



# STUDENT HANDBOOK 2017-2018

VOLUME 9 (August 2017 - July 2018)



**Accredited by the Accrediting Bureau for  
Health Education Schools  
Certified by the State Council of Higher  
Education for Virginia  
Approved by the Virginia Board of Nursing**

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## CONTACT INFORMATION

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## APPROVALS AND ACCREDITATION

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STANDARD COLLEGE Nursing Programs are approved by the Virginia Board of Nursing (VBON):

Virginia Board of Nursing  
9960 Mayland Dr., #300  
Richmond, VA 23233  
Tel: (804) 367-4515



STANDARD COLLEGE is certified by the State Council for Higher Education for Virginia (SCHEV):  
SCHEV

James Monroe Building, 9th Floor  
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STANDARD COLLEGE is accredited by the Accrediting Bureau of Health Education Schools (ABHES):  
ABHES

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**ABOUT STANDARD COLLEGE**

**WELCOME TO STANDARD COLLEGE OF NURSING**



**Isibor Joy Nosegbe, RN, MSN-Ed, CLNC**  
**Chief Executive Officer/President**

Welcome to the Standard College community where each student is valued as an individual. At Standard College, we create an environment for each student to be excited about learning, exhibit a spirit of inquiry and commit to lifelong learning. It is our goal that our partnership with you will produce a competent and compassionate nurse that is well equipped to collaborate with the health care team to meet the needs of a culturally diverse population in an ever-changing health care arena.

We are excited to have you as part of our team!

## **Historical Background**

Standard Healthcare Services, Inc. College of Nursing (Standard College) is a privately-owned institution located in Falls Church, Virginia. The college is dedicated to excellence in all areas of nursing education and practice. Standard College was founded in 2004 by Isibor Joy Nosegbe, RN, MSN-Ed, CLNC, a Certified Nurse Educator, who currently serves as the President/Chief Executive Officer of the institution.

The institution was recognized by the State Council for Higher Education for Virginia (SCHEV) as a college in 2011. At that time, it became known as Standard Healthcare Services College of Nursing (Standard College). Two nursing programs are currently offered at the institution: The Practical Nursing (PN) Program and the Associate of Applied Science in Nursing Program for licensed practical nurses (LPN-RN transition program)

The PN program was established as a stand-alone pre-licensure practical nursing program in 2007, when the first class was admitted. The Associate of Applied Science in Nursing (LPN TO RN Transition Program) was approved by the Virginia Board of Nursing in May 2011. The college has prided itself on meeting the regional healthcare needs of the metropolitan DC area through providing personalized, high-quality education by qualified, dedicated, and supportive faculty, staff, and administration.

## **Statement of Ownership**

Standard College was founded in 2004 by Isibor Joy Nosegbe who currently serves as the Chief Executive Officer of the institution and is the owner of the college.

## **Mission Statement**

Standard College of Nursing is a student-centered institution that provides high quality and dynamic nursing education to its students in preparation for licensure as professional/vocational nurses and entry into the field of nursing, as well as provide them with the foundation needed to further their long-term educational and professional goals. Our core mission is to support and inspire our students to achieve excellence in nursing by being innovative, exhibiting a spirit of inquiry, and seeking continuous quality/performance improvement. We aim to inculcate professionalism, caring, and the pursuit of knowledge as a lifelong enterprise, in a culturally diverse and supportive learning environment.

## **Vision**

STANDARD COLLEGE aspires to be a premier institution providing high-quality nursing education that efficiently and effectively meets the needs of the students and the regional community in a culturally diverse and ever-changing health care arena.

## **Philosophy**

The nursing programs at Standard College espouse the belief that nursing is both an art and a science essential in influencing health and wellbeing of individuals, groups, and communities. Standard College of Nursing utilizes the nursing process as the framework within which the various

courses are delivered, with emphasis on evidence-based nursing practice.

**Assessment Phase:** The assessment phase of the nursing process consists in the systematic and comprehensive gathering and clustering of data, which provide the logical basis for subsequent phases in the nursing process (O'Brien, 2011). All succeeding phases rely on the accuracy and completeness of the information generated in this phase

**Diagnosis Phase:** Once data has been collected, it is analyzed and problems that relate to the subject of interest, be it an individual, group or community, are identified. To maintain professional and disciplinary independence and integrity, nursing utilizes the nursing diagnosis, a unique method of describing identified problems and reflecting an individual's, a population's, or community's response to actual or potential health problems

**Planning Phase:** The nursing problems identified in the diagnostic phase are often multifactorial and may require setting up priorities in their management and resolution. Setting of priorities and co-constructing specific, measurable, attainable, realistic, and time-oriented goals is the purpose of the planning phase of the nursing process.

**Implementation Phase:** This is the action phase in the nursing process. Nursing actions are designed to influence and impact healthcare enacted during this phase. The actions may be entirely within nursing, or nursing may collaborate with other professionals in designing interventions that will influence and impact health.

**Evaluation Phase:** This phase consists of determining whether intended goals were met provided in the intervention phase. If outcomes were met, those goals are identified as such, and the cycle begins again with a new assessment phase to identify other problems so that nursing actions can again be applied to them. If the outcomes were not met, the process is repeated with the goal of re-evaluating the data, diagnosis, goals, interventions, and outcomes.

In providing nursing education to its students, Standard College communicates that the nursing process is unique to nursing and provides a logical framework within which to practice nursing. As a result, the nursing process is a thread that runs through all nursing courses offered at Standard College.

We believe that:

1. The nurse is an important part of the healthcare and nursing team.
2. The nurse should be educated in an organized and cohesive educational program based on sound nursing theories.
3. The nursing education curriculum shall be planned to include a logical sequence and continuity in the learning process for adult learners.
4. The nursing education curriculum shall include classroom, laboratory and supervised clinical experiences provided in accordance with the laws and regulations governing the nursing profession.
5. An advisory committee is essential in guiding and directing the implementation and evaluation of our nursing program.
6. Community resources should be integrally involved in the implementation of the nursing program.
7. The student will possess the competencies required for licensure, and for safe and effective nursing care to individuals, families, or populations.



## CALENDAR/SCHEDULES

### SCHOOL CALENDAR

The school operates on a non-traditional term and has rolling admissions.

The following holidays are observed and no classes are held on:

- **New Year Day**
- **Memorial Day** (last Monday in May)
- **Independence Day** (July 4)
- **Labor Day** (first Monday in September)
- **Day before Thanksgiving**
- **Thanksgiving Day** (fourth Thursday in November)
- **Christmas Eve**
- **Christmas Day**

### PROGRAM SCHEDULES/TIMELINES:

#### **Practical Nursing Program Schedule:**

A new program starts every three months.

Day Program –  
**Monday to Thursday**  
8:00 am 2:30 pm –  
54 weeks

Evening Program –  
**Monday to Thursday**

4:00 pm to 10:30 pm –  
54 weeks

#### **Weekend Program**

**Fridays** 4pm to 9:30pm,  
**Saturdays** 8:00 am to 2:30 pm  
**Sunday** 2:00 pm to 8:30 pm  
68 weeks

Clinical Practicum may fall on any day of the week.  
Students must be flexible for clinical practicum.

#### **LPN to RN Transition Program Schedule:**

The LPN to RN Transition Program enrolls students twice yearly in the Spring and Fall.

#### **Spring Session**

Wednesdays 5pm to 10pm  
Saturdays 8am to 3pm  
Sundays 4pm to 9pm  
Clinical Practicum: Clinical Practicum may be held on any day of the week and any shift.

#### **Fall Session**

Tuesdays and Thursdays 5pm to 10pm  
Saturdays 8am to 3pm  
Clinical Practicum: Clinical Practicum may be held on any day of the week and any shift.

Students are admitted to the LPN to RN Transition Program with at least 20 general education semester



credit hours transferred from a college accredited by an accrediting body recognized by the United States department of education. Upon successful completion of the Fundamentals Skills and Concepts Validation Course at Standard College, students are awarded 3 semester credit hours. While enrolled in the program the Students shall complete 47 semester credit hours over a 14 month/56-week period.

The school reserves the right to amend the calendar. The school reserves the right to reschedule the program start date.

Classroom and skills lab instruction shall take place at the campus of Standard College at  
7704 Leesburg Pike, Suite 1000, Falls Church, VA  
22043

**Clinical Schedule/Sites**

Due to the competitive nature of clinical placement and to ensure appropriate and adequate clinical experiences, clinical sessions may be held on any day of the week and any shift. Clinical assignments are based on clinical agency availability as determined by the agency. Clinical sessions are held in Virginia and Washington D.C. Student must be flexible regarding clinical schedule.



## FINANCES

### **COST OF ATTENDANCE**

Each institution determines its own cost of attendance or budget. This includes both direct educational costs (such as tuition, fees, books, and supplies) as well as indirect educational costs (room and board, transportation, and personal expenses). Financial aid can be applied toward direct educational costs as well as indirect educational costs. The student's total financial aid awards cannot exceed his or her cost of attendance.

There are limits to the amount of financial aid students can receive. When a student's financial aid exceeds those limits, it's referred to as an over-award. There are two limits: the student's cost of attendance and the student's financial need.

The amounts listed below are standard figures used for budgeting purposes and eligibility for need-based financial aid for the academic year. **YOUR ACTUAL TUITION BILL WILL BE LOWER THAN THESE ESTIMATES** – they are provided for planning purposes. Please note that tuition and fees are the only costs which are paid directly to Standard College.

Books and supplies, transportation and personal costs will vary for each student and are estimates only.

### **2017-2018** **Cost of Attendance**

#### **Practical Nursing Education Program**

DEPENDENT STUDENT	
Tuition	<b>\$15,284.00</b>
Fees	<b>\$2,761.00</b>
Books	<b>\$ 1,180.00</b>
<b>Total Institutional Cost</b>	<b>\$19,225.00</b>
Other Personal Expenses (Optional)	
Loan Fees	\$86.00
Room & Board	\$ 10,556.00
Transportation	\$ 9,386.00
Personal/Miscellaneous	\$ 6,946.00
<b>Total cost of attendance including tuition and other expenses</b>	<b>\$46,199.00</b>



INDEPENDENT STUDENT	
Tuition	<b>\$15,284.00</b>
Fees	<b>\$2,761.00</b>
Books	<b>\$ 1,180.00</b>
Total Direct Institutional Cost	<b>\$19,225.00</b>
Other Personal Expenses (Optional)	
Loan Fees	\$150.00
Room & Board	\$ 15,314.00
Transportation	\$ 7,150.00
Personal/Miscellaneous	\$ 5,564.00
Total cost of attendance including tuition and other expenses	<b>\$47,403.00</b>

LPN to RN Transition Program (Associate of Applied Science in Nursing)	
Tuition	<b>\$20,163.00</b>
Fees	<b>\$ 3,150.00</b>
Books/Supplies	<b>\$ 1,225.00</b>
Total Direct Institutional Cost	<b>\$24,538.00</b>
Other Personal Expenses (Optional)	
Loan Fees	\$124.00
Room & Board	\$ 11,368.00
Transportation	\$ 10,108.00
Personal/Miscellaneous	\$ 10,388.00
Total cost of attendance including tuition and other expenses	<b>\$56,526.00</b>

INDEPENDENT STUDENT	
Tuition	<b>\$20,163.00</b>
Fees	<b>\$ 3,150.00</b>
Books/Supplies	<b>\$ 1,225.00</b>
Total Direct Institutional Cost	<b>\$24,538.00</b>
Other Personal Expenses (Optional)	
Loan Fees	\$212.00
Room & Board	\$ 16,492.00
Transportation	\$ 7,700.00
Personal/Miscellaneous	\$ 5,992.00
Total cost of attendance including tuition and other expenses	<b>\$54,934.00</b>

## Other Expenses

**Loan Fees:** Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.

**Room and Board:** Typically includes rent & meals. Actual costs may vary by individual choices related to location and circumstances.

**Tuition:** Tuition and fees are based on the cost of the entire program.

**Books and Supplies:** The average cost of books and supplies for a typical student for an entire academic year. Typically includes books, and educational supplies.

**Transportation:** Represents transportation costs to and from class and your co-op employer (e.g., gasoline, tolls, parking, maintenance, etc.)

**Personal Expenses and Miscellaneous:** Estimate of costs for clothing, haircuts, entertainment, and other miscellaneous expenses. What you actually spend on these types of items may be higher or lower depending on your own lifestyle.

## **TUITION AND FEES BREAKDOWN**

THE TOTAL COST OF THE PRACTICAL NURSING PROGRAM:

Non-Refundable Application Fee	\$75.00
<b>Phase I</b>	
Tuition	\$5095
Clinical Fee	\$600
Lab Supply	\$250
Technology Fee	\$450
Resource Fee	\$690
Liability Insurance Fee	\$20
ATI Package- Supplies	\$200
<b>Total Phase -I Charges</b>	<b>\$7,305.00</b>
<b>Phase II</b>	
Tuition	\$5095
Clinical Fee	\$600
ATI Package- Supplies	\$155
<b>Total Phase -II Charges</b>	<b>\$5,850.00</b>
<b>Phase III</b>	
Third Phase Tuition	\$5094
Graduation Fee	\$250
<b>Total Phase -III Charges</b>	<b>\$5,344.00</b>
<b>Total Direct Charges by the School</b>	<b>\$ 18,574.00</b>
Other Expenses	
Books:	\$ 500.00
Background Check & Drug Test:	\$76.00
Uniform:	\$75.00
<b>TOTAL COST</b>	<b>\$ 19,225.00</b>

THE TOTAL COST OF THE LPN TO RN TRANSITION PROGRAM:

**\$429 PER CREDIT**

Non-Refundable Application Fee	\$100.00
<b>First Semester</b>	
Tuition	\$6,864
Liability Insurance Fee	\$15.00
Technology & Resource Fee	\$878
Lab Supply	\$350
<b>Total First Semester Charges</b>	<b>\$8,107.00</b>
<b>Second Semester</b>	
Tuition	\$6,435
Liability Insurance Fee	\$15.00
Technology & Resource Fee	\$878
<b>Total Second Semester Charges</b>	<b>\$7,328.00</b>
<b>Third Semester</b>	
Tuition	\$6,864
Liability Insurance Fee	\$15.00
Technology & Resource Fee	\$878
Graduation Fee	\$295.00
<b>Total Third Semester Charges</b>	<b>\$8,052.00</b>
<b>Total Direct Charges by the School</b>	<b>\$23,587.00</b>
Other Expenses	
Books	\$800
Background Check & Drug Test:	\$76.00
Uniform:	\$75.00
<b>TOTAL COST</b>	<b>\$ 24,538.00</b>

## **Additional Fees**

### **Repeat Course Fees**

There shall be a charge for repeating courses in the Practical Nursing and the LPN to RN Programs.

**Practical Nursing Program** students who attempt certain courses more than once at Standard College of Nursing are subject to an additional tuition rate of \$10.29 per clock hour per course for each repeated course.

**LPN to RN Transition Program** students who attempt certain courses more than once at Standard College of Nursing are subject to an additional tuition rate of \$429.00 per credit hour per course for each repeated course.

**The ATI TEAS (TEAS V Comprehensive) test** is the required nursing pre-admission test for Standard College LPN to RN Transition Program. The Test of Essential Academic Skills (TEAS®) administered by Assessment Technologies Institute (ATI) is a standardized, timed, computer-based exam designed to assess the general academic preparedness of students.

The cost of the ATI TEAS exam is \$55.00 at Standard College of Nursing. Prospective students will pay for the test on the day of the Exam.

### **Fundamental Nursing Skills & Concepts Validation**

**Course:** Students applying to the LPN to RN Transition Program must successfully complete the Fundamental Nursing Skills and Concepts Validation Course. The cost for the fundamental nursing skills and concepts validation course is \$1295.00.

## **FINANCING OPTIONS FOR COLLEGE TUITION COSTS**

### **Tuition Payment Plan**

#### **Practical Nursing Program**

The school offers an interest free payment plan for the Practical Nursing Program Tuition. Students using the payment plan shall pay 25% of the tuition cost at the beginning of each phase of program and three (3) equal installment payments for each phase of the program. Tuition for each phase must be paid before the start of the next phase. Payment is due by the 4<sup>th</sup> of each month and can be made online or mailed to Standard Healthcare Services, Inc., 7704 Leesburg Pike, Suite 1000, Falls Church, VA 22043. There will be a \$35.00 return check fee. Student may request an alternate payment plan in writing to the Business Office at [businessoffice@standardcollege.edu](mailto:businessoffice@standardcollege.edu).

### **LPN to RN Transition Program**

The school offers an interest free payment plan for the LPN to RN Transition Program. Students using the payment plan shall pay 50% of the semester tuition seven (7) calendar days prior to start of class and the balance 50% of the semester tuition shall be paid by the eighth (8<sup>th</sup>) week of each semester. Payment can be made online or mailed to Standard Healthcare Services, Inc., 7704 Leesburg Pike, Suite 1000, Falls Church, VA 22043. There will be a \$35.00 return check fee. Student may request an alternate payment plan in writing to the Business Office at [businessoffice@standardcollege.edu](mailto:businessoffice@standardcollege.edu).

### **Delinquent Tuition Account**

Every effort is made to work with the students to enable them to meet the financial obligations to the school. In the event that a student becomes delinquent, the account may be referred to a collection agency and all additional costs associated will become an additional obligation to the student. Student account will incur a late fee of 5% monthly. Student account more 45 days past due shall be subject to termination from the program. Any fees associated with collections including attorney fees, court fees, and other fees incurred in the process shall be charged to the student.

### **Scholarship Opportunities**

Private scholarships may be obtained through a wide variety of outside sources. Numerous companies and organizations offer scholarships based on varying criteria. We encourage all students to research and apply for scholarships. Private scholarships are available throughout the year.

Generally, you must apply for scholarships and these applications can require documentation, interviews, and essay-writing. It can be a lot of work, so it is important to identify and follow the requirements of each scholarship. Also, pay close attention to deadlines: They can sneak up on you.

The following is a limited list of private outside scholarships. Standard College does not guarantee the availability of scholarships on these sites nor are we involved in the selection of recipients for these scholarships. Questions about an individual scholarship should be directed to the individual private scholarship foundation

#### **1. The Ladies Board**

<http://www.ladiesboard.org/nursingscholarships.cfm>

#### **2. Health Occupations Students of America**

<http://www.hosa.org/>

#### **3. Virginia Health Care Association**

<http://www.vhca.org/>

#### **4. The Mary Marshall Nursing Scholarship Program**

[http://www.vdh.virginia.gov/OMHHE/primarycare/incentives/nursing/rn\\_guidelines.htm](http://www.vdh.virginia.gov/OMHHE/primarycare/incentives/nursing/rn_guidelines.htm)

#### **5. Mildred A. Mason Memorial Scholarship Foundation**

[http://hs.odu.edu/nursing/pdf/mmm\\_packet.pdf](http://hs.odu.edu/nursing/pdf/mmm_packet.pdf)

### **Private Educational Loans**

After determining whether you qualify for government-sponsored student loans that generally offer more favorable terms, you may want to consider credit-based loans to help pay direct and indirect college expenses.

You and your family must apply for credit-based loans directly with lenders. Calculated financial eligibility is not required for approval, but applicants must meet credit and other eligibility requirements set by individual lenders. You may choose to borrow from any lender without penalty.

Before taking out any credit-based loan, we urge you and your family to compare information and terms carefully.

### **Guidance on Private Loans**

There are several Web sites providing lists of different private loan options that can be a helpful first step in considering whether to obtain a private educational loan. An example of these Web sites is provided below. Students are encouraged to visit actual lender websites to find the rates, terms, and services that are right for them.

Student Lending Analytics-

<http://studentlendinganalytics.com/ratings.html>

FinAid-

<http://www.finaid.org/loans/privatestudentloans.phtml>

### **Have You Considered Federal Financial Aid?**

Students considering private loans should realize that they may qualify for loans or other assistance under Title IV (Federal financial aid). The terms and conditions of these loans may be more favorable than the provisions of private education loans. For more information on Federal financial aid programs, please visit <http://studentaid.ed.gov>.

At Standard College, we are committed to providing students the best customer service and information regardless of how they finance their education. However, Standard College is not a lender and is not providing legal, accounting, or financial planning services. Any agreements entered with lenders exist solely between the lender and the student, and the college recommends that students consult with their



own advisors before making educational financing decisions.

### **Employer Tuition Assistance**

Many companies provide tuition benefits to their employees in the form of either direct payment to the school or by reimbursing tuition expenses directly to the employee/student. Please check with your company's Human Resources or Training and Education Department for more information about the education benefits available to you.

### **Federal Financial Aid**

Federal Financial Aid is available to Practical Nursing and LPN to RN Transition Program students who qualify. Standard College participates in Federal Pell Grant and Direct Loan Program.

To apply for financial aid, each new student and currently enrolled students must complete an annual Application for Federal Student Aid (FAFSA) and meet the eligibility requirements.

### **General eligibility requirements for Federal Financial Aid**

- To be eligible for Federal financial aid, a student must:
- Be enrolled as a regular student in an eligible program of study on at least a part-time basis (With the exception of Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.
- Sign statements on the Free Application for Federal Student Aid (FAFSA<sup>SM</sup>) stating that
  - You are not in default on a federal student loan and do not owe money on a federal student grant and
  - You will use federal student aid only for educational purposes, and

- Show you're qualified to obtain a college or career school education by
  - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or
  - Completing a high school education in a homeschool setting approved under state law.

### **REFUND POLICY/ CANCELLATION**

An applicant who is declined admission by the school is entitled to a refund of all tuition paid. Application fee is nonrefundable.

An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$75 non-refundable registration fee for the PN Program, or \$100 for the RN Program.

An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less the non-refundable registration fee.

Refunds shall be paid within 45 days after the effective date of termination/withdrawal.

<b>Practical Nursing - Proportion of the Program Phase Taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	50% of each phase tuition cost
25% up to but less than 50%	25% of each phase tuition cost
50% or more	No Refund
<b>LPN To RN Program -Proportion of Semester Taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	50% of semester tuition cost
25% up to but less than 50%	25% of semester tuition cost
50% or more	No Refund

\*\*\*Please note that the Return of Title IV Funds (R2T4) policy is separate from the school's refund policy. Students are responsible for paying any student tuition balance that will not be covered by financial aid funds. Payments must be submitted to the college by its established deadline to avoid the 5% late payment fee.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY** **PRACTICAL NURSING PROGRAM**

If a student cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Office in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency. The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment, 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the student's last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

**The calculation for the percent of completion of the payment period is as follows:**

School will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45<sup>th</sup>) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the school's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the school's Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

The school's responsibility regarding the Return to Title IV funds are as follows:

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy.

- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student's responsibilities regarding the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the school's financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

## **FEDERAL RETURN OF TITLE IV FUNDS**

### **POLICY**

#### **LPN TO RN TRANSITION PROGRAM (CREDIT –HOUR PROGRAM)**

Students receiving financial aid have the responsibility to follow the Standard Healthcare Services, Inc., College of Nursing (Standard College) withdrawal procedures as outlined in the student handbook. The Higher Education Act requires Standard College to calculate a Return of Title IV funds on all federal financial aid students who withdraw (officially or unofficially) from the Program.

A schedule is used to determine the percentage of the semester/term the student attended based on the withdrawal date/last date of attendance. The percentage of the semester/term the student attended is calculated as follows:

$$\frac{\text{Number of days in attendance}}{\text{Number of days in semester/term}}$$

The number of days counted includes all calendar days in the semester including weekends and holidays, but excludes college breaks of five or more days. The percentage of the semester the student attended is used to calculate the amount of the student's earned versus unearned federal aid funds. The unearned portion of federal aid funds received must be returned to the appropriate aid program in accordance with the order of return as mandated by law. The order of return is: Federal Unsubsidized Stafford Student Loan, Federal Subsidized Stafford Student Loan, Federal PLUS Loan, Federal Pell Grant,

Federal ACG Grant, Federal SEOG Grant, other Title IV aid.

Standard College is responsible for returning the lesser of unearned Title IV aid or unearned institutional charges. Unearned institutional charges are based on the percentage of the semester the student **did not** attend. Standard College is responsible for its return of funds first, followed by the student's return of funds.

The student is responsible for returning:

$$\begin{array}{r} \text{Amount of unearned Title IV Aid} \\ - \text{Amount of aid school returns} \\ \hline \text{Amount Student Returns} \end{array}$$

Standard College must return its portion of unearned Title IV aid (loan and grant) to the appropriate federal program within 45 days from the date the school determines that the student has withdrawn. If the amount the student returns includes a federal loan program, the student is responsible for repayment of the loan in accordance with the terms of the loan program. If the amount the student returns includes grant aid, the student must repay 50% of the grant money received, rather than 100%.

The student must return unearned grant aid to the college within 45 days from the date of notification. Failure by the student to return or make arrangements to return unearned grant aid to the college within 45 days will result in the student being reported to the U.S. Department of Education (USDOE). The student will be considered in an overpayment status, and will not be eligible for additional aid at any post-secondary institution participating in Title IV Aid programs. Students who are reported to USDOE in an Overpayment Status should contact the USDOE to make payment arrangements to repay the necessary grant funds.

Students who stop attending Standard College may not receive further financial aid disbursements, may lose some or all the aid that has already been disbursed to their account, may be responsible for repayment of unpaid charges, and may be considered in overpayment status with USDOE. Students who stop attending all classes without officially withdrawing from Standard College will be subject to a Return of Title IV Funds calculation at the end of the semester, based on their last date of attendance determined by Financial Aid Services.

The student shall be considered withdrawn if the student fails to return from leave of absence and the Federal Return of Title IV funds policy shall take effect. Withdrawal date is the last date of academic attendance prior to leave of absence.

**The Return of Title IV Funds policy is separate from Standard College's refund policy.**



A student who withdraws from the program may be required to return unearned Title IV financial aid funds and may still owe Standard College for institutional charges. Please refer to your program's student handbook for Standard College's refund policy.

## **SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require that Standard College of Nursing review the academic progress of students who apply for and/or receive Federal Title IV Financial Aid funds. Satisfactory academic progress is comprised of three areas as required by federal regulations.

1. Student must meet semester/term based and cumulative Grade Point Average (GPA)
2. Student maintains a certain percentage of completion or attendance
3. Student completes requirements of program of within a maximum time frame.

Federal regulations require consideration of the entire academic history of each student. This consideration also includes award semesters or terms during which the student did not receive financial aid.

### **Minimum Standards**

- ❖ **GPA Requirement:**
  - Students must maintain a minimum semester/term GPA of 2.5 and score a 79.5% or better in each course.
  - Students must maintain a minimum cumulative GPA of 2.5 and score a 79.5% or better in each course.
- ❖ **Pace (Rate) of Completion Requirement:**
  - Students must successfully complete 67% of their attempted credits/clock hours for each SAP assessment period.

### **Practical Nursing Program**

<b>SAP will be Evaluated at a Minimum</b>	<b>Minimum % successful completion of credits attempted</b>	<b>Minimum GPA</b>
<b>450-472 Clock Hours</b>	<b>67%</b>	<b>2.5</b>
<b>900 -912 Clock Hour s</b>	<b>67%</b>	<b>2.5</b>
<b>1350 Clock Hour s</b>	<b>67%</b>	<b>2.5</b>

### **RN Transition Program (Associate of Applied Science in Nursing)**

<b>SAP will be Evaluated at a Minimum</b>	<b>Minimum % successful completion of credits attempted</b>	<b>Minimum GPA</b>
<b>End of Semester 1</b>	<b>67%</b>	<b>2.5</b>
<b>End of Medical Surgical II and Clinical Practicum II</b>	<b>67%</b>	<b>2.5</b>
<b>End of Maternal Child Nursing and Maternal Child Clinical</b>	<b>67%</b>	<b>2.5</b>

### **Maximum Time Frame Requirement**

Students must complete their program of study within 150% of the stated length of the program. Students must not exceed 150% of their attempted credits/clock hours at each SAP evaluation period which is calculated each SAP evaluation period based on attempted credits/clock hours.

#### **For Example, LPN to RN Transition Program:**

Credit hours required for program completion at Standard College 70 credits

Maximum Credit Hours allowed to attempt is 105

Program length 56 weeks/14months

Maximum time frame to complete program is 56 weeks X 150%= 84 weeks/21 months

#### **For Example, Practical Nursing (Day/Evening-Full Time):**

Clock hours required for program completion 1350.

Maximum Clock Hours Allowed to attempt is 2025

Program length 54 weeks/13months

Maximum time frame to complete program is 54 weeks X 150%= 81 weeks/20 months

#### **For Example, Practical Nursing (Weekend-3/4 time):**

Clock hours required for program completion 1350.

Maximum Clock Hours Allowed to attempt is 2025.

Program length 68 weeks/17 months

Maximum time frame to complete program is 68 weeks X 150%= 102 weeks/25 months

Students must not exceed 150% of their attempted credits/clock hours at each SAP evaluation period (calculated each assessment period based on attempted credits/clock hours)

**Important:** If at any time during the determination calculation it becomes mathematically impossible for a student to complete their program on time, they will be academically dismissed

## Transfer Credits

- Transfer credits/clock hours are not considered in calculating semester/term or cumulative GPAs
- Transfer credits/hours are not considered in determining term/semester *Percentage of Completion* requirements
- The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each transfer credit/clock hour accepted within a student's program by:
  1. subtracting the total transferred credits/hours from the assessment term/semester or the program, and
  2. recalculating the Maximum Time Frame

## Satisfactory (S)

- Courses taken that count for credit that do not count toward semester/term or cumulative GPA calculations are denoted as follows: (S)
- (S) credits/hours are not considered in calculating semester/term or cumulative GPAs
- The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each (S) credit/hour accepted within a student's program by:
  1. subtracting the total (S) credits/hours from the assessment term/semester or the program, and
  2. recalculating the Maximum Time Frame

## Incomplete Courses

- Incomplete courses count as credits/clock hours attempted but not earned
- Incomplete credits/clock hours are considered when calculating the *Percentage of Completion Rate* portion of the SAP policy
- All required SAP assessment portions are calculated for a student when the final grade replacing an (I) is issued

## Repeated Courses

- Repeated courses will count toward term/semester and cumulative *Grade Point Average* SAP policy requirements
- Repeated courses will count toward *Percentage of Completion* SAP policy requirements
- Repeated courses will count toward *Maximum Time Frame* SAP policy requirements

## Course Withdrawals/Drop Date

The "withdrawal deadline" for each course is by the 4<sup>th</sup> schedule course day. A Student withdrawing from a course by the 4<sup>th</sup> day of the course scheduled attendance shall receive a "W". Student withdrawing from a course after the 4<sup>th</sup> day of the course scheduled

attendance shall receive a "WP" if they had a passing grade or a "WF" if they had a failing grade. A student withdrawing from a course after the "withdrawal deadline" shall be responsible for entire cost the course.

- (W) Denotes a *Withdrawal* that occurred before the "withdrawal deadline" of the course.  
Does not affect term/semester GPA  
Does not affect cumulative GPA  
Is not calculated in any portion of the SAP policy
- (WP) denotes a *Withdrawal* that occurred after the "withdrawal deadline" of the course and the student had a grade that met criteria for passing the course  
Does not affect term/semester GPA  
Does not affect cumulative GPA  
Is used when determining the *Maximum Time Frame* portion of the SAP policy
- (WF) denotes a *Withdrawal* that occurred after the "withdrawal deadline" of the course and the student had a grade that did not meet criteria for passing the course  
Does affect term/semester GPA  
Does affect cumulative GPA  
Is used when determining all portions of the SAP policy

## Administrative Withdrawal

A student may be administratively withdrawn from a course if they do not meet the attendance requirement (see attendance policy). A student administratively withdrawn from a course may enroll in the next available course exactly where they left off for no additional charge. Grades from the course they were administratively withdrawn from will stand. Student wishing to start from the beginning of the course shall be responsible to pay for the entire course.

## Consequence of Failing to Maintain Satisfactory Academic Progress

Students who fails to meet the minimum **satisfactory academic progress** standards for the first time shall be placed on Financial Aid and Academic Warning. Students will continue to receive Financial Aid during the warning period. A Student who fails to meet the minimum **satisfactory academic progress** standards after the warning period will be placed on probation and would then be ineligible for Title IV aid until the student regains Satisfactory Academic Progression. The school **does not** offer an appeal for students who failed to maintain SAP after the financial aid and academic warning period. If the student becomes ineligible for Title IV aid; the student shall be responsible to make tuition payment out of pocket to the school.

## Regaining Satisfactory Academic Progress

Students can re-establish SAP by enrolling in the subsequent course scoring a 79.5% or better and maintaining a minimum cumulative GPA of 2.5 at the end of the course

### Regaining Financial Aid Eligibility

Financial aid eligibility can be re-established after the student improves their academic record to meet the minimum standards required by the SAP Policy without the assistance of financial aid funds

### Drug and Fraud Conviction Ineligibility

#### Drug Offenses

In general, if you are convicted of a drug-related felony or misdemeanor that took place **while you were receiving Federal student aid**, you will become ineligible to receive further aid for a specified period of time upon conviction.

You can shorten this period of ineligibility by:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, **or**
- Passing two unannounced drug tests administered by an approved drug rehabilitation program, **or**
- Having the conviction reversed, set aside, or otherwise rendered invalid.

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed **while you were receiving aid**. The law recognizes two broad categories of drug offense: "possession of illegal drugs" and "sale of illegal drugs." The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

*\*Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.*

If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can

calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at: <http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

If you have been convicted of a drug offense while receiving Title IV federal financial aid, you **must** report it on the FAFSA. For additional information on this requirement call a federal representative at 1-800-433-3243.

Find more information on this topic in a fact sheet called "[FAFSA Facts for Students with Drug-related Convictions](#)."

#### Title IV Fraud

Students who have been convicted of or who have pled *nolo contendere* or guilty to a crime involving fraud in obtaining Title IV federal financial aid are not eligible for additional federal aid until they have repaid the fraudulently obtained funds.

### Federal Student Aid (FSA) Approved Leave of Absence

In accordance with applicable financial aid regulations, under certain conditions, such as personal, military service, illness or health, employment, humanitarian or church service, family responsibilities, and financial obligations, students may request an approved FSA leave of absence (LOA) from the College. An approved FSA LOA will allow the student's status to remain as "in school," making the student eligible for a deferment on student loans during the approved time while not actively registered with the college.

An approved FSA leave of absence (LOA) is a temporary interruption in a student's program of study. Approved LOA refers to the specific time period during a program when a student is not in attendance. An FSA approved LOA, together with any additional leave of absence, must not exceed a total of 180 days in a 12-month period. The 12-month period begins on the first day of the student's initial FSA approved LOA. All student requests for a LOA must be submitted in writing, be signed, and dated. Standard College will approve the student's request for FSA approved LOA in accordance with the college policy and federal regulations for Title IV administration.

Standard College must determine before it grants an FSA approved LOA, that there is a reasonable expectation that the student will return from the LOA. For Standard College to make this determination, the school must know the reason for requesting the LOA. Students must apply in advance for an FSA approved LOA unless unforeseen circumstances prevent the



student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover, before returning to school, the student would not have been able to request the LOA in advance.

According to federal law, except in a clock-hour or non-term credit-hour program, a student returning from an FSA approved LOA must resume training at the same point in the academic program that he or she began the LOA. Therefore, FSA approved LOA does not apply to the LPN to RN transition Program.

### **FSA Approved Leave of Absence and Return of Title IV Funds**

A student granted an FSA approved LOA is not considered to have withdrawn, and no Return of Title IV calculation is required. If a student does not meet the conditions of the FSA approved LOA, the student is considered to have ceased attendance and will be considered withdrawn for Financial Aid/Title IV purposes. Standard College is then required, by Federal regulations, to perform a Return of Title IV calculation.

### **How are the student financial aid/title IV funds handled during an FSA approved Leave of Absence?**

Standard College will not assess any additional institutional charges to a student and will not award any additional Title IV aid while the student is on an FSA approved LOA. A student who is granted an FSA approved LOA remains in an in-school status for Title IV loan repayment purposes. A student, who has exhausted his or her grace period and is unable to begin repayment of a loan, may apply for a deferment or forbearance of payment.

### **Consequences of failing to return from an FSA approved Leave of Absence**

If a student on an FSA approved LOA fails to return, Standard College must report to the holders of the loan the change in enrollment status as of the withdrawal date. Another possible consequence of not returning from an FSA approved LOA is that a student's grace period for a Title IV program loan might be exhausted. Also, if a student does not return at the expiration of an FSA approved LOA (or the student takes an Academic LOA), the student will be considered to have withdrawn, and a return calculation will be performed using the withdrawal date. The withdrawal date is the last date of academic attendance prior to leave of absence.

### **Approved Leave of Absence Process**

Students can initiate a request for an FSA approved leave of absence from the registrar's office at Standard College or by sending an email to registrar@standardcollege.edu. Students should follow these steps to complete the process:

1. Students in good academic standing, who may need to interrupt their enrollment, due to extenuating circumstances, may pick up the FSA Approved Leave of Absence application form from the front desk or from the school's website.
2. The student must read and adhere to steps indicated in the application form.
3. The student will complete the form with the required information including the reason for the request and when they expect to return.
4. The student will sign and date the form and return it to the Office of the Registrar to complete the approval process.
5. The student will be notified, via email, if FSA approved LOA application was approved or denied.

Standard College may grant a student an Academic Leave of Absence that does not meet the conditions to be an FSA approved LOA for Title IV purposes. However, any LOA that does not meet all the conditions for an FSA approved LOA is considered a withdrawal for Student Financial Aid/Title IV purposes.

### **Withdrawal from the Program**

- a. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the registrar's office. The notice must include the expected last date of attendance and be signed and dated by the student.
- b. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence, but fails to do so.
- c. A student will be determined to be withdrawn from the program if the student misses (7) seven or more consecutive scheduled instructional days without notifying the school and/or not completing all requirements for graduation within the maximum time frame.
- d. The determined date of withdrawal is determined by the date of the certified letter sent to the student identifying that the student has requested to be withdrawn from the Program or the date that the student has been withdrawn from the Program based on a review by the Academic / Behavior Review Panel.

For the student who does not officially withdraw from the program, the withdrawal date shall be the date the school became aware the student ceased attendance.

The school reserves the option of using the student's last date of documented attendance at an academically/clinically oriented activity as the student's official withdrawal date.

**Unofficially withdrawing from the program affects the student's academic standing and may jeopardize the student's eligibility to re-enter the program.**

Student withdrawn from the program will not graduate with the current class enrolled in. Student may apply for re-admission to the program. (See re-admission policy)

### **Financial Aid Code of Conduct**

This policy is applicable to Standard Colleges' officers, employees, and agents, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of Standard Colleges' commitment to the highest ethical standards and conduct by its employees. It supplements the Code of Conduct stated in the Employee Handbook and the Standard Healthcare Services, Inc. Code of Business Conduct, and applies specifically to conduct related to financial aid.

Standard College expects the highest levels of professionalism and ethical behavior from all officers, employees, and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation, or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

### **Standard College Responsibilities**

As part of its commitment to the highest ethical standards regarding its responsibilities regarding Federal financial aid, Standard College will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of Standard College.
- Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which Standard College recommends a lender or its products in exchange for a fee or other material benefits

from the lender, and the lender provides or issues a loan that is made, insured, or guaranteed under Title IV to students attending Standard College (or their families).

- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, insured, or guaranteed under Title IV; a specified loan volume of such loans; or a preferred lender arrangement for such loans.
- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Use Federal funds received under Federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. Standard College will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any Agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, making of any Federal grant or loan, entering into any Federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

### **Responsibilities of Standard College Officers, Employees, and Agents**

Any officer or employee, or agent of Standard College who is employed in the financial aid office of Standard College, or who otherwise has responsibilities with respect to educational loans or other financial aid of Standard College, is prohibited from:

- Soliciting or accepting any gift from a lender, guarantor, or servicer of educational loans for any item or service having more than a minimum monetary value, other than standard materials (brochures, training aids) related to topics such as default prevention or financial literacy. Upon prior approval of the Chief Executive Officer, exceptions may be made with for reasonable expenses for professional development that will improve the efficiency and effectiveness of Standard Colleges' financial aid programs.

- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders. An employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

### **Reporting Violations of This Policy**

Standard College expects officers and employees covered by this policy to report violations of this policy to the Chief Executive Officer. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the Chief Executive Officer





# PRACTICAL NURSING PROGRAM





## ADMISSIONS

### **PRACTICAL NURSING PROGRAM**

#### **Admission Requirements**

1. 18 years of age
2. Provide evidence of high school completion by submission of high school diploma, official transcripts, GED Certificate, or College level credits transcripts
3. Demonstrate passing score on the Entrance Test.
4. Attend admission interview
5. Submit three (3) written references including:
  - a. One (1) work reference
  - b. Two (2) character references not related to the applicant.
6. Provide evidence of a physical examination completed by a licensed physician, physician's assistant, or nurse practitioner within 30 days of enrollment, including but not limited to:
  - a. A negative TB skin test or chest x-ray.
  - b. A current immunization schedule [MMR, DPT, Tetanus] with completed Hepatitis B vaccine series.
  - c. A statement by the healthcare provider that the applicant has the physical and emotional healthy to complete the requirements of this program.

7. Demonstrate a satisfactory Criminal Background Check and Drug Test completed within 30 days of enrollment.
8. Current AHA/Red Cross CPR Certification for Health Care Provider for entire duration of the program.

#### **Admission Process**

1. Complete the Practical Nursing Program Online Application and submit it with the \$75 application fee.
2. Take the Entrance Exam (entrance exam is given between 9am and 4pm Monday to Friday) before the deadline for the program you are applying for. You may request a Practice Exam from the school to assist you in preparing for the entrance exam.
3. Submit three (3) written references on approved school's form including:
  - A. One (1) supervisory work reference
  - B. Two (2) character references from persons not related to the applicant
4. Schedule an admission interview with the admissions coordinator.
5. Complete and return the admission packet by the deadline in your acceptance letter
6. Attend mandatory orientation

## **PRACTICAL NURSING EDUCATION PROGRAM**

### **Program Overview**

The Practical Nursing Education Program curriculum prepares students for generalist positions in practical nursing practice. Graduates acquire the skills that are necessary to provide nursing care across the lifespan to culturally diverse individuals and groups. Standard College Practical Nursing Program curriculum includes general education core and required support courses along with nursing course work consisting of classroom, laboratory, and clinical practice experiences. Upon successful completion, graduates are eligible to take the NCLEX-PN. The practical nursing diploma provides flexibility in career choices as well as a foundation for continued formal study in additional types of nursing programs. Graduates will have the skills necessary to obtain employment as a Licensed Practical Nurse in a variety of health care settings.

### **Program Objectives**

At the conclusion of the Practical Nursing Program, the student will have the skills necessary to:

1. Perform entry-level skills of a Practical Nurse competently according to applicable standards of practice.
2. Utilize the nursing process in implementing patient care.
3. Demonstrate appropriate professional behaviors of a Practical Nurse.
4. Complete the NCLEX-PN exam with a passing score.
5. Obtain employment as a Licensed Practical Nurse.
6. Engage in lifelong learning

### **Credential Awarded**

Standard College awards diploma in Practical Nursing upon successful completion of all program requirements. This program is a vocational and credits generally earned in this program are not applicable to other degrees.

### **Program Description**

STANDARD COLLEGE'S PN program utilizes a competency-based approach in the performance of skills necessary for employment as a Licensed Practical Nurse in healthcare. In addition to theoretical knowledge, this program includes practical application of skills in a variety of clinical settings.

### **Curriculum Overview**

The curriculum for the PN prepares students for generalist positions in practical nursing practice. Graduates are able to provide supervised/directed nursing care across the lifespan to culturally diverse individuals and groups. Components of the curriculum include a general education core, required support courses, and nursing course work consisting of classroom, laboratory, and clinical practice experiences. Upon successful completion, graduates are eligible to take the NCLEX-PN exam. The PN program provides flexibility in career choices as well as a foundation for continued formal education in nursing. Alumni will have employment opportunities in hospitals, health departments, correctional facilities, home health, long-term care, educational institutions, and international nursing.

### **Program Outcomes**

Upon completion of the PN program, graduates will have the knowledge and skills necessary to:

1. Provide quality professional nursing care based on a combination of theoretical and empirical knowledge from nursing, physical and social sciences, and life experiences.
2. Use evidence-based practice as the basis for clinically competent nursing care.
3. Communicate effectively in a variety of roles and settings.
4. Provide optimal health care to diverse individuals, families, groups, and communities through collaboration with other members of the health care team.
5. Demonstrate intellectual curiosity, critical thinking, and motivations toward life-long learning.
6. Influence positively the quality of nursing, and health-care using leadership skills, management, and scientific and theoretical concepts.
7. Demonstrate legally and ethically accountable nursing care for patients and their families.
8. Become a responsible member of the nursing profession.

### **Program Delivery Method**

Standard College offers residential method of course delivery.

### **Teaching/Evaluation Methods**

The teaching/evaluation methods used will vary depending on the subject matter being studied. Teaching/evaluation methods will include, but not be limited to:

- Audiovisual Media



- Case Studies
- Clinical Practicum
- Demonstration/Return Demonstration of Skills
- Field Trips
- Lab/Clinical Skills Practicum and Checklist
- Lecture/Discussion
- Online Exercises
- Oral Exercises
- Research Exercises
- Role-Playing
- Self-Study Modules
- Tests/Quizzes

Students have 24-hour access Standard College Online Databases and other online resources.

### **Program Components**

The PN program at Standard College consists of 1,350 contact hours conducted over a 13 months/54 weeks period for full time, or 17 months/68-week period for part time tracks

<b>Class/Skills Lab Hours =</b>	<b>950 hours</b>
<b>Clinical Hours =</b>	<b>400 hours</b>
	<hr/>
	<b>1,350 hours</b>

# **PRACTICAL NURSING (PN PROGRAM)**

## **Master Curriculum Plan**

<b>Course Names</b>	<b>Course Description</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Simulation/Clinical Hours</b>	<b>Total Clock Hours</b>
<b>First Academic Year</b>					
<b>Phase I</b>					
HCE 120	Anatomy & Physiology/Medical Terminology	90			90
LPN 210	Foundations of Nursing Skills & Concepts	206	66		272
LPC 100	Clinical Practicum I- Basic Nursing Care (Not counted toward GPA)			16/72	88
<b>Phase I - Total Hours</b>		<b>296</b>	<b>66</b>	<b>88</b>	<b>450</b>
<b>Phase II</b>					
HCE 140	Pharmacology	80			80
LPN 220	Adult Health/Medical-Surgical Nursing Skills and Concepts	188	12		200
LPC 300	Clinical Practicum-II Physiological Integrity (Not counted toward GPA)			16/154	170
<b>Phase II - Total Hours</b>		<b>268</b>	<b>12</b>	<b>170</b>	<b>450</b>
<b>First Academic Year Total Hours</b>		<b>564</b>	<b>78</b>	<b>258</b>	<b>900</b>
<b>Second Academic Year</b>					
<b>Phase III</b>					
LPN 250	Mental Health Nursing Skills and Concepts	54			54
LPN 230	Maternal-Newborn Nursing Skills and Concepts	50	4		54
LPN 260	Pediatric Nursing Skills and Concepts	50	4		54
LPC 310	Clinical Practicum III- Physiological & Psychosocial Integrity across the Lifespan (Not counted toward GPA)			16/128	144
LPN 360	Integrated Nursing Concepts	138	6		144
<b>Phase III - Total Hours</b>		<b>288</b>	<b>18</b>	<b>144</b>	<b>450</b>
<b>Total Hours for the Program</b>		<b>852</b>	<b>96</b>	<b>400</b>	<b>1350</b>

Classroom and skills lab instruction shall take place at the campus of Standard College at 7704 Leesburg Pike, Suite 1000, Falls Church, VA 22043

## **Course Descriptions:**

### **HCE 120 Human Science – Anatomy & Physiology/Medical Terminology**

90 hours

**Prerequisites:** none

This course provides an introduction to the fundamentals of anatomy and physiology for students enrolled in a healthcare program. The focus of this course is on essential concepts of body structure and function and concepts of disease processes, including but not limited to: inflammation, infection and common pathologic disorders. This course includes principles of chemistry and microbiology and their relationship to disease processes. The transference of course content knowledge into healthcare situations will be emphasized. The content includes the study of medical terms using a word-building approach, medical abbreviations and symbols, basic grammar as it relates to medical terminology and introduction to basic structures.

### **LPN 210 Foundations of Nursing - Skills & Concepts**

272 hours

**Prerequisites:** HCE 120

This course introduces the student to the role of the practical nurse in the provision of basic nursing care to diverse populations across the life span. Including but not limited to history of nursing, legal and ethical issues, the nursing process, cultural competence; significance of communication, documentation, reporting, the healthcare delivery system, the healthcare team; health promotion and maintenance, complimentary alternative therapy, growth, and development. The role of the practical nurse as a member of the healthcare team is emphasized. Infection control, physical and psychological safety, health promotion, infection control, communication, documentation, cultural diversity, nutrition, and fluid/electrolytes balance are taught. Additionally, basic nursing care skills related to promoting personal hygiene, promoting comfort, activity, and rest, promoting proper nutrition and elimination, wound care, enteral feeding, promoting respiratory and cardiovascular function, caring for the immobilized client, applying bandages and binders, admission, transfer, discharge, medication administration, and physical assessment skills. This course introduces psychomotor skills needed to assist individuals in meeting basic human needs. Students are taught selected nursing skills; given opportunity to practice selected nursing skills; and provide return demonstration of selected skills in a supervised lab environment with the use of a Procedures Checklist.

### **HCE 140 Pharmacology**

80 hours

**Prerequisites:** HCE 120 and LPN 210

This course is study of the interaction of chemicals within living organisms that produce biological effects. Emphasis is on the general principles of drug actions, interactions and adverse effects that form the basis for understanding the actions of specific drugs in relation to body systems. Principles of math specifically related medication administration and practice exercises are incorporated throughout this course. The pharmacologic basis of clinical practice and medication administration is performed and evaluated.

### **LPN 220 Adult Health/ Medical-Surgical Nursing - Skills and Concepts**

200 hours

**Prerequisites:** HCE 120, HCE140 and LPN 210,

This course prepares the student to care for the adult client with needs ranging from simple to complex in a variety of settings. Emphasis is placed on providing care to individuals undergoing diagnostic tests, emergencies, surgery, fluid and electrolyte imbalance, and common alterations in respiratory, urinary, gastrointestinal, cardiovascular, hematology, musculoskeletal, neurologic, sensory, lymphatic, gastrointestinal, urinary, endocrine, reproductive, integumentary systems, and related conditions including cancer. Common diseases and disorders of each system along with the etiology, pathophysiology, clinical manifestations, medical-surgical, pharmacological management, and nursing management are emphasized. The nursing process and critical thinking are utilized to identify and prioritize nursing problems, patient/client goals, planning, intervention, and evaluation that meet the patient/client needs.

### **LPN 250 Mental Health Nursing - Skills and Concepts**

54 hours

**Prerequisites:** HCE 120, HCE140, LPN 210, and LPN 220

This course is designed to provide an overview of psychosocial adaptation and coping skills used when caring for patients with acute and chronic alterations in their mental health. Topics covered include developmental human needs, advanced therapeutic communication skills, normal and abnormal behaviors, and mental health treatment modalities. Pharmacology, therapeutic communication, and cultural concepts are integrated throughout this course

### **LPN 230 Maternal-Newborn Nursing - Skills and Concepts**

54 hours

**Prerequisites:** HCE 120, HCE 140, LPN 210, LPN 220, and LPN 250

This course provides a foundation in the nursing care of the childbearing family. The focus is on normal and abnormal pregnancy, physiological and psychological changes experienced, family dynamics and care of the

normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed. Nutrition, pharmacology, communication, and cultural concepts are integrated throughout this course. Students are taught selected obstetrical skills; given opportunity to practice selected skills; and provide return demonstration of selected skills in a supervised lab environment with the use of a Procedures Checklist.

### **LPN 260 Pediatric Nursing - Skills and Concepts**

54 hours

**Prerequisites:** HCE 120, HCE 140, LPN 210, LPN 220, and LPN 250

This course provides a foundation in the nursing care of the pediatric patient. The focus is on human growth and development, pediatric care and selected pediatric alterations. The nursing process is used in identifying and meeting the needs of the pediatric patient and family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed. Nutrition, pharmacology, communication, and cultural concepts are integrated throughout this course. Students are taught selected pediatric skills; given opportunity to practice selected skills; and provide return demonstration of selected skills in a supervised lab environment with the use of a Procedures Checklist.

### **LPN 360 PN-Integrated Nursing Concepts**

144 hours

**Prerequisites:** HCE 120, HCE140, LPN 210, LPN 220, LPN 230, LPN 250, LPC 100, and LPC 300

This course is designed to assist the practical nursing student in the integration of concepts learned from previous courses taught throughout the program. Knowledge is reinforced and integrated from Foundations of Nursing; Adult-Health/Medical-Surgical Nursing, the physical and health sciences, Pharmacology, Nutrition, Mental Health, and Cultural Concepts. Concepts of priority setting, decision making, delegation and supervision are integrated in the provision of care. Course content includes the legal and ethical rights and professional responsibilities of the nurse as it relates to nursing practice, nursing management of individuals undergoing diagnostic tests, emergencies, surgery, fluid and electrolyte imbalance, and common alterations in musculoskeletal, respiratory, urinary, gastrointestinal, cardiovascular, hematologic, musculoskeletal, neurologic, sensory, lymphatic, gastrointestinal, urinary, endocrine, reproductive and integumentary systems including related conditions, such as cancer. Test taking skills and strategies are also employed. Critical thinking skills and nursing concepts learned in this course will better prepare

students for success on the NCLEX-PN Licensure examination. Standardized exams are integrated throughout this course and are a percentage of your final grade for the course.

### **LPC 100 – Clinical Practicum - I**

88 hours

**Prerequisites:** HCE 120 and LPN 210

This is the first of three clinical practicums that is focused on providing basic nursing caring to the chronically ill in a long-term care setting. Student will be introduced to collecting data, assisting with physical assessment, documenting, and effective communication skills. Students will apply principles of infection control, communication techniques, and the skills to safely care for clients. These skills include bathing, dressing, assisting to eat, grooming, and toileting, lifting and moving while using proper body mechanics.

### **LPC 300 Clinical Practicum II**

170 hours

**Prerequisites:** HCE 120, LPN 210, and LPC 100

This is an introductory to intermediate clinical practicum for practical nursing students. The student will apply the basic nursing skills and concepts acquired in previous theory and clinical courses. The nursing process is used as the framework for meeting the self-care deficits of adults, promoting physical and psychosocial health, and assisting clients to regain optimum level of function in structured clinical settings. Theoretical and clinical content focuses on applying nursing care within the practical nurse student role including the collection of data, identifying normal from abnormal data, assisting in the planning of care, providing personal care with minimum assistance, introduction to administering medications via Intramuscular, subcutaneous, oral, Ng/Gt, providing tracheostomy care, and wound care. The students will utilize basic therapeutic communication skills to meet the psychosocial needs of clients. The students will evaluate the patient's response to treatments and will accurately document responses and outcomes. The application of related nursing theory to the geriatric patient care skills is utilized.

### **LPC 310 Clinical Practicum III**

144 hours

**Prerequisites:** HCE 120, LPN 210, LPC 100, LPC 300, HCE140 and LPN 220

This is an advanced clinical practicum for the practical nursing students to perfect skills acquired from previous clinical practicums. This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and



changing health care delivery systems. The students will utilize therapeutic communication skills related to mental health nursing care and assist patients to regain optimum level of psychosocial function. Students will also assist in providing care to the childbearing family and interact with well children in an out-patient care setting. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum physical and psychosocial health for diverse clients throughout the life span to using the nursing process. The clinical experience provides opportunities for beginning transition from student to practical nurse.

## Practical Nursing Program

### Academic Progression

1. Nursing courses must be taken in sequence as specified unless approved by the faculty.
2. All course prerequisites must be successfully completed prior to starting the course
3. Students must achieve a final grade of 80% or better in each course.
4. A final rating of “satisfactory” is required for all clinical courses.
5. Students shall maintain a minimum of 90% attendance for each course.
6. Students not achieving an 80% or better in a theory course or “S” in a clinical course shall repeat the course.
7. A student scoring less than 80% on any course shall be placed on academic warning; a student scoring less than 80% on a second course shall be put on academic probation.
8. A student scoring less than 80% on the same course for the second time or failing three (3) courses shall be dismissed from the program for academic reasons. The student may reapply to the program after 180 days.
9. Students enrolled in the 54-week day/evening program must successfully meet all requirements for program completion/graduation within 81 weeks/20 months from the date of enrollment. Students not successfully completing all requirements within the established time frame shall be dismissed from the program.
10. Students enrolled in the 68-week weekend program must successfully meet all requirements for program completion/graduation within 102 weeks/25 months from date of enrollment. Students not successfully completing all requirements within the established time frame shall be dismissed from the program.
11. In addition to grades, general professional behaviors are essential for progression in the program. Using the **Professional Behaviors** noted in this handbook, faculty will evaluate these behaviors throughout the course and communicate with the students if their progression is in jeopardy.
12. Academic Progression shall be monitored on an ongoing basis.

A change in the physical abilities of a student preventing them from meeting the program objectives and job duties as required in the nursing profession may lead to a dismissal from the program. (See essential functions under admissions policy)

### **Failing a Course**

Student scoring less than 80% in a course shall be required to repeat the course to progress in the program. Student may have to wait up to four (4) months before the next available course starts. The next available course may be weekend, day, or evening schedule.

It is the student's responsibility to take the following actions after failing a course:

1. Schedule to meet with academic advisor within 10 days of failing the course to discuss academic plan.
2. Complete an Academic Leave of Absence Form within 10 days of failing a course if the student is planning to return to the program. (Form can be found on the website and at the reception desk)

A Student shall be considered withdrawn from the program if the student fails to meet with an academic advisor and complete an Academic Leave of Absence Form within 10 days of failing a course.

Failing a course and waiting for next available course does not meet all the conditions for an FSA approved LOA. Therefore, the student is considered a withdrawal for Student Financial Aid/Title IV purposes only.

### **Failure to meet Standards of Satisfactory Academic Progression**

Standard College makes every effort to assist students to succeed through the Program. In cases in which a student does not meet the standards of satisfactory academic progression he or she may be placed on academic warning, probation or be dismissed from the program. Students dismissed for failure to meet satisfactory academic progression standard shall wait at least 180 days to apply for re-admission to the program.

### **Academic Warning/Probation/Dismissal**

1. A student shall be given academic warning after failing a course for the first time in the practical nursing program.
2. A student shall be placed on academic probation for unsatisfactory attendance as defined by Standard College's attendance policy.
3. A student shall be placed on probation after failing a second course in the practical nursing program.
4. A student may be placed on probation for violation of the Code of Ethics and/or Code of Conduct.

5. A student scoring less than 80% on the same course for the second time or failing three (3) courses shall be dismissed from the program for academic reasons.
6. A student may be dismissed for violation of the Code of Ethics and/or Code of Conduct.
7. A student who has been dismissed from the program for the **first time** may reapply to the program after 180 days.
8. A student dismissed from the program for the **second time** may reapply after three (3) years

A probationary period deemed appropriate by the academic review committee (ARC) shall be allotted to offer students the opportunity to improve, correct productivity, attitude, behavior and/or grades. The student will meet with the dean of student support or designee to develop a corrective action plan and time frame to improve or correct productivity, attitude, behavior and/or grades.

If determined by the school that improvements have been made within the time frame as defined in the corrective action plan, the student shall be removed from probationary status. If determined by the school that the corrective action plan was not implemented and/or improvements or corrections were not made within the specified time frame given, further disciplinary action shall be taken ranging from suspension to dismissal from the program.

Only one (1) probationary period shall be permitted for violation of the code of conduct or ethics while enrolled in the program and two (2) probationary periods shall be permitted for "academics" while enrolled in the program. Incurring more than the allotted probationary periods shall result in dismissal from the program without a tuition refund.

Both written and in-person notification shall be provided, at which time student will be furnished with all relevant reasons for the probationary status, details of any corrective actions expected, and the written procedural steps necessary to obtain a formal review of the probation or dismissal determination.

#### **Appeals:**

Students wishing to appeal dismissal, suspension, or probation for not meeting the requirements for satisfactory academic progression may request a meeting with the director of education or designee. Such request must be in writing and must be received by the school within 3 business days of the student's receipt of notification of the decision to dismiss, suspend, or placed on probationary status. Failure to file a written request within the specified time will constitute a waiver of the right for an appeal. The appeal shall be reviewed by the academic review committee (ARC) which is comprised of the Director of Nursing Education, Dean for Student Support, and a faculty member. The ARC shall review the student's

academic record, information offered by the Director of Nursing Education regarding the grounds for dismissal, any response by the student and additional information which the ARC may request. The decision made by the ARP is final.

#### **Re-admission Policy**

Student dismissed from the practical nursing program may apply for re-admission no less than 180 days from the date of dismissal. The student shall take the following steps when applying for readmission:

1. A student wishing to be re-admitted shall send a request for readmission to the registrar's office to registrar@standardcollege.edu.
2. Complete a readmission application
3. Take a placement test
4. Meet with an advisor

The student's application will be considered by the academic review committee (ARC). Decision for readmission shall be made using the attendance policy, review of student's academic record, placement exams, and availability of space. The academic review committee (ARC) shall recommend acceptance; conditional acceptance; or denial. Condition for acceptance may include mandatory auditing of previous courses taken by the student. Factors to be considered for re-admission may include but are not limited to academic performance, attendance, attitude, discipline, results from placement tests, and other relevant information. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for re-admission. If the student is approved for re-admission, he/she will be placed into the appropriate class on a space available basis.

#### **Repeating a Course**

1. A student repeating a course must complete the course within the maximum time frame allowed for program completion.
2. A student shall take a course no more than two (2) times. If the student is not successful during his/her second time taking a course, he/she shall be dismissed from the program. (See re-admission policy)
3. Depending on the repeat course schedule and the type of course being repeated the student may not graduate with the class they are enrolled in.
4. There shall be a charge for repeating a course.
5. Financial Aid shall pay for one repeated course if the student has funds available.

#### **Grading Policy**

Students must achieve an over-all grade of 80% or better on each course and must have a minimum of 90% attendance to pass the course. Grades are

rounded to the nearest whole number. For example, 79.50% will be rounded up to 80% and 79.49% will be rounded down to 79%.

<b>Grade</b>	<b>Scale</b>
<b>A+</b>	<b>93-100%</b>
<b>A</b>	<b>90-92%</b>
<b>B+</b>	<b>85 - 89%</b>
<b>B</b>	<b>80 - 84%</b>
<b>C</b>	<b>75 - 79%</b>
<b>D</b>	<b>70 - 74%</b>
<b>F</b>	<b>Below 70%</b>

### **Incomplete Grades**

Any student incurring incomplete grade for any course after the last day of the course shall receive an "F" for that course. (See policy for failing a course)

### **Recognition of Academic Achievement**

**Honor Role-** Students with a cumulative GPA of 3.5 or higher shall graduate with honor.

**Valedictorian-** The valedictorian is the student with the highest cumulative GPA in each graduating class.

### **Clinical:**

All nursing courses have a clinical component that will be graded as follows:

1. The clinical component is an independent co-requisite with the lecture component and will be graded with an "S" for satisfactory to provide the skill or "U" for unsatisfactory to provide the skill.
2. The student must receive a "satisfactory" on all required lab or clinical skills.
3. The student is responsible for keeping the instructor abreast of which skills still needed to be evaluated by the instructor in the lab or clinical area.
4. If a student receives an unsatisfactory in the clinical component, the grade will be recorded as a "U" and the student will be required to repeat the clinical course.
5. Student will be given their final grade at the end of each clinical rotation
6. Student incurring more than 10% absence in a clinical course by the end of the course will receive a "U" unsatisfactory for that course.

7. Student incurring less than 10% absence in clinical course may not lead to unsatisfactory in a clinical course, however, the hours missed must be made up before the student graduates from the program.

### **Graduation/Program Completion Requirements**

Simply enrolling in a program of study does not guarantee graduation. To be eligible for graduation and have your final transcript sent to the Board of Nursing the student **MUST**:

1. Successfully complete the curriculum by earning at least a minimum passing academic grade of 80% in each course
2. Achieve a satisfactory on each clinical course
3. Demonstrate satisfactory attendance as evident by 90% attendance of each course
4. Successfully complete designated Standardized Comprehensive Exams at the established benchmark stated in the Integrated Nursing Concepts Course Syllabus.
5. Meet all financial obligations.
6. All requirements for program completion shall be met by the last official day of Integrated Nursing Concepts Course.

A student who has not met the requirements may not participate in the public graduation ceremony. The diploma and pin will be awarded when all requirements have been met.

The Director of Nursing Education or designee shall submit documentation of program completion and completed transcripts for each graduate to the Board of Nursing as required in State Regulations. After ALL program requirements have been met, the graduate is eligible to file an application to take the NCLEX-PN for licensure in the state where the graduate intends to practice. Satisfactory completion of the NCLEX-PN qualifies the applicant to practice as a Licensed Practical Nurse in the state they applied for licensure in.

An applicant may be denied the right to take the NCLEX-PN in Virginia due to conviction of felony or misdemeanor involving moral turpitude, or for other reasons cited in Section 54.1-3007 of the Code of Virginia





# LPN TO RN TRANSITION PROGRAM





## ADMISSIONS

### **LPN To RN TRANSITION PROGRAM**

#### **Admission Requirements**

1. Must be a Licensed Practical Nurse with a current license in good standing and qualified to practice nursing in the State of Virginia.
2. Complete the following prerequisite courses with a "C" or better from an Institution of Higher Learning accredited by an accrediting agency recognized by the U.S. Secretary of Education:
  - A. Anatomy & Physiology I and II (If you take NAS 161& 162 you do not need to take Microbiology and Anatomy & Physiology II and II)
  - B. Microbiology
  - C. General/Introduction to Psychology
  - D. College Mathematics (Algebra)
  - E. College English Composition
  - F. Speech/Public Speaking/Communication
3. Complete the TEAS Test and score at "proficiency level"
4. Submit an Online Application with non-refundable Application Fee of \$ 100.00.
5. Provide evidence of high school completion by submission of high school diploma, official transcripts, GED Certificate, or College Degree transcripts
6. Submit Official College Transcripts with required prerequisite courses.
7. Submit three (3) written references on the approved school's form including:
  - A. One (1) supervisory work reference
  - B. Two (2) character references from persons not related to the applicant
8. Attend an admission interview.
9. Provide evidence of a physical examination completed by a licensed physician, physician's assistant, or nurse practitioner within 30 days of enrollment, including but not limited to:
  - A. A negative TB skin test or chest x-ray.
  - B. A current immunization schedule [MMR, DPT, Tetanus] with completed Hepatitis B vaccine series.
  - C. A statement by a healthcare provider stating that the applicant has the physical and emotional health to complete the requirements of this program.
10. Demonstrate a satisfactory Criminal Background and Drug Screening paid for by the student completed within 30 days of enrollment.
11. Documentation of BLS CPR (AHA/ARC) certification that is current for the duration of the program.
12. Successfully complete Fundamental Nursing Skills and Concepts Validation Course with a 79.5% or higher.

## **Admission Process**

### **Phase I**

1. Take the TEAS Entrance Exam
2. Submit an Online Application with non-refundable Application Fee of \$ 100.00
3. Submit Application Packet to include:
  - a. Application Checklist
  - b. Official Transcripts
  - c. 3 References
4. Interview Process:

After a review of application, transcripts, references, and the TEAS test result the applicant will be notified via email to schedule an interview with the admission committee.
5. Provisional acceptance sent out via email

### **Phase II**

1. Successfully complete the Fundamental Skills and Concepts Validation Course with an 79.5% or better
2. Complete criminal background check (school will give you the information)
3. Complete and submit Physical Exam, required immunizations, and TB testing
4. Submit American Heart/American Red cross BLS CPR certificate

## **LPN To RN TRANSITION PROGRAM**

### **Program Overview**

Standard College trains and educates students for careers in the healthcare field as Registered Nurses in the LPN to RN Transition Program. Upon successful completion of the requirements of this program and after passing the NCLEX-RN licensure exam, the graduate will have the knowledge, skills, and values necessary to seek employment as a Registered Nurse in a variety of health care settings

### **Requirements for Degree Completion:**

The Standard College of Nursing awards an Associate in Applied Science Degree in Nursing only upon successful completion of all program requirements. To be eligible to receive an Associate in Applied Science Degree in Nursing the student must:

1. Successfully complete the curriculum by earning at least a minimum passing academic grade of 80% on each course
2. Successfully complete all Standardized Exams with established benchmark
3. A rating of "satisfactory" in each clinical practicum
4. Have a minimum of 90% attendance for each course

### **Program Description**

Standard College 's LPN to RN Transition Program utilizes a competency-based and evidence-based approach in the acquisition of the knowledge, skills and values necessary for employment as a Registered Nurse in the healthcare environment. In addition to theoretical knowledge, this program includes practical application of skills and concepts in a variety of clinical settings.

### **Curriculum Overview**

The LPN to RN Transition Program curriculum prepares students for entry-level positions in Registered Nursing practice. Graduates will have the knowledge, skills, and values necessary to provide nursing care across the lifespan to culturally diverse individuals and groups. Additionally, the curriculum covers a general education core that includes concepts from the natural and social sciences; required support courses; along with nursing course work consisting of classroom, laboratory, and clinical practice experiences. The students learn to perform comprehensive nursing assessment that includes extensive data collection across the lifespan in a variety of settings. Additionally, the curriculum

focuses on addressing anticipated changes in patient conditions; recognition of alterations to previous patient conditions; synthesizing the biological, psychological, and social aspects of the patient's condition, and evaluation of the effectiveness and impact of nursing care. The needs to communicate, collaborate, and consult with other health team members in designing individualized care are threads that permeate the entire curriculum. The Associate in Applied Science Degree in Nursing provides flexibility in career choices as well as a foundation for further formal nursing education in nursing. Alumni will have employment opportunities in hospitals, health departments, correctional facilities, home health, long-term care, educational institutions, and international nursing.

### **Program Objectives**

At the conclusion of the LPN to RN Transition Program, the student will have the knowledge and skills necessary to:

1. Perform entry-level skills of a Registered Nurse competently and according to applicable standards of practice.
2. Utilize the nursing process in implementing patient care.
3. Demonstrate appropriate professional behaviors of a Registered Nurse.
4. Complete the NCLEX-RN exam with a passing score.
5. Obtain employment as a Registered Nurse.
6. Engage in lifelong learning.

### **Program Outcomes**

Upon completion of this program, Standard College LPN to RN program graduates will have the knowledge skills and values necessary to:

- Provide quality professional nursing care based on the ANA 's Standards of Practice, the nursing process, and a combination of theoretical and empirical knowledge from nursing, physical and social sciences, and life experiences.
- Use evidence-based practice as the basis for clinically competent nursing care.
- Communicate effectively using various means in a variety of roles and settings.
- Provide optimal health care to diverse individuals, families, groups, and communities through collaboration with members of the health care team.
- Demonstrate intellectual curiosity, critical thinking, and motivations toward life-long learning.
- Influence positively the quality of nursing and



health-care using leadership skills, management, and scientific and theoretical concepts.

- Demonstrate legally and ethically accountable nursing care for patients and their families.
- Become a responsible member of the nursing profession.

### **Program Delivery Method**

Standard College offers residential method of course delivery.

### **Teaching/Evaluation Methods**

The teaching/evaluation methods used will vary depending on the subject matter being studied. Teaching/evaluation methods will include, but not be limited to:

- Audiovisual Media
- Case Studies
- Clinical Practicum
- Demonstration/Return Demonstration of Skills
- Lab/Clinical Skills Practicum and Checklist
- Lecture/Discussion
- Online Exercises
- Oral Exercises
- Research Exercises
- Role-playing
- Self-study Modules
- Tests/Quizzes
- Clinical Simulation labs

The program has a wide variety of videos and other audiovisual material demonstrating clinical

procedures completed in healthcare settings. In addition, students have 24-hour access to Standard College virtual library and other online resources.

### **Program Components**

Students are admitted to the LPN to RN Transition Program with at least 20 general education semester credit hours transferred from a college accredited by an accrediting body recognized by the United States department of education. Upon successful completion of the Fundamentals Skills and Concepts Validation Course at Standard College, students are awarded 3 semester credit hours. While enrolled in the program the Students shall complete 47 semester credit hours over a 14 month/56-week period.

Semester Credit Hours required for successful completion of the LPN to RN Transition Program:

<b>Class/Skills Lab Hours =</b>	<b>62.5 Semester</b>
<b>Credit Hours of Theory/Lab</b>	
<b>Clinical Hours =</b>	<b>7.5 Semester</b>
<b>Credit Hours of</b>	
<b>Clinical Practicum</b>	<b>(352 Clock hours)</b>
<hr/>	
	<b>70 Semester Credit Hours</b>

# LPN TO RN TRANSITION PROGRAM

## Master Curriculum Plan- REVISED JULY 2017

Course Number	Course	Theory Credits	Lab Credits/Contact HRS	Clinical Credits/Contact HRS	Total Credits
<b>PREREQUISITES COURSES-TRANSFERRED IN TO THE PROGRAM</b>					
NAS	HEALTH SCIENCES MICROBIOLOGY/ANATOMY& PHYSIOLOGY I &2	8			8
ENG 111	COLLEGE ENGLISH COMPOSITION				3
MTH	COLLEGE MATH				3
PSY 101	GENERAL PSYCHOLOGY				3
	PUBLIC SPEAKING/INTERPERSONAL/COMMUNICATION				3
<b>TOTAL TRANSFERRED CREDITS</b>					<b>20</b>
<b>CLINICAL HOUR AWARDED FOR CLINICAL EXPERIENCE - PN PROGRAM</b>				<b>150</b>	
<b>STANDARD COLLEGE VALIDATION COURSE</b>					
FUNDAMENTALS SKILLS AND CONCEPTS VALIDATION COURSE		2.5	0.5/15		3
<b>SEMESTER I</b>					
NUR 102	TRANSITIONS IN NURSING	4	1/30		5
HLT 103	PHARMACOLOGY FOR NURSES	3.5			3.5
NUR 202	ADULT HEALTH/MEDICAL SURGICAL NURSING I	5.5	1/30		6.5
NUR 202C	CLINICAL PRACTICUM I: CHRONICITY			1/56	1
<b>TOTAL SEMESTER CREDITS / LAB HOURS/CLINICAL CONTACT HOURS</b>			<b>60</b>	<b>56 hours</b>	<b>16</b>
<b>SEMESTER II</b>					
NUR 302	ADULT HEALTH/MEDICAL SURGICAL NURSING II	5.25	0.75/23		6
NUR 302C	CLINICAL PRACTICUM II: ACUTE/COMPLEX CARE/COMMUNITY			4/180	4
NUR 203	PSYCHIATRIC/MENTAL HEALTH NURSING	4			4
NUR 203C	CLINICAL PRACTICUM III: MENTAL HEALTH NURSING	1		1/48	1
<b>TOTAL SEMESTER CREDITS / LAB HOURS/CLINICAL CONTACT HOURS</b>			<b>23</b>	<b>228 hours</b>	<b>15</b>
<b>SEMESTER III</b>					
NUR 303	MATERNAL-NEWBORN-PEDIATRIC	4.5	1/30		5.5
NUR 400	COMMUNITY-BASED NURSING	3			3
NUR 303C	CLINICAL PRACTICUM IV: MATERNAL-NEWBORN-PEDIATRIC			1.5/68	1.5
NUR 402	INTRODUCTION TO NURSING MANAGEMENT AND LEADERSHIP	3			3
NUR 403	INTEGRATED CONCEPTS	3			3
<b>TOTAL SEMESTER CREDITS / LAB HOURS/CLINICAL CONTACT HOURS</b>				<b>68 hours</b>	<b>16</b>
<b>IN PROGRAM TOTAL CLINICAL CONTACT HOURS</b>				<b>352</b>	
<b>TRANSFER CLINICAL HOURS</b>				<b>150</b>	
<b>TOTAL CLINICAL CONTACT HOURS FROM LPN PROGRAM</b>				<b>502</b>	
<b>TOTAL TRANSFER CREDITS</b>					<b>20</b>
<b>FUNDAMENTAL SKILLS AND CONCEPTS VALIDATION COURSE</b>					<b>3</b>
<b>TOTAL PROGRAM CREDITS</b>					<b>70</b>

Classroom and skills lab instruction shall take place at the campus of Standard College at 7704 Leesburg Pike, Suite 1000, Falls Church, VA 22043

## **Course Descriptions:**

### **NUR 102 TRANSITIONS IN NURSING PRACTICE**

Credits: 4 didactic and 1.0 lab= **5 credits**

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101

The course provides the foundational understanding of the role of the RN in the provider of care, member of the discipline and manager of care as the student transitions into the courses of the Associate Degree Nursing program. The course will build on the LPN's prior knowledge and competencies will build on these competencies.

It introduces the foundational nursing concepts of nursing practice, including patient assessment, necessary for safe, quality, patient-centered nursing care to diverse adult patients with uncomplicated conditions. Includes legal and ethical responsibilities of the nurse and introduces caring, quality improvement, and communication used when interacting with patients and members of the inter-professional team. The course relates clinical reasoning/clinical judgment, the nursing process, and evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

### **HLT 103 PHARMACOLOGY FOR NURSES**

Credits: 3.5

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102

This course is study of the interaction of chemicals within living organisms that produce biological effects. Emphasis is on the general principles of drug actions, interactions and adverse effects that form the basis for understanding the actions of specific drugs in relation to body systems. Principles of math specifically related to dosage calculation and practice exercises are incorporated. The pharmacologic basis of nursing clinical practice and medication administration is performed and evaluated.

### **NUR 202 ADULT HEALTH/MEDICAL-SURGICAL NURSING I – CLASS**

Credits: 5.5 didactics and 1.0 lab = **6.5 credits**

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102,

This course is the first of a series of adult health nursing courses. Building on previous courses, this course provides for the acquisition and application of basic adult health nursing, incorporating communication, collaboration, caring, and clinical reasoning/clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing chronic and acute conditions, requiring medical/surgical interventions in variety of settings. The course uses all components of the nursing process with increasing degrees of skill; it incorporates

evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. It includes math computational skills, basic computer instruction related to the delivery of nursing care and nursing care related to infectious, immunological, lymphatic, oncological, hematological, cardiovascular, sensory, respiratory, integumentary, and pre/intra/post-operative care. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings

### **NUR 202C CLINICAL PRACTICUM I: CHRONICITY**

Credits: 1.0 credit 56 clock hours

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, NUR 202, HLT 103

The clinical practicum focuses on the application of the nursing process in providing nursing care. Students will demonstrate appropriate assessment skills, analyze data, formulate nursing diagnoses, and develop a plan of care. The student will use evidence-based nursing interventions with the goal of meeting the diverse health needs of vulnerable adult patients from young adulthood to older adults in long-term care setting to regain optimum level of function. Nutrition, communication skills, legal, ethical, and cultural concepts, as well as, pharmacology and medication administration are integrated throughout this course.

### **NUR 302 ADULT HEALTH/MEDICAL-SURGICAL NURSING II - CLASS**

Credits: 5.25 didactics and 0.75 lab= **6.0 credits**

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 202C

This course builds on the first Adult Health Nursing course, focusing on concepts of adult health nursing applied to the care of acutely ill patients incorporating communication, collaboration, caring, and clinical reasoning/clinical judgment necessary for safe, patient-centered nursing care. The course uses all components of the nursing process with increasing degrees of skill; it integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. It includes math computational skills, basic computer instruction related to the delivery of nursing care and nursing care related to gastrointestinal, genitourinary, musculoskeletal, neurological, reproductive, regulatory, endocrine disorders; emergency care, and nursing management principles. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

### **NUR 302C CLINICAL PRACTICUM II: ACUTE/COMPLEX CARE/COMMUNITY**

Credits: 4.0 credits clock hours: 180 clock hours

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 202C

The student will be able to successfully demonstrate the ability to utilize psychomotor and nursing care skills to treat more complex and advanced adult health and medical-surgical conditions and assist patients to regain optimum level of function with family support.

The clinical experience, utilizing professional nurse mentors, emphasizes complex decision making through collaborative practice in high acuity and critical care settings. The student must demonstrate increasing autonomy and assume an assignment that more closely approximates a realistic workload for the novice nurse by developing skills in delegation, prioritization, and management of care as an integral part of the inter-professional team.

### **NUR 203 PSYCHIATRIC MENTAL HEALTH NURSING - CLASS**

Credits: 4.0 credits

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, NUR 202, NUR 302, HLT 103.

This course is designed to provide the foundation for entry level competence in mental health nursing across the lifespan. It provides for the acquisition and application of mental health nursing theory, incorporating communication, collaboration, caring, and clinical reasoning/clinical judgment necessary for safe, patient-centered nursing care to diverse patients experiencing common mental health conditions/disorders. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in a variety of clinical settings.

### **NUR 203C CLINICAL PRACTICUM III: MENTAL HEALTH NURSING**

Credits: 1.0 credit clock hours: 48 clock hours

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, NUR 202, NUR 203, HLT 103, NUR 302

This course offers the clinical practicum to apply related nursing theory to the application of mental health nursing skills, by using the ANA Standards of Practice, the nursing process, nursing diagnoses and evidenced-based practice to assess, critically analyze, and identify outcomes to assist selected patients and their families with mental healthcare needs. The students will utilize therapeutic communication skills related to mental health nursing care and will assist patients to regain optimum level of function and to involve the patient's family in the process to return to optimum functioning.

Students will evaluate the selected patient's response to therapeutic and pharmacologic treatment and will document responses and outcomes. Upon completion of this course, the student will be able to interact with

the mental health patients using evidenced-based practice in the nursing process.

### **NUR 303 MATERNAL-NEWBORN-PEDIATRIC**

Credits: 4.5 didactics and 1.0 credit lab= **5.5 credits**

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302

This course applies nursing theory to the care of the childbearing and childrearing family. The course incorporates communication, collaboration, caring, and clinical reasoning/clinical judgment necessary for safe, patient-centered nursing care to women, newborns, and children. It integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in a variety of clinical settings.

### **NUR 303C CLINICAL PRACTICUM IV: MATERNAL - PEDIATRIC NURSING -**

Credits: 1.5 credits clock hours: 68 hours

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302, NUR 303

This course offers the clinical practicum to apply related nursing theory to the application of maternal-child-pediatric-adolescent nursing skills, by using the nursing process, nursing diagnoses and evidenced-based practice to assess, critically analyze, and identify outcomes to assist patients and their families in these populations with selected healthcare needs. Emphasis is placed on providing nursing assessment, psychosocial support and nursing care for mothers, fathers, siblings, children, and adolescents up to age 18.

The students will utilize selected nursing skills related to maternal-child-pediatric-adolescent nursing care and will assist patients to regain optimum level of function by involving the patient's family in the process to maintain optimum functioning.

Students will evaluate the patient's response to therapeutic and pharmacologic treatment and will document responses and outcomes. Upon completion of this course, the student will be able to interact with selected maternal-newborn-child-adolescent patients using evidenced-based practice in the nursing process. Clinical assignments are selected and made to correlate with theory being presented in the NUR 303 classroom content.

### **NUR 400 COMMUNITY-BASED NURSING**

Credits: 3.0 credits

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302,

This course presents theories and concepts related to community-based nursing and public health sciences within the framework of critical thinking and the nursing process. Emphasis is placed on the patient and family in areas of health promotion, risk



reduction, and disease management across the lifespan in home and community settings. This course incorporates the community as a broad focus to understand the individuals, family, and community as the recipients of health care delivery in a multicultural society. Students have the opportunity to utilize concept-mapping to provide evidenced-based nursing care for specific populations in selected community-based structured and unstructured settings.

### **NUR 402 INTRODUCTION TO NURSING MANAGEMENT AND LEADERSHIP**

Credits: 3.0 credits

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302, NUR 303, NUR 400

This course presents exploration of more complex leadership principles in the role of the RN as a manager of healthcare teams, organizations, financial resources, information technology, human resources, and oneself as a member of the healthcare profession. Concepts presented include application of knowledge, judgment, critical-thinking skills, and professional values within a legal and ethical framework. This course focuses on the students' development of clinical judgment; leadership skills; knowledge of the rules and principles for delegation of nursing tasks; Involvement of clients in decision making and a plan of care; Participation in quality improvement processes to measure client outcomes and identify hazards and errors.

### **NUR 403 INTEGRATED CONCEPTS**

Credits: 3.0 credits

**Prerequisites:** Eng. Comp, Intro Psych, Math, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302, NUR 303, NUR 400, NUR 402, NUR 202C, NUR 203C, Speech/Communication

This course is a culminating course that applies all program concepts to a variety of patient populations experiencing multiple healthcare issues. This course applies the program student learning outcomes to a wide variety of patient populations and conditions, requiring students to demonstrate a broader perspective for the application of nursing theory. The student demonstrates ability to achieve all program student learning outcomes to the care of diverse patient populations with multiple healthcare issues in the nursing simulation laboratory and in the theory classroom using complex case studies.

The course provides both a comprehensive content review and test taking strategies for students preparing to graduate from the LPN to RN Program and take NCLEX-RN® Exam. The Client Needs areas from the current NCLEX-RN Test Plan are integrated throughout this course to include Management of Care; Safety and Infection Control; Health Promotion and Maintenance; Psychosocial Integrity; Basic Care and Comfort; Pharmacological and parenteral

## LPN TO RN Nursing Program

### Academic Progression

Nursing courses must be taken in sequence as specified unless approved by the faculty. All course prerequisites must be successfully completed prior to starting the course. Students must satisfactorily complete each semester/session of the program before progressing to the succeeding semester/session. Satisfactory Academic Progression Standards shall be monitored at the end of each course and more often if indicated. A student with mid-course grade falling below 80% is encouraged to meet with the director of education or designee for academic advisement.

1. Students must achieve a final grade of 80% or better in each course and "satisfactory" for each clinical course.
2. Students shall maintain a minimum of 90% attendance for each theory and clinical course.
3. Any student scoring less than 80% on any nursing course shall be placed on academic probation
4. Any student scoring less than 80% on any course for the second time shall be dismissed from the program for academic reasons.
5. Any student scoring less than 80% on more than two courses shall be dismissed from the program.
6. In addition to grades, general professional behaviors are essential for progression in the program. Using the **Professional Behaviors** noted in this handbook, faculty will evaluate these behaviors throughout the course and communicate with the students if their progression is in jeopardy.
7. Student shall complete all program requirements within the maximum time frame of 21 months (84 weeks).
8. A change in the physical abilities of the student preventing them from meeting the program objectives and job duties as required in the nursing profession may lead to a dismissal from the program. (See essential functions under admissions policy)

### **Failing a Course**

Student scoring less than 80% in a course shall be required to repeat the course to progress in the program. Student may have to wait up to six (6) months before the next available course starts. The

next available course schedule may be different from the student's current schedule.

It is the student's responsibility to take the following actions after failing a course:

1. Schedule to meet with academic advisor within 10 days of failing the course to discuss academic plan.
2. Complete an Academic Leave of Absence Form within 10 days of failing a course if the student plans to return to the program. (Form can be found on the website and the reception desk)

A Student shall be considered withdrawn from the program if the student fails to meet with an academic advisor and complete an Academic Leave of Absence Form within 10 days of failing a course.

Failing a course and waiting for next available course does not meet all the conditions for an FSA approved LOA. Therefore, the student is considered a withdrawal for Student Financial Aid/Title IV purposes only.

### Failure to Meet Standards of Satisfactory Academic Progression

Standard College makes every effort to assist student succeed through the Program. In cases in which a student does not meet the Standards of satisfactory academic progression he or she shall be placed on probation or be dismissed from the program. A student dismissed for failure to meet satisfactory academic progression standard may apply for re-admission to the program after 180 days from the date of dismissal. (See readmission policy)

### **Student Evaluation**

Student are evaluated both didactically and clinically in the nursing course they are enrolled. Didactic components of the course include exams, quizzes, and student projects. Clinical components of the course include clinical labs and clinical assignments, which may include providing direct patient care or observing patient care.

Didactic evaluation is completed through exams, quizzes, and student projects. Students are informed of didactic evaluation via the nursing course syllabus and course schedule.

Clinical evaluation is completed daily. Weekly written anecdotal records are maintained and discussed with each student. Instructors document pertinent information about a student's progression or lack of progression. Individual, informal conferences are held as necessary. The clinical experience is graded as "S"

(Satisfactory), "U" (Unsatisfactory), or "NO" (No opportunity to observe).

### **Academic Warning/Probation/Dismissal**

1. A student shall be placed on academic probation after scoring less than 80% in any course in the LPN to RN Transition Program.
2. A student shall be placed on academic probation after for unsatisfactory attendance as defined by Standard College's attendance policy.
3. A student may be placed on probation for violation of the Code of Ethics and/or Code of Conduct.
4. A student shall be dismissed from the program for scoring less than 80% on a second course in the LPN to RN Transition Program.
5. A student may be dismissed for violation of the Code of Ethics and/or Code of Conduct.
6. A student who has been dismissed from the program for the **first time** may reapply to the program after 180 days.
7. A student dismissed from the program for the **second time** may reapply after three (3) years

A probationary period deemed appropriate by the academic review committee (ARC) shall be allotted to offer students the opportunity to improve, correct productivity, attitude, behavior and/or grades. The student will meet with the dean of student support or designee to develop a corrective action plan and time frame to improve or correct productivity, attitude, behavior and/or grades.

If determined by the school that improvements have been made as defined in the corrective action plan within the time frame as defined in the corrective action plan the student shall be removed from probationary status. If determined by the school that the corrective action plan was not implemented and/or improvements or corrections were not made within the specified time frame given, further disciplinary action shall be taken ranging from suspension to dismissal from the program.

Only one (1) probationary period shall be permitted for violation of the code of conduct or ethics while enrolled in the program and two (2) probationary periods shall be permitted for "academics" while enrolled in the program. Incurring more than the allotted probationary periods shall result in dismissal from the program without a tuition refund.

Both written and in-person notification shall be provided, at which time student will be furnished with all relevant reasons for the probationary status, details of any corrective actions expected, and the written procedural steps necessary to obtain a formal review of the probation or dismissal determination.

### **Appeals:**

Students wishing to appeal dismissal, suspension, or probation for not meeting the requirements for satisfactory academic progression may request a meeting with the dean of student support designee. Such request must be in writing and must be received by the school within 3 business days of the student receipt of notification of the decision to dismiss, suspend, or placed on probationary status. Failure to file a written request within the specified time will constitute a waiver of the right for an appeal. The appeal shall be reviewed by the academic review committee (ARC) which is comprised of the Director of Nursing Education, Dean for Student Support, and a faculty member. The ARC shall review the student's academic record, information offered by the Director of Nursing Education regarding the grounds for dismissal, any response by the student and additional information which the ARC may request. The decision made by the ARP is final.

### **Re-admission Policy**

Student dismissed from the LPN to RN Transition program may apply for re-admission no less than 180 days from the date of dismissal. The student shall take the following steps when applying for readmission:

1. A student wishing to be re-admitted shall send a request for readmission to the registrar's office to registrar@standardcollege.edu.
2. Complete a readmission application
3. Take a placement test
4. Meet with an advisor

The student's application will be considered by academic review committee (ARC). Decision for readmission shall be made using the attendance policy, review of student's academic record, placement exams, and availability of space. The academic review committee (ARC) shall recommend acceptance; conditional acceptance; or denial. Condition for acceptance may include mandatory auditing of previous courses taken by the student. Factors to be considered for Re-admission may include but not limited to academic performance, attendance, attitude, discipline, results from placement tests, and other relevant information. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for Re-admission. If the student is approved for Re-admission, he/she will be placed into the appropriate class on a space available basis.

### **Repeating a Course**

1. A student repeating a course must complete the course within the maximum time frame allowed for program completion.
2. A student may repeat no more than one (1) course while enrolled in the LPN to RN Transition Program. Failing more than one (1) course or

failing the same course more than once while enrolled in the program shall lead to dismissal from the program.

3. Depending on the repeat course schedule and the type of course being repeated the student may not graduate with the class they are enrolled in.
4. Courses are offered twice a year; student may have to wait up to 6 months for the next available course.
5. There shall be a charge for repeating a course.
6. Financial Aid shall pay for one repeated course if the student has funds available.

### **Grading Policy**

Students must achieve an over-all grade of 80% on each course and must have a minimum of 90% attendance to pass the course. Grades are rounded to the nearest whole number. For example, 79.50% will be rounded up to 80% and 79.49% will rounded down to 79%.

<b><u>Grade</u></b>	<b><u>Scale</u></b>
<b>A+</b>	<b>93-100%</b>
<b>A</b>	<b>90-92%</b>
<b>B+</b>	<b>85 - 89%</b>
<b>B</b>	<b>80 - 84%</b>
<b>C</b>	<b>75 – 79%</b>
<b>D</b>	<b>70 - 74%</b>
<b>F</b>	<b>Below 70%</b>

### **Incomplete Grades**

A student incurring incomplete grade for any course after the last day of the course shall receive an "F" for that course. (See policy for failing a course)

### **Recognition of Academic Achievement**

**Honor Role-** Students with a cumulative GPA of 3.5 or higher shall graduate with honor.

**Valedictorian-** The valedictorian is the student with the highest cumulative GPA in each graduating class.

### **Clinical:**

All nursing courses have a clinical component that will be graded as follows:

1. The clinical component is an independent co-requisite with the lecture component and will be graded with an "S" for satisfactory to provide the skill or "U" for unsatisfactory to provide the skill.
2. The student must receive a "satisfactory" on all required lab or clinical skills.
3. The student is responsible for keeping the instructor abreast of which skills still needed to be evaluated by the instructor in the lab or clinical area.

4. If a student receives an unsatisfactory in the clinical component, the grade will be recorded as a "U" and the student will be required to repeat the clinical course.
5. Student will be given their final grade at the end of each course
6. Student incurring more than 10% absence in a clinical course will receive a "U" unsatisfactory for that course.
7. Student incurring less than 10% absence in clinical course may not lead unsatisfactory in a clinical course, however, the hours missed must be made up before the end of the course. There will be a charge for clinical make up.

### **Graduation Policy**

A student will be awarded an Associate's in Applied Science Degree in Nursing if the following requirements are met:

1. Satisfactory completion of the program with a grade of "80%" or above in all courses and satisfactory clinical evaluations.
2. Successfully complete designated Standardized Comprehensive Exams at the established benchmark stated in the Integrated Nursing Concepts Course Syllabus.
3. Recommendation by the Faculty.
4. Returns of all school property and meets all financial obligations to the college
5. All requirements for program completion have been met by the official last day of academic activity for the program for which the student is enrolled in.

A student who has not met the requirements may not participate in the public graduation ceremony. The diploma and pin will be awarded when all requirements have been met.

The Director of Nursing Education shall submit documentation of program completion and completed transcripts for each graduate to the Board of Nursing as required in State Regulations. After ALL program requirements have been met, the graduate is eligible to file an application to take the NCLEX-RN for licensure in the state where the graduate intends to practice. Satisfactory completion of the NCLEX-RN qualifies the applicant to practice as a licensed Registered Nurse (RN) in the state they applied for licensure in.

An applicant may be denied the right to take the NCLEX-RN in Virginia due to conviction of felony or misdemeanor involving moral turpitude, or for other reasons cited in Section 54.1-3007 of the Code of Virginia





## **STUDENT AND ACADEMIC AFFAIRS**

### **REVISION OF CATALOG/STUDENT HANDBOOK**

Standard College may revise the curriculum and all necessary requirements to ensure that we maintain the highest level of academic standing. In doing so, Standard College reserves the right to make changes to this student handbook and the curriculum as deemed necessary at any point in the curriculum. When changes are made, information will be delivered verbally, in writing, and posted on the student information board and or website. It is the responsibility of the student to obtain all updated information via internet or from the information board.

### **EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT**

It is the policy of Standard College to provide equal opportunity in matters involving admissions, education, and advancement without regard to race, religion, color, national origin, sex, sexual orientation, political affiliation, age, or disability.

### **BARRIER CRIMES**

At the time of application to the program, each student shall be given a copy of the Commonwealth of Virginia “barrier crimes” law that describes behaviors that would prevent a person’s employment in a long-term care facility and other healthcare settings. This document shall be signed by each student prior to the program and shall contain a statement acknowledging receipt of the document and a statement that indicates that the student has not been convicted of a “barrier crime”, which would thereby prevent his/her completion of the program and subsequent employment in long-term care facility and other healthcare settings. Any student found to have been dishonest in signing the acknowledgement statement on the “barrier crimes” form, shall be immediately terminated from the program.

### **TRANSFER OF CREDIT POLICIES**

#### **Incoming Transfer Students**

Standard Healthcare Services College of Nursing awards transfer credit according to the guidelines

discussed in this document. The Admissions' Office determines whether college credits previously earned at other institutions may be transferred to Standard College to fulfill degree/program requirements. All transferrable credits are listed on the Standard College transcript, however, grades for transfer credits do not appear on the Standard College transcript and are not included in the student's GPA calculation.

### **Transfer Credit**

Transferred credits from institutions recognized by the U.S. Department of Education or State Council of Higher Education will be considered. Students seeking advanced placement will be considered on an individual basis, through personal interview, review of records, testing, if applicable and space availability. Admission requirement must also be met. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of Standard College.

**Foreign Transcripts:** the student must request to have official college-level transcripts sent to a recognized credential evaluation service. Please visit the National Association of Credential Evaluation Services (NACES®) for a list of members and their websites. In this evaluation, the transcript will be translated into English, if needed, authenticated and equivalencies set to determine the level of education and its relation to accredited institutions in the United States. The results of the evaluation must be sent from the agency to Standard College. While Standard College agrees to review the evaluation for possible transfer credits, we reserve the right to accept or deny credits based upon the results of the evaluation. Fees are the responsibility of the student.

### **Restrictions on Transfer Credit**

Standard College reserves the right to accept or reject credits earned at other institutions of higher education that are not compatible with those offered in its Nursing Programs. Some general categories of courses never receive transfer credit-or, in some instances, receive credit on a restricted basis only. Examples of courses that receive no credit include:

- Courses considered below college level.
- Coursework earned at an institution that did not hold at least candidacy status with its regional accrediting association when the coursework was taken.
- Courses offered for non-credit continuing education units.
- Courses providing instruction in English as a Second Language (100-level or above). \*
- Remedial courses in any academic discipline.

- Non-academic/vocational-technical courses.

Standard College does not accept experiential learning credits.

### **Transferability of Credits**

Courses taken in the Practical Nursing Program are vocational in nature and generally are not transferable to a college, university, or institution of higher learning. The Associate of Applied Science in Nursing Degree is designed to prepare students for direct entry to health career. Credits earned in this program may not be applicable to other degrees. The school does not guarantee the transferability of credits to a college, university, or institution.

### **Articulation Agreements**

These are agreements between community colleges and four-year colleges to provide a smooth transition for transfer students from college graduates into four-year colleges. Typically, they either guarantee that the associate's degree will satisfy all freshman and sophomore general education requirements at the four-year university or specify a list of courses that will be treated as equivalent. Standard College does not have Articulation Agreements with any school at the moment.

### **HOUSING**

The school does not offer housing.

### **INSTRUCTIONAL FACILITIES AND LIBRARIES**

#### **Physical Facilities**

The campus consists of a 13,000-square foot facility housing five (5) classrooms, library, a large computer lab, student lounge, several Skills Learning Labs [SLL] that include four (4) Simulation Medical Surgical Units, two (2) Simulated Long Term Care units, one (1) Birthing Simulation Unit and one (1) Critical Care Simulation Unit. All classrooms are equipped with audio-visual equipment and anatomical learning models. The facility is situated in Falls Church, Virginia with adequate space for student parking.

#### **Learning Resource Center**

#### **Reference Library**

The library contains an up-to-date collection of books, periodicals and other instructional materials which are readily accessible to the faculty and the students. The Administrative assistant coordinates access to all library resources. The reference library is arranged

by subject and resources can only be used on the premises.

### **Online Resources**

Students and faculty have 24- hour access to online library databases which provide reliable and current healthcare information covering nursing, allied health, alternative and complementary medicine, and much more. The online database provides abstracting and indexing for more than 1,070 titles, with over 890 titles in full-text, plus more than 12,300 full text dissertations representing the most rigorous scholarship in nursing and related fields. There are over 70 wide-ranging topics including: Nursing, Nutrition, Oncology, Pediatric Care, Pharmacology, Public Health, and Radiology. Students and faculty have 24/7 access to online Journals, E-books, evidenced-based nursing research references, and online nursing skills videos.

The Resource Center hours are Monday to Friday 9:00 am to 6:00 pm.

### **COPYRIGHT INFRINGEMENT POLICY**

Everyone using computers and networks at Standard Healthcare services, Inc., College of Nursing (Standard College) is responsible for complying with copyright laws and the College's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law
- A statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to the CEO's Office:

CEO's Office  
7704 Leesburg Pike, Suite 1000  
Falls Church, VA 22043

Phone: (703) 891-1787

Email: [ijnosegbe@standardcollege.edu](mailto:ijnosegbe@standardcollege.edu)

The College's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the College's computer systems, networks, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and other legal actions.

In addition to the complaint being handled by Standard College copyright owners may also take direct legal action against alleged infringers, and subpoena the College for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by the College. It is your responsibility to be aware of the legality of your actions.

### **STUDENT SERVICES**

The office of student services is committed to supporting each student in developing and implementing an individualized plan for academic success and career development. The Office of Student Services provides guidance, support, and resources to our students.

### **Advisement**

The major goal of advising in the Nursing Program is to assist you to become a self-directed learner in your professional studies. Advisement focus is on individual's progress in meeting outcome, general, and achievement testing criteria.

It is important that you take advantage of this valuable resource. It is your responsibility to sign up for academic advisement sessions with the dean of student support, director of nursing education, and/or course faculty as needed. Students may also be referred by faculty for academic advisement. Students are encouraged to schedule an appointment for academic advisement midterm and at the end of each course. Student may schedule advisement through the administrative assistant at the front desk or by sending an email to the director of education. Student may be referred by course faculty for advisement if mid-course grade falls below 80%.

### **Faculty Accessibility**

Faculty members are available before and after class and by appointment for student advisement. The dean



of student support and/or director of nursing education, are available Monday to Thursday 11:00am to 6:00pm and by appointment to meet with students.

### **Tutoring**

The College offers free group tutoring service. Please contact your course instructor for tutoring schedule.

### **Strategy for Success**

The College endeavors to help students avoid academic difficulty. Historically, the most successful students attend class regularly, complete and submit assignments in a timely fashion, and seek assistance from instructors, advisors, or the Academic Resource Center at the first signs of trouble. Moreover, students who are successful academically have learned to balance extracurricular activities with academics.

### **Recommended Study Time:**

A basic rule for any degree/program is that you want to spend two times the number of hours studying per week as you are in class. Depending on the difficulty level of the course you are taking you may need to study more than the recommended study time.

### **Recommended hours of work**

The nursing education program is rigorous. It demands time and flexibility. The number of hours a student can work is dependent on the individual. We strongly recommend that students work no more than 32 hours a week.

### **Employment Assistance/Job Placement**

Although the school may assist with job placement, the school does not guarantee job placement to graduates upon program completion or upon graduation. Prior to graduation students are required to participate in professional development seminar which assists students in developing management skills, writing professional resumes, developing interviewing techniques, and polish job-seeking skills. Standard College keeps current posting of information about job opportunities.

### **ADA Statement**

In accordance with the Americans with Disabilities Act of 1990 (ADA) the Nursing Program at Standard Healthcare Services, Inc. makes every effort to provide reasonable accommodations for all individuals with a disability. The program does not discriminate against applicants because of gender, sexual orientation, age, ethnic background, political affiliation, or disability.

Students requesting modifications or accommodations due to a disability should submit the request in writing to the Director of Education. The request, along with required documentation, will be reviewed by the Director of Education and individuals knowledgeable of disabilities as appropriate. The student will receive written notification of the decision.

The following academic accommodations may be provided for any student with learning disabilities who self-identifies and produces documentation on the learning disability.

1. Individualized one-on-one tutoring on mutually agreed on times up to five (5) hours per week
2. Use of tape recorders to record lectures
3. Time-and half for assignments, quizzes, and exams.
4. Private rooms to reduce distractions during tests and exams
5. Use of scratch blank paper during exams. The used/unused scratch paper must be submitted to the instructor at the end of the exam

### **Student Organizations**

Students are encouraged to participate in extra-curricular organizations to foster development of skills in self-direction, leadership, and professional activity.

### **Orientation**

An orientation will be held before the start of the program. Attendance is expected and will be rewarded with important information and help organizing your program progression. Students shall be informed during orientation of the school policies and procedures. The students will be given a copy of the student handbook and school catalog during orientation. The student is required to sign a receipt and acknowledgement form upon completion of orientation.

### **Essential Functions**

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care.

The essential functions include but are not limited to:

- **Critical Thinking** - Critical thinking ability sufficient for clinical judgment. (Identify cause-effect relationships in clinical situations, develop nursing care plans.)
- **Interpersonal Skills** - Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural,



and intellectual backgrounds. (Establish rapport with patients/clients and colleagues.)

- **Communication** - Communication abilities sufficient for interaction with others in verbal and written form. (Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.)
- **Mobility** - Physical abilities sufficient to move from room to room and maneuver in small spaces. (Moves around in patient's room, work spaces, and treatment areas, administer cardio-pulmonary procedures.)
- **Motor Skills** - Gross and fine motor abilities sufficient to provide safe and effective nursing care. (Calibrate and use equipment; position patients/clients.)
- **Hearing** - Auditory ability sufficient to monitor and assess health needs. (Hears monitor alarm, emergency signals, auscultatory sounds, cries for help, etc.)
- **Visual** - Visual ability sufficient for observation and assessment necessary in nursing care. (Observes patient's/client's responses).
- **Tactile** - Tactile ability sufficient for physical assessment. (Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertions of a catheter.)

### **Pregnancy**

Pregnant students may continue in the program with the written approval from the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the school indicating the student's expected date of confinement, the student's limitations (if any), and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to carry out their nursing duties. If so, the student must withdraw from the program.

In the event problems arise concerning the student's ability to carry out her responsibilities in the classroom and in the clinical setting, the Director of Nursing Education, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

## **OTHER ACADEMIC POLICIES**

### **Academic Dishonesty Policy**

It is the policy of Standard College that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of Standard College wishes to remind students that academic dishonesty will not be tolerated in any form. **It is expected that as future nurses all students will adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism.** As member of Standard College Community, it is the duty and obligation of students to meet and uphold the highest principles and values of personal, moral, and ethical conduct. As partners in our educational community, both students and faculty share the responsibility for promoting and helping to ensure an environment of academic integrity. As such, each student has the responsibility to report suspected violation of the Academic Integrity Policy.

Standard Healthcare Services, Inc., College of Nursing (Standard College) shall take disciplinary action ranging from suspension to immediate dismissal of any student engaging in academic dishonesty activities to include but not limited to the following:

1. Requesting information and/or receiving information on the contents of ATI Exams, HESI Exams, Kaplan Exams, and/or the Classroom Exams.
2. Taking images of any Exams administered at the school and/or unauthorized resources.
3. Failure to alert the faculty of knowledge of academic dishonesty activities.
4. Having cellular phone and/or any unauthorized device on your person during any exam and/or while an exam is being reviewed
5. Having cellular phone and/or any unauthorized device on your person during remediation after an exam on campus.
6. Photographing or taking image of any sort of exam questions, school resources, and/or remediation material
7. Attempting to alter test results
8. Selling, giving away, or furnishing in any form, any questions or answers to any exam scheduled to be given to any nursing course and/or unauthorized resources

**Any violation of the academic dishonest policy may lead to legal and/or disciplinary action and/or termination from the program.**

### **Test Taking Policy**

All schedule test and quizzes are to be taken on the day given by the instructor. All personal items must be stored away from the student in the designated area. **CELL PHONES ARE NOT ALLOWED IN THE CLASSROOM/COMPUTER LAB DURING EXAMS AND**

WHILE AN EXAM IS BEING REVIEWED BY THE INSTRUCTOR. All tests given are timed in preparation for taking the NCLEX. All books, bags, materials, water etc. will be removed from the desk. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Upon completing the test, the student is to return to their seat and sit quietly or leave the classroom until the test is completed. Cheating is not allowed. If cheating is suspected, the student will receive a zero and will report to the dean. The school has the right to recall exam grades if it suspects the exam was compromised.

### **Missed Exams/Quizzes**

A student may miss only two class exams in the program. All make-up exams may have up to twelve (12) points, percentage points or a letter grade automatically deducted from the test score. No extra credit points will be allowed on make-up exams. It is the student's responsibility to inform the instructor if they are going to be absent for an exam and make arrangements to take the exam the next scheduled class day. If the make-up is not taken on the next scheduled theory class day in accordance with the expectations previously stated, the student will receive a zero (0) for the test score. Make-up tests may be given in any format deemed appropriate by the instructor. It is at the discretion of the instructor as to when he/she will grade and post the test scores. Missed quizzes cannot be made up and will not be integrated into the final course grade. Individual faculty maintains final determination in situations related to missed exams and quizzes.

### **Late Assignments**

If any student is unable to meet the due date for assignment it is his/her responsibility to notify the instructor. Faculty members retain the option of not accepting late papers/assignment/ and may deduct points for late work. Individual faculty maintains final determination in situations related to late assignment.

### **Standardized/Achievement Testing**

To demonstrate your mastery of nursing content on standardized exams, similar to the standardized test you will take for Practical Nursing and/or Registered Nursing licensure, Standardized exams have been integrated into your nursing education program's curriculum. At present Standard College utilizes ATI, HESI/Evolve, and Kaplan exams and resources.

At the end of each nursing course student shall take designated standardized exam which will be a percentage of the final grade for that course. Standardized exams are also integrated throughout Integrated Nursing Concepts Course for both the

Practical Nursing and the LPN to RN Transition Programs. Standardized Comprehensive Exams are administered at the end of Integrated Nursing Concepts Course which is a percentage of the final grade for the Integrated Nursing Concepts Course. (See course syllabus for percentage of final grade).

The faculty views standardized exam reports and testing activities as critical for developing critical thinking and test-taking skills to pass NCLEX. The exams will help you identify your strengths and weaknesses, provide individualized self-remediation to improve objective testing abilities, and through simulation, prepare you for passing the NCLEX

### **Preparing for success on Standardized/Achievement Exams**

Students have access to abundance of online resources for each standardized exam administered in the curriculum. Each student shall open an account for ATI, HESI/Evolve, and/or Kaplan and shall have 24-access to online practice tests, case studies, and content review resources.

After taking each standardized individual course content exam students will have access to reports to review areas of strengths and weaknesses and develop a remediation plan. It is very important that student appropriately use these resources before and after testing to improve areas of weakness.

**ATI/HESI/Kaplan Exam Reports (topics to review) are not to be shared with other students. They are intended to be used solely by students for remediation.**

**ATI –Comprehensive Predictor Exam-** To maintain the Integrity of the exam student will have access to their reports only on the school's premises. Student shall schedule an appointment with the receptionist to review their report individually. At the time of the appointment student will be given a printed copy of their report to review; student shall return the report to the receptionist after reviewing it. Students are not allowed to take any image of the report. Taking image of the report in any form and/or discussing the report with another student violates the academic dishonesty policy.

**HESI-PN/RN Exit Exams/HESI RN CAT-** To maintain the Integrity of the HESI Exit; student reports shall only be reviewed in the presence of a faculty member. A meeting with a faculty member to review the HESI PN Exit report may be scheduled with the receptionist. Taking image of the report in any form and/or discussing the report with another student violates the academic dishonesty policy.

## **Attendance**

Standard College's nursing programs are intensive. They require maximum attention and attendance to ensure successful learning experience. Students are expected to be present at all classes and clinical practicum at the times indicated on the schedule, just as an employer expects attendance from an employee. The attendance policy is designed to assure adequate training time is provided for all students, enabling them to successfully pass all courses. At least 90% attendance is required for each course. The instructor will take attendance electronically each day. Student may track their attendance on Populi.

Students with absences over 10% of the total hours for each course shall be placed on attendance probation and will have to make up those absences by attending make-up classes on campus before the end of the course. Any student with absences over 70% of the total hours for any course will be administratively withdrawn from the course. Students incurring more than two attendance probations shall be dismissed from the program. Students dismissed due to poor attendance will be given an opportunity to join the next class on a space available basis.

Standard College reserves the right to determine if an absence is excused or unexcused. Excused absences will include, but are not limited to: death of immediate family (spouse, child, parent and/or sibling) illness of students, childbirth by student or spouse, jury duty, and accidents to the student. Elective surgeries, doctor's appointments and/or treatments DO NOT constitute an emergency. Students must submit to the college's administration appropriate, supportive documentation of their absences upon return to classes or clinical.

Classroom/theory time missed within these guidelines will have to be made up. The student is responsible for getting all missed notes, assignments, or handouts. Classroom make-up time will include, but not limited to: essay assignments, special projects, computer lab, seminars, and/or educational in-services. Any fees for required make-up time will be incurred by the student. If administration deems a student's absence excused, the students will be allowed to make up scheduled exams. (See Test Taking Policy)

All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the instructor via email or by telephoning the school if they are going to be absent or tardy. School holidays, breaks and class cancellations (i.e. due to inclement weather) are not included in calculations for class attendance, and are therefore not considered as hours of absence.

## **Tardiness**

Failure to report to class on time or leaving the class early (even if the student returns) results in a tardy. A tardy of more than fifteen (15) minutes is considered equal to an hour's absence. Any student attending class or clinical and spending less than 50% of total hours scheduled for the day shall be considered absent. A total of two (3) Tardies shall be considered equivalent to one (1) absence. Any student missing (7) seven or more consecutive days shall be considered withdrawn from the program.

The student's last day of attendance is the last day the student had any academically-related activity.

## **Clinical attendance**

A student arriving more than 30 minutes late for clinical shall be dismissed for the shift and marked absent. If the student misses clinical rotation hours, the student must make these up. Make-up hours will be scheduled at the discretion of the school. The date and time of the make-up may include but is not limited to weekends, holidays, days, or nights. Each clinical make-up shift will be charged to the student at \$120 per shift. The additional charges must be paid prior to scheduling makeup clinical hours. In the event of illness or emergencies—a student MUST notify the school and/or clinical site within 1 hour of expected arrival time. If a student is a "No Call/No Show" for clinical without an acceptable reason that student shall be placed on academic probation. Student incurring more than two academic probations may be dismissed from the program.

## **AUDITING A COURSE**

Students may, with permission, audit one or more classes per term/semester with no additional charge. Permission is based on the availability of a seat in the class and is at the discretion of the college. Auditing a course means you enroll in the class and attend it, but you forego receiving a final grade or earning credit. The extent of a student's participation must be arranged and approved by an academic advisor. If the audit is a condition for readmission to the program, the student will be required to complete all assignments and exams in the course. You should seek to clarify the college's expectations when seeking permission to audit.

Any student electing to audit a course must complete a "Petition to Audit Application," obtain the approval signature of an academic advisor, and return it to the Office of the Registrar prior to starting the course. A Petition to Audit Application can be found on the school's website or picked up from the front desk.

## **Effects of Audit on Grades, Progression, and Status**

1. Audit courses are not used in calculating *Grade Point Average* requirements of the SAP policy
2. Audit courses are not used in calculating *Percentage of Completion* requirements of the SAP policy
3. The *Maximum Time Frame* requirement of the SAP policy will be adjusted for each course for which a student audits by:
  1. subtracting the total audit credits/hours from the assessment term/semester or the program, and
  2. recalculating the Maximum Time Frame
4. Credits for a course being audited are not counted in determining the following:
  1. enrollment status (full-time or part-time)
  2. calculating semester standing
  3. financial aid status
5. Courses Audited will appear on Official Transcript

## **ACADEMIC LEAVE OF ABSENCE**

Academic Leave of Absence does NOT meet the criteria for a federal approved Leave of Absence for the purpose of Student Financial Aid/Title IV. Standard College offers students in good standing and not subject to disciplinary action, the opportunity to request an Academic Leave of Absence. The Academic Leave of Absence is designed for the student who wishes to be away from his/her academic endeavors at Standard College but intends to return within 180 days.

Leave of absence status must be requested after the student completes the current course that they are enrolled in. In an emergency situation where the students must begin the Academic Leave of Absence before the completing the course; the student will be considered withdrawn from the course and will receive a "WF" or "WP." Please review the student handbook on the effect a "WF" or "WP" will have on the student's GPA and financial obligation to the school. The academic records of students on an Academic Leave of Absence remain in an active status. While on an academic leave of absence, the student retains the right to use campus facilities such as the library, computer lab, and skills lab.

## **HOW TO APPLY FOR ACADEMIC LEAVE OF ABSENCE?**

A student must complete the Academic Leave of Absence Form and submit it to the Registrar's Office. The student will be notified in writing if the Academic Leave of Absence request is approved or not approved.

A student failing to return from Academic Leave of Absence with 180 days shall be considered withdrawn from the program.

## **HOW DOES TAKING AN ACADEMIC LEAVE OF ABSENCE AFFECT YOUR FEDERAL STUDENT FINANCIAL AID (SFA)?**

Academic Leave Policy does not meet certain Federal Title IV requirements for Federal Student Aid (FSA). Therefore, a Standard College Academic Leave will be treated as a federal withdraw for FSA purpose and would be subject to Title IV Return of Funds calculation.

If you receive Federal Student Loans, your loans will enter a six-month grace period as soon as you begin your Academic Leave of Absence. Once that grace period ends, you will have to start repaying those loans. If you become at least a half-time student again when the grace period ends (by returning to Standard College or being registered at another college), you can defer the payments on your student loans until you finish school. But when you graduate, are no longer enrolled, or drop below half-time status, you will have to begin repaying your loans immediately and will no longer have the grace period for repayment of loans taken out prior to the Academic Leave of Absence.

## **STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES**

Standard College is a learning community with specific expectations concerning the conduct of its students. The College's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. Standard College's approach will be both to resolve the problem and to help students learn from their mistakes. In accord with this general philosophy, efforts will always be made to resolve discipline issues informally, if possible.

### **Your Rights and Responsibilities**

1. The submission of an Application for Admission to Standard College of Nursing represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of your application, in turn, represents the extension of a privilege to join the College community and to remain a part of it so long as you meet the required academic and behavior standards.



2. You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, the policies of the College, and the rights of others on campus. Such rights include the following:
- a. You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on the campus, shall be provided by the College through its curricula.
  - b. No disciplinary sanctions may be imposed upon you without due process, except as hereinafter provided.
  - c. Free inquiry, expressions, and assembly are guaranteed to you provided your actions do not interfere with the rights of others or the effective operation of the institution.
  - d. Academic evaluation of your performance shall be transparent and fair.
  - e. The College and members of the College community have the right to expect safety, protection of property, and the continuity of the educational process.
3. You are asked to assist the College in fostering good community relations. In this regard, do not park within unauthorized areas and do not travel faster than the speed limit. The surrounding community needs our support in the protection and safety of its residents and property.

### **Professional Behavior:**

Professional requirements and responsibilities are dictated to you not just as a student at Standard College but also as a member of the nursing community. This puts an added responsibility on you to be familiar with the ethical and legal requirements and responsibilities addressed by Standard College and by the nursing profession.

Professional behavior is valued as essential for successful completion of Standard College's Nursing Programs. You need to follow general criteria for professional behavior during all activities as a student enrolled in Standard College's Nursing Program.

- a. Demonstrate respect for self, peers, faculty, and staff in the department of nursing as shown by punctuality, courtesy, honesty, and cooperative attitude.
- b. Display a neat appearance with consideration for safety around equipment and issues of infection control as evidenced by clean proper fitting uniform, comfortable, professional shoes and properly combed hair and nails. Artificial nails are not allowed.
- c. Demonstrate verbal and nonverbal communication and behaviors that is professional, effective, and relevant.

- d. Demonstrate accountability and responsibility for actions and behavior revealed by preparing for learning experiences.
- e. Demonstrate accountability and responsibility for actions and behavior revealed by being consistent in attendance and attentiveness.
- f. Demonstrate accountability and responsibility for actions and behavior revealed by maintaining confidentiality.
- g. Demonstrate accountability and responsibility for actions and behavior revealed by ensuring mature and appropriate conflict resolution.
- h. Seek out new opportunities and has enthusiasm for learning.
- i. Complete a self-assessment that provides evidence of a realistic sense of progress in displaying

### **Code of Behavior**

- 1. Students will come to class on time and remain for the entire class session.
- 2. All students will bring textbooks and other materials to class every day.
- 3. Laptop computers and other electronic devices shall not be used during classroom lecture unless authorized by the instructor.
- 4. Breaks will be kept within the designated time frame by the instructor.
- 5. The student should follow all safety rules. All female and male students with long hair must wear hair bands in the lab/clinical site.
- 6. Students are expected to be generally in proper attire while they are on school grounds; and engaged in all school activities such workshops, health fair, etc. (tank tops, shorts or halters are not acceptable attire).
- 7. Guests and visitors, generally, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- 8. Smoking is permitted outdoors only. No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- 9. Eating and drinking are not permitted in the simulation/skills/computer labs.
- 10. Serious disturbances of order on campus will lead to suspension or possible expulsion.
- 11. Respect for personal and school property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times.
- 12. We expect all students to be of good moral character and to abide by all laws of our City, County, State, and Nation.
- 13. Standard College promotes student study behavior of the highest quality, which is required for the greatest learning experience. Behavior including sleeping, talking, passing

notes, text messaging, studying for other sources in the classroom, reading newspapers and leaving the classroom during lecture are disruptive to the faculty, but also, most importantly, to peers. These types of behaviors shall not be tolerated.

14. Cell phones or any electronic devices disrupt the class and are considered inappropriate. Such devices, if carried, must be on silent mode at all times. No headphones are allowed during lecture, lab, or clinical hours.
15. No visitors are allowed during classroom hours.

## **Disciplinary Action**

Any conduct deemed inappropriate by faculty or staff may be brought to the attention of the Director of Nursing Education or the Dean of Standard College. The Dean and/or Director of Education shall determine if the behavior displayed warrants disciplinary action.

Disciplinary action, including dismissal from the program may result from, but not limited to, any of the following violations;

1. Unprofessional behavior
2. Behavior that reflects unfavorably on fellow students or the college
3. Interfering with the progress of other students
4. Possession of weapon of any kind while on school property or at a clinical site. A weapon is considered anything with the potential to cause bodily harm and which serves no academic purpose.
5. Being under the influence or effects of alcohol, prohibited drugs or narcotics of any kind on school property
6. Violations of school dress code as established by the college and not keeping themselves and/or their work areas clean at all times
7. Violations of any policy, rule, or regulation
8. Excessive absences and excessive tardiness
9. Attempt to fraudulently manipulate student time keeping i.e. swiping time badges, signing another student in or out on clinical times sheets
10. Students must cooperate fully with the staff and faculty at all times
11. Removal of supplies, books, equipment, or anything else from the college property without prior written permission from the Director of the College and /or the PN Program Coordinator
12. Cheating or plagiarism of any kind is subject to immediate dismissal
13. Students must maintain established academic standards i.e. 80% or better on each course
14. Use of Profane or abusive language
15. Failure to complete coursework

16. Falsification of admission information or any other document
17. Failure to meet financial obligations
18. Intimidation of another student, faculty, staff, or administration member
19. Negative statements about another student, faculty, staff, or administration member
20. Insubordination to a faculty, staff, or administration member
21. Violation of any published policy
22. Behavior unfitting of a student as defined by the student handbook
23. Incurring more than the allotted number of probationary periods.

## **Appeals:**

Students wishing to appeal dismissal, suspension, or probation for violation of the code of conduct and/or code of ethics may request a meeting with the Director of Nursing Education or designee. Such request must be in writing and must be received by the Director of Nursing Education within 3 business days of the student receipt of notification of the decision to dismiss, suspend, or be placed on probationary status. Failure to file a written request within the specified time will constitute a waiver of the right for an appeal. Student appeal shall be reviewed by a committee comprised of the Director of Nursing Education, Dean of Student Support, and a faculty member not involved in the matter.

**Due Process** is a system of rules and guidelines designed to achieve fair and reasonable resolution to a dispute. Problem resolution precedes due process. It is always preferable to resolve differences through informal means when possible before resorting to due process procedures. Informal resolution means going directly to the person with whom you have a conflict to work things out between the parties involved. The next phase of informal resolution will involve the course faculty to assist in resolution by functioning as an intermediary. If the problem cannot be resolved through these informal means, refer to the Standard College Due Process Policy for specific steps.

## **Grievance Policy:**

In the rare occurrence that a student may have a grievance against the program a written grievance policy has been developed. It is a policy and practice of this program that all students and instructors are treated fairly and justly and that all problems are resolved in a timely manner and on an individual basis.

### **Step 1**

The student shall take the request or grievance up with the course instructor and try to work out a satisfactory resolution to the situation. If the situation

involves the Program Instructor, then the student should contact the Dean of Student Support.

### **Step 2**

In the event a satisfactory resolution is not reached in Step 1 within three (3) business days, a written grievance form shall be completed by the student clearly stating what the request or grievance is; the events that have transpired since the onset of the grievance and the situation that remains unresolved. An appointment shall be made with the Director of Nursing Education and the Dean of Student Support at which time the written grievance shall be presented to them.

### **Step 3**

The Dean of Student Support and the Director of Nursing Education or designee shall investigate the situation and a final plan of action for resolving the grievance shall be made. A written response shall be presented to the student within seven (7) business days of the receipt of the written grievance. The Dean shall have the final decision about how a grievance is to be managed and what corrective action, if any, is to be taken.

When a satisfactory resolution of the problem is not obtained, the student may contact:

### **State Council of Higher Education for Virginia (SCHEV)**

James Monroe Building, 9<sup>th</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, VA 23219  
Phone: (804) 225-2600  
Fax: (804) 225-2604

### **Virginia Board of Nursing**

9960 Mayland Dr., #300  
Richmond, VA 23233  
Tel: (804) 367-4515

### **ABHES**

7777 Leesburg Pike, Suite 314N  
Falls Church, Virginia 22043  
Phone: (703) 917-9503

The student will not be subject to unfair action/treatment because of initiation of a complaint to the above entities

## **NON-ACADEMIC POLICIES**

### **Breaks**

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. Students are not allowed in front of main entry to school during breaks. During lunch students are

allowed to leave the premises but should return prior to the end lunch period. A designated break area is available for those students who wish to remain on the premises for lunch. Student may be in the rear of the school, the designated break area, or the student parking lot. Smoking is allowed on campus grounds.

**THERE WILL BE NO CONSUMPTION OF FOOD OR DRINK IN THE LAB AREAS EXCEPT WHEN DIRECTED BY THE INSTRUCTOR DURING CLASS (ES) ON FEEDING THE RESIDENT/PATIENT.**

The Clinical Instructor shall always be notified before you leave the patient care area to take meals and breaks. The location of the student during meals and breaks shall be identified to the Clinical Instructor **PRIOR** to leaving the unit. Failure to notify the Clinical Instructor before leaving the patient care area shall be considered an abandonment of assignment and is, therefore, grounds for termination from the program without a refund of tuition and fees.

### **Cell Phone Policy**

Cell phone use, of any kind, is prohibited in the class room. Cell phone use is permitted at lunch and/or break out of the class room. CELL PHONES AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED IN THE CLASSROOM DURING EXAMS OR WHILE THE EXAM IS BEING REVIEWED. Continued infractions of the cell phone policy may result in dismissal from the program.

Cell phones are not allowed in the clinical setting. Cell phones are not allowed to be on the student's person (pocket, phone holder) during clinical. Cell phone use is permitted at lunch and/or break off the clinical floor.

Students are not allowed to keep cell phones on by starting the phone is on for emergencies. Please provide the school's telephone number for use in case of emergency. When the caller states the call is an emergency the student will be immediately summoned to take the call. If the student is in the clinical setting, the clinical instructor will be notified and the student will be informed. The phone number for the school is (703)891-1787.

### **Dress Code**

#### **Class:**

The dress code for classes is casual. T-shirts with slogans, tube tops, short skirts/dresses, and shorts are not appropriate for classroom attire.

#### **Clinical:**

You are expected to maintain a professional appearance when in class and clinical settings. The approved Standard College student uniform will be worn in all clinical facilities where you are working as

a student. Some variations may be necessary as students and faculty are required to follow regulations in each clinical agency. However, faculty must approve all variations prior to the initiation of each clinical practicum.

The uniform **MUST** be the approved Standard College clinical attire. Only white duty shoes or walking shoes are acceptable. White shoes with color logos or color emblems are not acceptable.

Nails longer than ½ inch and dangling earrings or jewelry pinned to the student's uniform are not appropriate for clinical practice. One ring, that will not catch the patient's clothing, can be worn for clinical practice. Long hair is to be secured away from the student's face for clinical practice.

An official ID badge, designating you as a Standard College "student nurse" is to be worn in all clinical settings unless otherwise instructed by clinical faculty. Clinical faculties have the right to approve individual student uniforms. If any part of your uniform is unacceptable, you may be asked to leave the clinical area.

### **Inclement Weather**

#### **Class attendance:**

During inclement weather, faculty members will proceed with classroom instruction unless Standard College is closed. If you signed up for Populi alerts notifications you will receive a text message regarding school closings. This information will be posted on the school's website and an email will be sent through Populi to students and faculty.

#### **Clinical Attendance:**

Clinical practicum will proceed during inclement weather unless the college is closed. However, if you feel unsafe in commuting to a clinical site, we urge you to use your best judgment in making a decision regarding your personal safety. If you do not attend a regularly scheduled clinical due to inclement weather you will be required to make-up the time at a later date. If for any reason you cannot make it to a clinical experience you **MUST** notify the instructor and the appropriate personnel at the clinical site at least 1 hour prior to the start of clinical.

### **Cancellation or Changing of Class or Clinical Experience**

Faculty and students are expected to meet scheduled class and clinical experiences. Acknowledging that unexpected or emergency situations may arise [i.e., personal, or in the event of natural or manmade disasters], the specific faculty is responsible for notifying all students as soon as possible in the event a scheduled class or clinical must be cancelled or changed. Due to the competitive nature of clinical

sites, clinical schedule may change due to availability of clinical slot. Students are responsible for making adjustment to their schedule and attending the clinical.

### **Transportation/Parking**

Unless otherwise specified by the Program Director or Instructor, students will be responsible for reporting on-time to classes and clinical practice. Students are required to park in the Garage parking lot of the school building.

The program office, classroom and clinical lab are accessible by Metro bus. For further information about bus routes, please call Metro at 202-637-7000.

Students are responsible to meet the Clinical Instructor on-time in the Lobby of the assigned clinical site at the designated time. Directions to the designated clinical site will be provided by the Clinical Instructor prior to clinical. Parking will be available at the clinical site for students who commute by car. Students will be responsible for parking fee at selected clinical sites.

### **Insurance**

#### **Health Insurance Coverage**

You are advised to carry appropriate insurance to help offset the cost of travel or health problems that might arise. You will be asked to sign a form indicating you are aware of the risks inherent in nursing course activities. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student.

#### **Liability Insurance**

For the protection of the student, malpractice insurance must be obtained through the School's group policy. This does not cover students when they travel to and from clinical sites in private automobiles. Liability insurance is provided only for students officially enrolled in courses. Students are not permitted in the Skills Learning Lab or at clinical agencies if you are not officially enrolled in the nursing course. You are not allowed to function as a student nurse in any clinical agency without clinical faculty or preceptor present or available to monitor your clinical practice. If you present yourself as a student nurse without the knowledge of a clinical faculty member, you will not be covered under Standard college liability insurance policy.

#### **Notification of change**

The student is required to notify Student Services of any changes in marital status, name, physical address, mailing address, cell phone, home phone number, email address, employment information, emergency contact information etc.



## **Loss and Liability /Risk Management**

### **Loss and Liability**

Standard College is not responsible for the loss of personal property whether the loss is by theft, fire, or other causes. Students are cautioned to keep personal possessions either in sight or on their person and said possessions should be properly marked. Students will be instructed where to place personal possessions at the clinical site(s). Students are encouraged not to bring valuables with them to the classroom or clinical site. The student alone is responsible for the safe-keeping of his/her personal belongings.

### **Risk Management**

You are expected to manage your own transportation and assume your own risks when traveling to and from class, labs, or clinical experiences and when performing duties in class, labs, or clinical experiences. There are inherent risks involved in travel and in lab and clinical experiences. The most obvious risks are accidents, contracting infections or other communicable diseases or workplace violence. Please take precautions to prevent accidents, infections, and violence.

### **Smoking**

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, Standard College enforces a smoking policy. Smoking is prohibited on the campus in public areas such as classroom, laboratories, lounges, hallways, restroom, and in areas where "No Smoking" signs are posted. No smoking is allowed in the front of the school's entrance or parking lot. Smoking is allowed only in the rear of the building. Standard College staff, faculty, and students must follow clinical agency policies related to smoking. Standard College insists on strict adherence to this policy because the school may be subject to criminal or civil penalties for violations of applicable smoking laws. As a guest of clinical agencies and ambassadors of Standard College, faculty and students must follow clinical agency smoking policy related to smoking. The faculty and/or students are required to determine clinical agency smoking policy and designated smoking areas. Failure to follow policy may result in disciplinary action.

### **Transcripts and Records**

The student may request official transcripts and other progress report in writing to the Program Director. The fee for official transcript is \$15.00. Standard College reserves the right to hold records if the student has not met their financial obligation. Standard College maintains personnel file and performance record for each student. The student has the right to

review or dispute his/her record. All student records are confidential. All student evaluations and grades are maintained by the school for a period of three years. Student transcripts are kept on file permanently and are protected from fire, theft, and other perils. Student record may be made available to clinical agency at the request of the agency.

## **STUDENT PRIVACY & CONFIDENTIALITY**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. In compliance with FERPA, Standard College does not disclose personally identifiable information contained in student education records, except as authorized by law.

### **STUDENT RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day Standard Healthcare Services College of Nursing (Standard College) receives a request for access. A student should submit to the registrar at registrar@standardcollege.edu or by mail at the school's address a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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 the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to appeal regarding the request for

amendment. Additional information regarding the appeal process will be provided to the student when notified of the right to an appeal.

- The right to provide written consent before Standard College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Standard College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Standard College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Standard College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for Standard College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Standard College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
400 Maryland Avenue, SW  
Washington, DC 20202

## **WHEN DISCLOSURE IS PERMITTED WITHOUT PRIOR CONSENT OF THE STUDENT**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of

directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within Standard College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, regarding an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## PRIVACY PREFERENCES

### Directory Information

Student data that, unless restricted by the student, can be released to third parties upon request, including the following:

- Student's Name
- Academic program (degree)
- Dates of attendance, full-time / part-time status
- Degrees, honors, and awards received
- Email directory lookup
- Local address and directory phone number
- Photograph
- Date and Place of Birth
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN,

Standard College may disclose Directory Information without a student's consent. Students may restrict the disclosure of any item of Directory Information by submitting a written request to the Registrar Office.

The right to restrict disclosure of Directory Information does not include the right to remain anonymous in class and may not be used to impede classroom communication.

Please Note: Even after graduation, privacy preferences remain in effect. For example, if a student has restricted the disclosure of degrees, honors and awards, Standard College will not confirm degrees earned to prospective employers or any other party without the student's permission.

### Consent to Disclosure

If a student has provided consent to the disclosure of information from his or her education records to a parent, guardian or other third party (via the Consent-to-Disclosure form), Standard College will communicate with the parent or guardian in the following situations:

1. The student voluntarily withdraws or takes a leave of absence
2. The student is suspended or dismissed from Standard College

In addition, Standard College will inform the parent if the parent's loan or financial obligation has been cancelled for any reason.

Even without consent, Standard College will communicate with parents, guardians or other third parties in the event of an emergency that poses a threat to the health or safety of the student. Standard College will also communicate with parents if their son or daughter under the age of twenty-one is found to have violated laws or rules pertaining to alcohol or controlled substances.

### INFORMATION WHICH STUDENTS DO NOT HAVE THE RIGHT TO INSPECT

Students do not have a right under FERPA to inspect information that is not an education record, such as:

- Medical treatment records
- Law enforcement records
- Employment records (where employment is unrelated to student status)

- Records created or received after the individual is no longer a student and which are not directly related to attendance at the College.
- Records of instructional, supervisory, administrative, or educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record
- Peer-graded papers before they are collected and recorded by an instructor

Note: Students may have rights to inspect such records under other laws.

In addition, students do not have the right to access certain education records, such as:

- Confidential letters of recommendation, if the student has waived right of access in writing
- Parents' financial records
- Admissions records for a program of admission which was not officially attended. Students who complete a course at the College but never officially attend as a degree or diploma candidate in their program of admission have FERPA rights with respect to that course but not with respect to the admissions records for that program.
- Records that also contain information on other students. Students may inspect, review or be informed of only the specific information about themselves.

### **AUTHORIZING ANOTHER PERSON TO INSPECT OR RECEIVE COPIES OF YOUR RECORDS**

Current or former students who wish to permit another person to inspect or receive copies of their education records must provide signed and dated written consent which must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the person or class of parties to whom the disclosure can be made

### **QUESTIONS**

Questions about Standard College's policies and practices or about specific education records should be addressed to:

Office of the Registrar  
Standard Healthcare Services Inc., College of Nursing  
7704 Leesburg Pike, Suite 1000  
Falls Church, VA 22043

## **CAMPUS SECURITY AND SAFETY**

### **Campus Security**

Standard College does not have campus security; however, the college works closely with Falls Church City Police Department to maintain a safe campus environment. The Falls Church City Police Department is less than 1 (one) mile from the campus and patrols the campus on a periodic basis. Standard College has 24-hour Surveillance Cameras throughout the Campus.

### **Clery Act Information**

Standard College is committed to providing the campus community and visitors with the safest and most secure environment possible. Standard College encourages campus community members to remain aware of personal safety and work cooperatively with the campus to ensure the security of all.

Standard College follows all applicable state and federal reporting laws to ensure a safe campus required by the Crime Awareness and Campus Act better known as the "Clery Act" which is contained in section 485 of the higher education act, codified at 20 U.S.C. § 1092. Standard College collects selected crime statistics, prepares an annual safety report, and makes this report available prominently on the school's website not later than October 10<sup>th</sup> annually effective 2014. Data are collected from the Falls Church City Police department, Office of Student Services, and local police in jurisdictions where the College conducts off-campus classes and activities.

Reportable offenses for Clery Act purposes are:

1. Criminal homicide, including murder and both negligent and non-negligent manslaughter
2. Sexual offenses, including both forcible and non-forcible sexual assault
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson
8. Hate crimes and any associated larceny, simple assault, intimidation, or vandalism/destruction of property
9. Arrests and/or disciplinary referrals for liquor law violations, drug law violations, or illegal weapons possession

As required by law, this report will be available in printed or electronic format, provides information about security on campus including: campus crime statistics, institutional policies on campus security, alcohol and drug use policies, the reporting of crimes, sexual assault, sexual harassment, and crime prevention. This report will also provide phone numbers of helpful community resources. The report



for Standard College will be available 1<sup>st</sup> of October of every year. All current students and employees will be notified of the report's availability through email announcements, in student, faculty, and staff orientations; and it will be posted on the College's website.

### **Reporting a Crime**

Anyone may report a crime, suspicious activity, or an emergency, 24 hours a day, seven days a week by calling the Fairfax County Police Department McLean District Police Station at 703-556-7750 or dialing 911

McLean District Police      703-556-7750  
Station

Fairfax County Police      (703) 691-2131 OR  
Non-Emergency              TTY (703) 877-3715

### **When to Use the Non-Emergency Number**

The non-emergency number can be used for any general calls related to the police or fire departments that don't pertain to a life-threatening emergency. Examples of non-emergency calls include:

- Non-violent disputes between neighbors
- Property damage vehicle accidents not causing a hazard to the flow of traffic
- Noise complaints
- Leash law violations
- Assistance resolving disagreements involving no crime or violence
- General questions related to the Police Department
- Also see FCPD website for further detailed information:
  - <http://www.fairfaxcounty.gov/police/>
- To follow up on a police report:
- If you already know the name of the officer handling the report, you may contact the district station to follow up with that officer:
  - <http://www.fairfaxcounty.gov/police/stations/>
- General questions related to the Fire Department:
- Also see FCFRD website for further detailed information:
  - <http://www.fairfaxcounty.gov/fr/>

### **Hearing or speech impaired callers**

(703) 877-3715 alternate - (571) 350-1939

Fairfax County 9-1-1 is equipped with a text telephone (TTY) device to allow people who are hearing or speech impaired to communicate through their own TTY device. If you use a TTY/TDD, press the TTY keys several times after the call is answered; this may

reduce the time necessary to respond to the call. Give the call taker time to connect their TTY. Tell the call taker what is needed and provide your name, phone number and address of your location. If it is safe, stay on the telephone to answer the call taker's questions. If you do not have TTY/TDD, call 9-1-1 and don't hang up. This will leave the line open. In most cases your phone's address will be displayed on the call taker's screen and help will be sent.

### **Keeping You Safe**

Standard College works hard to ensure the safety and security of the College community. However, students and employees must take ultimate responsibility for their own safety and that of their personal belongings. Common sense precautions are the most effective means of maintaining personal security. Here are some practical suggestions:

1. Remain alert, pay attention to your surroundings; avoid listening to musical devices such as an iPod to make it more difficult to be taken by surprise.
2. Although the campuses are considered safe, students and staff are encouraged to walk in pairs or groups after dark.
3. Use the lighted paths and sidewalks on campus; avoid walking in the wooded areas where you cannot be seen.
4. Park in well lighted areas, and check the inside of your vehicle before entering it.
5. Valuable personal property should not be brought on campus. If you choose to bring valuable property onto campus, secure it in an automobile or keep it with you at all times. Books, book bags, backpacks, electronic equipment, and purses are targets for theft. If possible, engrave your property with a unique identifier. The College is not responsible for lost personal property.
6. Carry only the credit cards and cash you need for the day, and do not conduct ATM transactions alone, especially at night.
7. Carry a small flashlight and whistle with you.
8. Do not leave laptops, mobile phones, or other personal items unattended at any time even when closing your eyes for a quick nap.
9. Notify a member of the college staff of any individual who appears not to have legitimate business on campus or whose actions arouse suspicion or concern.
10. Know the phone number of the Fairfax County Police Department (703-691-2131). Program it into your cell phone. Remember, call 911 in case of an emergency.

All members of our College community must work together, as Standard College continues to strive to provide an environment in which students, employees and visitors are safe and secure.

### **Emergency Notifications/Timely Warning Notices**

Standard College is committed to the safety and well-being of its faculty, staff, students, and guest to the campus. The college complies with the Higher Education Act of 1965, as amended, and Section 23-9.2:11 of the Code of Virginia. Prompt warning notifications and alerts of immediate threats to the health and safety of the campus community are sent to students, faculty, and staff via cellular text messages to those who signed up via Populi, college website, and email.

### **Access to Campus Buildings and Maintenance of Campus Facilities**

The college campus is open from 7:00 a.m. until 10:00 p.m., or generally during the times classes are in session. At all other times, college buildings are generally secured; access can be gained by making special arrangements with the appropriate administrative staff. The campus has 24-hour video surveillance.

### **On Campus Monitoring and Maintenance**

College facilities personnel maintain campus buildings and equipment. Campus buildings and equipment are inspected regularly, and needed repairs to replace faulty equipment and to mitigate potential hazards are promptly made. 24-hour video surveillance monitors the campus.

### **Firearms/Dangerous Weapons and Materials Policy**

Faculty, staff, students, and visitors may not possess or carry any weapon anywhere on college campus. The only exception applies to duly sworn law enforcement officers. While civilian-attired police officers are authorized to carry firearms, they must keep them concealed so as not to alarm others. Bringing explosives and other dangerous chemicals onto campus is prohibited, without exception. Violation of the firearms and dangerous weapon policy will lead to immediate termination from the program and will be reported to the appropriate authorities.

### **Violence in the work place**

Standard College recognizes that employees and students are the School's most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goal in a safe atmosphere free of threats and results. Violation of any of the following below may lead to immediate dismissal from the program

1. Unwelcome name-calling obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious or sexually

harassing manner, including but not limited to such acts as; hitting, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.

4. Physically intimidating others including such acts as obscene gestures, getting in your face," first shaking, throwing of any object, or intentionally blocking a pathway.

## **DRUG AND ALCOHOL POLICY**

Standard College recognizes the misuse and abuse of alcohol and the use of illicit or controlled substances are persistent and serious social and health problems that interfere with the goals and objectives of academic institutions.

### **Drug-Free Campus Information**

The Drug-Free Schools and Communities Act Amendment of 1989, enacted by Congress as Public Law 101-226, requires an institution of higher education to adopt and implement a program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In some cases, conviction of drug-related offenses could result in the student's ineligibility for federal funds or other forms of assistance.

Standard College drug policies exist to ensure the College fulfills its mission while fostering a safe, secure, and healthy environment. Serving, possessing, and consuming of alcoholic beverages are prohibited on campus and at college-sponsored events or activities. Violations of college alcohol prohibitions may lead to disciplinary action.

Standard College students and employees shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or where prohibited, alcohol while on campus, attending a college-sponsored off-campus event, or while serving as representatives of the college at off-campus meetings. Standard College policies also prohibit employee impairment on the job due to the use of alcohol or drugs. Members of Standard College community who are found to be in violation of the college alcohol and/or drug policies will face disciplinary action up to and including expulsion for students, discharge/termination for employees, and/or referral for legal prosecution in accordance with local, state, and federal laws and regulations. Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

### **Violations of the Drug Free Workplace Act:**

Federal law requires that all employees engaging in the performance of work supported by a federal grant or contract must, as a condition of employment, notify the college of any conviction for a violation of a

criminal drug statute occurring in the workplace no later than five days after the conviction. Failure to report a conviction is grounds for dismissal.

### **Prevention Programs**

Recognizing the serious consequences resulting from the inappropriate use of drugs by all ages and segments of our society, Standard College has established student and employee policies that prohibit the possession or consumption of controlled substances on campus. Beyond potential disciplinary action, the College recognizes the need and responsibility to provide information and counseling services regarding the hazards of substance abuse. The following program of activities and services constitutes Standard College's effort to prevent substance abuse by its students, faculty, and staff. The Deans of Students Support provide oversight for the content and timeliness of the programs.

1. At least once a year, each campus conducts a seminar, workshop, presentation or other program of information and awareness open to all students, faculty, and staff.
2. Standard College provides readily available brochures and information which may be used by individuals for personal information and awareness.
3. Falls Church City police is available to give a general public safety talk to the students, faculty, and Staff.
4. A list of referral services in Northern Virginia that specialize in assisting persons with substance abuse issues is available through 2-1-1 VIRGINIA at [www.211Virginia.org](http://www.211Virginia.org).
5. Student, faculty, and staff requesting assistance will be referred to the appropriate public agencies.

### **SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY**

Standard College is committed to providing an institutional environment where all people may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcomed and unwanted sexual actions. The College does not and will not tolerate sexual harassment of students, faculty, or staff. It strongly condemns all sexual offenses, will not tolerate sexual offenders. The College supports those who have been victimized.

Standard College policies apply equally to all members of the college community: students, faculty, administrators, staff, contract employees, and visitors. The College will make no attempt to shield any member of the College community from the law, and

the college will not intervene in external legal proceedings on behalf of such individuals. Disciplinary action resulting from sexual misconduct may include dismissal from Standard College.

### **Definition of Sexual Harassment**

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the U.S. Equal Opportunity Commission on sexual harassment in employment, the college defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur, when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions including, but not limited to, promotion, transfer, selection for training, or performance evaluation, or used as the basis for academic evaluation; or,
3. Such conduct has the purpose or effect of interfering with an employee's work performance, or a student's academic performance or participation in educational pursuits.

Sexual assault includes forced acts of intercourse, sodomy, or sexual penetration by a foreign object. Sexual assault also includes the deliberate act of touching a person's intimate parts such as the genitals, groin, breasts, or buttocks, directly or through clothing, or forcing an unwilling person to touch one's own or another's intimate parts, directly or through clothing.

To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, duress, or through the use of victim's mental or physical incapacity. This definition includes, but is not limited to, incapacity caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

### **Sexual Harassment and Sexual Assault Procedures**

The College will respond promptly to any report of sexual harassment or assault that occurs on the College Campus. Standard College will not tolerate sexual assault or abuse of any kind. All students, faculty, and staff who have been subjected to any form of sexual assault or abuse on campus or off campus should report the incident to the local Police and appropriate campus authority.

### **Sex Offender Registry and Access to Related**

## Information

The federal Campus Sex Crimes Prevention Act of 2000, enacted on October 28, 2000 and effective on October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. The Virginia State Police website, <http://www.vsp.state.va.us>, provides information about registered sex offenders in the Commonwealth. Once you are on this website, click on Sex Offender Registry.

## If Sexual Assault Happens to You

1. Get to a safe place as soon as possible.
2. Call 911.
3. Notify the college authority if the incident occurred on campus. College faculty and staff members can also assist you in reporting an incident.
4. Try to preserve all physical evidence. Do not bathe or change clothes.
5. Contact someone to stay with you and support you.
6. Get medical attention as soon as possible and inform the responders you have been a victim of a sexual assault so appropriate evidentiary safeguards can be exercised.

## Medical Care

Victims of very recent sexual assaults (within 72-96 hours) are entitled to go to the emergency room of a local area hospital for a physical exam and the collection of evidence at no cost to the victim. At the hospital, a qualified nurse (called a Sexual Assault Nurse Examiner or "SANE") will examine the victim for sexually transmitted diseases, physical trauma, possible pregnancy, and to collect evidence for possible prosecution. A victim may receive an examination by a SANE whether or not he or she chooses to make an official police report of the incident at that time. If the victim decides not to go to a hospital, he or she should seek medical attention from a private clinic for a health and safety examination, whether or not injuries are known.

## Educational Programs About Sexual Assault and Related Issues

Standard College offers readily available brochures for students seeking information on rape prevention, sexual harassment, substance abuse, safety and security, domestic violence, and common-sense survival tips. Falls Church City police officers are available to give general safety presentations to students, faculty, and staff at Standard College. Additional assistance may be obtained through the following community resources:

1. **SARA Alexandria Sexual Assault Center** 24-Hour Hotline: 703.683.7273
2. **Fairfax County Victims Assistance Network** 24-Hour Hotline: 703.360.7273
3. **Sexual Assault Victims' Advocacy Service (SAVAS)** 24-Hour Hotline: 703.368.4141

## Mandatory Reporting of Child and Elder Abuse

While everyone should be concerned about child and elder abuse and neglect, law requires certain individuals to report suspected instances. In 2012, the Virginia General Assembly (SB 239) added "**any person employed by a public or private institution of higher education**" to the list of "**mandated reporters**" set out in §63.2-1509 of the *Code of Virginia*. Mandated reporters, including all Standard College faculty and staff, are those persons who in their professional or official capacity, are required to report instances of suspected child abuse and neglect to the local Social Service Department or to the Virginia Department of Social Services (DSS). The toll-free child abuse and neglect hotline 1-800-552-7096.

## EMERGENCY PREPAREDNESS PLAN

### Emergency Preparedness

As a student of Standard Healthcare Services, Inc., College of Nursing (Standard College), you can help keep our campus safe by observing your surroundings, asking about suspicious or questionable behavior, and calling for help when safety is an issue. Being alert to what's going on around us creates a culture that promotes and enhances security and safety.

Emergencies can occur at any time, often without warning. Preparation is the responsibility of every student and faculty. Every member of our school needs to help promote campus safety. Individuals should prepare with supplies, a plan to stay in touch, and information about what to do in an emergency, and what's happening during a disaster. Before taking any action, ensure you are not endangering yourself. Do not jeopardize your life or the lives of others in attempting to save personal or school property

### Violent Incident

- Immediately seek protection/shelter in place.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door.
- Call 9-1-1.
- Minimize noise that may draw attention to your location: turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities; do not challenge law enforcement.
- When reporting an incident, indicate your location.



### **Bomb Threat**

- Notify the faculty and/or school's staff
- Call 9-1-1
- Evacuate the building, as directed.
- Do not re-enter the building until cleared by authorized personnel.
- Untrained persons should not try to rescue people who are inside a collapsed building. Wait for emergency personnel.

### **Hazardous Materials**

- If an emergency develops or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about its release.

### **Suspicious Person**

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel.

### **Suspicious Package**

- Do not touch or disturb the object.
- Call 9-1-1.
- Notify your supervisor or instructor.
- Be prepared to evacuate and take personal belongings with you.

### **Fire**

- Call 9-1-1 if possible. Knock on doors and yell "fire" as you exit the building.
- Make sure all doors are closed
- Evacuate all persons from the building if able to do so safely.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Everyone must exit at the nearest location; move well away from the building when evacuating; and assemble in the parking lot under the bridge.
- Instructors must conduct a roll call to ensure that everyone is present and not left in the building.
- Do not re-enter the building until authorized by emergency personnel.

### **Emergency Medical**

- If student, visitor, or employee becomes sick, has a health emergency, or an accident occurs an RN or LPN on staff shall take charge.
- A call to 911 is made immediately
- ALWAYS stay on the phone until the person answering the call ends the conversation.
- ALWAYS err on the side of caution. To help someone,
- **REMAIN CALM and CALL FOR HELP.**
- The injured individual should be made as comfortable as possible. This is at the direction of the RN/LPN in charge
- If bleeding is evident, using appropriate PPE, the wound shall be covered and direct pressure applied to control the loss of blood.
- Every effort shall be made to keep the injured person as calm as possible.
- Do not attempt any significant medical procedures.
- Wait for paramedics to arrive!
- Notify the Director immediately. He / She will assume responsibility to inform the Institution's insurance carrier.

### **Power Outage**

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible. Take your personal belongings with you.
- Do not re-enter the building until authorized by authorities. Listen for information regarding building/campus closings.

### **Severe Weather/Tornado Safety**

- Prepare to shelter in place if ordered.
- Remain calm and alert.
- Remain clear of glass windows or doors.
- Use an interior hallway on the lowest floor possible.
- If you are outside and unable to get to a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

### **Computer/Internet safety**

The Internet is an important tool for learning, research, and communications. It's a way to meet new people and keep in touch with existing friends, but there are risks and dangers. Keeping yourself, your computer and your identity protected is essential if you want to enjoy a safe Internet experience. Discover more about viruses, spyware or any other Internet

dangers and ways to keep yourself safe online, secure your computer and protect your identity.

## **CLINICAL LAB AND SKILLS LAB SAFETY POLICY**

### **Introduction**

It is the intent of Standard Healthcare Services, Inc., College of Nursing (Standard College) to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a comprehensive school safety program. The following guidelines are established to provide instructions in maintaining safety for students, staff, and instructors while using the Skills Learning laboratory (SLL) at Standard College and clinical agencies. These guidelines shall be adhered to by all concerned.

In addition to the safety guidelines, an Exposure Control Plan has been developed in accordance with the Occupational Health and Safety Administration (OSHA) Blood borne Pathogens Standard, 29 CFR 1910. 1030. Students and instructors **must** follow the Exposure Control Plan of each clinical site. The purposes of the exposure control portion of this handbook is to assist in eliminating or minimizing occupational exposure of instructors, staff, and students to blood and/or certain other body fluids and to discuss protocols for reporting, treating, and following-up of an exposure.

### **General Guidelines**

1. All instructors, staff, and students must know and practice the safety guidelines at all times while using the skills labs and while in the clinical setting. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the labs and students will be instructed to review the contents upon admission to the clinical component of the curriculum.

2. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

3. Students should report pregnancies, physical handicaps, recent injuries, illnesses, surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician is required before a student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to practice or return demonstrates in clinical or skills lab.

4. It is the right of the instructor and/or clinical agency to determine whether a student in any of the situations

above is capable of safely performing the necessary skills and providing care for patients.

### **Skills Learning Lab Guidelines (SLL)**

1. There shall be no eating or smoking in the labs during student use, demonstration or return demonstration.
2. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.
3. All doors and cabinets shall remain closed when not in actual use.
4. The skills lab will not be used as a health center for ill students, staff, or instructors.
5. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Standard College.
6. All students shall practice proper hand washing technique while utilizing skills lab.
7. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. Standard College will provide sterile and non-sterile gloves. Avoid using petroleum-based hand creams. These can interfere with glove integrity.
8. The SLL is not to be used as a social area.
9. Students should report any misconduct occurring in the SLL. Students may be held responsible if misconduct is discovered and was not reported.

### **Skills Learning Lab Safety**

#### **Medication/Fluid Administration**

1. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the SLL prepared according to the prior instruction on the procedure.
2. Students should at all times practice safe techniques while learning in the SLL. Standard precautions should be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories **ONLY** when instructors are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that skills lab.
6. Students are to practice injections **ONLY** on the manikins provided in the SLL.
7. Students are never to recap needles and must discard used needles in the sharps disposal container

provided in the SLL.

8. Needles and other sharp objects must not be discarded in the trash or left out openly in the SLL at any time.

9. Students will return demonstrate of capillary puncture with a partner using sterile technique. Each student will receive sterile equipment and will be directly supervised by a nursing instructor. **STUDENTS WILL NOT BE ALLOWED TO PRACTICE CAPILLARY PUNCTION AND/OR VENAPUNCTURE ON EACH OTHER WITHOUT SUPERVISION OF AN INSTRUCTOR.**

10. Any student requesting NOT to participate will receive their grade by demonstration on a manikin.

11. Placebos (candy pieces, commercially prepared practice-med, and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.

12. I.V. fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are **NOT** for internal use, but for practice with manikins only. Any IV fluids and tubing which have been used will be discarded at the end of each course.

#### **Electrical Safety**

1. Wet materials may not be used around electrical outlets or equipment.
2. Instructors and students are responsible for reporting to the appropriate instructor/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
4. Electric hospital beds in the SLL will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

#### **Physical Safety**

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Student should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in a foolish or unsafe manner. Irresponsible behavior will result in the student's failure to pass that particular skills lab.
4. Equipment used for body mechanics practice (bed, wheelchairs, stretcher, etc.) will be maintained in good working condition. Any broken part will be reported immediately to Director of Standard College and/or instructors.
5. The wheels of all equipment (wheelchairs, stretchers, and beds) are to be locked during practice

and return demonstration.

### **Clinical Practicum**

#### **Required Documents**

It is the student's responsibility to provide evidence of a physical examination completed by a licensed physician, physician's assistant or nurse practitioner including but not limited to:

- A negative TB skin test or chest x-ray (Skin test yearly).
- A current immunization schedule [MMR, DPT, and Tetanus] with completed Hepatitis B vaccine series or signed refusal form.
- A statement by the healthcare provider that the applicant has the physical and emotional health to complete the requirements of this program.

Demonstrate a satisfactory State and/or National Criminal Background Check through Certified background.com. Documentation of current AHA/ARC CPR certification that will be good for the duration of the program.

#### **Clinical Site Safety**

1. The policies and procedures of the specific clinical agency/site will be adhered to as well as those policies and procedures of Standard College Nursing Program by both instructors and students during the clinical experience.
2. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by the Nursing Program at time of admission.
3. Each student must submit a completed "Change in Health Status" form specifying any changes in the student's health. Evidence of current CPR certifications and PPD, as well as any other requirements indicated by affiliating clinical agencies must be submitted annually.
4. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate.

#### **Code of Ethics**

When engaged in nursing functions, the student must do so within legally prescribed bounds and is accountable for his/her actions. The student has the obligation to adhere to the standards of ethical practice and conduct which are stated in the ANA Code of Ethics.

#### **ANA Code of Ethics**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or

economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

#### **Clinical Practice Behaviors:**

The student will demonstrate professionalism and safe practice at all times in the clinical setting and during scheduled validations in the Learning Lab.

Any behaviors inconsistent with this expectation will be documented and remain a part of the student's clinical performance record throughout the nursing program.

The following behaviors are considered critical unsatisfactory/unsafe behaviors and can potentially place the patient, self, or others in immediate danger. An incident involving any of these behaviors will result in consequences from the specific policy violated and may result in dismissal from the nursing program.

1. Any life-threatening error or action by the student to patient, staff, faculty, or others.
2. Implementing any action that is in violation of the course, school, or agency HIPAA policy.
3. Impaired performance due to drugs, chemicals, sleep deprivation or stress.

The following behaviors are considered unsatisfactory/unsafe:

1. Failure to meet the patient and gather assessment data early in clinical experience.
2. Failure to complete assigned clinical preparation assignments, such as drug cards, forms, and equipment.
3. Failure to call appropriate faculty/staff /preceptor or unit at least one hour **PRIOR** to assigned time of arrival for illness or tardiness.
4. Unexcused absence (no call to clinical instructor, no show, leaving assigned area without proper communication with instructor/staff).
5. Inadequate knowledge before initiating care of treatment, medications, or plan of care.
6. Drug error.
7. Treatment error.
8. Error prevented from occurring by faculty or staff intervention (Note: The student is not in error when consulting with faculty regarding dosage calculations or clinical judgments prior to initiation).
9. Communication with staff, faculty, fellow students, or patients that is disrespectful or otherwise unprofessional.
10. Inappropriate dress and/or incomplete or inappropriate equipment.
11. Any behavior deemed unsatisfactory/unsafe by the clinical faculty or course faculty.
12. Tardiness.
13. Inappropriate use of clinical time.
14. Lack of proper documentation [including immunizations, CPR, Forms, etc.] that are or will expire at any time during the current semester. The only exception is immunizations that are on a schedule i.e. Hepatitis-B. It is the student's responsibility to update their file and provide documentation to the office manager.

The clinical faculty may send the student home for any of the above behaviors, particularly if patient care or safety is compromised. If the clinical faculty deem patient care or patient safety is compromised, it may become necessary to dismiss the student from the clinical setting for the day.

All unsatisfactory/unsafe incidents will be recorded and kept on file. Records must be maintained throughout the remainder of clinical experiences for each student. Incidences are not confined to one course but are considered cumulative in evaluating the student's overall clinical performance.

Any instance of unprofessional or unsafe behavior shall be reported to the Director of Nursing Education for disciplinary action. The Director of Nursing Education shall make the final decision regarding student disciplinary action.

#### **Reporting of an Injury**

1. Any incident occurring in the SLL or clinical setting during school hours must be reported to the instructor and the Director of Nursing



- Education immediately.
2. An incident report must be filled out for the injury. The report must be signed by the instructor and the student involved as soon as possible after the incident. Incident forms are available in the main office and in each clinical instructor binder.
  3. Protocol for a physical injury/occupational exposure:
    - a. Report the incident to instructor and the Director of Nursing Education.
    - b. An instructor will assess the student/staff and administer first aid as needed.
    - c. Vital signs will be taken if necessary.
    - d. The instructor/staff/student will be assisted to appropriate agency, or personal physician depending upon the nature of the injury. Call 911 depending on the severity of the injury.
    - e. Drug and alcohol testing may be conducted.
    - f. The Director of Nursing Education will follow up with the student within 3 working days.
    - g. A copy of the incident report and a written follow up report will be kept in the office of the Director of Nursing Education. If injury involves occupational exposure, refer to Exposure Control Plan.

### **OSHA Training (Occupational Health and Safety Administration)**

Nursing students may be exposed to blood and other body fluids of patients/clients during clinical experiences.

To avoid transmission of infectious diseases, Standard College requires all students participating in procedures involving any risk of exposure to body secretions receive training in OSHA exposure control guidelines and will be oriented to the department exposure control plan. Standard Precautions must be followed at all times and failure to adhere to this policy may result in failure of the course and dismissal from the Program. Documentation of annual training will be maintained in nursing program files. Standard College requires that all students receive instruction in the use of standard precautions before the first clinical experience requiring direct patient/client contact. Before participating in procedures involving any risk of exposure to body secretions you will receive training in OSHA exposure control guidelines and will be oriented to the department exposure control plan. Documentation of annual training will be maintained in nursing program files.

### **Standard Precaution**

Standard precautions will be observed at Standard College to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to instructors, staff, and students on this campus. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. Engineering controls and work practice controls may include, but are not limited to, the following:

### **1. Hand washing**

Hands or any other skin area should be washed with soap and water, or mucous membranes flushed with water immediately or as soon as feasible following contact of such body areas with blood and other potentially infectious materials; or, when provision of hand washing facilities is not feasible, appropriate antiseptic hand cleaner or antiseptic towelettes will be used. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

### **2. Handling and Disposal of Needles and Sharps**

Needles and other sharps will not be bent, recapped, broken, or reused.  
Scoop method (one hand technique) to cover needle is recommended.

Contaminated sharps shall be disposed of immediately after use in an appropriate container. These containers must be puncture resistant, labeled as biohazard, and leak proof on sides and bottom. Containers that are moved from one location to another must have fully sealable caps. Sharp containers must be disposed of when 2/3 full.

### **3. Handling and Disposal of Non-sharp Infectious Waste**

Non-sharp infectious waste is placed in a designated infectious waste container.

The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. When utilizing Standard Precautions in the handling of all specimens, the labeling/color coding of specimens is not necessary provided containers are recognizable as containing specimens.

If outside contamination of the primary container occurs, the primary container shall be placed within a second container, which prevents leakage during handling, processing, storage, transport, or shipping of the specimen. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.

### **4. Transport of Biological Waste**

The Director of Nursing Education handles the disposal of biohazard waste when notified by the instructors that the containers are full.

### **5. Personal Protective Equipment (PPE)**

Appropriate PPE will be available to instructors and students exposed to infectious materials. Personal

protective equipment (PPE) will be chosen based on the anticipated exposure to blood or other potentially infectious materials. PPE will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through or reach the instructor’s or student’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

If blood or other potentially infectious materials penetrate a garment, the garment(s) shall be removed immediately or as soon as possible. All PPE shall be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

#### **A. Gloves**

Gloves must be worn when it can be reasonably anticipated that there will be exposure to blood, body fluids, mucous membranes, or non-intact skin of any patient. Gloves must be worn by the instructor and/or student when he/she has non-intact skin such as cuts, lesions or chafed hands or dermatitis. The student with weeping dermatitis may not practice in skills lab until lesions are no longer weeping. Gloves should be of appropriate size, material, and quality. The use of gloves does not exclude the necessity for hand washing. Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when the integrity of the glove material is compromised. Disposable (single use) gloves are not to be reused.

#### **B. Masks, Eye Protection, and Face Shields**

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields shall be worn whenever splashes spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Students are expected to wear the issued protective eyewear in skills lab for demonstration of procedures. Students are to bring the issued protective eyewear to all skills lab and clinical labs.

#### **C. Gowns, Aprons, and Other Protective Body Clothing**

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

#### **D. Surgical Caps, Hoods, Shoe Covers or Boots**

Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (operating room, delivery room).

#### **E. Uniforms**

Uniforms, lab coats and other apparel that is soiled with blood or other body fluid must be handled as contaminated laundry. In the clinical facilities, remove it immediately when noticed, if feasible, and have it decontaminated by the clinical facility, if provided. For instructors and/or students in non-clinical or non-traditional health care settings, apparel must be removed, appropriately bagged, and transported. When removed at home, wash the item as a single item in hot water and bleach solution. Appropriately labeled biohazard bags must be used to contain and transport contaminated apparel.

#### **Post Exposure evaluation and follow up**

Students should report any incident considered to place them at risk (needle stick, puncture or cut from a potentially contaminated source) to instructor and to the appropriate clinical facility personnel immediately. Instructor/student exposure incidents must be reported to the Director of Nursing Education within **24 hours** of the exposure incident. **NOTE: ALL COSTS INCURRED RELATIVE TO EXPOSURE INCIDENTS, INITIAL AND FOLLOW-UP, ARE THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.**

#### **Clinical Site**

Summary of actions to be taken when an exposure incident occurs:

1. Report the incident to instructor/clinical agency/ the Director of Nursing Education
2. Seek immediate medical attention/testing.
3. File required paperwork at Standard College and clinical agency.
4. Complete post exposure follow-up and record keeping according to OSHA Guidelines and the Director of Nursing Education

#### **Skills Learning Lab**

Summary of actions to be taken when an exposure incident occurs:

1. Report incident to the instructor and the Director of Nursing Education.
2. Complete Accident/Incident Report Form obtained from the school.
3. Complete an incident report regarding accident/incident.
4. Post- exposure follow- up and record keeping will be according to OSHA Guidelines.

#### **Community Clinical Experiences**

Summary of actions to be taken when an exposure incident occurs:

1. Report the incident to instructor/ community agency (if applicable)/ Director of Nursing Education
2. Seek immediate medical attention/testing
3. File required paperwork at the school and community agency (if applicable).
4. Complete post exposure follow up and record

keeping according to OSHA Guidelines and Standard College protocol.

### **Communication of Hazards**

Education regarding hazards and warning labels is discussed in the orientation program for faculty and students and at least annually thereafter. Additional information shall be made available to instructors and students when changes such as modifications of tasks or procedures or institution of new tasks or procedures affect the instructor's/student's occupational exposure.

### **Hazardous Waste Disposal**

1. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.
2. Standard College is a mercury free campus.
3. Batteries used in skills lab equipment will be disposed of properly.
4. Biohazard contaminated supplies used during competency labs are collected and stored in designated area of skills lab. All biohazard waste will be picked up by a designated transporter.
5. Biohazard contaminated supplies used during community clinical activities are collected in biohazard-labeled containers and transported to Standard College to be stored in designated areas until transported by contracted biohazard company.

### **HIPAA Training**

An important part of nursing ethics is maintaining the patient's confidentiality. We will assist you to meet HIPPA training requirements of the clinical agency. Faculty will not accept written work containing full patient name; patient problems must not be discussed with family, friends, or others without documented 'need to know.'

Appropriate discussion of patient cases and problems may occur in such specialized settings as, for example, pre- and post-conferences. Patients should not be discussed in elevators, hallways, cafeteria, and common areas. If the instructor ascertains that patient confidentiality has been violated, the student violating the confidence will subject to disciplinary action. Obligation of the student to maintain confidentiality policies will continue after completion of the program.





## FACULTY

### **ORGANIZATION AND GOVERNANCE**

#### **Chief Executive Officer**

The Chief Executive Officer of Standard Healthcare Services, Inc. is ultimately responsible for the planning and execution of all the school's policies. The Chief Executive Officer is responsible for the operational management of the institution's academic affairs, student services, and business and administrative services. The Chief Executive Officer maintains administrative staff in sufficient number and quality to assure adequate functioning of the institution so that its mission and philosophy are upheld.

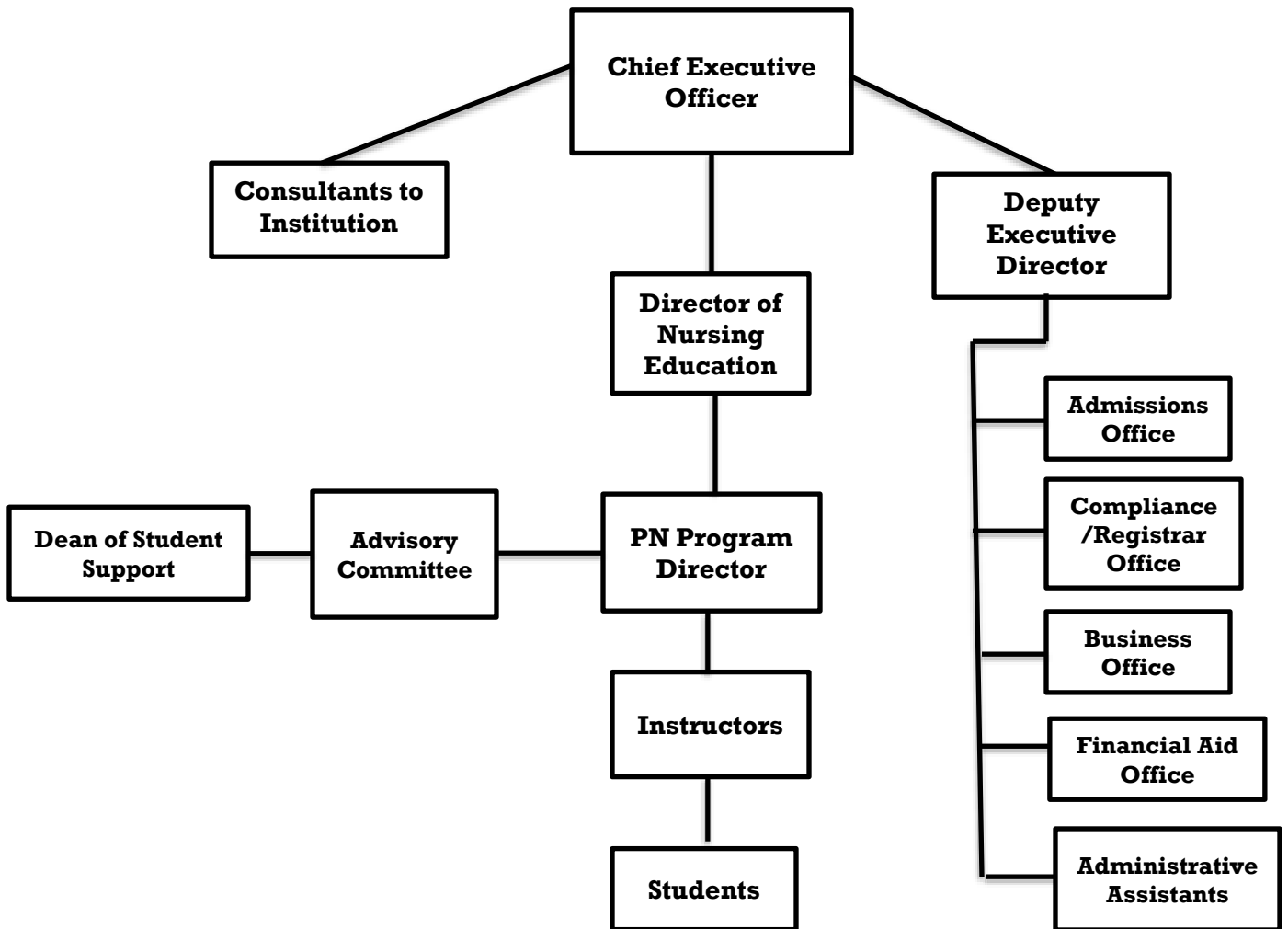
#### **Director of Nursing Education**

The Director of Nursing Education has a Master's Degree or higher with a major in Nursing; currently licensed as a registered professional nurse in Virginia; at least 2 years' experience in clinical nursing practice; at least 2 years' experience as an instructor in an RN or higher nursing education program

The Director of Nursing Education participates in the overall development of policies and procedures pertaining to the planning and implementation of activities that will enable the nursing program to meet all state accreditation requirements for nursing education programs. The Director is responsible for supervising nursing faculty, coordinating faculty activities that promote and achieve the educational outcomes, academic standards, and accreditation of the Nursing Department.



## ORGANIZATIONAL CHART



## **ADMINISTRATIVE STAFF/FACULTY:**

### **Chief Executive Officer:**

Isibor Joy Nosegbe MSN-Ed, RN, CNE, CLNC

Status: Full Time

Office Hours: Monday to Friday by appointment

Contact: email: [ijnosegbe@standardcollege.edu](mailto:ijnosegbe@standardcollege.edu)

Tel: (703) 891-1787

### **Deputy Executive Director:**

Heather Ettus, JD, BA

Status: Full Time

Office Hours: Monday to Friday by appointment

Contact: email: [hettus@standardcollege.edu](mailto:hettus@standardcollege.edu)

Tel: (703) 891-1787

### **Director of Education:**

Sakpa S. Amara, PhD, MSN, CNE, RN

Status: Full Time

Office Hours: Monday to Thursday 11:00am to 7:00pm

and Fridays by appointment

Contact: email: [samara@standardcollege.edu](mailto:samara@standardcollege.edu)

Tel: (703) 891-1787

### **Dean of Student Services:**

Sondra Brown, RN, MSN, FNP

Status: Part Time

Office Hours: Monday and Wednesday 10:00am to

3:00pm and by appointment on other days

Contact: email: [sbrown@standardcollege.edu](mailto:sbrown@standardcollege.edu)

Tel: (703) 891-1787

### **Admissions Office:**

Candida Savice, MBA.

Status: Full Time

Office Hours: Monday to Friday 10:00am to 6:00pm

Contact: email: [csavice@standardcollege.edu](mailto:csavice@standardcollege.edu)

Tel: (703) 891-1787

### **Compliance/Registrar Office:**

Lisley Anco, BS.

Status: Full Time

Office Hours: Monday to Friday 10:00am to 4:00pm

Contact: email: [lanco@standardcollege.edu](mailto:lanco@standardcollege.edu)

Tel: (703) 891-1787

### **Business Office:**

Nganya Nanyaro, BS

Status: Part Time

Office Hours: Monday to Friday 12:00pm to 6:00pm

Contact: email: [nnanyaro@standardcollege.edu](mailto:nnanyaro@standardcollege.edu)

Tel: (703) 891-1787

### **Financial Aid Office:**

Brenda Garces

Status: Full Time

Office Hours: Monday to Friday 9:00am to 5:00pm

Contact: email: [bgarces@standardcollege.edu](mailto:bgarces@standardcollege.edu)

Tel: (703) 891-1787

### **Administrative Assistant:**

Belvet Collazo

Status: Full Time

Office Hours: Monday to Friday 10:00am to 6:00pm

Contact: email: [bcollazo@standardcollege.edu](mailto:bcollazo@standardcollege.edu)

Tel: (703) 891-1787

### **Administrative Assistant:**

Silvia Asencio

Status: Part Time

Office Hours: Monday to Friday 9:00am to 4:00pm

Contact: email: [asencio@standardcollege.edu](mailto:asencio@standardcollege.edu)

Tel: (703) 891-1787

## FACULTY

Name	Education /Degree	Full Time/Part Time
Amara, Sakpa PhD, MSN, CNE, RN <b>Director of Education/Faculty</b>	Master's in Nursing -Catholic University PhD in Geography- University of Reading, England	Full Time
Abisugun, Esther, RN, MSN <b>Faculty</b>	Master's in Nursing: George Mason University	Part Time
Beatty, El, Khadijatu, RN, BSN <b>Faculty</b>	Bachelor's in Nursing: George Mason University	Part Time
Boamah, Rita, RN, MSN <b>Faculty</b>	Master's in Nursing: George Mason University	Part Time
Hannah O. George, RN, MSN, MBA <b>Faculty</b>	Master's in Nursing: Chamberlain College of Nursing Master's in Business Administration: American InterContinental University	Part Time
Haile, Meseret, RN, BSN, MS <b>Faculty</b>	Bachelor's in Nursing: George Mason University Master's in Health Informatics: George Mason University	Part Time
Henderson, Pamela, RN, BSN <b>Faculty</b>	Bachelor's in Nursing: West Governor's University	Full Time
Jalloh, Elizabeth, RN, BSN <b>Faculty</b>	Bachelor's in Nursing: George Mason University	Part Time
Kamau, Nancy, RN <b>Faculty</b>	Associate's in Nursing: University of the District of Columbia	Part Time
Kabba, Fatmata, RN, MSN <b>Faculty</b>	Master's in Nursing: George Mason University	Part Time
Kabba, Bintha RN, MSN <b>Faculty</b>	Master's in Nursing: George Washington University	Full Time
Nirmal, Premeela, RN, BSN <b>Faculty</b>	Bachelor's in Nursing: Eastern Mennonite University	Full Time
Razza, Tehmina RN, MSN, FNP <b>Faculty</b>	Master's in Nursing: George Mason University	Part Time
Sannoh, Caleb, RN, BSN, <b>Faculty</b>	Bachelor's in Nursing: University of Mobile	Part Time
Shuvechaya 'Subi' Siwakoti, RN, MSN <b>Faculty</b>	Master's in Nursing: Walden University	Part Time
Wurie, Fatmata D. RN, BSN <b>Faculty</b>	Bachelor's in Nursing: George Mason University	Full Time
Wurie, Fatmatta, RN, BSN, MS <b>Faculty</b>	Bachelor's in Nursing: Mountain State University Master's in Health Administration: Trinity University	Full Time

# **CODE OF HONOR**

I join my fellow's students today to pledge my commitment to the highest ideal and academic standards of my Nursing education at Standard College. I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions. Therefore, as a representative of Standard College of Nursing, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty.

I pledge to work together with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior.

I will work to safeguard the health and welfare of clients who have placed their trust in me and will advocate for the client's best interest.

I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

Adopted from the University of Louisville Nursing Program Code of Honor

**Any violation of the Code of Honor may lead to legal and/or disciplinary action  
And/or termination from the program.**

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**Student Name – Printed**

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**Student Name – Signature**

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**Date**