

HOPE COLLEGE OF ARTS & SCIENCES STUDENT HANDBOOK



“Dove’s Flight Guide”

2024-2025

Message from the President

On behalf of the Hope College of Arts and Sciences family, welcome! We are pleased that you have chosen Hope College of Arts and Sciences (“Hope College”), a Christ-Centered Institution, to attain your educational and professional goals. Please “COME AND JOIN THE HOPE OF TOMORROW” and see God’s hands “TRANSFORMING THE WORLD BY THE UNCHANGEABLE WORD.”

At Hope College, we offer all of the following:

- Day and evening classes to incorporate into your busy life since we understand that your family and job obligations do not end when you attend college.
- Like-minded students who share your focus and drive to succeed in your chosen field of study and create an active learning environment.
- A curriculum consisting of necessary coursework for obtaining employment and performing career-related duties.
- A faculty of educators who have worked in the field and can therefore provide both academic and professional instruction and guidance.
- An administrative staff providing essential student services to you from orientation and beyond.

At Hope College, you will find that we are focused on you, the student. We provide students with tutoring, career advisement, and job placement assistance from the beginning through completion of the program. And we wish you success in achieving the ultimate goal you have set for yourself. We are excited to have you at Hope College!

Sincerely,

Chantal Desir, Ed.D., MSN, MBA, RN
President and Chief Executive Officer
Hope College of Arts and Sciences

**PROVISIONS OF HOPE COLLEGE OF ARTS & SCIENCES
STUDENT HANDBOOK “DOVE’S FLIGHT GUIDE”
2022 - 2023**

The provisions of this handbook do not represent a contract, expressed or implied, between any applicant, student, or employee and Hope College of Arts & Sciences (HCAS) or its Board of Trustees. While every effort is made to guarantee accurate and up-to-date information, the Board of Trustees reserve the right, at any time, to make changes in fees, calendars, procedures, services, programs, and any other requirements affecting students or others in order to correct errors, omissions, inconsistencies, or changes required by regulatory, accrediting, and/or other governing bodies as necessary. This handbook was assembled and updated, as appropriate, by the Student Services Office in consultation with the College departments and areas noted herein. For further information, please call (954) 532-9614, email studentservices@hcas.edu , or visit Student Services Office located at 1200 SW 3rd Street, Pompano Beach, FL 33069.

Every student will be able to download a student handbook from the website at www.hcas.edu . Additional copies may be obtained via request at studentservices@hcas.edu . This student handbook supersedes all prior HCAS student handbooks and remains in effect until superseded by a subsequent handbook. This handbook becomes effective on the date of release to students.

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About Hope College of Arts and Sciences

Mission Statement

Hope College of Arts and Sciences, in a Christ-centered environment, prepares qualified entry-level and professional nurses to work in diverse healthcare settings. The College provides the highest quality education in an inter-professional learning environment that nurtures academic activity, including basic translational and educational research, critical thinking, evidence-based practice, leadership, and professionalism while sustaining the importance of ethical behavior, human diversity, fairness and inclusion, cutting-edge technology, and a team approach health care.

The College achieves its mission by:

1. Promoting patient health and wellbeing by teaching the knowledge, behavior, and skills needed to ensure excellence in practice.
2. Expanding knowledge and inspiring ideas through research, scholarship, and creative activity.
3. Facilitating innovative and responsible methods of managing and delivering high quality, cost effective, accessible health care.
4. Responding to current and emerging public health challenges both locally and globally.
5. Cultivating partnerships among faculty, staff, students, and the community.

Institutional Objectives

It is the objective of the institution to provide an education in an environment that supports the development of the whole person: academically, spiritually, psychologically, ethically, and physically. Students are instructed of the need to be respectable stewards of their milieu and serve individuals that are less fortunate.

Academically

- Adopt a culture that encourages the yearning for lifelong learning and growth by providing a diversity of educational experiences in a caring environment.
- Attain academic excellence by providing appropriate general education core courses to all students.
- Provide an environment in which students can learn critical thinking skills.
- Offer experiences that encourage research and experiences that encourage students to develop effective methods of oral, written, and technological communication.

Spiritually

- Provide an atmosphere favorable to spiritual growth that inspires students, faculty, and staff to develop and maintain a personal relationship with the Lord and participate in religious activities.
- Encourage active ministry involvement.

Psychologically

- Attract a diverse student population.
- Make professional and career training opportunities available to minorities, international students, and adult learners.
- Provide an environment of mutual respect for people of diverse ethnic, religious, economic, and social backgrounds practiced by welcoming and valuing all without regard to race, color, or gender.

Ethically

- Encourage a learning environment that promotes Christian character established through academic integrity and responsible stewardship of resources.
- Encourage students to develop moral and ethical values, as well as skills that allow students to learn to function on principles of integrity, fairness, transparency, and respect for humankind.

Physically

- Create an academic atmosphere that advocates safety for students, staff, and faculty to develop and maintain habits that promote wellness of body, mind, and spirit.

Vision Statement

The vision of Hope College is to be recognized as Christian leaders in the community, transforming the lives of all students through Christian principles, quality education, and established partnerships with members of the southeast Florida healthcare community. This vision is for students at Hope College to excel professionally in the competitive healthcare field through the impact of research, educational programs, and professional partnerships.

Statement of Faith

Hope College of Arts & Sciences desires its community to serve and grow together in Hope and Faith and to live out their Hope in the College's academia, their individuality, and their daily lives in ways that honor and please God. The College's purpose is that the effort of our constituents is created by faith, their work inspired by love, and their perseverance motivated by hope in our Lord Jesus Christ (1 Thessalonians 1:3). Hope cures maladies and makes the world safer. Thus, the following fundamental principles are the bases that drive Christian principles at Hope College of Arts & Sciences:

- We believe that the Bible is God's divine word, and trustworthy in all its teachings. We believe in the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- We believe in the one true, living, eternal, transcendent, omnipotent, and personal God, who exists as the Trinity, possessing three eternal, personal distinctions: God the Father, God the Son, and God the Holy Spirit.

- We believe in the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full price for the sins of the world, through His physical death, burial, and resurrection.
- We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.
- We believe in the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom which will consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.
- We believe in special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- We believe in the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.
- We believe that it is our purpose as faithful Christians to imitate Christ, to serve others with love and compassion, to concern ourselves with the well-being of our fellowmen, and to love and honor God.

History

In 2011, Hope College was established in Pompano Beach, Florida to help satisfy a global growing need for healthcare professionals. Hope College has always operated as a Christian-centered institution and has decided from 2020 to focus on ensuring Christian principles, goals, and objectives are maintained throughout Hope College. The nursing programs are designed to prepare individuals seeking a career in nursing with quality and evidenced-based education to practice safely as an entry-level nurse. The candidate who has successfully completed the program will have satisfied the prerequisite for obtaining a Practical Nursing diploma, and the Associate of Science in Nursing (“ASN”) and be prepared to sit for the applicable National Council Licensure Examination (“NCLEX”). In the future, Hope College plans on adding a Biblical-based education program to prepare individuals for ministry while maintain a close relationship with a local church. This goal is to educate and positively impact the community.

Philosophy

Hope College operates according to a belief that each person is unique, with the ability to think and do. Hope College provides a Christian-centered atmosphere that promotes mutual respect, student support, a learning environment, and faculty and staff to assist and encourage students to develop to their maximum potential - intellectually, socially, physically, and spiritually. While emphasizing academic achievement and professional competence, Hope College prepares students to commit to lifelong learning and selfless service. The philosophy serves as the foundation for development of all program curricula, including program outcomes, learning objectives, teaching and learning activities, student assessment, faculty professional development, and selection of learning resources. Student-centered learning forms the foundation of this philosophy. All programs are delivered in English to prepare our students for employment in the United States.

Accreditation Status

TRACS ACCREDITATION

Hope College of Arts and Sciences 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).

ACICS ACCREDITATION

Hope College of Arts & Sciences is accredited by Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associate and baccalaureate degrees to include less than 100% via distance education.

Effective August 19, 2022, ACICS' recognition as gatekeeper for federal financial aid has been terminated by the United States Department of Education. However, USDOE has granted HCAS an 18 months' timeline to transition to another recognized accreditor to allow students of HCAS to participate in federal and state financial aid. However, if the college doesn't successfully change accreditor by the 18 months deadline, the college will then lose its Title IV eligibility until the change has been completed.

Spiritual Development

Hope College of Arts and Sciences is privileged to have you join our institution to begin your academic journey. Throughout your journey, we will assist you in discovering three essential areas in spiritual development of faith in Christ. We want to assist you in fulfilling God's plan in your lives during the time you spend at HCAS.

Your journey commences by meeting and building healthy relationships with the HCAS family and community who are committed to assisting you as you begin to process your academic journey through three imperative areas: CONNECT (to God and others), GROW (in Christ, personally and relationally), and SERVE (God and others).

CONNECT

The College assists its community to CONNECT to God, the College, and others. Hope College of Arts and Sciences offers Spiritual Development in-services on a quarterly basis and a mandatory Christian Worldview Class in every program.

GROW

The College ensures that its community understands that growth can only occur in a place when people realize that they need and depend on Christ. Growing in Christ will assist you in discovering His presence in every area of your life, and it is this realization that causes you to trust in God's grace and remain steadfast to this discipleship lifestyle. The College provides resources through our church affiliates for church services, in-person or virtually, to aid in growing in Christ personally and relationally.

SERVE

Serving is joyful, and it is a fulfilling part of our Christian walk. It is difficult to find fulfillment when there is no investment of time, energy, gifts, and engagement. God created us specifically to serve Him. When we serve, we continue to connect and grow in Christ and others. Hope College of Arts and Sciences Community serves in ministry at LifePoint Church and Christian Missionary Services with Gio's House of Hope and Restoration, Seventh Day Baptist Church of Ft. Lauderdale, Heart of Grace, Backpack International, Communaute Saint Francois D'Assise and Teen Challenge.

Statement of Anti-Discrimination

Non-Discrimination Policy and Alternate Formats

Hope College is operated in a manner which is free from discrimination on the basis of national and ethnic origin, ancestry, color, race, sex, pregnancy, marital status, medical condition, sexual orientation, age, disability, creed, religion, or veteran status as to all of Hope College's administration of its educational policies, admissions policies, scholarships, loan programs, and any other institutional program operations, including, but not limited to, the admission of students to the courses of study at or affiliated with Hope College. Hope College is also committed to the philosophy of equal opportunity and equal access in all its employment, educational programs, and services. Thus, Hope College is firmly committed to a policy of nondiscrimination on the basis of race, color, national and ethnic origin, ancestry, religion, creed, sex, age, handicap, disability, marital status, pregnancy, medical condition, sexual orientation, or veteran status in its employment or educational programs and activities.

Hope College does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs and activities. Requests for alternate formats of this catalog can be made by contacting Hope College at compliance@dp.hcas.edu.

Board of Governance

The Board of Directors ("Board") oversees Hope College. The Board is responsible for ensuring that the College is meeting the needs of its constituents, students, and the community. The Board also ensures that Hope College maintains institutional integrity.

College Administration

The Board has delegated the management of the day-to-day operations of Hope College to the Chief Executive Officer and President, Dr. Chantal Desir. In that capacity, Dr. Desir is responsible for managing the general operations of Hope College and ensuring compliance with all state and federal laws as well as accreditation requirements. To support Dr. Desir and Hope College, the leadership team includes the following positions and responsibilities:

- Chief Academic Officer: manages the Academic Department
- Chief Compliance Officer: manages regulatory compliance issues.
- Distance Education and Information Technology Administrator: manages the IT Department and provides technical oversight of distance education.
- Chief Student Services Officer: manages the Student Support Department
- Chief Financial Officer: manages the Finance Department

Student Organizations and Outreach Opportunities

Hope College of Arts and Sciences, consistent with its mission and institutional objectives, encourages and supports students' organization to advance their professional and personal development. These include, but are not limited to, a formal student government, association, or clubs. Additionally, the College may facilitate or otherwise support outreach opportunities in the local, national, or international communities, as identified by need.

Student Government

The Student Government (SG) is an official body representing the students at Hope College, to the administration, the President, and the wider community. On an annual basis, officers and other roles of the SG will be elected from across all active programs to ensure representation of interests. The officers and roles are:

President – Acts as the chief executive officer and be the liaison which represents the Student Government Association and the student body with the Administration.

Treasurer - the financial officer of the Student Government. The co-signature, with the administration representative, on all Student Government requisition requests and budgetary documents.

Secretary - maintains the records and proceedings, initiates coordination, recording and distribution of official minutes of all Student Government Association and Board meetings.

Fundraising Assistant - handles requests for assistance for students facing special circumstances, i.e., financial emergencies and or academic circumstances.

Community Outreach Coordinator – oversees the planning and implementation of outreach strategies. Responsible for connecting people in the broader community by creating sponsorship agreements and cultivating relationships with businesses, individuals, and other relevant organizations.

HCAS Motto

“COME AND JOIN THE HOPE OF TOMORROW”
and see God’s hands
“TRANSFORMING THE WORLD BY THE UNCHANGEABLE WORD”

HCAS Mascot



The Dove

HCAS Colors

Aqua & White

Student Life

It is the mission of Student Services to foster the personal, intellectual, physical, and spiritual development of students through supportive yet challenging services, activities, and programs. At HCAS, the responsibilities of this office include: academic counseling and assistance through tutoring services, career counseling, providing job search options, computer lab services, library access, student email access, and student activities. While we make every effort to assist with career placement, Hope College of Arts & Sciences does not guarantee employment placement to students. HCAS does not promise or imply any specific market or job availability amounts. [Rule 6E-1.0032(6) (j), F.A.C.]

Counseling Services

The College is affiliated with different churches and is able to provide referrals to a licensed counselor, as needed, including personal counseling for issues of adjustment, relationships, and personal or spiritual development.

Spiritual Nurturing

A Christian Worldview course is built into the program's curriculum for spiritual nurturing and to deepen and broaden the student's understanding of the core fundamentals of the biblical worldview.

Handicap Access Policy

Hope College of Arts & Sciences, in accordance with its mission to offer students the opportunity to successfully complete their education from Christian perspectives, seeks to provide equal opportunity to individuals with handicaps in access to the college's facilities, programs, activities and services.

Student Policies

Student Rights, Responsibilities, and Code of Conduct

Students have the right to open and honest communication. To this end, Hope College will provide written information and communicate individually with students as necessary. Written information will include Hope College's requirements for acceptable standing and graduation requirements and the student's relationships to those standings. Students have the responsibility to inform their instructors of any problem, concern, or suggestion. Students have the right to utilize the Grievance Policy and Procedures to address any problem in a more formal manner without fear of reprisal. It is the student's responsibility to follow the established Grievance Policy and Procedure.

Section 7.16 Grievance Policy and Procedure

Grievance Policy

Hope College strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant to equitably resolve any grievance.

Purpose of the Grievance Policy

To maintain a professional and harmonious environment where learning can take place and individuals feel respected and all concerns are addressed without fear of retaliation or reprisal.

Definitions for the Grievance Policy

Concern

The term, “Concern,” is something that relates to, is of importance or interest to, or affects a student.

Grievant

The term, “Grievant,” refers to the person who informs the College about a Grievance.

Grievance

The term, “Grievance,” means a written or oral statement that alleges an expression of concern made by a student regarding any aspect of her or his or their educational experience, including an alleged misapplication or violation of the College’s policies, procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other employee.

Amicable Resolution

The term, “Amicable Resolution,” means that the Grievance has been completely disposed of in a way that is satisfactory to the parties.

Appeal

The term, “Appeal,” refers to a request by a Grievant, made in writing, to the CEO/President of the College, to review the administrative determination regarding a Complaint.

Decision

The term, “Decision,” refers to an administrative determination of the Grievance.

Respondent

The term, “Respondent,” refers to the individual against whom the Grievance is being made. In other words, the Respondent is the person who allegedly misapplied or violated the College’s policies, procedure, or purportedly conducted unfair treatment as described, in detail, in the Grievance.

Written Grievance

The term, “Written Grievance,” means a written statement that alleges an expression of concern made by a student regarding any aspect of her or his or their educational experience, including an alleged misapplication or violation of the College’s policies, procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other employee.

Procedure for the Grievance Policy

A Grievant submitting a Grievance shall comply with the following procedure set forth below.

The Grievant should first discuss the Grievance or Concern with their instructor immediately. A Grievant must raise their Grievance or Concern as soon as possible to assure that an Amicable Resolution arises in a timely fashion. Upon notice of the Grievance, the instructor shall have five business days to amicably resolve the Grievance. If the matter is amicably and timely resolved, then the Grievant shall confirm with the instructor that there is an Amicable Resolution.

If a discussion with the instructor does not lead to a timely Amicable Resolution, then the Grievant shall discuss the Grievance with the Compliance Department. Upon notice of the Grievance, the Compliance Department shall have five business days to amicably resolve the Grievance. If the matter is amicably and timely resolved within five business days of the Compliance Department’s receipt of the Grievance, then the Grievant shall confirm with the program administrator that there is an Amicable Resolution.

If the Grievance is not resolved to the Grievant’s satisfaction through either the instructor or the Compliance Director, then the Grievant shall submit a Written Grievance to the Chief Academic Officer, or her or his or their designee, within 14 calendar days of the incident.

The Written Grievance must be typed and signed with original signature by the Grievant. The Written Grievance should include the following details: (a) a description of the disputed items; (b) date of the incident; (c) the reason why the student is escalating the decision; (d) the steps the student has taken to resolve the dispute to date; and (e) the student’s desired

outcome. When submitting the Written Grievance, the student should include as much factual evidence as possible, such as evidence to support her or his or their statements.

The Grievant can submit the Written Grievance to the email address of: compliance@dp.hcas.edu, or alternatively, to the following address:

Hope College of Arts & Sciences
Attention: Chief Academic Officer, Confidential
1200 SW 3rd Street
Pompano Beach, Florida 33069

1. Upon receipt of the Written Grievance, the Chief Academic Officer, or her or his or their designee, will investigate and gather information about the issue or incident as necessary. The Chief Academic Officer, or her or his or their designee, will also try to resolve the issue or issues set forth in the Written Grievance. The Chief Academic Officer shall schedule a Student Grievance Committee Meeting with the Grievant within five business days from receipt of the Written Grievance unless there is an extenuating circumstance (*e.g.*, emergency, etc.) that requires an extension of time for the meeting. The voting members of the Student Grievance Committee will be comprised of the Chief Academic Officer, Chief Academic Officer, Student Services, Faculty Member, and Student Representative. Further, a non-voting member will serve as a moderator.

A copy of the Written Grievance shall be given, in writing, to the Respondent(s), and the Student Grievance Committee at the Student Grievance Committee Meeting shall review and consider documentary records, the supporting documents, and statements made in connection with the Written Grievance. The Student Grievance Committee based on the official Student Grievance Committee Meeting will arrive at a conclusion in consultation among themselves in which the majority vote will determine the outcome. Qualified members of the Student Grievance Committee may also make recommendations related to disciplinary actions and/or modifications in policy to the appropriate administrative officials.

Ultimately, a Decision which reflects the majority outcome determination by the official Student Grievance Committee shall be submitted by the Chief Academic Officer, or her or his or their designee, and must be provided to the Grievant within 14 calendar days after receipt of the Written Grievance. The Decision will be provided, in writing, and delivered in-person to the Grievant, or to the Grievant's college email address, when applicable, or to the Grievant's mailing address of record with acknowledgement of receipt required.

2. If the Grievance has not resolved or if the student is still unsatisfied after her or his or their receipt of the Decision, the Grievant may submit an Appeal to the College's Board of Trustees. To do so, the Grievant submit the Appeal by mail to the following address:

Hope College of Arts & Sciences Attention: Board of Trustee, Confidential 1200 SW
3rd Street
Pompano Beach, Florida 33069

Upon receipt of the Appeal, the College's Board of Trustee may conduct her own investigation of the issue and respond to the student within 14 calendar days of receiving the Appeal. The College's Board of Trustee's Decision will be provided, in writing and delivered to, the Grievant's College email address, when applicable, or to the Grievant's mailing address of record with acknowledgement of receipt required.

A Grievant should not request a meeting with the College's Board of Trustee at the outset of the submission of the Grievance and/or Appeal without fully following the procedures set forth in this Grievance Policy unless an exemption is granted by the College's Board of Trustee based on the exercise of her discretion under the circumstances.

3. If the Grievance remains unresolved in the Grievant's opinion, then the Grievant may address his or her or their complaint or Concerns by directing their complaint or Concerns to third parties, such as the State Licensing Authority and the College's accrediting bodies.

The title, address, and phone number of the state licensing authority is:

Commission for Independent Education ("CIE")

Florida Department of Education 325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399

Phone: 1-888- 224-6684

The title, address, and phone for the Florida Board of Nursing is:

Department of Health Board of Nursing

4052 Bald Cypress Way, Bin C-02 Tallahassee, Florida 32399

Phone Number: (850) 488-0595

The title, address, website, and email of the accrediting body is:

Transnational Association of Christian Colleges and Schools

15935 Forest Road Forest, VA 24551

Telephone: (434) 525 – 9539

Email: info@tracs.org | Website: <https://www.tracs.org/>

Students' Rights

Definition

Personal Advisor

The term, “Personal Advisor,” shall mean a person who may appear at a student conduct proceeding with the accused student to provide advice to the accused student.

Introduction and Application

In general, there is no restriction on who a student may consult or seek advice from except that to the extent that students who are charged in the same fact pattern, or who are not in good standing with Hope College, then students are not eligible to serve as a Personal Advisor on behalf of a student at student conduct proceedings. The Personal Advisor limitation set forth below pertains to the student conduct proceedings only.

Limitation on Scope of Activities of Personal Advisor

Personal Advisor shall not represent the accused student nor shall they directly question and/or cross-examine witnesses, except in a case where Hope College is represented by an attorney at the same proceeding.

Students' Rights:

The student has the following rights:

1. The right to know of allegations and/or what they are accused of;
2. The right to legal representation;
3. The right to provide information and witnesses in their defense;
4. The right to contact the Department of Education, state agency, and/or other accreditation body and file a complaint(s);
5. The right to be informed in writing of all allegations against the student;
6. The right to have one person serve as a Personal Advisor for the student to consult with during the student conduct proceedings;
7. The right to witnesses in court of law;
8. The right to review all evidence;
9. The right to present witnesses, though for student conduct proceedings, character witness information and content shall be accepted in written form only;
10. The right to a written statement of the outcome of the student conduct proceeding;
11. The right to request that Hope College to make an audio recording of the student's own proceedings at the student's expense. The record will then become part of the student's conduct file; and
12. The right to appeal a decision through appropriate institutional channels.

Preponderance of Information Standard (Student Rules Determination)

Hope College uses a standard of evidence called Preponderance of Information to determine if a violation of the Student Rules has occurred. Preponderance of Information means more likely than not. This is a different, and less strict, standard of evidence, than is used in the criminal court system. Another way to think about Preponderance of Information is to ask yourself the question: Is it more than 50% likely that a Student Rule violation occurred?

Dismissal for Student's Failure to Appear to a Meeting

The Hope College President may cancel the enrollment or otherwise change the status of a student who fails without good cause to attend a scheduled meeting with a staff member of Hope College.

Academic Integrity and Violation Definitions

Academic integrity is a core value at the heart of Hope College and the basis for just about everything we do. It involves honestly reporting the reasons and sources for one's conclusions or creative work.

Healthcare education is highly stressful, and students may feel overwhelmed by the amount of work they need to accomplish and the pressure to achieve passing grades. The student may at times be short of time with several assignments, tests and quizzes. However, cheating, plagiarism and fabrication are not the answer.

Students must understand that the failure to uphold principles of academic integrity threatens the reputation of Hope College and the value of the degrees and diplomas awarded to its students. Every member of Hope College is therefore responsible for ensuring that the highest standards of academic integrity are upheld.

Students are encouraged to be responsible for understanding the principles of academic integrity and abiding by these values in all aspects of their work at Hope College. Students are encouraged to educate other students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Violation Definitions

The discipline process applies to all students. Violation of Hope College's rules and regulations are classified as:

1. Critical Offenses
2. Major Offenses
3. Serious Violations
4. Minor Infractions

Discipline is intended to help change unacceptable performance, personal behavior, and for motivating and encouraging disciplined students to become better and more productive individuals. Normally, discipline should be administered by the student's instructor, Student Services Department, or the Hope College Chief Academic Officer. The instructor shall submit a signed, written document of the disciplinary action to the Hope College Chief Academic Officer.

The student shall sign the written document or attach a counter written statement to the Hope College Chief Academic Officer.

Critical Offenses

Critical Offenses are violations of Hope College's rules or misconduct, which may justify immediate expulsion. When expulsion is indicated, the student may be suspended or dismissed immediately, while the incident is being investigated by Hope College. Students shall be prohibited from attending classes, participating in clinical or attending Hope College related functions while under investigation of a critical offense.

Students will be notified by written communication of their status with Hope College. Examples of critical offenses by students are:

1. Committing two documented major offenses within a 12-month period.
2. Dishonesty or theft (regardless of the amount).
3. Having a weapon on campus (e.g., gun, knife, sharp object).
4. Copying software programs from the school's computers.
5. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work.
6. Entering any Hope College building, facility, office, or other property, or accessing any computer file or other school record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade.
7. Continuing to work on an academic exercise after the specified allotted time has elapsed.
8. Paying, bribing another person to obtain an academic exercise, including tests, answers to questions of an un administered academic exercise; or failing to adhere to standards of professional behavior established by Hope College.
9. The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered.
10. Deliberate or negligent omission or falsification of significant information on the student application.
11. Deliberate or negligent omission of information which may affect Hope College's mission and values.
12. Deliberate or negligent omission of an incident of academic misconduct, including but not limited to, plagiarism and cheating.
13. Assaulting, threatening, intimidating, or coercing others.
14. Unauthorized possession of weapons, firearms, or explosives on the Hope College campus and clinical site premises.
15. Misuse of student online accounts, including but not limited to, course website account.
16. Conviction of a felony.
17. Lying or providing false or inaccurate information to Hope College.
18. Being under the influence of alcohol and/or illegal drugs while on Hope College premises, or participating in clinical or attending Hope College related activities.

19. Willful or negligent damage of Hope College or Clinical Site property.
20. Theft of Hope College, staff, or student's property.
21. Possession of stolen property.
22. Willful or negligent acts or conduct detrimental to Hope College or the classroom, or which results in neglect or abuse of any client or clinical affiliation agency operations.
23. Insubordinate acts or statements.
24. Unwarranted and accusatory statements which are false including verbal, email, etc.
25. Assaulting or insubordinate statements to staff members.
26. During test reviews, students shall be on their best behavior and ask questions in an orderly fashion. Misconduct and bad behavior during test reviews will result in immediate dismissal.
27. Unauthorized access, copying, or release of clinical site records, including client information.
28. Unauthorized use of Hope College's property.
29. Unauthorized distribution, possession, administration, manufacture, sale, or prescription of any controlled substance or illegal drug, as defined by the state law.
30. Providing assistance or aid to any person under legal age in purchasing or having delivered or served to him/her/them an alcoholic beverage as defined by state law.
31. Attempting to have others purchase alcoholic beverages for a person under legal age or use or purchase of alcoholic beverages by such persons as defined by state law.
32. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution.
33. Hazing is not authorized while on Hope College's campus or Clinical Site. Hazing is considered any conduct which willfully or recklessly endangers the physical or mental health of any person.
34. Disorderly conduct on Hope College's campus or clinical site.
35. Verbal abuse arising on Hope College or clinical site against students and/or employees during school hours or on the premises of the Hope College campus or at a clinical site.
36. Removing any materials/correspondence from another student's personal mailbox.
37. Violation of safety standards that could result in harm to self, others, or major damage to equipment at Hope College or a clinical site.
38. Cheating.

Cheating (which may follow under the following forms)

- Copying from or collaborating with another student during a test.
- Selling, buying, or illegally obtaining part of or all 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 of online examinations for personal use.
- Taking pictures of online or paper tests and/or examinations.

- The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work.
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise.
- The unauthorized use of electronic instruments, such as cell phones, PDAs, translators or personal response systems (clickers) to access or share information.
- Knowing that someone has cheated and not reporting it to Hope College. This may be difficult for some individuals to comply with, but withholding this information from Hope College is aiding and abetting cheating. Thus, the individual too is cheating.
- Any other forms of cheating not listed above.

Major Offenses

Major offenses are lesser violations than critical offenses, but may require immediate disciplinary suspension from Hope College for a first offense (for no more than three school days).

Examples of major offenses are:

- Committing two documented serious offenses within a 12-month period.
- Gambling on Hope College or clinical site premises.
- Plagiarism.
- Fabrication.
- Failing to follow proper policies and procedures in regard to: (a) Classroom Conduct; (b) Student Services Procedures; (c) Requests of record (i.e., Transcripts, Diplomas, Test Results etc.); (d) chain of command; and (e) Communication with instructors and staff members.

Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Fabrication

Fabrication refers to falsifying or inventing any information, data or citation, presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.

Serious Offenses

Serious offenses do not justify immediate expulsion or suspension but may require disciplinary action in the form of a written reprimand. Continued commitment of serious offenses may require suspension or expulsion as outlined in the following disciplinary process.

Examples of serious offenses are:

1. Committing two documented minor offenses in any 12 months.
2. Showing up at the clinical site or facility without the proper uniform.
3. Failure to use safety devices or failure to comply with safety precautions at the Hope College's campus or clinical site.
4. Failure to report an incident at the Hope College campus or clinical site.
5. Soliciting monetary contributions or distributing non-related materials at the Hope College campus or clinical sites.
6. Failure to respect client confidentiality.
7. Possession of another student's ID card without permission.
8. Intent to misuse own ID card (*i.e.*, allowing use by someone else).
9. Soliciting funds or accepting tips from clients.
10. Posting, altering, or removing any matter on bulletin boards or on Hope College campus or clinical site property unless specifically authorized to do so by the Chief Academic Officer.
11. Borrowing Hope College property without written authorization (*i.e.*, library book.)
12. Use of tobacco in the Hope College facility or unauthorized areas of the clinical site.

Minor Infractions

Minor infractions are lesser violations of Hope College's rules, which may require disciplinary action in the form of a verbal reprimand. Continued commitment of minor infractions may require suspension or expulsion as outlined in the following Disciplinary Process.

Examples of minor infractions are:

1. Loitering.
2. Failure to bring required clinical equipment.
3. Attending to personal affairs during clinical rotations.
4. Creating or contributing to unsanitary conditions.
5. Minor damage to Hope College or clinical site property.
6. Failure to observe parking and traffic regulations on Hope College or clinical site premises. (If damage or bodily injury results, it becomes a major offense.)
7. Using verbal or insulting language to other students via social media, cellphones, and other ways which may not be listed.

Disciplinary Process

To ensure that all students are treated fairly and uniformly, Hope College has adopted the following system of progressive discipline:

Disciplinary Process for a Minor Infraction

1 st Offense	Verbal Warning
2 nd Offense	Written Warning
3 rd Offense	Suspension
4 th Offense	Expulsion

Disciplinary Process for a Serious Offense

1 st Offense	Written Warning
2 nd Offense	Suspension
3 rd Offense	Expulsion

Disciplinary Process for a Major Offense

1 st Offense	Suspension
2 nd Offense	Expulsion

Disciplinary Process for a Critical Offense

1 st Offense	Expulsion
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Procedures for Reporting Cheating and Investigation

1. Suspected cases of academic dishonesty should be reported to the course instructor, student services, and the administration of Hope College under whose jurisdiction the suspected offense took place.
2. Students suspected of cheating or having information on cheating will be given a chance to discuss their side of the story and share any information during a student conduct conference proceeding.
3. In situations involving examinations, students will be asked to retake the examination if Hope College feels that 50% preponderance of information maybe questionable under the circumstances. In that circumstance, Hope College may offer the student the opportunity to retake an examination as a compromise.
4. Students under investigation will be allowed to continue the course until the conclusion of the investigation.

Student Hearing Procedure:

1. Three days prior to hearing the student is informed of the allegations in writing (via mail or email).
2. Thirty minutes prior to the hearing, the hearing officer (Campus President) briefs the Hearing Board on the student hearing.
3. The Hearing Board must consist of at least two other instructors and a student services member. The Student Conduct Proceeding may also consist of other parties that may have interest in matters in question.
4. The accused student will be invited into the hearing. All cellphones or electronic devices must be left outside the room when the hearing takes place.
5. The accused student will be allowed one witness, legal representative, or an advisor.
6. The hearing officer will: (a) give the opening statement and ask everyone present to state their name for the record; (b) ensure that the student has been informed of their rights; (c) ensure that the student understands the importance of being truthful. In other words, the student must understand that all information they give, fail to give, or deny maybe used against them.

7. The student must understand that any statements made will be used in light of Section 7.18 Preponderance of Information Standard (Student Rules Determination) to determine if there is a 50% likelihood that student rule violation occurred.
8. The hearing officer will read the violation report and sanction or a summary.
9. Students reporting a privacy violation will be protected under section 13.03 whistleblower in the student handbook.
10. Names of whistleblowers will be released to the Department of Education and parties who have legitimate educational interest in such information.
11. The hearing officer will present the accusation and ask a series of questions to the accused student.
12. The hearing officer will allow the accused student to answer questions.
13. The accused student may give his or her narrative, describing in detail the incident in question. At this point, the complainant can introduce his or her or their physical evidence.
14. The accused student may call his or her or their own factual witnesses. Each witness gives a narrative, describing his or her knowledge of the event in question. The hearing officer then questions him or her, followed by the Hearing Board, hearing officer, and the accused student.
15. The accused student makes a closing statement, summarizing his or her case.
16. The hearing officer explains the burden of proof and the procedures to be followed in deliberations.
17. The accused student is informed of the resolution.
18. The hearing is concluded.
19. All materials from the hearing must be collected for safekeeping.
20. All materials will be reviewed and documented.
21. The accused may be called upon to give clarification or additional documentation after the hearing.
22. The student and faculty member are notified of the decision by the Student Services Department, by phone or e-mail or mail.
23. Students have the right to appeal the outcome of any proceeding. Please see the Appeal Process for more information.
24. The accused student must only contact student services regarding their case. Students may not contact instructors or other students regarding this matter.
25. The student must understand that all prior disciplinary issues will be reviewed during the course of the investigation of their disciplinary matter.
26. It is strongly recommended that the student take part in his/her/their exploration of a suspected violation. Students who fail to participate or cooperate in their hearing will be immediately dismissed from Hope College.

Food and Drink Policy

Neither eating nor drinking is permitted in the classrooms or labs.

Children, Family, Guests and Unauthorized Persons Policy

Children can be very disruptive in the classroom and are not allowed at Hope College during regular class hours. Family members and unauthorized personal are not allowed in classrooms, labs, or at clinical sites. Disruptive or harassing behavior from student guests will result in immediate dismissal of the student and guest.

Change of Information Procedure

A student who wishes to change his or her name, address, email address, or any other relevant information in Hope College's records must complete the appropriate form with the Student Services Department. Name changes may require official government documentation.

Professionalism

While enrolled at the Hope College, all students are required to display a level of professionalism acceptable to the learning environment. Professionalism is defined as the conduct, qualities and traits that are necessary for professional and academic success and contribute to the quality of the learning and working environment. Furthermore, students are to abide by Hope College's rules and policies, maintain appropriate communication etiquette as well as follow the necessary chain-of command to express grievances, concerns and/or to report incidences/injuries. A level of professionalism is necessary in all medical professions; therefore, continued exemplification of professionalism is part of the curriculum and enrollment requirements prior to and upon entry throughout the student's enrollment. The choice of words used is also considered and at no point should a student exchange vulgar language in any mode of communication with other students or faculty or staff members while enrolled.

Drug and Alcohol-Free Policy

Hope College is committed to providing an academic environment which is free from drugs or alcohol and abides by all local, state, and federal statutes regarding the use and prohibition of alcohol and drugs. All students, faculty, and staff are hereby notified of the following:

Drug and Alcohol-Free Policy

It is the policy of Hope College that the manufacture, distribution, possession, use or abuse of alcohol and/or illicit drugs on Hope College's campus or on property owned or controlled by Hope College is strictly prohibited. All categories of employees and students are subject to this policy and to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions.

Standards of Conduct

Hope College's employees and students are prohibited from engaging in the manufacture, distribution, dispensation, possession, use or being under the influence of alcohol or illegal drugs on Hope College's campus, and at off-campus facilities affiliated with Hope College, including clinical sites. At off-campus events, to the extent that off-campus activities are considered to be Hope College activities, the standards of conduct in this Drug and Alcohol-Free Policy applies.

Federal, State and Local Statutes

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses (if any), whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Conviction can lead to

imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent a person from entering many fields of employment or professions. The Board of Nurse Examiners and State Boards of Nursing may refuse to issue a license or certificate of registration, for conviction of a crime of the grade of felony, or of a crime of a lesser grade which involves moral turpitude (including alcohol and drug violations) and for intemperate use of alcohol or drugs that, in the opinion of the boards, endangers patients.

The possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served. Persons convicted of drug possession under state or federal laws may be ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second.

The penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third conviction. Moreover, under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty (with a mandatory one year in prison) and after a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from the use of the substance. Under state law, no one under the age of 21 may purchase, possess, or consume alcohol. Transporting an open alcoholic beverage container in any kind of vehicle, on or off campus, is a violation of the law. The sale or distribution of alcoholic beverages to persons under the legal drinking age is a serious criminal offense. Individuals can be held both criminally and civilly liable for the injury or death of any person resulting, either directly or indirectly, from the distribution of alcoholic beverages by them to a person under the legal drinking age. Moreover, under state law it is unlawful for any person, knowingly or purposely, to manufacture, distribute, or dispense, possess or have under his/her control with the intent to manufacture, distribute, or dispense, a controlled dangerous substance or controlled substance analog. It is unlawful for any person, knowingly or purposely, to obtain or to possess a controlled dangerous substance unless the substance was obtained directly by a valid prescription from a practitioner (physician, dentist, etc.). Violations of these laws are punishable with mandatory imprisonment and/or fines and either as misdemeanors or in some cases felonies.

Health Risks Associated with Use of Illicit Drugs and/or Abuse of Alcohol

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is whether or not it is fat-soluble. Fat-soluble

drugs such as marijuana, phencyclidine (“PCP”), and lysergic acid diethylamide (“LSD”) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Additionally, the illicit use of drugs can increase the risk of contracting hepatitis, AIDS, and other infections. The use of alcohol or drugs or in certain combinations can cause death.

Drug and Alcohol Counseling, Treatment and Rehabilitation

The Hope College Campus Director maintains information for students and employees on drug and alcohol related problems. Referral services are also provided for professional counseling, treatment, and rehabilitation programs that are available. The counseling services are voluntary and strictly confidential.

Drug Violations and Loss of Financial Aid

Students are advised that any conviction for any offense, during a period of enrollment for which a student is receiving Title IV, Higher Education Act (“HEA”) program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Institutional/School Sanctions

Hope College will impose appropriate sanction(s) on any employee or student who fails to comply with the terms of this drug and alcohol-free policy.

Student’s Violations of this Drug and Alcohol-Free Policy

Any alleged violation of this Drug and Alcohol-Free Policy by a student of Hope College shall be reported to the Hope College Campus Director. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

1. Letter of warning
2. Suspension;
3. Probation
4. Termination
5. Recommendation for professional counseling; and/or
6. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program, or rehabilitation program;

Compliance with Drug-free Schools and Communities Act Amendment of 1989

As required by the U.S. Department of Education, the Drug-free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.’s 114 5g Higher Education Act of 1965, Section 1213 and other regulations annually Hope College will provide a written statement to employees

and students covering, among other things: (i) standards of conduct concerning drugs and alcohol; (ii) federal, state, and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; (iii) health risks associated with the use of illicit drugs and the abuse of alcohol; (iv) a description of counseling and treatment programs available for alcohol and drug abuse; and (v) Hope College's disciplinary sanctions imposed for possession, use, or distribution of illicit drugs and alcohol in violation of Hope College's policies.

Anti-Hazing Policy

Hope College has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating within Hope College. Hazing includes, but is not limited to:

1. Pressuring or coercing a student into violating Hope College's rules or local, state or federal law;
2. Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements;
3. Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student;
4. Any activity that would subject the student to extreme mental stress, such as sleep deprivation;
5. Forced/encouraged exclusion from social contact;
6. Forced/encouraged conduct that could result in extreme embarrassment;
7. Forced/encouraged activity that could adversely affect the mental health or dignity of the student; and/or
8. Any other activity which is inconsistent with the regulations and policies of Hope College.

The following are not considered as a valid defense to a charge of hazing:

1. The consent of the alleged victim had been obtained;
2. The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization;
3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization; or
4. The conduct or activity was not done to intentionally cause physical or emotional harm.

To report any incident related to this Anti-Hazing Policy, please contact the Compliance Director at (954) 532-9614, or email: compliance@dp.hcas.edu.

Help Services

The following national hotlines are available for additional help with Sexual Violations and other issues:

1. AIDS Crisis Line: (800) 221-7044;
2. Alcoholism & Drug Dependency Hope Line: (800) 622-2255;
3. Ambulance & Police 24 Hours: 911;
4. American Association of Poison Control Centers: (800) 222-1222;
5. Drug Abuse Hotline: (800) 662-4357;
6. CDC AIDS Information: (800) 342-2437;

7. Family Violence Helpline: (800) 996-6228;
8. GLBT Hotline: (888) 843-4564;
9. National Crisis Line, Anorexia and Bulimia: (800) 233-4357
10. National Domestic Violence Hotline: (800) 799-7233
11. National Hopeline Network: (800) 366-8288
12. National Runaway Hotline: (800) 621-4000
13. National Suicide Prevention Lifeline: (800) 273-8255
14. Missing & Exploited Children: (800) 843-5678
15. Planned Parenthood Hotline: (800) 230-7526
16. Self-Harm Hotline: (800) 366-8288
17. The Childhelp National Child Abuse Hotline: (800) 422-4453
18. TREVOR Crisis Hotline (Suicide): (866) 488-7386
19. Youth Crisis Hotline: (800) 448-4663
20. Poison Control Center: (800) 764-7661
21. The Trans Lifeline: (877) 565-8860

In addition, the following websites are available:

1. Lifeline Crisis: www.contact-usa.org/chat.html
2. Veterans Crisis: www.veteranscrisisline.net
3. Suicide Prevention:
www.suicideprevention.wikia.org/wiki/International_Suicide_Prevention_Directory
4. Child Help: www.childhelp.org/childhelp-hotline/
5. Trans Lifeline: www.translifeline.org/hotline

Impairment Policy

Hope College has a professional and ethical responsibility to ensure students are safe to provide nursing care. Hope College defines impairment in accord with the Nurse Practice Act, Florida Statute section 464.018 (1)(j). That section states, in part, this clause: "[b]eing unable to practice nursing with reasonable skill and safety to patients by reason of illness or use of alcohol, drugs, narcotics, or chemicals or any other type of material or as a result of any mental or physical condition."

When impairment is the result of suspected or known substance abuse, the faculty shall refer the involved student to the Dean or Dean's designee. The Dean or Dean's designee shall refer the student to the Florida Intervention Project for Nurses ("FIPN") for evaluation and treatment consistent with Florida section 456.076(3)(b). At such time that the student is referred to FIPN, the student's enrollment shall cease. The student will also be assessed and evaluated by the school's administration. If the student is allowed to continue in the program, staying in the program will be dependent upon the student remaining free of all mood-altering, controlled, or addictive substances. The student must also complete any recommended treatment and be physically and mentally able to meet the objectives of the program by providing safe, competent nursing care.

Intervention Project for Nurses

The Florida Department of Health (under the authority of Florida Statute section 456.076, described above) has designated the Intervention Project for Nurses as the approved impaired practitioner program for nurses. The IPN is designated through a contract to serve as consultants and to initiate interventions, recommend evaluations, and refer impaired practitioners to treatment

providers or treatment programs. The IPN also monitors the progress and continued care that is provided by approved treatment programs and providers (FAC, 2015).

Florida law addresses issues of impaired practice in nursing, including reporting, discipline, treatment, and recovery. Under Florida law, all licensed nurses must report suspected impairment. Failure to report can lead to disciplinary action by the Board of Nursing and result in serious consequences.

Provision 3.6 addresses nurses' ethical responsibilities in protecting one another from harm due to impaired practice. It calls for nurses to approach impaired colleagues in a supportive and compassionate manner during identification, remediation, and recovery due to impairment. This includes:

- Helping the individual access appropriate resources;
- Following employer policies, professional guidelines, and relevant laws;
- Advocating for appropriate assistance, treatment, and access to fair institutional/legal processes;
- Supporting the individual to return to practice after recovery; and
- Nurses who report impaired practice should likewise be protected from retaliation or other negative consequences (ANA, 2015).

In Florida, any licensed nurse who suspects another nurse practicing while impaired is responsible for reporting. In hospitals or other healthcare environments, reporting may be most appropriate to the clinical manager or nursing supervisor, who then assumes the responsibility of reporting to either the Florida Department of Health or IPN. Reporting to either entity fulfills the mandatory reporting obligation. A nurse may also contact IPN for a confidential consultation. IPN can be reached by calling this phone number: (800) 840-2710.

Title IX Policy

Purpose

Hope College seeks to maintain a safe environment free from discrimination based on sex. In addition to this Policy, individuals are encouraged to review any and all related policies, including but not limited to, the Employee Handbook.

In addition, this policy applies to complaints of alleged Sexual Misconduct. Hope College expressly prohibits any instances of Sexual Misconduct including Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Rape or Acquaintance Rape. Any acts that fall within the definitions of Sexual Harassment, Sexual Assault, Rape, Acquaintance Rape, Stalking, Dating Violence, Domestic Violence or prohibited Sexual Contact are a violation of the Hope College policy, and potentially applicable state and federal law. Hope College is committed to fostering an environment where any type of Sexual Misconduct is promptly reported, and Sexual Misconduct complaints are resolved in a fair and timely manner. Creating a safe environment is the responsibility of all students and staff.

Scope of the Title IX Policy

This Title IX Policy applies to all members of the Hope College community, including, but not limited to, Hope College's students, employees, faculty, and third parties within Hope College's control ("Affiliates"), and other visitors or guests of Hope College ("Guests").

Title IX Office, Title IX Coordinator, and Compliance Oversight

Hope College's Title IX Coordinator ("Title IX Coordinator") is responsible for monitoring compliance with this Title IX Policy as well as related federal statutes and regulations about the prohibition of Sexual Misconduct and Sex- or Gender-Based Discrimination in higher education. The Title IX Coordinator may be assisted by College staff, including, but not limited to, Title IX Investigators and Area Title IX Liaisons.

Any and all questions about Title IX can be directed to: compliance@dp.hcas.edu, or alternatively, to this address:

Hope College of Arts & Sciences
Attention: Chief Compliance Officer, Confidential
1200 SW 3rd Street
Pompano Beach, Florida 33069

Hope College's resolution of alleged sexual Misconduct, Sex- or Gender-Based Discrimination, or Retaliation is performed under the authority of the College's Title IX Coordinator.

Definitions for the Title IX Policy

Actual Knowledge

The term, "Actual Knowledge," means that the alleged Sexual Misconduct has been reported by any person to either the College's Title IX Coordinator, or her or his or their designee.

Complainant

The term, "Complainant," refers to the person who is alleged to be the victim of conduct that could constitute Sexual Misconduct or other prohibited conduct under this Title IX Policy.

Complaint

The term, "Complaint," means a document filed by the Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a Title IX Respondent and requesting that the College investigate the allegation of Sexual Misconduct.

Supportive Measures

The term, "Supportive Measures," refers to non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Title IX Respondent before or after the filing of a Complaint or where no Complaint has been filed. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absences, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Respondent

The term, "Title IX Respondent," refers to the individual who has been reported to be the

perpetrator of conduct that could constitute Sexual Misconduct or other Prohibited Conduct under this Title IX Policy.

Privacy

The term, “Privacy,” for purposes of this Title IX Policy generally means that information related to a report of Prohibited Conduct will be shared with a limited number of individuals who “need to know” to assist in the active review, investigation, and resolution of the allegations in the report or Complaint. Hope College, of course, will comply with its legal and policy obligations related to Prohibited Conduct that may constitute child abuse, abandonment, and neglect, to the extent those are applicable.

Prohibited Conduct

Prohibited Conduct broadly includes, but is not limited to, the following forms of Prohibited Conduct: (a) an attempt to commit an act of Sexual Misconduct, even if not completed, or an act prohibited under this Title IX Policy by electronic means (*e.g.*, cyber-sexual harassment); (b) intentionally deliberate false accusations of violations of Title IX Policy; (c) intentionally deliberate encouragement of another person to make a bad faith Complaint knowing the allegations in that Complaint were false; (d) Relationship Violence which can include dating violence and/or domestic violence; (e) Retaliation; (f) Sex-or Gender-Based Discrimination; (g) Sexual Assault; (h) Sexual Harassment; and (i) Stalking.

Procedure for the Reporting Prohibited Conduct

Incidents of Sexual Misconduct may be reported to Hope College, to an external agency, to local law enforcement, or to any combination of the three above.

If Hope College has Actual Knowledge of alleged Sexual Misconduct, it will respond promptly in a way that is not deliberately indifferent and it may offer Supportive Measures and explain the applicable Title IX Grievance Process to the Complainant.

The following reporting options constitute giving Actual Knowledge to Hope College and trigger Hope College’s obligation to respond: a report or Complaint made and emailed to the College to compliance@dp.hcas.edu, or a report made by calling Hope College at (954) 532-9614 to contact either the Title IX Coordinator, or a report or Complaint made by mailing to the Title IX Coordinator at the following address:

Hope College of Arts & Sciences
Attention: Title IX Coordinator, Confidential
1200 SW 3rd Street
Pompano Beach, Florida 33069

As outlined above, a report or Complaint may be made at any time (including during non-business hours). Note that this does not mean that an individual will be available to take a report in real time during non-business hours; however, all reports received during non-business hours will be acknowledged shortly after business hours have resumed.

Upon receipt of a report or Complaint, a Title IX Coordinator will review the allegations of the report or Complaint and reasonably investigate the allegations.

If the conduct alleged in the Complaint does not constitute Sexual Misconduct or falls outside the scope of the Title IX Policy, Hope College must dismiss the report or Complaint as it relates to the Title IX Policy. In such a case, the Title IX Coordinator may review with the Complainant other policies or procedures under which the reported behavior may be actionable, or refer the Complainant to a College staff member who can assist the student and/or employee with the process. Hope College will remain committed to protecting the Privacy of all individuals involved under this Title IX Policy.

Hope College may also dismiss the report or the Complaint or any allegations therein, if at any time during the investigation, a Complainant notifies the Title IX Coordinator, in writing, that the Complainant would like to withdraw the report or Complaint or any allegations therein, the Respondent is no longer enrolled or employed by the College, or specific circumstances prevent Hope College from gathering evidence sufficient to reach a determination on the Complaint or the allegations set forth within it. If a report or Complaint is dismissed, Hope College will send a timely written notice of the dismissal with reasons for that dismissal to all the parties involved.

Additionally, upon receipt of a report or Complaint, during or after the investigation process, Hope College may take and/or make available and/or withdraw at any time in its discretion Supportive Measures to either the Complainant or Title IX Respondent.

If there is a conflict of interest between the parties and the Title IX Coordinator, or her or his or their designee, the Title IX Coordinator or designee will work with appropriate offices within Hope College to have an alternate person assigned within five business days to conduct the investigation.

External Reporting Options related to Title IX

For students, he or she or they may contact the U.S. Department of Education Office for Civil Rights (“OCR”) Enforcement Office in Florida or at the OCR headquarters in Washington D.C.

The OCR Enforcement Office For Florida is:

Atlanta Office
United States Department of Education
Office for Civil Rights
61 Forsyth St. S.W. Suit 19T10
Atlanta, Georgia 30303-8927
Telephone: (404) 984-9406
Facsimile: (404) 974-9471
TDD: (800) 877-8339
Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is:

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202
Telephone: (800) 421-3481
Facsimile: (202) 453- 6012
TDD: (800) 877-8339

Email: OCR@ed.gov

For employees, he or she or they may contact the following government entities:

U.S. Equal Employment Opportunity Commissions (“EEOC”)

Miami District Office, Miami Tower

100 SE 2nd Street, Suite 1500

Miami, FL 33131

Telephone: (800) 669-4000

TTY: 1-800-669-6820

Facsimile: (305) 808-1855

Website: <https://www.eeoc.gov/field-office/miami/location>

Florida Commission on Human Relations (“FCHR”)

4075 Esplanade Way, Unit 110

Tallahassee, FL 32399-7020

Telephone: (850) 488-7082

Facsimile: (850) 487-1007

Website: <http://fchr.state.fl.us>

Email: fchrinfo@fchr.myflorida.com

Broward County Professional Standards/ Human Rights Section

Telephone: (954) 357-6500

Website: <https://www.broward.org/ProfessionalStandards/Pages/default.aspx>

Email: profstandards@broward.org

Grading of Students

A letter grade is used in evaluating students’ work for a course. Grade requirements are announced in the syllabus of each course, and grades are earned on the basis of attendance, written work, and examinations. In General Education prerequisite courses, the minimum passing grade is “C” (77%) or greater. In all other degree and certificate programs, the minimum passing grade to receive credit is “B-” (80%) or greater. Grade points are granted corresponding to a letter grade (see chart below) multiplied by the number of units of a course for determining students’ academic standing and awarding honors. The grade point average (GPA) is the total number of points earned for a period of study divided by the total number of units attempted during the period. A student GPA should not fall below 2.0 or the student will be put on Academic Probation and be required to meet with staff in the Student Services Office.

Grading System

Hope College utilizes the following grading criteria set forth below.

Letter Grade	Percent Range	Grade Points
A+	98-100%	4.0
A	94-97%	3.9
A-	90-93%	3.7

B+	87-89%	3.4
B	84-86%	3.0
B-	80-83%	2.7
C+	77-79%	2.4 (General Education Only)
F	75-76%	0.0
I	Incomplete	0.0
W	Withdrawal	0.0

Hope College utilizes the following grading criteria in laboratory simulation courses:

Grade	Percent Range	Grade Points
P (Pass)	80 – 100%	0.0
F (Fail)	< 80%	0.0

Hope College utilizes the following grading criteria in clinical courses:

Grade	Percent Range	Grade Points
S (Satisfactory)	80 – 100%	0.0
U (Unsatisfactory)	< 80%	0.0

Effect of Grades on SAP

Grade	Included in Calculation?	Counted Towards Credits Attempted	Counted Towards Credits Earned
A+	Y	Y	Y
A	Y	Y	Y
A-	Y	Y	Y
B+	Y	Y	Y
B	Y	Y	Y
B-	Y	Y	Y
C+	Y	Y	Y
F	Y	Y	N
S	Y	Y	Y
U	Y	Y	N
I	N	Y	N

Alphabetical Grading System			
Some of the following alphabetical grade may affect a student's rate of progression			
I	Incomplete	CR	Transfer Credit
IP	In Progress	EC	Experiential Credit
S	Satisfactory	AU	Audit Class
U	Unsatisfactory	NG	No Grade
P	Pass		
F	Fail		
W	Withdrawal		
Final Grades will be rounded to the nearest whole number. Grades below 0.5 are rounded, grades equal or above 0.5 will be rounded up to a whole grade.			

Students enrolled in a 2-week course who withdraws during the first three days:

Transcript will indicate: **Day 1 -3 Withdrawal = Course removed**
Week 2 Withdrawal= F

Students enrolled in a 5-to-16-week course who withdraws during:

Transcript will indicate: **Week 1 Withdrawal = Course removed**
Week 2 Withdrawal = W; After 50% of Course = F

*W or F is assigned based on the grade that the student has earned at the time of official withdrawal from the course. The letter grade F, U or a W or will count as a course failure for the purpose of student academic progression.

Students are allowed to retake two nursing courses while in the program. Failing the class for the third time may cause the student to be removed from the program. *Students auditing courses will be required to complete the same work as other students in the course and maintain SAP.

Grading Period

The grading period for all programs is the length of the course. Instructors are required to submit all final grades within five (5) business days of the course end date.

Incomplete Grades

Incomplete grades are given at the discretion of the instructor for work not completed because of a serious problem not caused by the student's own negligence. Incomplete will count toward the completion rate but will not be factored into the grade point average. An "Incomplete" must be made up as quickly as possible, generally within seven (7) days after the last day of class. A copy of the initial "Incomplete" should be placed in the student's file explaining the work the student must complete. This documentation will provide clarification of the incomplete grade if the faculty member is not available and any question arises. If the Incomplete is not satisfied within the time frame agreed on with the instructor, the grade will automatically become an "F". Should the student be unable to convert the Incomplete to a passing letter grade, the student is mandated to repeat the course.

Uniform Policy

While on campus, at a campus-sponsored event, and on clinical, Hope College are expected to wear both their program-specific uniform that has the institution's emblem and the Hope College issued student ID card at all times. Student uniforms should always be neat and clean and free of any items that were not originally included with the uniforms when purchased. Each student has the responsibility to dress appropriately for the school environment.

Apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting to the opposite sex, or violate health and safety rules of Hope College. All dress and grooming shall conform to rules relating to health and safety, and all such rules shall be enforced. The academic administration shall be the final judge as to the appropriateness of the apparel and whether or not such apparel is in violation of campus policies. Students who violate the dress code will be asked to leave and an absence will be recorded. Students who violate the dress code may also be subject to disciplinary procedure.

The Hope College uniform requirements for students consists of the following requirements, terms, conditions, and important information.

Female

- Blue turquoise uniform pants (no jeans);
- White scrub top with the Hope College insignia embroidered on the left chest. Neither stirrup pants nor jeans are permitted. All uniforms must be of ample size and length to adequately cover the student and look professional.
- Clean, plain, white shoes without insignia, and white socks must be worn. The shoelaces must be clean and white. Shoe jewelry is not allowed.
- Name badge (provided by Hope College) is to be worn on the left side of the chest.
- White uniform sweater (optional) is to be the same length or slightly longer than the scrub top.

Male

- Blue turquoise uniform pants (no jeans);
- White scrub top with Hope College's insignia embroidered on the left chest;
- Clean, plain white shoes without insignia, and white socks must be worn. The shoelaces must be clean and white. Shoe jewelry is not allowed.
- Name badge provided (by Hope College) is to be worn on the left side of the chest.

Lab Coat

- Plain white full-length or three-quarter-length lab coat with Hope College's insignia embroidered on the left chest must be worn if at a Hope College activity and not in uniform. It is the only acceptable covering to wear over uniform while in class, lab, or clinical.

Rules While In Uniform

- All uniforms and lab coats should be clean and wrinkle free;
- Hair must be clean, neat, and above the collar. No large, fancy bows or barrettes, hanging curls, "punk" cuts, or "punk" colors.
- The only jewelry permitted is small post-type earrings. No more than two pairs of earrings, no necklaces longer than 17", no bracelets with stones, no rings with stones (with the exception of engagement), no visible piercing.
- Excessive makeup should be avoided.
- Nails must be kept short (to the end of the finger) and clean. Clear nail polish without chips may be worn.
- Cologne or perfume may not be worn. Avoid scented body washes.
- While in clinical facilities, smoking, eating, and gum-chewing is prohibited.

Minimum Standards

All of the minimum standards of dress and grooming set forth below shall apply to all students regardless of what apparel they may be wearing. A Hope College issued photo identification (ID) card must be worn at eye level at all times.

- Student dress and grooming shall be neat and clean.
- White closed toe/closed heel tennis shoes or white closed nursing shoes are to be worn. Slippers, or beach style 'flip flops' are prohibited.
- No see-through garments shall be worn.

- All skirts and dresses must be at a length that is at least knee-length.
- Pants must be hemmed so they do not touch the ground and worn with the waistband at the waist.
- No clothing shall be worn which displays profanity, violence, sexually suggestive phrases, gang-related symbols, racially offensive, alcohol, tobacco, drugs, or advertisements for such products
- products or other phrases or symbols which are inconsistent with an educational environment.
- Tattoos cannot be visible in the clinical, simulation, campus, and/or lab setting. They may be covered with a white shirt or with a skin tone color dressing.
- Sunglasses shall not be worn inside school buildings during regular school hours unless required by a physician.
- No cologne, body spray, scented body lotion, third-hand smoke/tobacco odor, or perfume may be worn.
- No jewelry including bracelets, necklaces, tongue-rings, earrings, or facial piercings is allowed.
- Only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient, tear through gloves, or harbor pathogens.
- Nails must be clean and short, and polish may be worn only if clear. No artificial nails of any kind, including gel nails, are allowed in clinical, in simulation, or in lab experiences.
- Bandannas are prohibited on school grounds. No hats, ball caps, headbands, or headscarves are permitted to be worn while in the building. For special circumstances only, appropriate headwear based on a student's religious affiliation or health status is allowed with the permission of the Chief Academic Officer.
- No cellular phones or pagers are allowed in the classroom and may not be allowed at clinical sites.

Hair must be neatly groomed and above the collar. Long hair must be tied, clipped back with an inconspicuous clip/band, and above the shoulder. Facial hair must be short, trimmed neatly, and clean.

Student Services

Office of Student Service Contact Information

Below you will find the contact information for the Office of Student Services.

CONTACT:

Ms. Pauleene Picazo

Student Services Assistant

Email:

studentservices@dp.hcas.edu

Telephone: 954-532-9614

Ext.417– Ext: 6503

ADDRESS: Office of Student Services
Hope College of Arts & Sciences
1200 SW 3rd Street
Pompano Beach, FL 33069

HOURS OF OPERATION Monday – Friday
Time: 9:30a.m.-5:00p.m.
Or By Appointment

Student Orientation

New student Orientation sessions are held 2 weeks prior to each semester starts Orientation to the College policies and procedures, orientation to the use of the College technology is accomplished during orientation so the students will be able to.

Orientation for the use of technology is accomplished on a one-on-one basis so students will be able to:

- Describe all the administrative and academic support services available to both traditional and distance students at HCAS.
- Use Diamond as the student information system to access the administrative services available to HCAS students.
- Use Canvas Moodle as the learning management system to access class materials, recorded lectures, chat rooms, and to submit assignments.
- Use Zoom as a distance student, or as a traditional student unable to attend class, to enter the virtual classrooms, listen to lectures and interact with their professor and their classmates.
- Use the online LIRN at HCAS library services to find the resources needed for course work.

Financial Operations

HCAS is financial solvent and capable of paying its debts as it becomes due. The College cash flow from operations, the credit facility, and its hard assets create diversity in financing ensuring that HCAS does not rely too heavily on any one financing source.

The facility in which the school operates is owned by the Shareholders of the Company, and all equipment and furniture is owned outright. HCAS receives the majority of its tuition revenue from the United States government as a participant in the Title IV federal student aid program.

Student Accounts

The Finance Office is that part of the administration in charge of student financial accounts. Monthly account statements are mailed directly to the student. Unless a payment plan is in effect, payment of student expenses must be made by the first day of classes. College financial aid offers, where applicable, will be factored into the calculation of the total payment due. Very few colleges offer a monthly payment plan free of service charges. HCAS has adopted this policy in order to make its educational program as affordable as possible. Individual payment plans may be set up with the Finance Officer. Payments are due according to the published dates which are posted in

the College Student Management System (Diamond SIS). Students, whose accounts fall seriously behind, become subject to suspension from class or exclusion from enrollment the following semester. In every case, consultation with the administration is mandatory to reach an agreement about how to proceed. Students are strongly encouraged to take the initiative in contacting the College administration if problems develop in following through on their financial obligations (Finance Office number: 954-532-9614 Ext. 207, 6506 finance@dp.hcas.edu).

Student Contract

Upon completion of this review, and once all deductions have been applied, the student's financial contract will be generated by a Finance Representative. The contract will include the total amount of the program minus credited deductions, the amount of down payment that is required, and the monthly payment amount and due date.

Enrollment Agreement

Before a student is enrolled at Hope College of Arts & Sciences, they must first come to the Finance Office to sign their **Enrollment Agreement**, which is a financial contract between the student and the school. This process involves the Director of Finance explaining to the student the program costs broken down between tuition and other expenses.

Students are also made aware of their financial obligations and responsibilities to the school once they become officially enrolled. Should a student become delinquent in their payment to Hope College, it is the Finance Department's responsibility, as per the enrollment agreement to place the student on Financial Hold.

A financial hold will prohibit any student may from attending classes until their financial obligation has been met.

Payment Plans

Families may budget the cost of tuition in monthly installment payments. There is no interest charged on balances paid through the payment plan. Another option is to pay in full each semester by check, money order, credit or debit card. Interested families should contact the Finance Office via email at finance@dp.hcas.edu or via telephone at 954-536-9614 for more information.

Financial Aid

The College has a strong commitment to help make it possible for any qualified student to enroll in the A.S.N. degree program. Accordingly, students and their families who are unable to manage the full cost of attendance are encouraged to apply for financial aid. Since the College has received accreditation, students may file for both federal and state grants and loans. In order to obtain these funds, a FAFSA (Free Application for Federal Student Aid) form must be completed. The FAFSA form may be sent in after January 1 for the upcoming school year (for example, the form may be sent in after January 1, 2022 for the 2022-2023 school year). The FAFSA form should be completed and mailed no later than March 2 which is the deadline for some grants and loans. The FAFSA form may be completed online at www.fafsa.gov or forms may be obtained from the

College. A completed FAFSA form is also necessary to receive financial aid through the College.

Students who have taken out a federal loan with the College must complete an Exit Interview prior to graduation or withdrawal. Any questions regarding student financial aid should be directed to the College's Financial Aid Director, number: 954-532-9614 Ext. 207, financialaid@dp.hcas.edu.

Federal Requirements

HCAS participates in Title IV. HCAS maintains an SAP policy that complies with section 34 CFR 668.34 of the federal regulations. HCAS's SAP policy is applied to all students without regard to whether a particular student participates in Title IV. HCAS's SAP policy is summarized in its Student Catalog and set forth in its entirety in HCAS's Student Handbook.

Financial Aid Return Policy

Withdrawal from the College (all classes) during any period of enrollment, whether official or unofficial, may necessitate the return of federal and state financial aid. Pursuant to federal regulations (CFR 668.22), a refund calculation will be performed to determine the amount, if any, of Title IV aid (Pell Grant, SEOG, Stafford loans) earned by the student for their attendance up to the date of withdrawal.

Return of Title IV Financial Aid Policy

Title IV financial aid includes Federal Pell Grants, Supplemental Educational Opportunity Grants ("FSEOG"), Federal Subsidized and Unsubsidized Loans, and PLUS loans. Students earn a portion of their financial aid each day they attend class. Attendance will be taken each day of class and the student's failure to attend could result in the reduction or revocation of the student's financial aid.

Withdrawal Date

- **Official Notice:** The date the student officially notifies the Registrar of his/her/their intent to withdraw. In that circumstance, the withdrawal process begins by contacting the Registrar's Office.
- **Unofficial Notice:** A student's unofficial withdrawal date is the student's last date of attendance at a documented academically-related activity.

If a student enrolls for classes, but does not attend and does not officially withdraw, Hope College will assume, for Title IV financial aid purposes, the student has unofficially withdrawn. Funds may have to be returned to the U.S. Department of Education unless there is documentation to indicate that the student completed the term enrolled.

After completing 60 percent of the calendar days for the term in which they are enrolled, the federal government considers 100 percent of the aid to be earned. Students, who withdraw from all classes prior to completing 60 percent of the term, may be required to repay all or part of the Title IV financial aid they received. See the academic calendar for dates for the applicable year.

Under the Federal Title IV Repayment Policy, the percentage of Title IV aid earned shall be calculated as follows:

- Number of calendar days completed up to and including the withdrawal date divided by total calendar days in the payment period, with the allowance for any scheduled breaks that are at least five (5) days long.
- The percentage of semester completed is the percentage of Title IV aid earned by the student.
- The percentage of Title IV aid unearned is 100% minus the percent earned

If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned by the student. Loan funds are repaid in accordance with the terms of the promissory note. Any grant amount the student has to return is a grant overpayment. The student will be notified of the potential over award and will be required to make satisfactory payment arrangements with the federal government to return the funds.

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. This may result in a credit balance for the student. Students with a credit balance will be notified by the Financial Aid Department according to the Hope College Refund policy.

When a student receives federal aid in excess of the earned aid, Hope College must return the lesser of the unearned amount of Title IV aid or the institutional charges for the term, multiplied by the percentage of unearned aid. Hope College will return any unearned aid for which it is responsible within 45 days of the date Hope College determined the student withdrew from Hope College.

Federal regulations require Title IV aid to be refunded in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans (for parents)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Students who owe Hope College due to a Title IV Repayment may be ineligible to reenroll to Hope College. They may also be ineligible for additional Title IV federal financial aid from any other college.

Students who receive Title IV funds must contact the Financial Aid Office before withdrawal from any or all classes to determine their financial aid liability.

Refund of Tuition

A full refund will be made based on the following

Withdrawal Schedule by Term**	Refund Percentage Amount
Within 1st Week 1-7 days (Drop/Add Period)	100% of tuition and fees for the semester
2nd Week of Semester start 8-14 days	75% of tuition and fees for the semester
3rd Week of Semester start 15-21 days	50% of tuition and fees for the semester
4 th week of entire Semester and beyond	0% of tuition and fees for the semester

Tuition and Fees

The following is the schedule of the maximum tuition and fees to be incurred for completion of a program, assuming the student does not fail required courses.

PRACTICAL NURSING TUITION & FEES

TUITION & FEE SCHEDULE	
Tuition	\$16,200.00
Digital Resources of Nursing Contents (included in tuition)	\$1,775.00
Total Tuition Cost	\$17,975.00
FEES, ENTRANCE EXAMS, AND UNIFORMS (not included in tuition)	
NLN PAX Entrance Exam	\$100.00
College Registration Fee (non-refundable)	\$150.00
FDLE Level II Criminal Background Check (required, payable by the student to vendor)	\$95.00
Uniform - two sets provided (required, payable by the student to the college)	\$79.18
Technology and Student Portal Fee (required, used for: utilities, wi-fi service, software, etc., payable by the student to the college)	\$800.00
Total	\$1224.18
Total Program Cost (total tuition, plus required fees)	\$19,199.18
ADDITIONAL COSTS ASSOCIATED WITH THE PROGRAM	
Additional Uniform (optional, priced per-set, purchased through the college, payable by student to the college)	\$39.59
Ten-Panel Urinalysis for Drug Screening (required, varies based on vendor, payable by student to the vendor)	\$45.00
-Exit Exam (Per exam/retakes, payable to the college)	\$100.00
Graduation Fee (optional, payable by the student to the college for participation in commencement activities)	\$450.00
Travel Expenses (student specific, price varies, payable by student to vendor) up to:	\$2,500
Florida Board of Nursing Application Fee (required for licensure, payable by student to vendor)	\$110.00
Pearson Vue Testing Center Fee (required for licensure, payable by student to vendor)	\$200.00
Kaplan Live Review *Effective May 1st 2024*	\$ 470.00
Re-take Exit Exam Fees	\$100.00
Estimated textbooks if student wants Hardcopy	\$ 2500.00
Total Proctoring Fees across courses (on Demand Fees included)	\$1710.00
Immunization and Vaccines (required, price varies, payable by student to vendor)	\$500.00
Nursing Starter Kit (required, price varies, payable by student to vendor)	\$125.00
ACEMAPP Clinical Resource (applies only to clinical participants that requires ACEMAPP)	\$100.00

Total	\$8,949.59
*Additional fee may apply for students not testing at the institution for proctoring – (Fees may vary)	
*Estimated costs may vary based on program. No transfer credits Please refer to your admission packet for additional information.	\$28,148.773

Late Fees, Course Re-take fees, and other fees	
Financing Contract	\$0.00 contract fee for students utilizing the campus's in-house payment plan
Clinical Make up Fee	Make up clinical fees (students who miss clinical shift must pay fees to make the clinical hours) \$10 per hour
Course Retake Fees	Students will be charged tuition by clock hour per course, as expressed on their enrollment agreement, for course retakes. \$12/Hour
Tuition Late Fee	Students on a payment plan who do not pay on schedule (within 3 days of date scheduled) will be charged a late fee of \$50.00
Transcript Fee	Official transcript request - \$32.10 (within 3 weeks)

ASSOCIATE OF SCIENCE IN NURSING TUITION & FEES

TUITION & FEE SCHEDULE	
Tuition	\$34,650.00
Digital Resources of Nursing Contents (included in tuition)	\$2,800.00
Total Tuition Cost	\$37,450.00
FEES, ENTRANCE EXAMS, AND UNIFORMS (not included in tuition)	
NLN PAX Entrance Exam	\$100.00
Registration Fee (non-refundable)	\$150.00
FDLE Level II Criminal Background Check (required, payable by the student to vendor)	\$95.00
Uniform - two sets provided (required, payable by the student to the college)	\$79.18
Technology and Student Portal Fee (required, used for: utilities, wi-fi service, software, etc., payable by the student to the college)	\$800.00
Total	\$1,224.18
Total Program Cost (total tuition, plus required fees)	\$38,674.18
ADDITIONAL COSTS ASSOCIATED WITH THE PROGRAM	
Additional Uniform (optional, priced per-set, purchased through the college, payable by student to the college)	\$39.59

Ten-Panel Urinalysis for Drug Screening (required, varies based on vendor, payable by student to the vendor)	\$45.00
Exit Exam (Per exam/retakes, payable to the college)	\$100.00
Test Out Exam fee/per exam	\$250.00
Graduation Fee (optional, payable by the student to the college for participation in commencement activities)	\$450.00
Florida Board of Nursing Application Fee (required for licensure, payable by student to vendor)	\$110.00
Pearson Vue Testing Center Fee (required for licensure, payable by student to vendor)	\$200.00
Textbooks General Education (required, varies based on vendor)	\$500.00
Estimated textbooks if student wants Hardcopy	\$ 4200.00
Kaplan Live Review *Effective May 1st 2024*	\$470.00
Total Proctoring Fees across courses (on Demand Fees included)	\$1710.00
Travel Expenses (student specific, price varies, payable by student to vendor) up to:	\$2,500.00
Immunization and Vaccines (required, price varies, payable by student to vendor)	\$500.00
Nursing Starter Kit (required, price varies, payable by student to vendor)	\$125.00
ACEMAPP Clinical Resource (applies only to clinical participants that requires ACEMAPP)	\$100.00
Total	\$11,299.59
*Additional fee may apply for students not testing at the institution for proctoring – (Fees may vary)	
*Estimated costs may vary based on potential transfer credits. Please refer to your admission packet for additional information.	\$49,973.77

Late Fees, Course Re-take fees, and other fees	
Financing Contract	\$0.00 contract fee for students utilizing the campus's in-house payment plan
Clinical Make up Fee	Make up clinical fees (students who miss clinical shift must pay fees to make the clinical hours) \$10 per hour
Course Retake Fees	Students will be charged tuition by credit per course, as expressed on their enrollment agreement, for course retakes. \$450/credit
Tuition Late Fee	Students on a payment plan who do not pay on schedule (within 3 days of date scheduled) will be charged a late fee of \$50.00
Transcript Fee	Official transcript request - \$32.10 (within 3 weeks)

RN-BSN NURSING TUITION & FEES

TUITION & FEE SCHEDULE	
Tuition	\$36,300.00
Digital Resources of Nursing Contents (included in tuition)	\$1,500.00
Total Tuition Cost	\$37,800.00
FEES, ENTRANCE EXAMS, AND UNIFORMS (not included in tuition)	
College Registration Fee (non-refundable)	\$150.00
FDLE Level II Criminal Background Check (required, payable by the student to vendor)	\$95.00
Uniform - two sets provided (required, payable by the student to the college)	\$79.18
Technology and Student Portal Fee (required, used for: utilities, wi-fi service, software, etc., payable by the student to the college)	\$800.00
Total	\$1,124.18
Total Program Cost (total tuition, plus required fees)	\$38,924.18
ADDITIONAL COSTS ASSOCIATED WITH THE PROGRAM	
Additional Uniform (optional, priced per-set, purchased through the college, payable by student to the college)	\$39.59
Ten-Panel Urinalysis for Drug Screening (required, varies based on vendor, payable by student to the vendor)	\$45.00
Graduation Fee (optional, payable by the student to the college for participation in commencement activities)	\$450.00
Travel Expenses (student specific, price varies, payable by student to vendor) up to:	\$2,500.00
Immunization and Vaccines (required, price varies, payable by student to vendor)	\$500.00
ACEMAPP Clinical Resource (applies only to clinical participants that requires ACEMAPP)	\$100.00
Total	\$3,634.59
*Additional fee may apply for students not testing at the institution for proctoring – (Fees may vary)	
*Estimated costs may vary based on potential transfer credits.	
Please refer to your admission packet for additional information.	
\$42,558.77	

Late Fees, Course Re-take fees, and other fees	
Financing Contract	\$0.00 contract fee for students utilizing the campus's in-house payment plan
Clinical Make up Fee	Make up clinical fees (students who miss clinical shift must pay fees to make the clinical hours) \$10 per hour
	Students will be charged tuition by credit per course, as expressed on their enrollment agreement, for course retakes. \$550/Credit

Course Retake Fees	
Tuition Late Fee	Students on a payment plan who do not pay on schedule (within 3 days of date scheduled) will be charged a late fee of \$50.00
Transcript Fee	Official transcript request - \$32.10 (within 3 weeks)

Definition of a Credit Hour

Hope College programs are offered continually throughout a calendar year using a semester credit system. Coursework is divided into Theory (conducted in ground classroom/distance education), Laboratory, Simulation, and Clinical experiences, which can be in a group or preceptorship form. The following formula for determination of semester credit hours is used. One semester credit hour equivalency is delineated in the table below:

	1 SEMESTER CREDIT HOUR EQUALS
Lecture	15 contact hours
Supervised Laboratory	30 contact hours
Online Learning	15 clock hours
Clinical /Preceptorship/Internship/Practicum	45 contact hours

Hope College expects students to do outside work each week to support classroom or distance education lectures. The work includes, but is not limited to, projects, research, homework, test preparation, group assignments, and practical skills in the laboratory, papers, and other assigned activities. Hope College expects that students will devote one hour in class and two to three hours outside of class in reading, study, research, preparation of papers, etc. for a total of three or more hours per week for each credit in a lecture/discussion course. Hope College does not give credit for outside clock hours or work experience.

The impression of a credit or "credit hour" for college level work blocks the time that a student would spend in the classroom along with the "Carnegie unit," or the time spent outside of the classroom on activities that lead to the achievement of the learning outcomes of the course. (i.e., studying, research, reading, homework assignments, etc.) That Carnegie unit has customarily been designed as two hours of outside work for every hour* spent in the classroom. *An Hour is defined as 50 minutes of classroom activity.

Hope College accepts that the total amount of time spent achieving the learning outcomes for a distance education or hybrid class should match that of a fully on campus version of the class. For instance, if a three (3) credit class taught on campus demands a total of three hours of classroom lecture and 6 hours of outside work each week to achieve the learning outcomes, so too should a three (3) credit class taught in the distance education or hybrid format demand a total of nine hours each week, on the student's part, to achieve the learning outcomes.

Books/Resources

The recommended books and resources are set forth in the student's course syllabus. Students are responsible for purchasing their own books for each course. The costs for these books are not

included as part of the tuition or fees. Hope College does not sell books. As a result, students should please plan to purchase their books from a third-party vendor. The Admissions Department of Hope College will ensure that students are aware of the books required for their first term and will also provide them with a list of books for the remaining courses. Students are encouraged to check with their instructors to verify books needed for future courses. Students are required to purchase the official school uniforms prior to the beginning of their first course.

Textbooks/Learning Resources

Books Faculty members may select required course texts in consultation with the Chief Academic Officer. Obtaining textbooks is the responsibility of the student. Our required learning resources including CoursePoint by Lippincott, Swift River by ATI, Osmosis by Elsevier, and Cengage Unlimited. Instructors utilize Canvas the learning management system, email, and syllabi to communicate the required textbooks prior to or at the beginning of each semester.

Parking Policy

Parking is provided for students. Hope College assumes no liability for damage or loss to student, employees, guests, invitees, and other persons on the premises of Hope College or those persons' vehicle(s) or its contents while on the premises (including, but not limited to, the parking lot) of Hope College. Students are encouraged to walk at least in pairs to their vehicles following the close of evening classes or activities.

Cell Phones Policy

All cell phones must be turned off during class time.

Health Insurance

Clinical facilities may require students to submit proof of health insurance as a condition of attending the facility for the clinical experience. Students who fail to provide evidence of health insurance or fail to purchase group health insurance place themselves in jeopardy of not being able to attend scheduled clinical experiences or meet the requirements of the nursing course.

The College does not offer or provide health insurance to students. It is the student's responsibility to secure their own insurance.

Health Services

The College does not provide on-site health services. In the case of a medical emergency, an ambulance will be called to the campus to provide any necessary medical attention. Students will be responsible for providing proof of insurance and subsequent payment for any services provided by first responders.

Physical Examination

Due to the physically demanding nature of direct patient contact within nursing education programs, it is necessary for all students entering the program to provide verification of a physical examination performed by a primary care provider prior to admission to Hope College. Physicals are considered valid for a one-year period from the date they were performed. As such students may be required to complete an additional physical, if the original physical is expiring prior to graduation.

Housing Policy

While Hope College does not provide on campus housing, there are a large number of rental facilities in the area to accommodate students housing needs. An area guide may be sent on request from Student Services Department

Solicitations

No collection or campaigns for funds are to be made among students for any purpose except by written permission from the President's office. Students and outsiders will not be allowed to sell any kind of merchandise, solicit subscriptions or engage in any kind of commercial activity on the premises or at any College-sponsored event.

Library Resources & Librarian Assistance

Campus Learning Resource Center

The Campus Learning Resource Center and Online Library serve as an important academic resource for both faculty and students. It is, therefore, important to ensure it is adequately and relevantly stocked to meet the needs of Hope College of Arts and Sciences scholars. The Librarian is available both on campus during published library hours and virtually to support online students.

Online Library Resources

Hope College provides sufficient and consistent financial support to ensure the adequacy of its library and learning resources. Hope College provides students and faculty with the LIRN Librarian Service and database subscriptions as a consortium member of the Library & Information Resources Network (dba LIRN). Hope College subscribes to 94 research databases from Gale Cengage, ProQuest, and Skillssoft Books to provide access to online books, as well as content from journals, magazines, news publications, and other sources covering topics relevant to the field of nursing, numerous allied health topics, interdisciplinary subjects, and content supporting intellectual, spiritual, and cultural development topics and exploration. Students and faculty can access Hope College's online library resources seven days a week, 24 hours a day. Hope College's online library offers an extensive database subscription coverage meeting programmatic and multidisciplinary research needs.

Hope College's online library offers up-to-date research databases/resources and other applicable content solutions to support degree-granting institutions. The Online Library is available via the internet, 24/7 via a dedicated proxy. Students and faculty can access the online library anywhere at any time via the internet. The LIRN Portal and federated search capabilities built within the search interface allow students and faculty to conduct research on various topics via full-text, peer-reviewed journals; eBooks; interactive applications; and more. Online library databases/resources are organized in a manner to sufficiently allow for easy navigation in order to evaluate its holdings. Students can access the online library resources from any location 24/7 by going to <https://www.lirn.net/databases/> and logging in with the college code (provided to all students enrolled in a course). Technical assistance for library access is available by contacting support@lirn.net.

Librarian Assistance

In addition to being a subscribing member of library research databases, Hope College subscribes to the LIRN Librarian Service. The LIRN Librarian Services employs professional librarians to staff the college. All LIRN Librarians have master's degrees in Library and Information Science

programs accredited by the American Library Association (“ALA”). Hope College is supported by a team of highly engaged librarians that stay abreast in emerging trends and traditions in higher education. They participate in regular professional development activities to stay current with the latest developments in the field. In addition, please see the credentials document of the Library Director.

Professional librarians are staffed a total of 84 hours/week. This coverage consists of a team of librarians holding master’s degrees that are staffed for support 7 days per week, not including observed holidays.

Library personnel are made directly available to students and faculty, participating in all course delivery models, through instruction, interaction, and intervention in the provision of library services and in facilitating successful use of library resources, particularly electronic resources requiring computer and digital literacy, and information literacy skills.

For research assistance, students and faculty may contact helpful librarians by accessing Hope College’s LIRN Portal, clicking the “Ask a Librarian” button on the right-hand side of the LIRN Portal, and completing a request for help from Hope College’s librarians. Depending on the inquiry/need, librarians may follow-up with a student or faculty member via email, phone call, or screenshare.

LIRN librarians are also available to advise faculty on developing research assignments and incorporating library content into the curriculum.

Online Resources by Category

Below please find the linked database title for more detailed information and title lists. Databases are updated frequently with the newest issues of publications. The database vendors provide resources as they are released from the journal publishers.

Digital Books

Gale Virtual Reference Library includes over 2,000 online reference books covering many subject areas including medicine.

Ebrary Academic Complete (soon to be ProQuest eBook Central) is a growing collection that currently provides over 145,000 scholarly eBooks from leading publishers with coverage in all academic subject areas, including coverage of nursing, health, and medicine. Titles are selected by a team of librarians at ProQuest.

Nursing & Allied Health Resources

ProQuest Family Health Database has coverage of a range of health subjects, including, but not limited to, sports injuries, women’s health, food, nutrition, midwifery, eye care, and dentistry.

Academic Counseling

The Director of Student Services and the support staff will make every effort to provide academic counseling. Academic counseling is available in the following manner:

- Prospective Students: During the admission process

- Current Students: During your educational matriculation

Any issues that SSD is unable to address will be referred to community organizations and agencies to better meet the student's needs.

Tutoring Services

Tutoring services with faculty or student tutors are made available by appointment only. If a student needs assistance in any course, he/ she should notify the SSD to schedule a session with a tutor. Please note that regular class attendance is a prerequisite for tutoring.

Career Counseling Services

Hope College assist students in preparing for their nursing career in the healthcare field. Hope College assist the student with employment assistance opportunities in the form of interview preparation and resume writing workshops, job search, and career planning. Students and graduates are encouraged to take advantage of these services. Hope College does not guarantee employment placement to students. Hope College does not promise or imply any specific market or job availability amounts.

The Student Services Department (SSD) will assist students with career services such as: résumé preparation, interview skills and job searching techniques. There are many written materials relating to interviewing, writing résumés, and developing cover letters that are available to all students through the SSD.

In addition, there are job search and company websites, as well as an electronic job board, to which students are referred.

In an effort to assist students in career placement and with the job search, the SSD staff is well trained and is knowledgeable of its administrative and student services roles and responsibilities

Once students are near their graduation dates, the SSD will have a scheduled information session to discuss upcoming intentions in looking for a job. This is done so that the SSD can assist them as effectively as possible and to determine strategies and student responsibilities in locating work. Mock interviews may be held.

Following graduation, students are encouraged to check in with the Career Services personnel on a weekly basis. In order for students to be aware of current job leads, "job boards" are maintained electronically via email.

Communication Policies

Verbal

When in verbal communication with other students and/or Hope College's faculty/staff, students are to communicate politely with professional mannerisms that are neither offensive nor inappropriate. Verbal communication should also be addressed calmly and at an appropriate tone of voice that would be deemed non-threatening to others. Students are expected to refrain from comments or statements, even in joking, reflecting adversely on any person or group with reference

to race, color, religion, sex, national origin, sexual orientation, or disability. Racial, ethnic, or sexual slurs in the presence of other students or Hope College-related activities or programs constitute unprofessional conduct.

Email

With the inclusion of web-based components in certain classes, there may be instances when email correspondence is required in order to communicate with an instructor. Proper email etiquette must be displayed by both parties when in communication. Also, email should be limited to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility.

Students are discouraged from engaging in exchanges with staff/faculty via social media sources. The same rules apply to any faculty or staff engaging in such communication with students. No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the Hope College Campus President or other designated Hope College official. Conduct via email which contains statements that are unprofessional or contain insubordinate, libel statements may lead to expulsion from the institute.

Telephone

Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology, and devices with audio record capabilities. The same verbal communication etiquette is expected through communication devices as it would be through in-person communication.

Non-Verbal Communication and Behavior

Students should be aware that gestures and physical conduct may be misinterpreted by other students and/or faculty and staff. Therefore, students must avoid any conduct that might be characterized as evidencing an improper or unprofessional behavior towards others.

Student/Staff Relationships

Students and staff are to remain at a strict level of professionalism. All matters discussed should be limited to only those that affect the student's education. Personal matters should not be discussed as it is considered inappropriate communication. All issues that affect the student's learning environment can be discussed with the appropriate personnel, while maintaining a level of professionalism. At no point should students and faculty/staff develop relationships outside of the academic arena. Students will not be exploited, and gifts should not be used in exchange for personal gain. Sexual or romantic involvement with an instructor and sexual harassment by any student, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. Behavior in and out of class should demonstrate a level of professionalism aligned with Hope College's policies as each student is a reflection of the institution.

Student Email System

Hope College of Arts & Sciences utilizes an internal email system for administration, faculty, and staff to effectively communicate with students. The SSD is responsible for setting up student email accounts. Student HCAS email accounts will ONLY be established upon completion of the admission process. Official HCAS email addresses take the format below:

Student Name: *John Smith*
Example: *SmithJ_st@hcas.edu* smithj@st.hcas.edu

It is strongly recommended that every student follow up with his/her email account information and access the email system immediately to ensure that it is functioning properly.

All email communication between faculty and students is done through the college's internal email system which can be accessed at our website www.hcas.edu. Use of personal email accounts for school business is not allowed.

Problems or concerns with access to the email system may be addressed through Student Services for resolution via email at studentservices@dp.hcas.edu

Duplication / Copy Service

There are no copiers available at the College offices for student's personal use. Duplicating services are available locally at very reasonable cost.

Student Facilities

Clinical Skills and Simulation Center

Hope College of Arts & Sciences Clinical Skills and Simulation Center will support the College Mission and Values by providing students with a safe, supportive environment for the learning and assessment of clinical skills through reliable simulation and enhanced clinical reasoning abilities

Standardized Patient Program

The College vigorous Standardized Patient Program is housed in open 5 simulated clinic exam rooms outfitted with video/data capture technology. Our Standardized Patients (SPs) are carefully chosen and trained to enhance student experience with real life scenarios designed to support course material. Through many interactions with SPs, nursing students reinforce and track milestones in communication, physical exam, clinical reasoning, and professionalism.

Simulation Center

Hope College of Arts & Sciences Simulation Center features a simulated ICU/Emergency Room /Maternity/Pediatric setting and three hi-fidelity human simulators with instant video replay for debriefing and feedback. Students of varied clinical disciplines experience the impact of interprofessional communication and team ship in the care of patients and their families. With communication as a central goal, students of nursing, osteopathic medicine, pharmacy, physician assistant and public health collaborate in realistic, varied scenarios designed for collective competency in patient safety.

Laboratories

HCAS offers a computer laboratory for student use. The student learning resource center contains

a computer lab with a total of 10 computers and another computer lab adjacent to the library contains a total of 10 computers with Internet access that is available for student use. The computer lab is open during regular school hours to allow students to access the Internet and other computer programs to facilitate and enhance their educational experience.

In addition, the College offers a secure wireless Internet connection so students may use their personal devices for research. IT personnel help students establish their online accounts and wireless connections. Furthermore, the IT personnel regularly check and maintain all equipment located throughout the College.

Student Lounge

Students at HCAS have a lounge area equipped as an eating area, with a refrigerator, a sink, and a microwave. Students are welcome to use this area to relax, study, eat and enjoy the company of other Doves!

Classrooms

There are multiple classrooms established for instructional learning. Students may also use these spaces to facilitate study groups and tutoring sessions between class schedules.

External Classroom Assessments & Examinations

In addition to in-class required classroom examinations, students are expected to take other assessments and proctored examinations to better equip them for the workforce.

Criteria for Admission

Hope College of Arts & Sciences welcomes students who can profit from the College's educational program, who are committed to learning, and who enjoy the prospect of learning within a Christ-centered environment.

General Admissions Requirements

To be considered for admissions into a program of study, an applicant must do the following:

1. Complete the Application online;
2. Provide proof of Florida Residency-Identification or Driver's License;
3. Provide proof of high school completion or equivalent;
4. Interview with an Admissions Representative;
5. Provide proof of age (applicant must be seventeen or older to start the program);
6. Demonstrate ability to meet program-specific requirements;
7. Pass a background check; and
8. Complete the necessary entrance test for the program of study (if applicable).

The Office of the Registrar will evaluate home-schooled applicants to determine if the high school education for the applicant meets our proof of graduation requirement. Please contact the Office of Admissions for information about required documentation. Once the Office of the Registrar evaluates home-schooled student documentation, the applicant will be notified whether he or she or they may proceed with the admissions process. Applicants may also proceed with the admissions process by earning a GED diploma.

Required Entrance Examinations

All applicants enrolling in the Associate of Science in Nursing (“ASN”) and Practical Nursing (“PN”) program must take and pass the college standardized entrance pre-admission exam (“PAX”). Questions in it are designed to test the basic academic skills a nursing student will need to perform in class in the following areas: reading, Math, Science, and English and Language Usage. Students are only allowed to take the examination for a maximum of two attempts. If the student fails the two attempts for that examination, the student would need to wait for 90 days before they can retake the examination. In the case of a student that drops from a program and subsequently returns to the same or different program within five years, the re-entering student may be required to retest in order to meet the current minimum testing requirements.

Entrance Exam Composite Score Requirements for the PAX Test

Entrance Exam Minimum Composite Score Rates for the PAX Test		
Program	Credential	Composite Score
Practical Nursing	Diploma	100-102/200
Nursing	Associates of Science	100-102/200
Nursing	RN-BSN	N/A

Entrance Exam Examination Content

Math	Reading	Science	English and Language Usage
Numbers, Algebra Fractions, Square Roots, Measurement, Data, Commas, Estimation Sequences, and Division	Key ideas, details, craft, structure, and integration of knowledge and ideas	Human anatomy and physiology, Life and physical sciences, and Scientific reasoning	Conventions of standard English, Knowledge of language, and Vocabulary acquisition

Testing Requirements

The Entrance is the official entrance examination for the Practical Nursing (“PN”) and Associate of Science in Nursing (“ASN”) programs at Hope College. Applicants may be granted acceptance into Hope College as determined by Hope College based upon equivalent entrance test scores on other qualifying examinations, including the HESI A2, PAX-PN/RN, and TEAS subject to conditions, including that admission test scores must have been earned within the last two years.

Applicants seeking to transfer nursing credits as advanced placement must prove competency by achieving a minimum score of 80% in the comprehensive course-specific content examinations, which can be attempted once only. Applicants entering the RN to BSN program must have a Diploma or Associate of Science in Nursing with a 2.5 GPA of higher and a valid Registered Nursing License to qualify.

Any individual wishing to retake the entrance examination may take it up to two times within a 12-month period.

Requirements	Practical Nursing (RESIDENTIAL)	Nursing (Associate of Science in Nursing (RESIDENTIAL))	Nursing (Associate of Science in Nursing (HYBRID))	RN-BSN (Bachelor's in Nursing) DISTANCE EDUCATION HYBRID
PAX-Entrance Exam	100/200	100/200	100/200	N/A
Earned Degree/Diploma/Certificate		GPA of 2.0 or better on a 4.0 scale and a "C" or better to transfer.	An earned associate degree or diploma in nursing from an accredited registered nursing ("RN") program or institution.	
GPA		2.0 or better on a 4.0 scale.	2.0 or better on a 4.0 scale from a Diploma or Associate of Science in Nursing	

NLN End-of-Course Assessments (EOC exams)

Students who attend Hope College of Arts & Sciences are required to take a standardized end-of-course NLN (EOC) exam for the following nursing courses:

- Math/Pharmacology
- Fundamentals of Nursing
- Medical Surgical Nursing
- Maternal & Pediatric Nursing (**these are separate exams**)
- Mental Health Nursing (**did not see RN, instead for PN students**)

Each exam must be passed with 66-72% or higher in order to receive a passing grade in the course.

Benchmark percentages are based on national norming scores from the National League of Nursing (NLN) standards with the equivalent grades as follows:

Percentage Score	Grade Equivalent
66%-72%	80
73%-79%	90
80% or higher	95
<i>No '100%' grades are given</i>	

If a student does not pass the NLN EOC exam, he/she is required to repeat the course. The NLN for Medical Surgical Nursing is administered at the end of Medical Surgical Nursing II. If the student fails this exam, the student is required to repeat Medical Surgical Nursing I & II.

Nondiscrimination, Equal Opportunity, and Harassment

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Hope College does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military

service in its administration of education policies, programs, or activities; admissions policies; or employment. Inquiries or complaints should be directed to the Compliance Department via phone at: (954) 532-9614 ext. 202, or email at: compliance@dp.hcas.edu.

Academic Integrity and Violation Definitions

Academic integrity is a core value at the heart of Hope College and the basis for just about everything we do. It involves honestly reporting the reasons and sources for one's conclusions or creative work.

Healthcare education is highly stressful, and students may feel overwhelmed by the amount of work they need to accomplish and the pressure to achieve passing grades. The student may at times be short of time with several assignments, tests and quizzes. However, cheating, plagiarism and fabrication are not the answer.

Students must understand that the failure to uphold principles of academic integrity threatens the reputation of Hope College and the value of the degrees and diplomas awarded to its students. Every member of Hope College is therefore responsible for ensuring that the highest standards of academic integrity are upheld.

Students are encouraged to be responsible for understanding the principles of academic integrity and abiding by these values in all aspects of their work at Hope College. Students are encouraged to educate other students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Cardinal Rules of Academic Integrity

1. The student must know their rights.
2. The student must report any academic dishonesty observed.
3. Whenever the student uses words or ideas that are not their own when writing a paper, the student must use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.
4. The student must protect their work. During examinations, the student must not allow their neighbors to see what the student has written on the exam or elsewhere in connection with the exam.
5. The student must always avoid suspicion. The student should never put themselves in a position where they can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine the instructor's confidence in the student's work.
6. The student must do their own work. The purpose of assignments is for the student to develop their own skills and measure the student's progress. Letting someone else do the student's work defeats the purpose of that student's education and may lead to serious charges against the student.

7. The student must never falsify a record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
8. The student must never fabricate data, citations, or experimental results. Many professional careers have ended in disgrace, even years after the fabrication first took place.
9. The student must always tell the truth when discussing their work with the instructor. An attempt to deceive will destroy the trust between instructor and student.
10. The student must demonstrate their own achievement.
11. The student must accept corrections from the instructor as part of the learning process.
12. Students must obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her or their interpretation or conclusions.

Academic Intervention, Academic Probation and Monitoring

1. Academic intervention occurs when a student fails to maintain a 77% percent in general education and 80% in the nursing courses during weekly quizzes and tests, and it can arise before a student fails a course. In other words, a student who fails to maintain a 77% percent in general education and 80% in the nursing courses on weekly quizzes and tests will placed on academic intervention.
2. A student placed on academic intervention will be referred to remediation by Hope College's Student Services Department.
3. A student placed on an academic intervention will be required to attend weekly tutoring sessions that will be outlined in the action plan. Failure to meet action plan requirements may result in dismissal.
4. A student will be placed on academic intervention for failure to submit any required weekly assignments.
5. A student on academic intervention will receive tutoring for a period of three weeks. After the three-week period, Hope College's Student Services Department will review academic progress and either discharge the student from academic intervention or recommend continuation of academic intervention.
6. A student whose GPA falls below 2.0 or whose rate of completion does not meet the 67% requirement will be placed on warning initially rather than academic probation. If the student fails to achieve a 2.0 GPA or 67% rate of completion in the next semester, he/she will be place on SAP Probation.
7. A student placed on SAP probation will be notified by the registrar and referred for counseling. As part of the SAP probation, an action plan will be developed with the student detailing what

needs to be done in order to be removed from SAP probation as well as the consequences for failing to meet these requirements.

8. All students will receive a progress evaluation as well as an end of course evaluation. The evaluation will focus on the student's academic performance. The student will be required to attend weekly tutoring sessions that will be outlined in the action plan. Failure to meet action plan requirements may result in expulsion.
9. If, at the conclusion of the assigned time period, the condition(s) of SAP probation have been met, the probation status will be removed. Notification will be sent to the student within three (3) business days following the removal.
10. If, after the probation period, SAP is not met, Student Services with the help of the Academics department will determine whether student should be terminated or have probation extended for an additional period.
11. If, after the probation period, SAP has been met, the student will be notified within three (3) business days following the decision.
12. Students who fail to meet academic standards after an extension period may have to **repeat** the course or be **terminated from the program of study**.
13. Students are allowed to repeat the course if they have only failed **one (1) course** in the program of study.
14. Students repeating the course will be responsible for repeat course fees which will include tuition for the course and other processing fees.
15. Students repeating a course must begin the next available course in the program they are repeating (unless otherwise indicated and approved).
16. Tuition and processing fees must be paid within five (5) business days of notification and approval to repeat course. Tuition fees will be based on the clock or credit hours of the failed course.
17. Students who fail the retake examination may be allowed to repeat the course, provided they have not repeated a course previously.
18. Students auditing courses will be required to complete the same work as other students in the same course and maintain SAP. The audited course will be listed with a grade of "AU" on the transcript.
19. Students failing **more than two (2) core nursing courses will be terminated from the program**. Students may appeal to be re-admitted and continue with their program of study.
20. Students terminated from the program may reapply for re-enrollment. Re-enrollment will be based upon the review of the student's history and record, current admission requirements, available space, and the student's petition explaining why they feel they can now succeed in

the program. Additionally, current and prior conduct as well as the student's ability to meet their financial obligations to the school will be considered in the determination.

21. Students approved for re-enrollment will be required to fill out new enrollment paperwork and pay any applicable fees. Arrangement for tuition and fees must be made within five (5) business days of notification of the approval for re-enrollment.

- If the student returns within two (2) academic semesters of their dismissal or withdrawal from the College, they will receive academic credit for all course previously and successfully completed at the College.
- A student must pay all outstanding tuition due to the College at the time of his or her dismissal or withdrawal from the College.
- Students must reapply for Financial Aid, if applicable.
- A student returning from a withdrawal status after two (2) academic semesters must reapply for admission and, upon acceptance, and must restart the program from the beginning with all appropriate fees.

22. Other matters that may not have been reviewed in the SAP policy will be reviewed on a case-by-case basis.

Remediation Department

Hope College has a Remediation Department that addresses students' learning gaps. The Remediation Department is dedicated to providing tutoring to the students who are struggling with their learning.

Assessing SAP

Satisfactory Academic Progress (SAP) is a major factor in defining student's progress, and it is measured after each semester of enrollment. Each evaluation will include qualitative, quantitative, and maximum timeframe standards.

Effect of Other Actions on SAP

Official Withdrawal

In extreme situations, students may be allowed to withdraw from a course past the withdrawal deadline without any academic penalties. Students may petition the Chief Academic Officer/Dean of Nursing for late withdrawal from all courses. Tuition charges for the time of attendance will be calculated according to the refund policy. If granted, the student will receive a grade of either "WF" (withdrew while failing) or "WP" (withdrew while passing) for any course not completed in the payment period.

Unofficial Withdrawal from School

A student who does not complete the official withdrawal process as defined in the withdrawal policy but stops attending will receive a failing grade ("F"), or a combination of withdrawal ("W") and failing grade ("F"), in all courses for the term in question.

Students who received federal financial aid and receive all F's for non-attendance are considered unofficially withdrawn for the semester.

If Hope College unofficially withdraws a student from Hope College, the Dean of Academics will notify the registrar to record the circumstances and last day in writing and include the information in the student's official file.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to Hope College, or violates conditions mentioned in the contractual agreement with Hope College will be subject to termination and considered to have unofficially withdrawn. Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The Office of the Registrar will make three attempts to notify the student regarding his/her enrollment status;
2. Hope College will 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 date of determination is determined as the date the day after 14 consecutive calendar days of absence;
4. Hope College will notify the student in writing of the student's failure to contact Hope College and inform them that the student's attendance status has resulted in the current termination of enrollment from Hope College;
5. Hope College will next calculate the amount of funds the student has earned, and, if any, the amount of funds for which the school is responsible;
6. Hope College calculates the school's refund requirements (see school refund calculation);
7. If applicable, 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 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; and (b) advise the student in writing of the amount of unearned Title IV, the Higher Education Act of 1965 ("HEA") aid and tuition and fees that the student must return, if applicable.
8. Hope College will provide the student with a final student ledger card showing the outstanding balance due to Hope College and available methods of repayment; and
9. Hope College will place a copy of the completed worksheet, check, letter, and final ledger card to be kept in the student's file.

Withdrawal Courses will not be factored into student's grade point average, but the completion rate will count toward the SAP.

Transfer

Transfer credit from other institutions will be counted toward the program completion rate but will not be factored into the grade point average.

Incomplete

Incomplete will count toward the completion rate, but will not be factored into the grade point average.

Noncredit Courses

Noncredit courses will not be factored into the grade point average and will count toward the completion rate.

Remedial Courses

Hope College offers remedial courses and test preparatory courses. However, students may have to pay additional fees for remedial and test preparatory courses. Remedial courses will not be factored into the student's grade point average and will count toward the completion rate.

Non-Punitive Grades

All Pass or Fail and Satisfactory or Unsatisfactory grades will count toward the completion rate. All Pass/Fail and Satisfactory/Unsatisfactory courses will count as an attempted course and will affect a student's completion rate, but they will not be factored into the student's grade point average.

Repeated Courses

All courses that were repeated and passed will count toward the completion rate. Courses repeated and failed will count as an attempted course, will affect a student's completion rate, and will be factored into the student's grade point average.

Academic Honors

To encourage academic excellence and to formally recognize the students who have been outstanding in their study, Hope College offers the following awards and honors:

- Dean's List - An acknowledgement of outstanding academic achievement of 3.5 to 3.74 grade point average in a module.
- President's List - An acknowledgement of superior academic achievement of 3.75 or greater grade point average in a module.

Procedure for Withdrawing from Hope College

Students are encouraged to meet with Student Services Department of Hope College prior to withdrawing given that a withdrawal has financial implications and may affect a student's ability to reenter their program of choice. A student choosing to withdraw from Hope College should provide a written notice to the Student Services Department of Hope College. The notice should include the expected last date of attendance and include the student's signature and date prepared.

Procedure for Adding or Withdrawing from an Individual Course

Students wishing to drop or add a course during a semester need to obtain and submit a completed course Add/Drop Form. This form can be obtained from the Registrar's Office. Students who drop all scheduled courses for a term will be withdrawn from the program.

The student should secure the Dean's signature on the Add/Drop form and schedule an appointment with student services to review what impact this action may have on their academic path and check with the Financial Aid Office as to any impact the action may have on their financial aid grant and/or loan eligibility. Students must cease attending courses dropped and timely return any Hope College property, or clinical site property.

Late Course Withdrawal

Students may request to withdraw from a course prior to 50% of the course being offered and receive a "W" in place of a grade. A student is charged the full course cost, but the "W" assigned will not impact the student's CGPA (for SAP, the credits will be included as credits attempted). Once 50% of a course has elapsed, the final grade earned for the course will be assigned.

Date of Determination of Withdrawal

Hope College takes attendance of students. The Date of Determination that a student withdrew varies depending upon the type of notice: Official Notice or Unofficial Notice.

Official Notice

For withdrawals where the student provided Official Notification, then the Date of Determination is the student's withdrawal date, or the date of notification, whichever is later.

Unofficial Notice

For withdrawals where the student did not provide Official Notification, then the Date of Determination is the date that Hope College becomes aware that the student has ceased attendance. For a student who withdraws without providing notification to Hope College, then Hope College must determine the withdrawal date no later than 14 days from the last date of attendance.

Leave of Absence

If special circumstances arise, a student may petition, in writing, to Hope College for a leave of absence ("LOA"). The LOA should include the following details: (1) the date that the student anticipates the leave beginning; (2) the date that the student anticipates the leave ending; (3) a description of what has caused or is requiring the student to make the leave of absence request; and (4) all supporting documentation. Hope College may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. **This 12-month period begins on the first day of the student's initial LOA.** If the student fails to return to Hope College by the date set forth in his or her or their submitted LOA, the student will be academically withdrawn, and the student's last date of attendance will be utilized as the withdrawal date. It is expected by Hope College that a student on a LOA will return from the leave. Students who do not return from a LOA will be unofficially withdrawn from Hope College within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

If enrollment is temporarily interrupted for a LOA, students return to Hope College in the same SAP status prior to the LOA. Clock hours that have elapsed during a LOA will extend students' contract period by the same number of clock hours and days taken in the LOA and will not be included in the cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from Hope College will receive credit for all work successfully completed up to the point of withdrawal.

Graduation Ceremony

A student may request to participate in the Hope College of Arts & Sciences Commencement after completing all requisite coursework for the A.S.N degree or Practical Nursing Diploma. A student who has not completed the 6 credit Nursing Leadership NCLEX Seminar/Practical Nursing Integration & has NCLEX coursework left to complete and/or has not met exit requirements may request to participate in the graduation ceremony. However, that student must have current satisfactory progress standing with the College.

Exit Examination

There is an exit test requirement at the end of each of the pre-licensure nursing programs (PN, ASN), consisting of a computerized standardized comprehensive nursing exam for RN or PN. This test evaluates students' application of nursing concepts at the conclusion of a program when preparing to take the NCLEX. The college reserves the right to use various testing products, including, but not limited to HESI, ATI, NLN, and college-synthesized. The exam should be scheduled at the end of Nursing Leadership and NCLEX Seminar course.

Exit Testing Failure Remediation

A student that fails the exit exam on the second attempts fails the HCAS-NUR 4240 Nursing Leadership and NCLEX Seminar must retake the course and is responsible for paying **to retake the course**. A student that fails the course a second time will be withdrawn from the program.

Scheduling Assessments & Evaluations

All scheduling of assessments and evaluations must be requested through student email. With the exception of the Wonderlic assessment during the admissions process, a request must be submitted to nursing@dp.hcas.edu from the student's official HCAS school account to schedule the assessment. As some assessments are done on a weekly basis, students are expected to select a date and time for their assessments. Students will sign an agreement to honor this date and time which they selected. It is the student's responsibility to be available. Should a student fail to take the test when scheduled, an attempt at the test will be counted against the student unless documentation of an unexpected emergency is provided.

Privacy Policies

Policy regarding the Family Educational Rights and Privacy Act of 1974

In alignment with Family Educational Rights and Privacy Act of 1974 – (FERPA), Hope College seeks to protect the privacy of student educational records and limit access to the information contained in those records by third parties. Students may choose to grant Hope College permission to disclose information from the educational records to certain individuals by completing the

“Consent to Release Student Information” form. This form does not give permission to disclose any information with regards to health, counseling, disability, or public safety records. Any privileges granted to an individual can also be revoked at any time, by use of the same form. Please be sure to complete the form in its entirety and specify the period for which the form will be valid.

Students’ Rights

Under FERPA, students have the following rights:

- The right to inspect and review the student’s education records within forty-five (45) days of the day that Hope College receives a request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. A campus official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hope College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student’s education records that the student believes is inaccurate or misleading. The student should write the official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Hope College decides not to amend the record as requested by the student, Hope College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to campus officials with legitimate educational interests. A campus official is a person employed by Hope College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks. An official has a legitimate educational interest if the official acts in any of the following capacities is performing a task that is specified in his or her position description or contract agreement, related to a student’s education or to the discipline of a student: providing a service or benefit relating to the student or the student’s family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, Hope College may disclose education records without a student’s consent to officials of another school in which that student seeks or intends to enroll.

Student’s Right to File a Complaint

Students should exercise extreme caution in transmitting confidential or sensitive matters and should not assume that email is private and confidential. Extremely sensitive information may be best communicated in writing. It is especially important that users be careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence, because many mailing lists are configured to deliver replies to the entire list, not just the author of a given message. The confidentiality of student records is protected under FERPA.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Hope College to comply with the requirement of FERPA. For additional information, please visit the following website: <https://studentprivacy.ed.gov/file-a-complaint>. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

In addition, an email address that may receive complaints is the following:
FERPA.Complaints@ed.gov

Online Student Privacy in the Distance Education Environment

Hope College of Arts and Sciences complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records.

Verification of Student Identity

Currently, all students at Hope College of Arts and Sciences take some classes, labs, or clinicals at the main campus and are met in person. In addition, HCAS verifies student identity in distance education courses using institution generated email addresses, a secure, password protected learning management system, and proctoring services for online exams. Institutional policy prohibits the sharing of login information. Live interaction in distance courses using Zoom provides additional identity protection. There are no additional student fees associated with the verification of student identity at this time.

Examination Policies

Examination Schedules

Examination schedules vary and are listed in each individual course syllabi.

Examination Irregularities

Examples of prohibited, irregular behavior include, but are not limited to, the following:

1. Cell/mobile/smartphones, pagers, or other electronic devices may **not** be accessed at all during the student's examination.
2. All midterm and Final exams will be administered by Proctor360. A fee of \$15.00 will be charged for every proctored exam.
3. Unusual behavior during online proctored examination or quiz-based video proctoring are unacceptable and include, but is not limited to, the following:
 - Room that is not well lighted or has less visibility;
 - The student must be within camera focus and clearly visible at all times;

- Candidate taking unauthorized breaks during the test;
- Candidate Signaling during test;
- Another person found in room;
- Mobile phone, iPad or other electronics during testing;
- Other objects found such as book, paper, pen, water bottle, glass, blankets, towels and any unauthorized objects;
- Consistent unstable internet connection that results in loss of visual view of the student during online proctoring;
- Testing Rooms must be empty with only a desk and a chair. There must be no items on testing room walls;
- Minimizing the browser;
- Resizing the browser;
- Opening a new tab;
- Opening a new program;
- Taking a screenshot (Desktop);
- Pressing Ctrl + C.;
- Pressing Ctrl + V;
- Pressing Print Screen;
- Pressing F12.

Examination Procedures and Expectations

1. Clarification of exam questions may be sought from an instructor, but the student may not seek help from any other party in answering items (in person, by phone, text or by email) during the student's examination (including breaks).
2. The student may not take the examination for somebody else.
3. The student may not tamper with the computer or use it for any function other than taking the examination.
4. The student may not engage in disruptive behavior at any time while testing.
5. The student who consistently has issues with online tests may be required to take all examinations on campus.
6. Personal items may not be reviewed during examination. Personal items not allowed include, but are not limited to, the following items:
 - All electronic devices, including mobile phones, computers, cameras, watches, video and/or audio recording devices;
 - Coats/hats/scarves/gloves;
 - Medical aids/devices not requiring a prescription;
 - Bags/purses/wallets;
 - Food or drinks;
 - Weapons of any kind;
 - Books/study materials;
 - Gum/candy; and

- Lip balm.
7. Writing on any materials other than those provided to the student by her or his or their instructor may be considered cheating and will result in an incident report and results of the exam may be placed on hold until a determination is made.
 8. Breaks are prohibited during testing. Please use the restroom prior to testing. Should the student have a medical necessity for frequent bathroom breaks, he or she or they should please be aware that the student will want to provide medical documentation either upon enrollment or as soon as the condition is diagnosed as breaks are not allowed during testing and this may cause the student to fail the exam.
 9. **Hope College may cancel or withhold a student's results if there is a basis to question the validity of the results for any reason**, notwithstanding the lack of any evidence of the student's personal involvement in irregular activities, if there is an apparent discrepancy in, or falsification of, a test-taker's identification, or a test-taker engages in misconduct and/or a failure to adhere to the Confidentiality Agreement. Evidence of invalid results may include, but are not limited to, the following: unusual response patterns, unusual score increases from one exam to another, failure to obey exam administration rules, or observed irregular behavior and suspicion of cheating.
 10. Students must start the exam within 15 minutes of being assigned an examination. If a student experiences technical difficulties, they must return to the assigned testing room zoom immediately.
 11. Students are required to show up to the testing area within 30 minutes.

Examination Makeup Policy

Students are expected to take all exams on the scheduled day and time. Students who are absent from a regularly scheduled exam may receive a grade of "0" for the exam unless the student has notified the faculty member prior to the scheduled exam. All makeup exams will need to be scheduled within 72 hours after the initial exam and may be different in format from the originally administered exam. In addition to the instructor, the Dean must also approve makeup for final exams or to take a final exam early.

Litigation Policy

Students are informed that they can have legal representation if they choose to have legal representation. It is the student's decision as to whether to hire or not hire an attorney to represent them. Due to the complicated nature of litigation, students who are involved in litigation with Hope College may elect to withdraw from Hope College until the matter of litigation has been resolved.

The following guidelines are designed for optimum participation in the online, or distance learning, course rooms.

1. Students are directed to learn how to access the online course rooms, which use Moodle in the general education courses. The Administrator provides course information and

training.

2. Students are required to follow the course syllabi, which are posted in the introduction of every course. Course instruction will follow the syllabi.
3. Online attendance requirements are specified in each course syllabus. The following reflects student hours of attendance:
 - a. Completion of a test or quiz by the due date that is posted;
 - b. Participation in weekly Discussion Boards by the due date posted;
 - c. Responding to messages the instructor posts in the Announcement Board;
 - d. On-campus meeting with faculty directly related to the course and any concerns the student is having, including the need for additional tutoring assistance.
4. Unless otherwise specified by the instructor, course weeks are set as follows:
 - a. The course opens at 00:01 a.m. on Monday of each week;
 - b. The course week closes at 11:59 p.m. on Sunday of each week.

Attendance Policy

Hope College believes that academic learning cannot supervene without active participation. Absenteeism is harmful to a student's progress. Students are expected to attend all of their classes. It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled and to communicate with the instructor, preferably beforehand, concerning an absence. Individual course syllabi include specific academic attendance requirements for that course. Attendance is mandatory for academic classes, so absences may result in course withdrawal or failure. Students must maintain an 80% or above cumulative attendance for each course. Hope College has set up specific guidelines to ensure students meet attendance guidelines.

Online Attendance

Campus or online/e-learning courses, instructors define expected interaction between themselves, students, and the class learning management system. Weekly participation is an integral part of academic success. Therefore, students are expected to attend all synchronous sessions in person or hybrid. Students also are expected to post time-stamped content in class forums and other asynchronous activities in the learning management system. Class attendance will be factored into course grades at the instructor's discretion. Each student will be responsible for contacting the instructor for any questions or confusion about weekly expectations. Inconsistent interaction and/or inconsistent use of the learning management system or course materials, regardless of cause, reduce the opportunity for learning. Online or e-learning students who do not participate in classes as defined by the course syllabi may be withdrawn for non-attendance. For further details about online attendance, refer to each class's syllabus and to the Distance Learning information in this catalog.

Grading and Examination Process

Grade Posting

Grades are posted on Diamond and may be sent to students via e-mail by the instructor and/or the registrar. Students enrolled in an online course may view their grades at any time through the Learning Management System gradebook. Students' grades are not available to be viewed by anyone but the student and the instructor in the online course room.

Examination

The exam schedule and percentage of a grade must be included in the course syllabus. The exam must be given on the scheduled day. If the student is unable to take the exam due to emergency or illness, the student must provide written documentation supporting the reason upon return to campus. If the student misses the exam due to an unexcused absence or fails the exam, it cannot be retaken.

Course Evaluation

Hope College of Arts & Sciences requires that the students evaluate all courses and faculty. A standardized evaluation form will be provided to the students, either electronically or in an envelope specified for that purpose. The Director of Student Services will be responsible for distributing the forms to the class and for gathering them upon completion. An attachment for student comments is provided on the form. The faculty member must not be present during the evaluation process. Course evaluations must be done by the last day of class and may be required prior to taking the final exam for that course.

Grade Reports

Faculty shall complete and submit grade reports to the Chief Academic Officers. Final grades may be submitted via email to the Chief Academic Officers for finalization before being submitted to the Registrar for input into the College system. Every instructor is to assign grades, which are fair and objective. The grading policy is published in the course syllabus and should not be changed during the course. Clinical evaluation of students must be placed in students' files upon completion of the course.

A student may repeat a course in which a grade was previously earned. When a course is repeated, the last grade and credit units earned replace the previous grade and units in computing the student's GPA. A designation of "Repeat" will be entered for the previous course on the student's permanent academic record. Final grades are considered permanent and may not be changed except in a case of clerical error, make up of missing student work, or other circumstances as determined by the instructor, subject to the approval of the Director of Education, Director of Nursing, or Administration. A change of grade must be completed no later than one year following the course, and in some cases, extra work and credit units may be required. Change of Grade forms can be obtained from the Registrar's Office. Students wishing to appeal a specific grade assigned by an instructor may do so under the Student Grievance Procedure.

Behavior in the Clinical Setting

- a. When you are in the clinical setting, you will be expected to behave in a responsible, ethical, and professional manner at all times.
- b. As a professional, it is expected that you will provide services with respect for the

- dignity of man, unrestricted by consideration of nationality, race, creed or status.
- c. You will be expected to safeguard the individual's right to privacy by judiciously protecting information of a confidential nature.
 - d. Recognize and accept responsibility for your own actions and judgment.
 - e. Act to safeguard the patient when his or her care and safety are affected by incompetent, unethical, or illegal conduct of any person. If such conduct is suspected, you must immediately advise the instructor.
 - f. Use individual competencies as criteria in accepting delegated responsibilities always seek help from the clinical instructor.
 - g. Refuse to give or imply endorsement to advertising, promotion, or sales for commercial products, services, and/or enterprises.
 - h. You are not allowed to accept any monetary compensation or gifts from patients or staff, and do not solicit gifts.
 - i. Never take prescription medications that have not been prescribed to you. Not only is this very unethical behavior, but it is also potentially very dangerous to both you and the patient, should his or her medication be short.
 - j. It is very important that you show respect for authority when dealing with instructors and other members of the healthcare team at all times. Remember, we are invited guests in their facilities and need to behave with integrity at all times.

Student Records

Student record/transcript requests are handled in a timely manner by the Office of the Registrar. Official transcripts are issued only upon written authorization by the student. Official transcripts will be sent only to the institution or agency requiring them. Unofficial transcripts will be issued to the students for personal evaluation. Hard copies of student records are stored in a locked file. Digital files are kept in a secured, cloud-based, learning management system. Students at HCAS have continual access to their grades and progress via Diamond. All student service functions, as described in the Catalog and the Student Handbook, are approved by the governing board.

Form:

- Student Experience Survey
- Student Services Survey

Release of Transcripts, Grades and Degrees/Diplomas

Transcripts

A written transcript request, signed by the student, should be made a minimum of two (2) weeks before transcript is required. The full address of the person/place to which the transcript is to be sent must be included. There will be a **\$32.10** fee per transcript requested. In addition, each student requesting expedited service may be subject to additional fees including fees involved in shipping of the transcripts. (Note: All financial obligations to Hope College must be met and fully paid before transcripts will be released.)

Grades

Instructors' grades are due one week after finals are administered. The Registrar is responsible to remit the grades to the students. Students' grades are available in the Diamond SIS system as soon as they are posted.

Grade Changes

Faculty members who want to change a student's grade must submit a Grade Adjustment Form to the Registrar's Office. Mid-term and final examination grades must be given according to the examination dates issued by the Chief of Academic Officer/Dean of Academics, President or Designee. There should be no changes without the explicit written permission of the Chief of Academic Officer/Dean of Academics, President or Designee. A make-up exam will be written by Chief of Academic Officer/Dean of Academics, President or Designee, and given to student for students who have written approval. Faculty members will submit grades to Registrar/Diamond SIS by the dates specified by the Chief of Academic Officer/Dean of Academics, President or Designee.

Degrees/Diplomas

Students earn a degree/diploma by successfully completing the perspective program, while maintaining an overall GPA of at least 2.0. Degrees/Diplomas are issued only when the obligations to the College have been paid in full or satisfactory arrangements have been made with the financial office of the College. The annual Commencement ceremony is held at the end of the Fall semester.

Degrees/Diplomas are presented to graduates after a Graduation Checklist has been completed for the student. This Checklist includes the following:

Academic Requirements

- 1) The student is to have met all course requirements
- 2) The student is to have at least a 2.0 GPA
- 3) The student is to have completed program and pass Exit

Financial Requirements

- 1) The student is to have no outstanding financial balance
- 2) The student has paid the graduation fee
- 3) The student has completed the financial aid exit interview (when appropriate)

Miscellaneous Requirements

- 1) The student has returned all library books that were checked out or paid for books which were lost
- 2) The student has completed a graduate exit survey
- 3) All appropriate signatures have been entered on the checklist

Emergency and Safety Procedures

Emergency Procedures

The Emergency Preparedness Plan ("EPP") is posted in the student and employee lounge and is published on the HCAS website, in the student handbook, and in the employee handbook. The EEP as follows:

HCAS EMERGENCY DISASTER PLAN

HCAS has a procedure for designating the administrator in charge at any time. The College President/Owner, designee, or the highest-ranking available administrator serves as the overall emergency administrator. The highest-ranking administrator on duty is determined in the following order:

- President/Owner
- Chief Academic Officer
- Compliance Administrator

Administrators shall inform their supervisor, HCAS President, or designee when they leave campus or intend to be gone for an extended period of time.

Declaration of HCAS State of Emergency

The authority to declare a state of emergency rests with the highest-ranking administrator on duty. In the case of campus emergency, faculty and staff are authorized to be present on the campus. Those who do not have legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining at HCAS may be subject to arrest in accordance with the Florida Criminal Code.

In case of fire or any natural disaster such as earthquake, all classes should be dismissed immediately.

HCAS CAMPUS: 1200 SW 3rd Street, Pompano Beach, FL 33069

Students should be instructed to leave the building in case of fire or earthquake. Emergency evacuation procedures are posted in each classroom. Building evacuation differs in timing for fire and earthquake. Upon discovery of a fire, there should be immediate evacuation through the marked exits most removed from the fire. In case of an earthquake, the safest place to be is under a desk, table, or other sturdy object. Otherwise, one should move to an interior wall, staying clear of windows, doors, bookcases, and light fixtures. One should assume a sitting position with one's head between both knees and with folded hands behind the head and neck. After the quake is over, depending on its severity, evacuation from the building may be necessary. Aftershocks should be expected.

Students will be notified when it is safe to return to their class after a fire or earthquake. Fire extinguishers are located throughout the building.

Life Safety Systems

- Emergency exit lights are located at all exit points.
- Fire extinguishers are located in several locations throughout the building. The location of all extinguishers are marked on the Emergency Evacuation Map (“EEM”). The EEM is located near the door of all classrooms, the Clinical Learning Laboratory, the student lounge, and within the administrative offices in several locations. Faculty and students will be instructed on the use of fire extinguishers during orientation.

Medical Emergency

In the event of a medical emergency, the first responder will begin to administer CPR if indicated.

A member of the faculty shall be immediately summoned to assess the situation and direct activities regardless of the level of intervention indicated. The faculty will determine the necessity of calling 911 and may direct any individual to do so. The faculty member will remain with the injured person until additional help arrives. In the case of a serious injury, a member of the staff will contact the person listed to call in the case of emergency.

Fire Procedures

1. Anyone sighting fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.
2. A member of the administrative staff should be immediately notified.
3. Administrative staff will call 911 and give instructions for building evacuation.

Electrical Storms

In the event of a severe electrical storm, Hope College’s staff will notify students and faculty of when to turn off all electrical equipment and when power may be restored.

Power Failures

When a power failure occurs, all those currently using equipment should turn off the equipment. Administrative staff will verify that all equipment has been turned off.

Key Contact Information at Hope College of Arts & Sciences

At Hope College of Arts & Sciences we are here ready and willing to assist you in all student matters. To ensure that someone addresses your concerns in a timely manner, please contact each respective department via the email addresses below.

Question About:	Department/Contact	Contact Information
<ul style="list-style-type: none">• General Questions• HCAS Email Account• HCAS Password Reset	Student Services	studentservices@dp.hcas.edu
<ul style="list-style-type: none">• Balance Request• Payment• All financial matters	Financial Services	finance@dp.hcas.edu

<ul style="list-style-type: none"> • Transcript Request • Enrollment Concerns • Class Schedule 	Registrar	registrar@dp.hcas.edu
<ul style="list-style-type: none"> • HCAS Policies 	Compliance	compliance@dp.hcas.edu
<ul style="list-style-type: none"> • Academic Concerns 	General Education Nursing Department	generaled@dp.hcas.edu nursing@dp.hcas.edu
<ul style="list-style-type: none"> • Moodle Account 	Technical Support	techsupport@dp.hcas.edu

HOPE COLLEGE OF ARTS AND SCIENCES

Address :1200 SW 3rd Street
Pompano Beach, Florida 33069
Phone Number: (954) 532-9614
Fax Number: (754) 222-9835
Website: www.hcas.edu

Student Handbook Adherence Agreement

I understand that I am responsible for adhering to the policies and procedures contained in the Hope College of Arts and Sciences Student Catalog.

I understand that successful completion of the program curriculum will result in the award of a Diploma or Degree in my area of study. Completion of the program does not ensure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure. I understand that licensure is based on meeting all of the requirements set forth by the State Board of Nursing as well as successfully passing the licensing exam.

Student Signature

Date

Print Student Name

Date

Parent Signature (Applicable to students under the age of 18)

Date

Witness

Date