeting the minimum passing standard at the time of withdrawal. It will be counted in the calculation of Maximum Timeframe for SAP. The failing grade will be counted in the CGPA calculation.

**“WA” – Administratively Withdrawn** – This grade is given when a student is withdrawn 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 final 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 Office of Academic Affairs, program chair. If the student is not satisfied with the decision made by the program chair, the student may further appeal to the:

**Office of Academic Affairs  
Care Hope College  
ATTN: Office of Academic Affairs, Appeal  
10094 W indiantown Road  
Jupiter, Fl. 33478**

The signed letter must be sent as an attachment emailed to: [appeals@carehope.edu](mailto:appeals@carehope.edu).

Students will receive a written response within 14 business days after receipt of the appeal. Failure to follow the grade appeal process may result in denial of the appeal and the initial grade entered by the faculty will remain. 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**

An Incomplete (I) Grade is a temporary grade assigned when a student receives an approved course extension due to documented extenuating circumstances that prevent completion of all required coursework by the original course completion deadline. Course extensions are granted on a case-by-case basis by the Office of Academic Affairs for circumstances such as medical emergency, family emergency, military deployment, work conflict, financial hardship, or technical issues. Routine academic challenges or poor time management do not qualify.

To be eligible, students must have completed at least 80% of the course requirements with a passing grade and submit a Course Extension Application form with supporting documentation before the original course deadline. Students must include a detailed completion plan and obtain approval from both the course instructor and the Office of Academic Affairs.

Once approved, students must complete all outstanding coursework by the agreed-upon extension deadline. If the student fails to meet the extension deadline, the Incomplete grade will automatically convert to a failing grade (F), and the student may be required to retake the course.

Students with Incomplete grades may not enroll in courses requiring the incomplete course as a prerequisite, and enrollment in any new term courses while completing outstanding coursework is at the discretion of the college. Multiple incomplete grades may affect Satisfactory Academic Progress status. There is no fee for requesting a course extension, but previous extension history will be considered in the review process. All decisions are final and not subject to appeal.

## **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.

Students who earn a "D" or "F" in any nursing course are required to repeat the course to meet the graduation requirements. They cannot move forward in the program until the course is successfully repeated.

## Comprehensive Final Exams

Students in the Associate Degree Nursing, Bachelor’s Degree Nursing, LPN to RN Bridge programs, or Practical Nursing non-degree programs are required to take a **comprehensive final exam** as the final component for successful completion of their program of study. The standardized test is a predictor of NCLEX success. For the practical nursing non-degree program, a passing score (**national average**) will allow a student to complete the program and have verification of the **program completion** submitted to the Florida Board of Nursing (FBON) for the student’s eligibility to take the NCLEX exam. For all other nursing programs, achievement of the recommended benchmark is required for certification of graduation. Associate Degree Nursing, Bachelor’s Degree Nursing, LPN to RN Bridge students, and Practical Nursing students will be given **ONE (1)** opportunity to retake the required comprehensive final exam within **sixty (60) days (once per term)** after the first comprehensive final exam date. The retake fee is Two Hundred & Fifty Dollars (\$250.00). For Practical Nursing program students, failure to achieve the recommended passing score on this 2<sup>nd</sup> exam results in **complete** program failure and the student will be administratively withdrawn from the program. The school reserves the right to terminate a student for failure to retake the comprehensive final exam within the sixty (60) days allowed. For the ASN, Bachelor’s Degree, and LPN to RN Bridge Programs, further details are outlined below.

## Comprehensive Final Exam Policy (BSN, ASN, and LPN to RN Bridge Programs)

To ensure students are adequately prepared for the NCLEX and nursing practice, all students enrolled in the BSN, ASN, and LPN to RN Bridge programs must achieve a minimum score of 900 on the Exit Exam as a requirement for the certification of graduation.

Procedure:

1. Exam Administration

The Exit Exam will be administered in the final term of the nursing program. The exam schedule, including dates and times, will be communicated to students at the start of their final term. Students must adhere to all testing protocols, including the use of approved devices and maintaining academic integrity.

2. Remediation Plan

Students who score below the required benchmark will be required to complete a mandatory structured remediation program. The student will work with the NCLEX mentor to review weak content areas identified in the exam report, participate in study groups, and complete targeted online modules. Students must submit proof of remediation completion to the mentor before scheduling a retake.

3. Re-Examination

Students who do not achieve the benchmark score on their first attempt will have one additional opportunity to retake the exam. The retake will be scheduled at least four weeks apart to allow for sufficient remediation and preparation time. Students who complete their remediation before the end of the semester may be eligible for an earlier retake, provided they meet all requirements and receive mentor approval.

4. Graduation Certification

Students who achieve the benchmark score on the Final Comprehensive Exit Exam (after one or two attempts) will be certified for graduation, provided all other academic and program requirements are met. Students who are unable to meet the benchmark score after two attempts will not be certified for graduation and must meet with leadership to discuss further steps, which may include a recommendation for Practical Nurse licensure through equivalency or consideration of an alternative degree pathway, 3rd party NCLEX review, and/or additional attempts at specified courses at the students' cost.

## 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 in all programs must maintain a cumulative grade point average of 2.5 or higher.

### Quantitative Measure (Completion Percentage)

Bachelor of Science Nursing students must complete at least 75% of credit hours attempted each term to remain compliant with SAP Policy. All other programs require 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 timeframe for program completion is equal to 150% of the credit hours required for the program. For example, a program requiring 100 credits for graduation allows a maximum of 150 credits attempted before the student must complete the program.

Students who reach or exceed the maximum allowable timeframe without completing their program will be withdrawn from the College. Transfer credits accepted and applied toward the program count toward the maximum timeframe calculation.

### 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, and sent an email explaining the status and appeal process. 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	67%

<b>Diploma Programs (At least one academic year in length)</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	67%

<b>Associate Degree Program</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	67%

<b>Bachelor of Science Nursing Degree Programs</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	75%

<b>All Other Bachelor Degree Programs</b>		
Required Evaluation Point	CGPA	Completion %
End of Each Semester	2.5	67%

## 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: Office of Academic Affairs 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: Office of Academic Affairs 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 Office of Academic Affairs 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	0
Patient Care Technician	600	0	0	0
Medical Assistant	900	0	0	0
Practical Nursing (PN)	1350	0	0	0
LPN to RN Bridge (ASN)	1550	0	72	108
Professional Nursing (ASN)	1550	0	72	108
Bachelor of Science in Nursing (RN to BSN)	2295	0	120	180BSN
Professional Nursing (BSN)	2295	0	120	180
Pharmacy Technician	1050	64	0	0
Pharmacy Management	0	104	0	0

Healthcare Management (ASC)	920	92	0	0
Healthcare Management (BS)	1800	180	0	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 2.0 each term for diploma programs and (CGPA) of 2.0 each term for associate degree programs. A VA student whose CGPA falls below 2.0 in diploma programs or 2.0 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 2.0 for diploma or 2.0 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 CGPA of 2.0 or a 2.0 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.

<p>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.</p>	<p>All Faculty members have verifiable official transcripts from the educational institution that conferred their degree(s).</p>
<p>The program's nursing major curriculum consists of at least:</p>	<p>The Nursing Program curriculum consists of at least:</p>
<p>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.</p>	<p>1. Fifty percent clinical training for the practical nursing education program, and associate degree professional nursing education programs.</p>
<p>2. Forty percent clinical training for a bachelor's degree professional nursing education program.</p>	<p>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.</p>
<p>a. No more than 50 percent of the program's clinical training consists of clinical simulation.</p>	<p>a. No more than 50 percent of CHC's clinical training consists of clinical simulation.</p>
<p>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.</p>	<p>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.</p>
<p>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:</p>	<p>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:</p>

<p>3. The number of program faculty members equals at least one faculty member directly supervising every 12 students unless the written agreement 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.</p>	<p>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 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.</p>
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>A program's policies established under this paragraph must require a clinical preceptor, if</p>	<p>A program's policies established under this paragraph must require a clinical preceptor,</p>

<p>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.</p>	<p>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.</p>
<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>
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<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.</p>	<p>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.</p>
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# ACADEMIC PROGRAMS & COURSES

## Home Health Aide

### PROGRAM OBJECTIVE AND DESCRIPTION:

2 Weeks (Weekday) - 4 Weeks (Evening) | 75 Clock Hours

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.

### 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)

Course #	Course Title	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 (Full Time) - 9 Months (Part Time) | 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

## 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
Enrollment Fee	\$95.00	Enrollment Fee
Background Check Level II FDLE LiveScan	\$95.00	Alpha Omega
Clinical Rotation Compliance Tracker (\$48-\$157)	\$157.00	Castle Branch-Medical Document Manager
Drug Screening (per test)	\$50.00	Approved Vendor
COVID-19 Testing	\$250.00	Approved Vendor
Florida Board of Nursing Licensure - NA Application	\$155.00	Florida Board of Nursing Licensure - NA Application
Graduation Fee	\$300.00	Graduation Fee
Lab Fees- \$150 per term	\$450.00	Clinical/Lab Fees per semester
Medical Requirements	\$500.00	Medical, Titters, Vaccines, PPD/Chest X-Ray
Nursing Supply and Skills Kit*	\$200.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab

Scrubs - School Specific (i.e. school logo, 2 sets)	\$120.00	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 term)	\$120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Tuition Cost per Hour	\$12.50	Tuition Cost per Hour

\*As needed/if required/optional/included in learning resources

# Medical Assistant

## Program Objective and Description

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests.

The Program prepares students to be multi-skilled allied health professionals specifically cross-trained in different areas of patient care, which include clinical, laboratory, administrative and basic radiology procedures. As a medical assistant, you perform a wide range of duties for instance medical and surgical asepsis, taking vital signs, assisting physicians with examinations and surgery, drawing blood, administering ECGs and administering medications. Administrative duties include patient reception, appointment scheduling, recordkeeping, filing, coding, insurance handling, typing medical correspondence and computer applications. Laboratory functions include specimen collection, performance of basic laboratory tests, and basic procedures.

## Learning Outcomes

Upon successful completion of the Medical Assistant program at Care Hope College, graduates will obtain professional competency in the skills performed in the medical office, to include:

- Demonstrate proficiency in administrative duties, including patient recaptioning and appointment scheduling
- Understand and maintain medical recordkeeping, filing, and encoding
- Facilitate insurance handling
- Learn appropriate medical correspondence and computer applications
- Learn through background training and exposure to clinical, laboratory, and administrative responsibilities.
- Identify basic radiology procedures.
- Discuss laboratory functions to include specimen collection
- Explain the differences between basic laboratory tests
- Discuss basic clinical procedures with the patients in the reception area.
- Discuss the medical assistant's role in the operation of a medical office
- Exemplify Christian values in both academic and professional settings, demonstrating integrity, compassion, and ethical behavior

**Estimated Length of Study:**

Day Classes 6 Months (24 Weeks)

Evening Classes – 9 Months (36 Weeks)

**Credential Issued**

Diploma

**Programmatic Accreditation**The Medical Assistant program is **not** programmatically accredited.**Delivery Mode**

This program is offered face-to-face or hybrid

**CURRICULUM – MEDICAL ASSISTANT (900 Clock Hours)**

Course Number	Course Title / Description	Clock Hours	LAB Hours	Internship	Total Hours
HCC 101	Health Care Core	90	0	0	90
HCC 102	Health Care Occupational Development	7	0	0	7
HA 105	HIV / AIDS Education	3	1	0	4
HA 125	CPR-Cardiopulmonary Resuscitation	2			
NUR 102	Basic Nursing & Home Health Care	30			
NUR 102L	Basic Nursing & Home Health Care Lab Procedures	0	30	0	30
CMA200	Medical Office Procedures and Computerized Practice	15	30	0	45
MED201	Principles of Pharmacology & Assisting with Medication Administration	45	30	0	75
PBY 205	Phlebotomy Skills Theory & Lab I/II	60	60	0	120
EKG 205	Principles of Electrocardiograph Theory & Lab I/II	60	40	0	100
CMA210	Fundamentals of Clinical Medical Assisting Theory & Lab I	45	30	0	75
CMA301	Medical Billing & Coding Procedures	30	30	0	60
CMA500	Clinical Medical Assisting Internship Clinical Rotation	5	30	225	260
	MA Course Totals	392	283	225	900

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

## Admission Requirements

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

- Be eligible to meet all externship requirements

## 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

## Course Fees

Description	Other Costs Estimated	Explanation
Enrollment Fee	\$95.00	Enrollment Fee
Background Check Level II FDLE LiveScan	\$95.00	Alpha Omega
Drug Screening (per test)	\$45.00	Alpha Omega or Alliance Fingerprinting
Graduation Fee	\$130.00	Graduation Fee
Lab Fees	\$55.00	Clinical/Lab Fees per semester
Scrubs - School Specific (i.e. school logo, 2 sets)	\$60.00	2 Sets of Uniforms
Tuition Cost per Hour	\$9.44	Tuition Cost per Hour

\*As needed/if required/optional/included in learning resources

## Practical Nursing (PN)

### Program Descriptions

12 Months (Full Time) - 18 Months (Part Time) | 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 well-being 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 outcomes.
- 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** programmatic accredited.

### Delivery Mode

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

## Practical Nursing

Course Number	Course Title	Clock Hours
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 - Dosage and Calculations	20 hours
PN 1009	Mental Health Concepts	20 hours
PN 1010	Community Health Concepts	20 hours
PN 1011	Geriatric Nursing	60 hours
PN-CL 1010	Community Health Concepts: Clinical Acute Care	65 hours
PN-CL 1011	Geriatrics: Clinical Long Term Care	120 hours
PN 1008B	Pharmacology - Medication Administration	50 hours
PN 1012	Medical Nursing	60 hours
PN 1013	Surgical Nursing	60 hours
PN-CL 1013	Medical/Surgical Nursing: Clinical Acute Care	250 hours
PN 1014	Obstetric Nursing	40 hours
PN 1015	Pediatric Nursing	40 hours
<b>PN Capstone</b>		
PN-CL 1014	Obstetric Nursing: Clinical Acute Care	120 hours
PN-CL 1015	Pediatric Nursing: Clinical Acute Care	120 hours
<b>TOTAL:</b>		<b>1350 HRS</b>

*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.**

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

## 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
Enrollment Fee	\$95.00	Enrollment Fee
Assessment Fees (per attempt)	\$145.00	Core Assessment Exam Fee- TEAS/ NACE
Background Check Level II FDLE LiveScan	\$95.00	Alpha Omega
Clinical Rotation Compliance Tracker (\$48-\$157)	\$157.00	Castle Branch-Medical Document Manager
Proctor Fee	\$15.00	Proctor Fee
Drug Screening (per test)	\$50.00	Approved Vendor
COVID-19 Testing	\$250.00	Approved Vendor
Florida Board of Nursing Licensure-PN Application	\$110.00	Florida Board of Nursing Licensure-PN Application
Pearson Vue NCLEX-PN Application	\$200.00	Pearson Vue NCLEX-PN Application
Graduation Fee	\$300.00	Graduation Fee
Lab Fees- \$150 per term	\$600.00	Clinical/Lab Fees per semester
Medical Requirements	\$500.00	Medical, Titers, Vaccines, PPD/Chest X-Ray
Nursing Supply and Skills Kit*	\$200.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Program Exit Retake Fee*	\$250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$120.00	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 term)	\$120.00	Cost for use of internet, WIFI, Online library periodicals, etc.
Tuition Cost per Clock Hour	\$12.50	Tuition Cost per Clock Hour

\*As needed/if required/optional/included in learning resources

# LPN to RN Bridge - Associate of Science in Nursing

## Program Descriptions

21 Months (Full Time) - 31.5 Months (Part Time) | 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
- Incorporate prevention strategies to achieve optimal health across the lifespan
- Promote psychosocial well-being 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	3	45	0	0
NUR110	Intro to Nursing Care of the Early, Middle, and Older Adult	8	75	0	135
NUR 121	Dosage Calculation	1	15		0
	<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	Advanced Nursing Care of the Early, Middle, and Older Adult	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	Nursing Care of Women and Children	4	45	0	45

NUR250	Nursing Capstone	8	60	60	80
	<b>TERM TOTAL</b>	<b>12</b>	<b>105</b>	60	<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>440</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

#### 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.

#### NUR100 Fundamentals Test Out Exam (NACE)

All students enrolled in this Nursing program have the opportunity to test out of the NUR100 Fundamentals course if they achieve the minimum composite score on the NACE exam by the late add/drop period. The table below displays minimum passing scores. Students who do not achieve the minimum passing score, or who opt out of taking the test out exam will be required to follow the Associate of Science in Nursing (ASN) program outline. **The College reserves the right to change the vendor/assessment used for the Nursing Qualifying Exam (NQE) at any time without notice.**

<b>NUR100 Fundamentals Test Out Exam (NACE)</b>	<b>Minimum Overall Composite Score</b>
<b>Assessment</b>	<b>68/100</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 may result in the student being administratively withdrawn from the LPN to RN Bridge nursing program, and placed into the Associate of Science in Nursing (ASN) 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 clinical) will result in a recorded grade of “D” or “F”, and the student will be required to repeat the course if eligible. LPN to RN bridge, ASN, and prelicensure BSN students must achieve a minimum of 75% on the combined average of all course exams to pass the course. Additionally, they must maintain a minimum overall course grade of 75%, inclusive of all other assignments. For students who do not meet the required 75% exam average, the final grade for the course will reflect their exam average only.

### 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
Enrollment Fee	\$95.00	Enrollment Fee
Assessment Fees (per attempt)	\$145.00	Core Assessment Exam Fee- TEAS/ NACE
Background Check Level II FDLE LiveScan	\$95.00	Alpha Omega
Clinical Rotation Compliance Tracker	\$157.00	CastleBranch-Medical Document Manager
Proctor Fee	\$30.00	Proctor Fee
Credit through standardized examination (Test Out) cost per exam*	\$250.00	Test Out Fee
Drug Screening (per test)	\$50.00	Approved Vendor
COVID-19 Testing	\$25.00	Approved Vendor
Florida Board of Nursing Licensure-RN Application	\$110.00	Florida Board of Nursing Licensure-RN Application
Pearson Vue NCLEX-RN Application	\$200.00	Pearson Vue NCLEX-RN Application
Graduation Fee	\$300.00	Graduation Fee
Lab Fees- \$150 per semester	\$300.00	Clinical/Lab Fees per semester (min. 2 semesters)
Medical Requirements	\$500.00	Medical, Titters, Vaccines, PPD/Chest X-Ray
International Translation and Evaluation Fee (ranges up to \$650)*	\$650.00	International Translation and Evaluation Fee

Nursing Supply and Skills Kit	\$200.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Program Exit Retake Fee*	\$250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$120.00	2 Sets of Uniforms
Simulation Learning System	\$499.00	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

\*As needed/if required/optional/included in learning resources

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

### Program Descriptions

24 Months (Full Time) - 36 Months (Part Time) | 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
- Incorporate prevention strategies to achieve optimal health across the lifespan
- Promote psychosocial well-being 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. No longer enrolling students in this program.

## 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>
<b>PHI260</b> Introduction to Ethics						
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	3	45	0	0	45
NUR 121	Dosage Calculation	1	15	0	0	15
	<b>Term III Total</b>	<b>13</b>	<b>135</b>	<b>30</b>	<b>135</b>	<b>300</b>
NUR110	Intro to Nursing Care of the Early, Middle, and Older Adult	8	75	0	135	210
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	Advanced Nursing Care of the Early, Middle, and Older Adult	8	75	0	135	210
NUR235	Nursing Care of Women and Children	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>

Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	Clinical Hours	Clock Hours
	<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 (NCQE) 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 clinical) will result in a recorded grade of “D” or “F”, and the student will be required to repeat the course if eligible. LPN to RN bridge, ASN, and prelicensure BSN students must achieve a minimum of 75% on the combined average of all course exams to pass the course. Additionally, they must maintain a minimum overall course grade of 75%, inclusive of all other assignments. For students who do not meet the required 75% exam average, the final grade for the course will reflect their exam average only.

### 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
Enrollment Fee	\$95.00	Enrollment 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	\$250.00	Test Out Fee
Drug Screening (per test)	\$45.00	Approved Vendor
Enrollment Fee	\$150.00	Enrollment Fee
Florida Board of Nursing Licensure-RN Application	\$110.00	Florida Board of Nursing Licensure-RN Application
Graduation Fee	\$300.00	Graduation Fee
Lab Fees	\$150.00	Clinical/Lab Fees per semester
Medical Requirements	\$250.00	Medical, Titters, 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
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

\*As needed/if required/optional/included in learning resources

# RN to BSN Bridge Program

## Program Descriptions

12 Months (Full Time) - 18 Months (Part Time) | 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:

- **Health Promotion & Care Management:** Promote health, prevent illness, and manage care for patients across the lifespan, addressing cultural, social, and environmental determinants of health.
- **Safe, High-Quality Compassionate Care:** Demonstrate the ability to provide safe, high-quality, and compassionate care that is centered on the physical, emotional, and spiritual needs of patients.
- **Evidence-Based Practice:** Integrate current evidence, clinical expertise, and patient preferences to make informed nursing care decisions.
- **Ethical Practice & Professionalism:** Adhere to ethical standards and demonstrate accountability, responsibility, and professionalism in nursing practice.
- **Critical Thinking & Clinical Judgment:** Apply critical thinking and clinical judgment to assess, plan, implement, and evaluate nursing care in a variety of healthcare settings.
- **Healthcare Technology & Informatics:** Utilize healthcare technologies and informatics to enhance patient care, improve efficiency, and maintain accurate documentation.

## 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 in a hybrid online setting with asynchronous recorded classes.

Nursing Degree Plan (RN to BSN Bridge)

RN to BSN Bridge						
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours
NUR310	Health Assessment	3	45	0	0	45
NUR315	Nursing Theory	3	45	0	0	45
NUR320	Evidence-Based Practice and Research	3	45	0	0	45
NUR325	Healthcare Informatics	3	45	0	0	45
<b>TERM 1 TOTAL</b>		<b>12</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>180</b>
NUR340	Pathophysiology	3	45	0	0	45
NUR430	Community and Public Health Nursing	3	30	0	45	75
NUR440	Quality and Safety in Healthcare	3	45	0	0	45
NUR460	Gerontology Nursing	3	45	0	0	45
<b>TERM 2 TOTAL</b>		<b>12</b>	<b>165</b>	<b>0</b>	<b>45</b>	<b>210</b>
NUR465	Nursing Leadership	3	45	0	0	45
NUR468	Holistic Care of Diverse Populations	3	45	0	0	45
NUR475	RN to BSN Nursing Capstone	6	90	0	0	90
<b>TERM 3 TOTAL</b>		<b>12</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>180</b>
<b>Nursing Core Total</b>		<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Education Credits</b>		<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Credit Awarded for RN License</b>		<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Program Total</b>		<b>120</b>	<b>510</b>	<b>0</b>	<b>45</b>	<b>600</b>

General Education Courses	
General Education Requirements	Semester Credits
Sciences	15
English and Communications	9

Humanities	3
Mathematics	6
Social Sciences	6

### 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.
- Provide proof of high school graduation or its equivalent.
- Submit an 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.
- Provide proof of a current and unencumbered RN license.

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

CHC will accept up to 39 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 an Associate of Science in Nursing Degree program recognized by the U.S. Department of Education.

### General Education Requirements

There are 39 general education semester credits required to complete the program, which comprises 15 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:

**15 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 courses 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.

Degree Plan (RN TO BSN)

<b>GENERAL EDUCATION COURSES</b>	
<b>General Education Requirements</b>	<b>Semester Credits</b>
Sciences	15
English and Communications	9
Humanities	3
Mathematics	6
Social Sciences	6
<b>Total General Education Credits</b>	<b>39</b>
<b>Nursing Concentration</b>	<b>36</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, lab, simulation and clinical) will result in a recorded grade of “D” or “F”, and the student will be required to repeat the course if eligible.

#### 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
Enrollment Fee	\$95.00	Enrollment Fee
Assessment Fees (per attempt)	\$145.00	Core Assessment Exam Fee- TEAS/ NACE
Proctor Fee	\$15.00	Proctor Fee
Credit through standardized examination (Test Out) cost per exam	\$250.00	Test Out Fee

Drug Screening (per test)	\$50.00	Approved Vendor
Graduation Fee	\$300.00	Graduation Fee
International Translation and Evaluation Fee (ranges up to \$650)*	\$650.00	International Translation and Evaluation Fee
Scrubs - School Specific (i.e. school logo, 2 sets)	\$120.00	2 Sets of Uniforms
Nursing Books and Learning Resources	\$1,200.00	Nursing Books and Learning Resources
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 (\$120 Per Semester)	\$360.00	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 Hour	\$280.00	Tuition Cost per Credit

\*As needed/if required/optional/included in learning resources

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

## Program Descriptions

36 Months (Full Time) - 54 Months (Part Time) | 120 Credit hours

The prelicensure BSN program is designed to prepare graduates to become licensed Registered Nurses who deliver comprehensive, patient-centered care across diverse healthcare settings. Emphasizing a strong foundation in liberal education and clinical practice, this program integrates theoretical knowledge with evidence-based approaches and hands-on experience.

Students will develop critical skills in communication, advocacy, and leadership, enabling them to address complex health challenges and promote health equity. Through this holistic approach, graduates will be well-equipped to excel in their roles as caregivers, educators, and community advocates, ultimately enhancing the health and well-being of the populations they serve.

## End of Program Student Learning Outcomes

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

- **Patient-Centered Care:** Provide patient-centered, holistic care that honors individual values, cultural backgrounds, and unique healthcare needs. Utilize clinical judgment and innovative approaches to deliver care that is responsive to the needs of diverse individuals across healthcare settings.
- **Interprofessional Collaboration:** Communicate effectively with interprofessional care team members, patients, and families to foster mutual respect and shared decision-making, promoting quality outcomes.
- **Evidence-Based Care:** Integrate the best available research, clinical expertise, and the patient's values to promote optimal care.
- **Quality Improvement and Safety:** Participate in quality improvement processes and safety initiatives, utilizing data to assess and enhance the quality of nursing care and patient outcomes.
- **Technology Integration:** Effectively utilize information technology to enhance patient care, improve communication, and support data-driven decision-making.
- **Professionalism and Growth:** Exemplify professionalism through ethical decision-making, accountability, and respectful interactions. Engage in continuous personal and professional development, building leadership skills to positively influence nursing practice and contribute to quality, inclusive patient care.
- **Population Health:** Participate in health promotion, disease prevention, and management initiatives that address the diverse health needs of populations across all healthcare settings. Advocate for equitable access to healthcare services, focusing on wellness and the unique challenges faced by vulnerable and underserved communities.

## 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.

<b>Professional Nursing – Bachelor of Science in Nursing (BSN)</b>						
<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>*Clinical Hours</b>	<b>Total Hours</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 1 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
ENG201	English Composition II	3	45	0	0	45
HGD120	Human Growth and Development	3	45	0	0	45
<b>TERM 2 TOTAL</b>		<b>13</b>	<b>180</b>	<b>30</b>	<b>0</b>	<b>210</b>
ENG202	Approaches to Literature	3	45	0	0	45
CHM125	Chemistry	4	45	30	0	75
MCB120	Microbiology with Lab	4	45	30	0	75
SPH105	Public Speaking	3	45	0	0	45
<b>TERM 3 TOTAL</b>		<b>14</b>	<b>180</b>	<b>60</b>	<b>0</b>	<b>240</b>
SOC102	Sociology	3	45	0	0	45
NU112	Nutrition	3	45	0	0	45
STA117	Statistics	3	45	0	0	45
HUM102	Introduction to Humanities	3	45	0	0	45
<b>TERM 4 TOTAL</b>		<b>12</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>225</b>
Term 5 Session 1 (8 weeks) Nursing Coursework Begins						

Professional Nursing – Bachelor of Science in Nursing (BSN)						
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours
NUR310	Health Assessment	3	45	0	0	45
NUR315	Nursing Theory	3	45	0	0	45
Term 5 Session 2 (8 weeks)						
NUR320	Evidence based Practice and Research	3	45	0	0	45
NUR325	Health Care Informatics	3	45	0	0	45
NUR440	Quality and Safety in Healthcare	3	45	0	0	45
<b>TERM 5 TOTAL</b>		<b>15</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>225</b>
Term 6 Session 1						
NUR340	Pathophysiology	3	45	0	0	45
NUR360	Pharmacology for Nurses	4	60	0	0	60
Term 6 Session 2						
NUR350	Fundamentals of Nursing Care	8	45	60	135	240
<b>TERM 6 TOTAL</b>		<b>15</b>	<b>150</b>	<b>60</b>	<b>135</b>	<b>345</b>
Term 7 Session 1						
NUR370	Medical Surgical Nursing I	8	75	0	135	210
NUR380	Mental Health Nursing	4	45	0	45	90
Term 7 Session 2						
NUR420	Women and Children Nursing	4	45	0	45	90
NUR430	Community and Public Health Nursing	3	30	0	*45	75
<b>TERM 7 TOTAL</b>		<b>19</b>	<b>195</b>	<b>0</b>	<b>*270</b>	<b>465</b>
Term 8 Session 1						
NUR460	Gerontology Nursing	3	45	0	0	45
NUR410	Medical Surgical Nursing II	8	75	0	135	210

Professional Nursing – Bachelor of Science in Nursing (BSN)						
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours
Term 8 Session 2						
NUR465	Nursing Leadership	3	45	0	0	45
NUR470	Nursing Capstone	5	45	0	90	135
	<b>TERM 8 TOTAL</b>	<b>19</b>	<b>210</b>	<b>0</b>	<b>225</b>	<b>435</b>
	<b>General Education Total</b>	52	720	120	0	840
	<b>Nursing Core Total</b>	68	780	60	630	1470
	<b>Program Total</b>	120	1500	180	630	2310

### 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 include 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 courses 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)

<b>GENERAL EDUCATION COURSES</b>	
<b>General Education Requirements</b>	<b>Semester Credits</b>
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 planning to enroll in the BSN program must achieve the minimum scores on the Nursing Core Qualifying Exam (NCQE) no later than 3 weeks prior to starting nursing concentration courses.

#### Assessment Requirements:

<b>Nursing Core Qualifying Exam (NCQE)</b>	<b>Minimum Composite Score</b>
<b>Overall Assessment Score (Total)</b>	<b>65/100</b>
<b>Individual Subject Area Scores</b>	<b>65/100</b>

*\*Students have two opportunities to achieve the required scores within 6 months before program acceptance. Students who do not achieve the minimum passing scores in both the overall composite and all subject areas after two attempts will not be eligible to start the nursing program. All historical qualifying exam attempt results must be provided regardless of timeframe or testing site.*

### **Options for Students Who Do Not Meet Requirements:**

- Consider other programs offered by the College
- Withdraw from the College
- Withdraw from the College and reapply to the nursing program after waiting more than 12 months from the date of the second attempt. New qualifying exam scores that meet the minimum requirements must be submitted with the reapplication. Only 1 additional attempt will be reviewed.

### **Important Notes:**

Failure to complete the assessment by the established deadline will result in administrative withdrawal from the nursing program. The College reserves the right to change the vendor/assessment used for the NCQE at any time without notice. Minimum passing scores are subject to change based on evidence-based findings, best practices, and program outcomes.

Additional prerequisites may apply. Please review individual course descriptions for specific 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 clinical) will result in a recorded grade of “D” or “F”, and the student will be required to repeat the course if eligible.

LPN to RN bridge, ASN, and prelicensure BSN students must achieve a minimum of 75% on the combined average of all course exams to pass the course. Additionally, they must maintain a minimum overall course grade of 75%, inclusive of all other assignments. For students who do not meet the required 75% exam average, the final grade for the course will reflect their exam average only.

### **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
Enrollment Fee	\$95.00	Enrollment Fee
Assessment Fees (per attempt)	\$145.00	Core Assessment Exam Fee- TEAS/ NACE
Background Check Level II FDLE LiveScan	\$95.00	Alpha Omega (paid directly by student)
Clinical Rotation Compliance Tracker	\$157.00	Castle Branch-Medical Document Manager
COVID-19 Testing	\$250.00	Approved Vendor
Drug Screening (per test)	\$110.00	Approved Vendor
Florida Board of Nursing Licensure- RN Application	\$110.00	Florida Board of Nursing Licensure- RN Application

Pearson Vue NCLEX-RN Application	\$200.00	Pearson Vue NCLEX-RN Application
Graduation Fee	\$300.00	Graduation Fee
International Translation and Evaluation Fee (ranges up to \$650)*	\$650.00	International Translation and Evaluation Fee
Lab Fees- \$150 per semester	\$900.00	Clinical/ Lab Fees per semester
Medical Requirements	\$500.00	Medical, Titers, Vaccines, PPD/Chest X-Ray
Nursing Supply and Skills Kit	\$200.00	To include Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
Proctor Fee	\$60.00	Proctor Fee
Program Exit Retake Fee*	\$250.00	To Retake Program Exit Exam
Scrubs - School Specific (i.e. school logo, 2 sets)	\$120.00	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 Hour	\$550.00	Tuition Cost per Credit Hour

\*As needed/if required/optional/included in learning resources

# Pharmacy Technician

## Program Objectives

Upon successful completion of this program, graduates are awarded an Applied Technology Diploma and will be eligible to apply for the Pharmacy Technician Certification Board Examination (CPhT). Graduates are prepared for entry level employment in hospitals, long-term care facilities, drug stores, drug manufacturers, wholesale drug houses and health maintenance organizations. Program graduates will be eligible to register with the Florida Board of Pharmacy to work as a Pharmacy Technician.

## Program Description

The program consists of 1050 clock hours of education, including classroom, laboratory and clinical experiences. The Pharmacy Technician Diploma program is designed to train students in developing and mastering basic technical skills, theoretical concepts and clerical functions in the operation of a pharmacy. Graduates of this program will work under the supervision of a licensed pharmacist while compounding (measure/weigh/mix) medicinal drugs, preparing and labeling medicines; filling bottles and vials with the correct quantity of medicine; issuing medicines to the customers; maintaining inventory; keeping patient's medication profiles on specified records, forms or computerized systems; collecting, organizing and evaluating information for direct patient care, medication review, and department management. All courses must be completed with a minimum "C" (2.5 out of 4.0) or higher grade.

## Learning Outcomes

Upon successful completion of the Pharmacy Technician program at Care Hope College, graduates will demonstrate professional competency in pharmacy-related skills and knowledge applicable in healthcare settings, including the ability to:

- Identify various types of medications, their uses, dosages, and potential side effects.
- Accurately prepare medications for patients, including counting pills, labeling prescriptions, and packaging medications safely.
- Maintain accurate records related to medication inventory, including tracking stock levels and ordering supplies.
- Understand and use medical terminology related to medications and their interactions.
- Demonstrate effective interpersonal skills by assisting patients, answering medication-related questions, and resolving issues professionally and compassionately.
- Understand insurance plans, process claims accurately, and resolve billing issues. Communicate effectively with patients, pharmacists, and other healthcare professionals.
- Manage multiple tasks efficiently, prioritize responsibilities, and maintain an organized work environment.
- Identify and resolve issues related to medication dispensing, inventory management, or insurance claims.

- Demonstrate proficiency in pharmacy software systems used for dispensing medications, billing, and insurance processing.
- Collaborate effectively with pharmacy staff and other healthcare professionals.
- Exemplify Christian values in both academic and professional settings, demonstrating integrity, compassion, and ethical behavior.

#### Estimated Length of Study

3 quarters of 12 weeks each, 40 weeks including Quarter breaks

#### Credential Issued

Diploma

#### Programmatic Accreditation

The Pharmacy Technician program is **not** programmatically accredited.

#### Delivery Mode

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

#### Pharmacy Technician Program

Course Number	Course Title	Quarter Credit Hours	Theory Clock Hours	Lab/ Clinical Hours	Clock/ Contact Hours
<b>Quarter 1</b>					
*CHM 125	Chemistry	4	20	40	60
*CPS 106	Computer Literacy	4	20	40	60
PTN 105	Introduction into Pharmacy Technology	4	20	40	60
HCS 101	Medical Terminology	4	20	40	60
	<b>Quarter Total</b>	<b>16</b>	<b>80</b>	<b>160</b>	<b>240</b>
<b>Quarter 2</b>					

AP 118	Human Anatomy and Physiology I	4	30	20	50
*MAT 105	College Algebra	4	40		40
PTN 107	Pharmacology I	4	20	40	60
PTN 103	Pharmaceutics and Dosage Calculations	4	20	40	60
	<b>Quarter Total</b>	<b>16</b>	<b>110</b>	<b>100</b>	<b>210</b>
<b>Quarter 3</b>					
PTN 117	Pharmacology II	4	20	40	60
PTN 135	Concepts in Pharmacy Technology	4	20	40	60
PTN 135L	Concepts in Pharmacy Technology Lab	4	20	40	60
PTN 145	Basic Home Infusion Pharmacy	4	20	40	60
	<b>Quarter Total</b>	<b>16</b>	<b>80</b>	<b>160</b>	<b>240</b>
<b>Quarter 4</b>					
PTN 150	Pharmacy Technician Applications	4	20	40	60
PTN 140	Pharmacy Operations	4	20	40	60
PTN 155	Pharmacy Technician Practicum I	8		240	240
	<b>Quarter Total</b>	<b>16</b>	<b>40</b>	<b>320</b>	<b>360</b>
	<b>Program Total</b>	<b>64</b>	<b>310</b>	<b>740</b>	<b>1050</b>
	<b>Total Clock Hours</b>				<b>1050</b>
<i>*Asterisk indicated general education course</i>					

## Admission Requirements

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

- Complete a program application
- Be eligible to meet all externship requirements

## 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
Enrollment Fee	\$ 95.00	Enrollment 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
Graduation Fee	\$ 150.00	Graduation Fee
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

# Pharmacy Management

## Program Objective

Upon successful completion of the Pharmacy Management program at Care Hope College, graduates are awarded an Associate in Science degree and will be eligible to apply for the Pharmacy Technician Certification Board Examination (CPhT). Graduates are prepared for employment in hospitals, long-term care facilities, drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Program graduates will be eligible to register with the Florida Board of Pharmacy to work in Pharmacy Management.

## Program Description

The Associate in Science (A.S.) degree in Pharmacy Management expands on the curriculum of the Pharmacy Technician Applied Technology Diploma to prepare students for careers as Pharmacy Technician Specialists. The program consists of 104 quarter hours of coursework of classroom, laboratory and clinical experiences. Students can enroll directly into the O.A.S. degree program or transition from the Pharmacy Technician Diploma program. Graduates are prepared for entry level employment in hospitals, long term care facilities, drug stores, drug manufacturers, wholesale drug houses and health maintenance organizations. All courses must be completed with a minimum "C" (2.5 out of 4.0) or higher grade.

## Estimated Length of Study:

6 quarters of 12 weeks each, 75 weeks including Quarter breaks

## Credential Issued

Associate in Science

## Programmatic Accreditation

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

## Delivery Mode

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

## Pharmacy Management, A.S. Degree

Course Number	Course Title	Quarter Hours	Contact Hours
<b>Quarter 1</b>			
AP 118	Human Anatomy and Physiology I	4	40
*CPS 106	Computer Literacy	4	40
*ENG 101	English Composition	4	40
*MAT 105	College Algebra	4	40
PTN 103	Pharmaceutics and Dosage Calculation	4	40
	<b>Quarter Total</b>	<b>20</b>	<b>200</b>
<b>Quarter 2</b>			
AP 202	Human Anatomy and Physiology II	4	40
BUS 105	Principles of Management	4	40
HCS 101	Medical Terminology	4	40
*MCB 120	Microbiology	4	40
PTN 105	Introduction into Pharmacy Technology	4	40
	<b>Quarter Total</b>	<b>20</b>	<b>200</b>
<b>Quarter 3</b>			
*CHM 125	Chemistry	4	40
*PSY 112	General Psychology	4	40
PTN 107	Pharmacology I	4	40
PTN 114	Introduction to Pharmacotherapeutics	4	40
	<b>Quarter Total</b>	<b>16</b>	<b>160</b>
<b>Quarter 4</b>			
PTN 117	Pharmacology II	4	40
PTN 135	Concepts in Pharmacy Technology	4	40
PTN 135L	Concepts in Pharmacy Technology Lab	3	60
PTN 145	Basic Home Infusion Pharmacy	4	40
	<b>Quarter Total</b>	<b>15</b>	<b>180</b>

<b>Quarter 5</b>			
NU 112	Nutrition	4	40
PTN 127	Pharmacology III	6	60
PTN 140	Pharmacy Operations	4	40
PTN 155	Pharmacy Technician Practicum I	6	60
	<b>Quarter Total</b>	<b>20</b>	<b>200</b>
<b>Quarter 6</b>			
PTN 150	Pharmacy Technician Applications	4	40
PTN 240	Pharmacy Technician Practicum II	6	60
PTN 245	Advanced Home Infusion Pharmacy	3	30
	<b>Quarter Total</b>	<b>13</b>	<b>130</b>
	<b>Program Total</b>	<b>104</b>	<b>1070</b>
*Asterisk indicated general education course			

### Admission Requirements

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

- Complete a program application
- Be eligible to meet all externship requirements

### 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

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
Enrollment Fee	\$ 95.00	Enrollment 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
Graduation Fee	\$ 150.00	Graduation Fee
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

# Healthcare Management Associate Degree

## Program Description:

24 Months – 92 Credit Hours

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.

## Program Objective:

The Associate 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

## Credential Issued

Associate 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

Course Number	Course Title	Credit Hours	Clock Hours
ACT 301	Accounting I	4	40
BSC 100	Biology*	4	40
BUS 102	Intro to Management and Human Relations	4	40
ENG 101	English Composition I *	4	40
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
HSA 250	Coding and Classifications Systems II	4	40
HSA 260	Healthcare Principles and Practices	4	40
HSA 270	Health and Disease	4	40
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
HSA 360	Principles of Epidemiology	4	40
HSA 390	Healthcare Reimbursement	4	40
MAN 301	Principles of Management	4	40
MAN 350	Human Resources Management	4	40
MAN 401	Organizational Behavior	4	40
MAT 105	College Algebra I*	4	40
NUR 107	Critical Thinking	4	40
PSY 112	Psychology*	4	40
SOC 102	Sociology*	4	40
SPH 105	Public Speaking*	4	40
	<b>Total Hours</b>	<b>92</b>	<b>920</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:

- Complete a program application
- Be eligible to meet all externship requirements

### 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
- 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
Enrollment Fee	\$ 95.00	Enrollment 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
Graduation Fee	\$ 150.00	Graduation Fee
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

# 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	0
ENG 101	English Composition I	4	40	0	0
MAT 105	College Algebra I	4	40	0	0
CHM 125	Chemistry	4	30	20	0
<b>TERM 1</b>		<b>16</b>	<b>140</b>	<b>40</b>	<b>0</b>
BSC 100	Biology	4	30	20	0
BUS 102	Intro to Management and Human Relations	4	40	0	0
AP 202	Human Anatomy & Physiology II	4	30	20	0
SOC 102	Sociology	4	40	0	0
<b>TERM 2</b>		<b>16</b>	<b>140</b>	<b>40</b>	<b>0</b>
MAT 205	College Algebra II	4	40	0	0
PSY 112	Psychology	4	40	0	0
ENG 201	English Composition II	4	40	0	0
SPH 105	Public Speaking	4	40	0	0
<b>TERM 3</b>		<b>16</b>	<b>160</b>	<b>0</b>	<b>0</b>
ACT 301	Accounting I	4	40	0	0
LIT 311	English Literature	4	40	0	0
STA 117	Statistics	4	40	0	0
NUR 107	Critical Thinking	4	40	0	0
<b>TERM 4</b>		<b>16</b>	<b>160</b>	<b>0</b>	<b>0</b>
HSA 200	Basics of Healthcare Performance Improvement	4	40	0	0
HSA 220	Healthcare Data Management	4	40	0	0
HSA 240	Coding and Classification Systems I	4	40	0	0
<b>TERM 5</b>		<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 250	Coding and Classifications Systems II	4	40	0	0
HSA 260	Healthcare Principles and Practices	4	40	0	0
HSA 270	Health and Disease	4	40	0	0
<b>TERM 6</b>		<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 280	History of Healthcare Worldwide	4	40	0	0

HSA 290	Quality and Risk Management in Healthcare	4	40	0	0
HSA 300	Managed Care and Health Insurance	4	40	0	0
	<b>TERM 7</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
MAN 301	Principles of Management	4	40	0	0
HSA 310	Facilities Management in the Healthcare Environment	4	40	0	0
NUR 325	Healthcare Informatics	4	40	0	0
	<b>TERM 8</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
MAN 350	Human Resources Management	4	40	0	0
HSA 350	Healthcare Data Management II	4	40	0	0
HSA 360	Principles of Epidemiology	4	40	0	0
	<b>TERM 9</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 370	Pathophysiology	4	40	0	0
HSA 380	Healthcare Delivery Systems	4	40	0	0
HSA 390	Healthcare Reimbursement	4	40	0	0
	<b>TERM 10</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 401	Communication and Cultural Diversity in Healthcare	4	40	0	0
MAN 401	Organizational Behavior	4	40	0	0
HSA 405	Issues In Health Disparities	4	40	0	0
	<b>TERM 11</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 410	Behaviors and Cultural Issues in Healthcare	4	40	0	0
HSA 420	Healthcare Quality Management	4	40	0	0
HSA 430	Pharmacology	4	40	0	0
	<b>TERM 12</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>
HSA 440	Applied Healthcare Ethics	4	40	0	0
HSA 450	Project Management	4	40	0	0
HSA 470	Economics of Healthcare	4	40	0	0
	<b>TERM 13</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</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
- 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
Enrollment Fee	\$95.00	Enrollment Fee
Assessment Fees (per attempt)	\$145.00	Core Assessment Exam Fee- TEAS/ NACE
Background Check Level II FDLE LiveScan	\$95.00	Alpha Omega (paid directly by student)
Proctor Fee	\$40.00	Proctor Fee
Credit through standardized examination (Test Out) cost per exam*	\$100.00	Test Out Fee
Drug Screening (per test)	\$50.00	Approved Vendor
Graduation Fee	\$300.00	Graduation Fee
International Translation and Evaluation Fee (ranges up to \$650)*	\$650.00	International Translation and Evaluation Fee
Scrubs - School Specific (i.e. school logo, 2 sets)	\$120.00	2 Sets of Uniforms
Course Books and Learning Resources*	\$2,100.00	Program Books and Learning Resources*
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 Hour	\$250.00	Tuition Cost per Credit Hour

\*As needed/if required/optional/included in learning resources.

## 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 built 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 of 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 HoursNUR320**

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.*

## **CMA200 - Medical Office Procedures and Computerized Practice**

### **45 Hours (45 Lecture/Lab)**

This course is designed to prepare students for the different aspects of the medical office environment. Students will learn the infrastructure and workflow of the medical office, from appointment setting to administrative skills that include basic coding, insurance verification and insurance authorization process. Students will understand customer service concepts and develop the cognitive and affective mindset needed for executing policies and procedures of the medical office. Students begin to apply office technology in the classroom. Upon completion of this course, students will learn to use computer applications to generate letters, mailings, file management, spreadsheets, reports, bookkeeping, presentations, e-mail and use the Internet.

**CMA210 - Fundamentals of Clinical Medical Assisting Theory & Lab I**  
**75 Hours (75 Lecture/Lab)**

The role and function of the clinical medical assistant is reviewed. Topics include understanding infection control, knowledge of instrumentation used during exams, demonstration of skills in taking vital signs, preparing patients for office surgery and diagnostic testing. The student will learn fundamental concepts for different departments of internal medicine to assist in the following departments: GYN, Cardiology, Mental Health, Pediatrics, Pulmonary, Orthopedics, Podiatry, Minor Surgical Procedures, Urology, and Dermatology. Also, recognize and respond to life threatening emergencies in the ambulatory care setting. The student will learn to describe signs and symptoms and their relation to human diseases.

**CMA301 - Medical Billing & Coding Procedures**  
**60 Hours (60 Lecture/Lab)**

This course is designed to teach students the coding rules for the CPT, ICD-10-CM and Level II (HCPCS) coding systems and then apply the rules to code patient services. In addition, a variety of payment systems are presented. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. The course also covers the use of International Classification of Disease, Clinical Modification (ICD-10-CM) and Current Procedural Terminology (CPT) codes in medical billing and insurance claims. Reimbursement policies and procedures for medical billing, coding of the medical office and electronic medical health record.

**CMA500 - Clinical Medical Assisting Internship Clinical Rotation**  
**260 Hours (260 Clinical)**

This course is designed to provide the student with an opportunity for in-depth application and reinforcement of principles and techniques that have been taught throughout the program. This clinical rotation will allow students to apply learned skills such as: EKG, Phlebotomy, office and clinical procedures, specimen collection and all previously learned skill in the medical field. Topics include: Application of classroom knowledge and skills, functioning in the work environment, listening, and following directions. Prior to internship the student will receive 10 hours of employability skills, resume building, personal growth skills and communication skills to better prepare them for the workforce.

**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 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 at 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 Healthcare 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 Credit Hours**

This course introduces the foundational concepts and practices involved in the management of healthcare data. Students will learn about the types of healthcare data, including clinical, financial, and administrative data, and explore how data is collected, stored, analyzed, and shared across healthcare systems. The course emphasizes the importance of data quality, security, and privacy, particularly in compliance with regulations such as HIPAA. Topics include data governance, electronic health records (EHR), interoperability standards, data analytics, and decision support systems. Through case studies and hands-on projects, students will gain practical experience in managing healthcare data to improve patient outcomes and operational efficiency.

**Prerequisite:** None

### **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 the 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 decisions.

### **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.

### **MED201 – Principles of Pharmacology & Assisting with Medication Administration**

#### **75 Hours**

This course is designed to enable the beginner medical professional to understand the foundation and principles of entry level basic pharmacology. The student will be provided with a practical yet comprehensive approach to the skill of classifying, performing mathematic equations and comprehension of math applications of pharmacology medication conversions. The student will learn to calculate the correct dose of the drug using standard formulas. In addition, student will demonstrate knowledge of Federal and State Healthcare Legislation and regulations of pharmacology principles. They will learn to prepare and administer oral and parenteral medications under the role of the medical assistant, drug and medication classifications and therapeutic effects and medical abbreviation and prescription interpretation

### **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 quality and safety competencies incorporating patient centered care, teamwork and collaboration, evidenced based practice, safety, quality improvement and informatics; the nursing process; and client 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.

## **NUR 102 - Basic Nursing & Home Healthcare**

### **30 Hours (30 Lecture)**

This course must be taken prior to entering the nursing program. This course is designed as a transitional course for the licensed LPN or Paramedic student who is becoming a professional nurse. This course encompasses the area of role definition; providing/managing care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness, HIV/AIDS training will occur during this course.

## **NUR102L - Basic Nursing & Home Healthcare Lab Procedures**

### **30 Hours (30 Lecture)**

This course provides the foundation upon which all subsequent to nursing courses are taught. Covered are the concepts and principles related to, and the components of, the roles of the professional nurse (provider of care, manager of care and member of the nursing profession), competent evidence- based nursing practice, therapeutic communication, nursing values, health promotion and maintenance, and the nursing process, within the various healthcare delivery systems of acute, long-term and community environments. Strategies for success in the nursing program are presented.

## **NUR105 Pharmacology for Nursing**

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

This course introduces students to the foundational principles of pharmacology, focusing on the safe and effective administration of medications across the lifespan. Emphasis is placed on nursing responsibilities in drug administration, including understanding indications, mechanisms of action, effects, contraindications, and interactions of selected medications. The course prepares students to integrate pharmacological knowledge into clinical practice, ensuring the delivery of safe, patient-centered care. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120

## **NUR 107 Critical Thinking**

### **4 Quarter Hours**

This course concentrates on the ability to recognize the concerns of residents and employ critical thinking skills to resolve conflicts. Students will learn to conduct technical research to gather information necessary for decision making. **Prerequisites:** None.

## **NUR110 Introduction to Nursing Care of the Early, Middle, and Older Adults**

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

This course emphasizes the application of clinical judgment and integrated care processes to provide safe and effective nursing care for adults, with a special focus on older adults. Students will explore health promotion, maintenance, psychosocial and physiological integrity, and risk reduction strategies when caring for patients from diverse ethnic, cultural, and geographic backgrounds. The course focuses on utilizing the nursing process to address medical-surgical conditions in adult patients. Clinical opportunities will allow students to plan, implement, and evaluate interventions, with a key objective of preparing patients for discharge and continued care post-hospitalization. **\*\*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.

## **NUR 121 Dosage Calculation**

### **1 Credit (1 Lecture)**

This course introduces students to the principles and techniques required to calculate safe medication dosages, a critical competency for the professional nurse. Emphasis is placed on ensuring accuracy and safety in medication administration across diverse clinical scenarios, using real-world examples and evidence-based practices. Topics covered include mathematical foundations, unit conversions, dosage calculations for oral and injectable medications, intravenous (IV) therapy, and pediatric dosage considerations. **Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120

## **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 Advanced Nursing Care of the Early, Middle, and Older Adults**

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

This course builds on the foundations of NUR 110, focusing on advanced application of the nursing process and clinical judgment in the care of adult patients experiencing complex medical-surgical conditions. Students will utilize clinical reasoning to make informed care planning decisions for hospitalized adults. Emphasis is placed on integrating safe and effective care, health promotion, psychosocial and physiological integrity, and risk reduction strategies. Students will develop skills in providing culturally competent care to patients from diverse ethnic, cultural, and geographic backgrounds. **\*\*Prerequisites:** ENG101, MAT105, PSY112, AP118, PHI260, AP202, MCB120, HGB120, NUR100, NUR105, NUR110, NUR115

### **NUR235 Nursing Care of Women and Children**

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

This course introduces students to the specialized care of women across the lifespan, along with the care of newborns and pediatric clients in diverse healthcare settings. Emphasis is placed on comprehensive nursing care for women at all stages of life, including reproductive health, pregnancy, and menopause. Additionally, the course focuses on the care of newborns and pediatric patients, addressing both acute and long-term health needs. Students will apply integrated nursing processes, including safe and effective care, health promotion, psychosocial and physiological integrity, and risk reduction principles, to support the health and well-being of patients and their families. **\*\*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 examines the theoretical foundations that guide nursing practice across healthcare settings. Students will explore major nursing theories, conceptual frameworks, and models while developing skills in critical analysis and application of theoretical knowledge. The course emphasizes how nursing theory informs evidence-based practice, shapes professional identity, and enhances interprofessional collaboration. Students will analyze historical and contemporary nursing theories, apply theoretical concepts to clinical scenarios, and develop a personal nursing philosophy that integrates theoretical perspectives with professional values. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR320 Evidence-Based Practice and Research**

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

This course addresses the role of professional nurses to plan, measure, and evaluate outcomes in clinical practice. Models of evidence based practice will be presented to effectively resolve patient problems. The ethical aspects of evidence based care will be discussed. This course covers research development based on approaches to problem solving and evidenced best practices in the nursing process. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR325 Healthcare Informatics**

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

This course explores the integration of nursing practice with information and communication technologies. Students examine healthcare information systems, electronic health records, and digital tools that support clinical decision-making and improve patient care. Emphasis is placed on informatics principles that enhance evidence-based nursing practice.. **Prerequisites:** PHI260,

AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR340 Pathophysiology**

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

This course focuses on the physiological mechanisms underlying disease and their clinical implications across the lifespan. Emphasizing the application of pathophysiological concepts in nursing practice, students will explore disease progression, systemic responses, and the role of nutrition in health and illness. Clinical correlations will enhance understanding of assessment and intervention strategies.. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR350 Fundamentals of Nursing Care**

#### **8 Credits (3 Lecture, 2 Lab, 3 Clinical)**

This foundational course introduces professional nursing concepts and safe care delivery. Students develop clinical judgment through application of the nursing process, with emphasis on client rights, legal and ethical principles, and basic nursing skills. Course content includes teaching-learning strategies, infection control, and safety practices across healthcare settings. Students apply theoretical concepts and fundamental skills while caring for clients in supervised clinical experiences **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102.

### **NUR360 Pharmacology for Nurses**

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

This course introduces the principles of clinical pharmacology and medication administration in nursing practice. Students learn drug classifications, mechanisms of action, therapeutic effects, adverse reactions, and nursing implications across the lifespan. Content includes pharmacokinetics, drug interactions, dosage calculations, and safe medication administration practices. The course emphasizes evidence-based nursing interventions, patient education, and medication safety, with special consideration for geriatric populations. Legal and regulatory aspects of medication management in various healthcare settings are also addressed. **\*\*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 focuses on comprehensive nursing care of clients managing chronic health conditions across the lifespan. Students develop competencies in assessment, care planning, and implementation of evidence-based interventions. Content emphasizes disease management, self-care strategies, health promotion, family support, and adaptation to lifestyle changes.

Clinical experiences enable students to provide holistic care to clients with chronic conditions in various healthcare settings. **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 mental health nursing concepts and therapeutic interventions across the lifespan. Students develop therapeutic communication skills and learn evidence-based approaches to mental health care. Content includes assessment, intervention, and evaluation of clients experiencing mental health challenges. Clinical experiences provide opportunities to apply psychiatric nursing principles and develop therapeutic relationships in behavioral health settings. **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 focuses on nursing management of clients experiencing acute illness, decompensation, and critical health conditions across the lifespan. Students analyze complex clinical situations and develop advanced competencies in assessment, intervention, and evaluation of critically ill clients. Content emphasizes rapid clinical decision-making, advanced nursing skills, and coordination of care in high-acuity settings. Students provide comprehensive care to clients and families. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR370.

### **NUR420 Nursing Care of Women and Children**

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

This course focuses on nursing care of women during childbearing, newborns, and children through adolescence. Students learn evidence-based nursing interventions specific to maternal-child health, pediatric development, and family-centered care. Content includes normal pregnancy and birth, common complications, pediatric health promotion, childhood illnesses, and family teaching. **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 introduces principles of community and public health nursing across the lifespan. Students learn population-focused assessment, health promotion, and disease prevention strategies. Content includes community resources, vulnerable populations, epidemiology, and social determinants of health. Through 45 hours of volunteer service in community settings, students apply public health concepts while working with diverse populations and community

agencies. **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 explores principles of quality improvement and safety in healthcare delivery. Students analyze systems-based approaches to error prevention, risk management, and care improvement. Content includes evidence-based practice, quality metrics, safety initiatives, and outcome evaluation across healthcare settings. Students learn to apply quality improvement methods and safety strategies to enhance patient care and healthcare delivery. **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 examines the principles of gerontological nursing with emphasis on safe, high-quality care for older adults. Students analyze health promotion, disease prevention, pharmacology, nutrition, teaching, and legal issues affecting aging populations. Emphasis is placed on applying evidence-based concepts to medical, surgical, and mental health conditions common in older adults. **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 develops nursing leadership and management skills for professional practice. Students examine principles of effective leadership, organizational dynamics, and interprofessional collaboration. Content includes change management, conflict resolution, quality improvement, and risk management in healthcare settings. Students analyze leadership styles, resource management, and strategies to promote safe, high-quality care delivery through collaborative practice. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430.

### **NUR 468 Holistic Care of Diverse and Vulnerable Populations**

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

This course emphasizes the delivery of holistic nursing care to diverse and vulnerable populations, addressing the unique physical, emotional, spiritual, and social needs of individuals

and communities. Students will explore the principles of culturally competent care and learn to address health disparities and social determinants of health that impact marginalized and underserved groups. The course also integrates alternative and complementary therapies, promoting health, preventing illness, and managing chronic conditions. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR320, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430.

### **NUR470 Nursing Capstone**

#### **5 Credits (3 Lecture, 2 Clinical)**

This culminating course prepares students for transition to professional nursing practice. Students integrate comprehensive nursing knowledge, clinical judgment, and professional identity while managing care for diverse clients across healthcare settings. Through guided clinical experiences, students demonstrate leadership, care coordination, and delegation skills while advocating for quality patient outcomes. Content emphasizes personal and professional development, resilience strategies, career planning, and lifelong learning commitment. Students engage in self-reflection and portfolio development to showcase their achievement of program outcomes and readiness for professional practice. **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.

### **NUR475 RN to BSN Capstone**

#### **6 Credits**

This culminating course builds on students' professional nursing experience to enhance their role as a BSN-prepared nurse. Students integrate baccalaureate-level nursing concepts to expand their professional identity and leadership capabilities. Through completion of a capstone project, students demonstrate advanced competencies in evidence-based practice, leadership, care coordination, and population health. Content emphasizes career advancement, professional development, and the unique contributions of BSN preparation to nursing practice. Students develop a professional portfolio that reflects their growth and scholarly achievement in the BSN role. **Prerequisites:** PHI260, AP202, ENG201, HGD120, PHI260, AP202, MCB120, SPH105, SOC102, NU112, STA117, HUM102, NUR310, NUR315, NUR320, NUR325, NUR340, NUR350, NUR360, NUR370, NUR380, NUR410, NUR420, NUR430, NUR440, NUR450, NUR465.

### **PBY205- Phlebotomy Skills theory & Lab I & II**

#### **900 Clock Hours**

In Phlebotomy & Laboratory Science II students will complete phlebotomy training on (drawing

blood) to prepare for certification. They will gain additional knowledge and skills focused in the areas of biotechnology and microbiology. Students can apply this learning to support scientific research and product development relevant to a variety of industries – pharmaceuticals, medical, cosmetics, environmental and food/agricultural. This course significantly increases career pathways due to the applicability of learning multiple scientific fields. Students can go directly to employment in several fast-growing, in-demand careers as a phlebotomist, laboratory assistant, lab service employee or chemical technician and are well prepared to go to college for additional training. **Prerequisite:** None

### **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.

### **PTN103 Pharmaceuticals and Dosage Calculation**

#### **4 Quarter Hours**

In this course students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages; demonstrate ability to use common pharmaceutical volume measurement equipment, measurement of time, temperature, capacity and mass/weight and calculation of ratios, proportion and percentage.

### **PTN105 Introduction into Pharmacy Technology**

#### **4 Quarter Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical

development of pharmacy and the healthcare delivery system. It will introduce the student to the organizational structure and function of the pharmacy in various areas such as retail, hospital, nursing home and home health care. Discussion of medical legal concepts as they relate to the practice of the pharmacy technician will be reviewed. Students will learn how to respond to emergency situations including the use of a automated external defibrillator, how to respond to a foreign body airway obstruction along with confirmation that each student is certified in CPR. *This course has 20 hours of laboratory experience.*

### **PTN107 Pharmacology I**

#### **4 Quarter Hours**

This course will include a study of the introduction to pharmacology, biological factors affecting the action of drugs and the various medications prescribed for treatment of selected illnesses and diseases. Emphasis will be on sources, classifications, strengths, indications, dosages, side effects and precautions of medications. The course is designed to include a study of vitamins, minerals, anti-infective drugs, alternative medicines, nervous system and pain and inflammatory agents. During the course focus will be placed on medication effects on the nervous system, skeletal muscle relaxants, local anesthetics, antiepileptics, antiparkinson, narcotics analgesics and anti-inflammatory drugs. This course will discuss special considerations for therapeutic agents administered throughout the lifespan. *This course has 20 hours of laboratory experience.*

### **PTN114 Introduction to Pharmacotherapeutics**

#### **4 Quarter Hours**

This course continues the nursing student's education on the concepts of Pharmacotherapeutics, establishing a knowledge base that applies to patient care and education. At the completion of this course the student will understand the major drug classifications and various application and basic contraindications that include recognizing adverse drug related emergencies.

### **PTN117 Pharmacology II**

#### **4 Quarter Hours**

This course will be a comprehensive overview of current medications dispensed by classes, their effects on different body systems, indications, side effects, dosages, and contraindications. The course will expand on the themes introduced in Introduction to Pharmacotherapeutics. The course will include a study of cardiovascular, gastrointestinal, urinary, endocrine, and respiratory systems. Emphasis will be placed on antianginal, hypolipidemic, anticoagulants, antihypertensive, antacids, diuretics, hypoglycemics, antihistaminics, bronchodilators, antipsychotics drugs and blood modifiers. *This course has 20 hours of laboratory experience.*

### **PTN127 Pharmacology III**

#### **6 Quarter Hours**

This course is designed to expand the advanced practice student's knowledge of pharmacotherapeutics which includes the cellular response level and management of individuals in the acute care and primary care setting. Broad categories of pharmacological agents are examined such as radiopharmaceuticals. Skills to assess, identify and manage a client's common health problems in a safe, high quality, cost-effective manner are emphasized. This course will require pharmacologic principles and concepts of intravenous **(IV) therapy**. Students will demonstrate the foundations of IV infusion practices, IV infusion needs and IV medications of the client across the life. It will also allow students to perform management activities in a pharmacy setting.

### **PTN135 Concepts in Pharmacy Technology**

#### **4 Quarter Hours**

This course is designed to introduce the student to the professional aspects of working in pharmacy technology. It will provide the student with the required skills needed to perform duties to process pharmacy prescription data and maintain pharmacy records.

It will also provide the student with information regarding infection control procedures, knowledge of medical asepsis, knowledge of surgical asepsis and the correct disposal of bio-hazardous materials. Students will learn to identify methods to reduce medication errors in the pharmacy practice. *This course has 20 hours of laboratory experience.*

### **PTN135L Concepts in Pharmacy Technology Lab**

#### **4 Quarter Hours**

In this course various aspects and hands-on applications are demonstrated and practiced, including the practice of proper compounding and dispensing techniques, counting oral medication, the prescription filling process in a mail order pharmacy, labeling with required information and use of individual unit doses in appropriate containers and repackaging in predetermined quantities. This course will also allow students to identify selected home medical equipment and prepare electronic purchase orders and maintain stock inventory. This course will introduce a pharmacy software program used in the data entry labs. *This course has 20 hours of laboratory experience.*

### **PTN140 Pharmacy Operations**

#### **4 Quarter Hours**

Pharmacy Management Operations is a comprehensive course that combines evidence-based management theories with practical solutions for the issues pharmacists face every day. Enhanced by input from educators, researchers, students and practicing pharmacists, the course addresses the evolving role of pharmacists in today's ever-changing environment.

Pharmacy Operations is envisioned to best prepare students with the skills as they navigate their various roles. The course will equip the students to focus on a specific management function to include areas of marketing, personnel, accounting, and finance; or a specific practice setting for either independent pharmacies or hospital pharmacies. The materials used in the course were derived from the best and most contemporary primary literature, and at the same time focused on the application of knowledge into skills that pharmacists will use every day.

**Prerequisite:** None

### **PTN145 Basic Home Infusion Pharmacy**

#### **4 Quarter Hours**

This course will include a study of intravenous delivery of therapy in the home setting as well as other therapies to include arterial, epidural and intrathecal. It will focus on patients and their clinical needs, physician treatment plans and collaboration with other healthcare providers. The foundation of infusion therapy will be discussed including anatomy, physiology, systems for administering parenteral products, reconstituting parenteral medications and infection control. Treatment modalities will include parenteral fluids, pharmacologic agents, nutritional solutions and preparation of chemotherapeutic agents using proper safety techniques. Legal and ethical aspects of infusion practice will also be reviewed. *This course has 20 hours of laboratory experience.*

### **PTN150 Pharmacy Technician Applications**

#### **4 Quarter Credits**

This course is designed to provide students with practical, hands-on experience in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program under the direct supervision of the pharmacy instructor. Student skills will be checked off as they are mastered including, but not limited to, receiving, interpreting and filling of prescriptions/medication orders for the inpatient and outpatient practice setting, pharmaceutical calculations review and IV Admixture of large volume, IV Piggyback and syringe doses using the laminar flow hood, inventory control systems and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course.

### **PTN155 Pharmacy Technician Practicum I**

#### **8 Quarter Hours**

This course provides the pharmacy technician student the opportunity to apply pharmaceutical knowledge and techniques learned in the classroom setting in a safe and competent manner under the direction of a pharmacist (160 hours). Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) setting. Students will gain exposure to on-the-job experience and training in the pharmacy setting and practical application of pharmacy skills and

gaining experience in all aspects of drug preparation and distribution utilized by participating sites. *This course consists of 240 hours of clinical experience.*

### **PTN240 Pharmacy Technician Practicum II**

#### **7 Quarter Hours**

This 160-hour course provides the pharmacy technician student the opportunity to apply pharmaceutical knowledge and techniques learned in the classroom setting in a safe and competent manner under the direction of a pharmacist. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) setting. Students will gain exposure to on-the-job experience and training in the pharmacy setting and practical application of pharmacy skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.

### **PTN 245 Advanced Home Infusion Pharmacy**

#### **3 Quarter Hours**

This course discusses intravenous therapy including types of intravenous (IV) devices and various types of IV therapy, venipuncture techniques, and complications of intravenous therapy and mechanism of actions, clinical indications, pharmacokinetics, contraindications and side effects of selected intravenous medications. This course will also look at pharmacologic principles and concepts of intravenous (IV) therapy.

### **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 in 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 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.

# ADDENDUM

## **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.

## ADDENDUM B - Administration and Staff

Position	Name	Degree/Certifications	Conferring Institution
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
Office of Academic Affairs	TBD	TBD	TBD
Interim Dean of Nursing & Healthcare Management/Program Chair	Dr. Dawn Alerassool	DNP, RN, CCRN, CNE	Chamberlain University
Program Chair (BSN)	Dr. Allison Sapp	DNP, APRN, RN	University of Florida
Associate Director of Nursing & Nursing Program Chair (ASN, PN, PCT, & HHA)	Julia Jackson	MSN, BSN, RN	Western Governors University
Healthcare Management Program Coordinator	Dr. Ethel Emehel,	PhD, MHCM	Walden University
Director of Records	Bobbet Mullings	MBA, CHEP, CAP	Nexus University
Manager of Student & Career Support Services	Lois Daley	BS, CHEP	Embry-Riddle Aeronautical University
Director of Financial Affairs/Bursar	Sheffian Aitken	MBA	Nexus University
Accounting Manager	Raquel Lim	BSc	St. Joseph's College
Institutional Assessments & Improvements Coordinator	Jovelyn Germata	BS, LPT	Pamantasan ng Lungsod ng Pasig
Marketing Coordinator	Third Party	–	–
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 Specialist	Andrew Sigman	--	--
Manager of Admissions	Zachary Link	MA, BA	Florida Atlantic University
Admissions Representative	Sheila Mulligan	Diploma	University of PEI

Admissions Representative	Patricia Trott-Ortiz	--	--
Admissions Representative	Czarelle Cahatol	BSc	Technological Institute of the Philippines
Admissions Representative	Pauleene Picazo	BSc	Technological Institute of the Philippines
Financial Aid Advisor	Marthe A.Bertrand	BSN	Nova Southeastern University, Davie, FL
Operations Coordinator	Tisha Grant	BS, RN	Care Hope College
Administrative Assistant	Zamantah Ambal	–	-
Curriculum Development Coordinator	Elizabeth Aragon	MA	Pasig Catholic College

## ADDENDUM C - Faculty List

<b>Position</b>	<b>Name</b>	<b>Degree/Certifications</b>	<b>Conferring Institution</b>
Healthcare Management Program Coordinator	Dr. Ethel Emehel	PhD, MHCM, BHCM, ASc	Walden University, Minneapolis, MN
Nursing Instructor	Dr. Grace Augustine	PhD, MSN, RN	Barry University, Miami, FL
Nursing Instructor	Kimberly Beard	MSN, BSN, RN	Western Governors University
Nursing Instructor	Joan Black Valentine	MSN, BSN, RN	University of Phoenix, Fort Lauderdale, FL
Nursing Instructor	Catherine Bowers	BDiv, ASN, RN	Masters International University
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, RN, CCRN, CNE	Chamberlain University
General Education Instructor	Earl Henry	MS Administration	Metropolitan College of New York, NY
Nursing Instructor	Dr. Islyn Grant	DNP, APRN, FNP-BC	Walden University
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
Nursing Instructor	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
Program Chair (BSN)	Dr. Allison Sapp	DNP, APRN, RN	University of Florida, Gainesville, FL
Nursing Instructor	Jane Shigali	BSN, RN	Care Hope College, Boynton Beach, FL
General Education Instructor	Dr. Carlita Andrada De Gula	CHRA, CMHFR, LPT, PDFM, RGC, RPm	Philippine Normal University
Nursing Instructor	Vinteerie St. Louis	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	Dr. Emelyn Conjurado	DHCM, MAN, RN, USRN, LPT, MAEDc	University of Visayas, Cebu City, Philippines
Nursing Instructor	Ethel Ayapana	MSN, BSN, RN	University of the Philippines, Laguna, Philippines

## Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 3=1 absence.

Students exceeding 28 % **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80 each semester (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 80% at the end of any midterm (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% 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 school to be recertified after attaining a CGPA of 80% or higher.

## Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

## CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Bobbet Mullings  
School Official's Name

  
School Official's Signature

Executive Director of Campus Operations  
Title

01/23/2026  
Date

Care Hope College  
School

10094 W Indiantown Road

Jupiter, Florida 33478  
City, State, Zip Code

*“Certified true and correct in content and policy,”*

A handwritten signature in cursive script that reads "B Mullings". The signature is written in black ink and is positioned above the printed name.

Bobbet Mullings  
School Director

***Last Update 02/17/2026***