CATALOG
2022-2023
VOLUME 12 (July 2022 – June 2023)

COLLEGE OF NURSING

STANDARD
Healthcare Services

SINCE 2004

STANDARD HEALTHCARE SERVICES COLLEGE OF NURSING
"Standard College"

WELCOME
TO
STANDARD COLLEGE

Dr. Isibor Joy Nosegbe, DNP, MSN-Ed, RN, CNE, 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!

CONTACT INFORMATION

www.standardcollege.edu

Standard Healthcare Services, College of Nursing
7600 Leesburg Pike, 200 East
Falls Church, VA 22043
MAIN CAMPUS

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APPROVALS, CERTIFICATIONS, AND ACCREDITATION

STANDARD COLLEGE is institutionally accredited by the Accrediting Bureau of Health Education
Schools (ABHES)
ABHES
 7777 Leesburg Pike, Suite 314N
Falls Church, Virginia 22043
Phone: (703) 917-9503

STANDARD COLLEGE Nursing Programs are approved by the Virginia Board of Nursing (VBON):
Virginia Board of Nursing
9960 Mayland Dr., #300
Richmond, VA 23233
Phone: (804) 367-4515

STANDARD COLLEGE is Certified to Operate by the State Council for Higher Education for
Virginia (SCHEV):
SCHEV
James Monroe Building, 9th Floor
101 North 14th Street
Richmond, VA 23219
Phone: (804) 225-2600
Fax: (804) 225-2604

CATALOG/HANDBOOK

Date Of Printing

2022-2023 Catalog /Handbook: 07/01/2022

Revision Of Catalog/Handbook

The Standard College catalog is provided to each student electronically upon entrance into the program. The catalog is reviewed and updated annually to ensure that current and future students receive accurate information about the institution's mission, programs, and services. The CEO/President and management ensure that Standard College's policies and procedures are consistently implemented according to the information provided. Standard College may revise the curriculum and all necessary requirements to ensure that the school maintains 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 program. 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 the School's webpage on the internet or from the information board. Standard College confirms that representations in the catalog, as well as the institutional website, and Information Brochures, are accurate and ethical.

ABOUT STANDARD COLLEGE

Historical Background

Standard Healthcare Services, 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 Dr. Isibor Joy Nosegbe, DNP, MSN-Ed, RN, CNE, CLNC, who currently serves as the President & Chief Executive Officer of the institution and is the owner of the college.

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 offered at the institution: the Practical Nursing (PN) program and the LPN to RN Transition (LPN to RN) program. The Practical Nursing program awards students with a diploma upon graduation from the program. The LPN to RN Transition program awards students with an Associate of Applied Science degree upon graduation from the program. Both nursing education programs are vocational in nature, career focused, and designed to assist students to develop the skills, abilities, attitudes, behaviors and ethics that will result in employment as a Licensed Practical Nurse or as a Registered Nurse.

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. Standard College received institutional accreditation from the Accrediting Bureau of Health Education Services (ABHES) in 2012. On June 14, 2019, the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) granted Standard College pre-accreditation candidacy status through June 30, 2022 for both programs. On August 12, 2020, ABHES granted Standard College continued institutional accreditation through Feb. 28, 2027. On August 20, 2020, the State Council of Higher Education for Virginia (SCHEV) approved the Distance Education delivery method for the two nursing programs. On November 23, 2020, ABHES approved a blended method of delivery for the nursing education programs. On February 17, 2022, ABHES affirmed the approval of the inclusion of a distance education instructional delivery method through Feb. 28, 2027.

Standard College complies with all local, state, and federal laws, including but not limited to, Fairfax County, Virginia, the Commonwealth of Virginia, the Virginia Board of Nursing, the State Council on Higher Education in Virginia, and the United States Department of Education. Standard College maintains honest and effective relationships with external agencies. Visits with the Accrediting Bureau of Health Education Schools (ABHES), the Virginia Board of Nursing, and the State Council of Higher Education for Virginia (SCHEV) have been consistently conducted without violations.

Statement of Ownership

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

Mission Statement

Standard College 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 philosophy of Standard College's nursing programs is consistent with the mission statement of the college. In providing a high quality and dynamic nursing education, the nursing programs at Standard College espouse the belief that nursing is both an art and a science that plays an essential, interactive role between man and environment in influencing health and wellbeing of individuals, groups, and communities. In enacting evidence-based nursing Standard College utilizes a unique, systematic, and iterative problem-solving framework known as the nursing process in obtaining, interpreting, synthesizing, and applying information at various levels to influence the 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.

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

STANDARD COLLEGE'S RESPONSE TO COVID-19

In March 2020, Standard College responded to the COVID-19 pandemic by temporarily moving the Practical Nursing and LPN to RN Transition Programs to a distance education learning format. The transition followed guidance issued by the U.S. Department of Education, the Accrediting Bureau of Health Education School, the State Council of Higher Education for Virginia, and the Virginia Board of Nursing. Throughout the transition, the school ensured that students would receive the same high-quality learning experience in the distance education format as they had received in the brick-and-mortar, residential delivery method.

Students are timely informed of new policies implemented in the online learning environment. These requirements take effect immediately for all new students entering the program. They include:

- Students are required to have regular access to a computer with a camera and high-speed internet access.
- Students are required to use Zoom video conferencing during course work, skills lab, and the virtual clinical simulation.
- Students are expected to regularly use the video portion of Zoom. Students are seen on camera on a daily basis throughout the program, regularly interacting with instructors and peers.
- Students are required to sign the Test Taking Policy, reflecting academic integrity policies in the online and on campus learning environment.
- Standard College follows updated U.S. Department of Education guidance related to interruptions of study due to COVID-19 regarding federal student aid policies, including leave of absence policies, withdrawal policies, Satisfactory Academic Progress, and Return to Title IV.

Beginning in January 2021, students returned to campus in small groups to engage in the Skills Lab. In the spring of 2021, students returned in person to the clinical sites. Course lectures and some exams continue to be conducted remotely. As of June 2021, students return to campus to sit for mid-term and final exams. Students in the Integrated course take all final exams, including the ATI and HESI, on campus.

Students must complete a COVID-19 Screening Questionnaire before arriving on campus. Students contact the administration upon responding "Yes" to any question on the questionnaire. In the event a student indicates testing positive for COVID-19, the student must wait at least 10 days before arriving on campus. Best practices for public health are in effect for anyone on campus.

All Standard College distance education courses provide significant synchronous interaction between the instructors and the students. "Synchronous interaction" means that the instructors and the students engage with one another at the same time despite spatial separation. The distance education course lectures involve the use of Zoom video technology to support the regular and substantive synchronous interaction among students and between the students and the faculty member. With the use of Zoom, students and faculty see each other in real-time during course lectures, allowing a meaningful discourse to occur. The instructors respond individually to students, monitor student effort and accomplishment as courses progress, and provide opportunity for communication about that effort. The distance education course

includes sufficient interactive tools and course design elements to provide the substantive and meaningful student-faculty and student-student interaction. The distance education courses, their academic content, methods of delivery, and methods of evaluating student performance is consistent with institutional policies. The administration incorporates additional test-taking technology as necessary, such as the use of Proctorio, to maintain academic integrity in the online exams. The administration maintains an effective process to verify the identity of students enrolled in the distance education courses and protects student privacy in compliance with Family Education rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) guidelines.

STANDARD COLLEGE'S COVID-19 VACCINE POLICY

Vaccination is the most important tool to protect members of our community and to prevent the spread of the virus that causes COVID-19. COVID-19 vaccines offer significant protection to individuals from becoming seriously ill from COVID-19, from being hospitalized and from dying. Research also suggests that fully vaccinated individuals are much less likely to become infected or spread the virus to others. COVID-19 vaccines are safe and effective.

Clinical participation is one of the requirements students must meet in order to complete a nursing education, as mandated by the Virginia Board of Nursing. The majority of the clinical facilities that receive Standard College students require the COVID-19 vaccine and do not offer exemptions to students. Since the majority of clinical facilities share the same policy in regard to the COVID-19 vaccine, the school has adopted the policy of the majority and requires students to be fully vaccinated.

Accordingly, in order to participate onsite at the clinical facilities, all Standard College students must establish that they are fully vaccinated against COVID-19. As of August 11, 2021, a student is considered fully vaccinated two weeks after receiving the second dose of a two-does vaccine (Pfizer or Moderna) or one does of a single dose vaccine (Janssen). Any vaccine authorized by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO) will be accepted. At this time, the vaccine is not required in order to return to campus for the skills lab or to take course exams. Getting vaccinated remains the best way to ensure that we have a full and rich experience as a student at Standard College. Every faculty member, staff member and student plays a vital role in the health and safety of our community.

Participation at Clinical Facilities

Students must (1) provide proof of being fully vaccinated and (2) sign the COVID-19 Acknowledgement of Risk Form prior to participation at the clinical facility. Students who do not engage in the clinical practicum may not progress in the program because they will not be fulfilling program requirements. This means, that in order to progress in the program, a student must receive the COVID-19 vaccine. In the event a student decides not to get the vaccine, the student will not be allowed access to the clinical facilities, and accordingly, the student will no longer have the opportunity to continue in the program. An unvaccinated student will be obliged to take a leave of absence or withdraw from Standard College after completing the current course he/she is enrolled in.

Religious Exemption

By law, students may apply for a religious exemption to the school's vaccination policy. A religious exemption represents a sincerely held religious belief that prevents a person from receiving the COVID-19 vaccine. A religious exemption is not granted on the basis of a moral, philosophical, or conscientious objection. As the law requires, the school must make reasonable accommodations for a student's religious beliefs, as long as the accommodation does not impose an "undue hardship" on the school, as that term is defined by applicable law. This means, in the event an accommodation poses a burden on the school in terms of scheduling and logistic matters with the clinical facilities, the exemption may not be granted. The clinic is not required to grant an exemption granted by the school. The School does not control the clinic and cannot require it recognize the exemptions granted by the School. Even if an exemption is granted by the School, there is no guarantee the student can be placed at a clinical facility. Placement will depend upon whether the clinical facility is willing to accept the unvaccinated student and space availability.

How to Apply for a Religious Exemption

Students interesting in applying for an exemption must complete the Religious Exemption Form. The form can be found on the school website. In order to submit a request, students must complete the following steps.

- Read the CDC COVID-10 Vaccine Information;
- Initial and sign each page of the form;
- Complete the Personal Statement Form;
- Have your religious leader complete the Religious Organization Statement Form; and
- Submit the completed documents to Heather Ettus at hettus@standardcollege.edu.

Assessment of Religious Exemption Request

The assessment of each religious exemption request will be carefully reviewed on a case-by-case basis. After the request has been reviewed, you will be notified in writing if an exemption has been granted or denied. The decision of Standard College is final and not subject to appeal. Individuals are permitted to reapply if new documentation and information should become available. Religious exemptions must be requested annually. If approved, the religious exemption will remain in effect for one year.

Medical Exemption

By law, students may request a medical exemption from the COVID-19 vaccine. Even if an exemption is granted by the School, there is no guarantee the student can be placed at a clinical facility. Placement will depend upon whether the clinical facility is willing to accept the unvaccinated student and space availability. In order for the school to consider the request, the student must complete a Medical Exemption Form and submit a note from a medical professional. The doctor's notes must state the reason why it is medically contraindicated for the student to receive the COVID-19 vaccine. The completed form, accompanied by the doctor's note, must be sent to Heather Ettus at hettus@standardcollege.edu.

How to Apply for a Medical Exemption

Students interesting in applying for an exemption must complete the Medical Exemption Form. The form can be found on the school website. In order to submit a request, students must complete the following steps.

- Read the CDC COVID-10 Vaccine Information;
- Initial and sign each page of the form; and
- Submit the completed forms to Heather Ettus at hettus@standardcollege.edu.

Assessment of Medical Exemption Request

The assessment of each request for a medical exemption will be carefully reviewed on a case-by-case basis. After the request has been reviewed, you will be notified in writing if an exemption has been granted or denied. The decision of Standard College is final and not subject to appeal. Individuals are permitted to reapply if new documentation and information should become available. Medical exemptions expire when the medical condition(s) contraindicating COVID-19 vaccination changes in a manner which permits vaccination or upon graduation. The assigned expiration is at the sole determination of Standard College.

Granting an Exemption

When a religious or medical exemption is granted, Standard College will work to accommodate the student's request, acting as a liaison between the student and clinical facility. Again, even if an exemption is granted by the School, there is no guarantee the student can be placed at a clinical facility. Placement will depend upon whether the clinical facility is willing to accept the unvaccinated student and space availability. If the facility is willing to place an unvaccinated student and space is available at that facility, the student with an exemption granted will be given the opportunity to be placed at the facility. In such a case, the student would need to be aware that his/her graduation may be delayed, and that the clinical facility may change their policies at any point in time. As stated above, Standard College does not control the policies of the clinical sites. In addition, the exemption will be reviewed on an on-going basis. There could be a change of circumstances, such as an updated clinical site policy, which could directly impact the accommodation provided, such that the accommodation becomes an undue burden to the school. In this case, the accommodation previously granted will no longer remain in effect.

CALENDAR/SCHEDULES

<u>**School Calendar**</u>

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**

<u>**Program Schedules/Timelines**</u>

<u>Practical Nursing Program Schedule:</u>

A new program starts every two to three months.

Day Program, 54 weeks
Monday to **Thursday**
8:00 am - 2:00 pm

Evening Program, 54 weeks
Monday to **Thursday**
4:00 pm - 10:00 pm

Weekend Program, 68 weeks
Fridays 4:00 pm - 10:00 pm,
Saturdays 8:00 am – 2:00 pm
Sunday 2:00 pm - 8:00 pm

Clinical Practicum is a mandatory component of the curriculum. The Clinical Practicum requires students to complete an 8, 12, or 14 hour shift once per week. The Clinical Practicum may be held any day of the week or any shift (day, evening, weekend). Students must be flexible for clinical practicum.

The Skills Lab is a mandatory component of the curriculum. The Skills Lab may be held any day of the week and it is typically held Monday-Friday from 7:45 am – 2:00 pm.

<u>LPN to RN Transition Program Schedule:</u>

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

Spring Session

Wednesdays 5:00 pm - 10:00 pm
Saturdays 8:00 am - 3:00 pm
Sundays 4:00 pm - 9:00 pm

Clinical Practicum is a mandatory component of the curriculum. The Clinical Practicum requires students to complete an 8, 12, or 14 hour shift once per week. The Clinical Practicum may be held any day of the week or any shift (day, evening, weekend). Students must be flexible for clinical practicum.

The Skills Lab is a mandatory component of the curriculum. The Skills Lab may be held any day of the week and it is typically held Monday-Friday from 7:45 am – 2:00 pm.

Fall Session

Tuesdays and Thursdays 5:00 pm – 10:00 pm
Saturdays 8:00 am – 3:00 pm

Clinical Practicum is a mandatory component of the curriculum. The Clinical Practicum requires students to complete an 8, 12, or 14 hour shift once per week. The Clinical Practicum may be held any day of the week or any shift (day, evening, weekend). Students must be flexible for clinical practicum.

The Skills Lab is a mandatory component of the curriculum. The Skills Lab may be held any day of the week and it is typically held Monday-Friday from 7:45 am – 2:00 pm.

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 student shall complete 47 semester credit hours over a 14 month/56-week period.

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

Classroom and skills lab instruction shall take place at the campus of Standard College, located at 7600 Leesburg Pike, 200 East, 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 (day, evening, weekend). 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

Tuition And Fees

Total Cost - Practical Nursing Program

Non-Refundable Application Fee	$75.00
Term 1	
Tuition	$6,233.33
Resource & Technology Fee	$762.75
Clinical Fee	$651.00
Liability Insurance Fee	$10.00
Total Phase -I Charges	**$7,657.08**
Term II	
Tuition	$5,528.08
Resource & Technology Fee	$762.75
Clinical Fee	$651.00
Liability Insurance Fee	$10.00
Total Phase -II Charges	**$6,951.83**
Term III	
Third Phase Tuition	$5,528.08
Resource & Technology Fee	$762.75
Clinical Fee	$651.00
Liability Insurance Fee	$10.00
Graduation Fee	$250.00
Total Phase -III Charges	**$7,201.83**
Total Direct Charges by the School	**$21,810.73**
Other Expenses	
Background Check & Drug Test:	$76.00
Uniform:	$75.00
TOTAL COST	**$21,961.73**

<u>Total Cost -</u> PN To RN Transition Program

$439.50 PER CREDIT

Non-Refundable Application Fee	$100.00
First Term	
Tuition	$5,713.50
Liability Insurance Fee	$15.00
Technology & Resource Fee	$950.00
Clinical Fee	$615.00
Lab Supply	$350.00
Total First Term Charges	**$7,643.50**
Second Term	
Tuition	$5,493.75
Liability Insurance Fee	$15.00
Technology & Resource Fee	$950.00
Clinical Fee	$615.00
Total Second Term Charges	**$7,073.75**
Third Term	
Tuition	$5,933.25
Liability Insurance Fee	$15.00
Technology & Resource Fee	$950.00
Clinical Fee	$615.00
Total Third Term Charges	**$7,513.25**
Fourth Term	
Tuition	$3,516.00
Liability Insurance Fee	$15.00
Technology & Resource Fee	$950.00
Clinical Fee	$615.00
Graduation Fee	$295.00
Total Fourth Term Charges	**$5,391.00**
Total Direct Charges by the School	**$27,621.50**
Other Expenses	
Background Check & Drug Test:	$76.00
Uniform:	$75.00
TOTAL COST	**$27,772.50**

<center>**Additional Fees**</center>

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 are subject to an additional tuition rate of $12.80 per clock hour per course for each repeated course.

COURSE NAME	HOURS PER COURSE	FEES PER COURSE
Anatomy & Physiology/Medical Terminology	90	$1,152.00
Foundations of Nursing Skills & Concepts	272	$3,481.60
Pharmacology	80	$1,024.00
Adult Health/Medical-Surgical Nursing Skills and Concepts	200	$2,560.00
Mental Health Nursing Skills and Concepts	54	$691.20
Clinical Practicum-I	88	$1,126.40
Maternal-Newborn Nursing Skills and Concepts	54	$691.20
Pediatric Nursing Skills and Concepts	54	$691.20
Clinical Practicum-II	170	$2,176.00
Clinical Practicum III	144	$1,843.20
Integrated Nursing Concepts	144	$1,843.20

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 $439.50 per credit hour per course for each repeated course.

COURSE NAME	CREDITS PER COURSE	FEES PER COURSE
Transitions In Nursing	5 Credits	$2,197.50
Pharmacology For Nurses	3 Credits	$1,318.50
Adult Health/Medical Surgical Nursing I	4 Credits	$1,758.00
Clinical Practicum: Chronicity	1 Credits	$439.50
Adult Health/Medical Surgical Nursing II	8.5 Credits	$3,735.75
Clinical Practicum: Acute/Complex Care/Community	4 Credits	$1,758.00
Psychiatric/Mental Health Nursing	4 Credits	$1,758.00
Clinical Practicum: Mental Health Nursing	1 Credits	$439.50
Maternal-Newborn-Pediatric	5.5 Credits	$2,417.25
Community-Based Nursing	3 Credits	$1,318.50
Clinical Practicum: Maternal-Newborn-Pediatric	1.5 Credits	$659.25
Introduction To Nursing Management And Leadership	3 Credits	$1,318.50
Integrated Concepts	3.5 Credits	$1,538.25

Repeat Course Tuition Waiver Policy

With an understanding of the hardships the pandemic has created systematically towards student learning, Standard College seeks a comprehensive approach in supporting students in their efforts to succeed in the nursing education programs. Effective April 1, 2022, Standard College will grant free tuition on a one-time basis for a course the student failed for the first time in the Practical Nursing Program and the LPN to RN Transition Program. This means, students who fail a course for the first time and wish to retake the course within six months will not be required to pay a Repeat Course Fee. The student will be required to follow all other steps mandated by the Registrar Office to re-enroll in the Program.

This Policy does not apply to students who were suspended, withdrawn, or were away from the nursing program for more than six months. This Policy does not apply to students who fail a course for the second time. In the event a student fails a course for the second time, in order to return to the Program, the student will be required to pay the Repeat Course Fee. This Policy does not apply to students who have received a grant of free tuition on the basis of this Policy previously.

This Policy applies to courses that started on or after April 1, 2022.

HESI LPN to AND Entrance Exam

The HESI LPN to ADN Entrance Exam is a 75-item nursing exam for Licensed Practical nurses seeking entrance into the LPN to RN Transition program. Applicants may take the exam two times per admission cycle. The cost of the test is $59.00. Applicants are given up to 2 hours to take 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.

<p style="text-align: center"><u>Financing Options For College Tuition Costs</u></p>

Tuition Payment Plan

Standard College's Business Office communicates ethically and fairly with students with regard to collection practices and the payment of tuition. Business email correspondence includes clear information on tuition account balances, dates payments are due, and payment plan options. Standard College prides itself on applying fair business and collection practices and treating students with a dignity and respect in the tuition collection process.

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 term in the program and three (3) equal installment payments throughout the term. Tuition for each term must be paid before the start of the next term. This means, before students are eligible to begin the second term of the program, the student will must have fully paid the tuition in the first term; before students are eligible to begin the third term, they must have fully paid the tuition in the second term. Payment is due by the 4th of each month and can be made online or mailed to Standard Healthcare Services, Inc., College of Nursing 7600 Leesburg Pike, 200 East, Falls Church, VA 22043. Payment can be made online by credit/debit card or by providing a cashier's check, money order, or personal check. There will be a $35.00 return check fee. The school does not accept cash. Student may request an alternate payment plan by writing to the Business Office at 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 term tuition seven (7) calendar days prior to start of class and the balance of the term tuition shall be paid by the eighth (8th) week of each term. Payment can be made online or mailed to Standard Healthcare Services, College of Nursing 7600 Leesburg Pike, 200 East, Falls Church, VA 22043. Payment can be made online by credit/debit card or by providing a cashier's check, money order, or personal check. There will be a $35.00 return check fee. The school does not accept cash. Student may request an alternate payment plan by writing to the Business Office at businessoffice@standardcollege.edu.

Delinquent Tuition Account

Every effort is made to enable students meet the financial obligations to the school. In the event that a student's account 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 accounts will incur a late fee of 5% monthly. Students with accounts more than 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.

Students apply individually for scholarships, understanding that 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 is the school 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
5. Mildred A. Mason Memorial Scholarship Foundation http://hs.odu.edu/nursing/pdf/mmm_packet.pdf
6. Health Administration Degree Scholarships: https://www.healthadministrationdegrees.com/healthcare-administration-scholarships/

Private Educational Loans

After determining whether you qualify for government-sponsored student loans, some students consider credit-based loans to help pay direct and indirect college expenses.

You and your family apply for the credit-based loans directly with lenders. Applicants must meet credit and other eligibility requirements set by individual lenders. 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 one Web site 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

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 for more information about the education benefits available to you. Students are personally responsible for meeting their tuition responsibilities. Therefore, even when a student receives employment assistance, it is the student's responsibility to ensure that tuition payments are timely made.

Have You Considered Federal Financial Aid?

Students considering private loans 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 with the best customer service and up-to-date information on financing an education. However, Standard College is not a lender and the school does not provide legal, accounting, or financial planning services. Any agreements entered with lenders exist solely between the lender and the student. The college recommends that students consult with their own advisors before making educational financing decisions.

FEDERAL FINANCIAL AID

Cost of Attendance

Each institution determines its own cost of attendance or budget. The cost of attendance includes both direct educational costs (such as tuition, fees, books, and supplies) as well as indirect educational costs (such as room and board, transportation, and personal expenses). Students are responsible to pay the direct costs. The indirect costs are approximate and vary based on each student's education-related 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, determined by the school'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. While the direct educational cost, or Total Institutional Cost, will be the same for each student, the indirect educational costs depends on the student's personal expenses, and accordingly, overall actual expenses will vary. 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.

The direct educational cost for the Practical Nursing Program is **$20,316** for both the dependent and independent student.

The direct educational cost for the LPN to RN Transition Program is **$26,419** for both the dependent and independent student.

2022-2023
Cost of Attendance
Practical Nursing Education Program

INDEPENDENT STUDENT	
Direct Educational Costs	
Tuition	**$17,289.48**
Fees	**$4,597.25**
Books & Supplies	**$75.00**
Total Direct Institutional Cost	**$21,961.73**
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	$150.00
Room & Board	$ 30,034.03
Transportation	$ 3,853.33
Personal/Miscellaneous	$ 5,618.34
Total Indirect Institutional Cost	**$39,655.70**
Total cost of attendance including tuition and other expenses	$61,617.43

DEPENDENT STUDENT	
Direct Educational Costs	
Tuition	**$17,289.48**
Fees	**$4,597.25**
Books & Supplies	**$75.00**
Total Institutional Cost	**$21,961.73**
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	$88.00
Room & Board	$ 16,087.11
Transportation	$ 3,416.40
Personal/Miscellaneous	$ 3,772.08
Total Indirect Institutional Cost	**$23,363.59**
Total cost of attendance including tuition and other expenses	$45,325.32

INDEPENDENT STUDENT 3/4	
Direct Educational Costs	
Tuition	**$17,289.48**
Fees	**$4,597.25**
Books & Supplies	**$75.00**
Total Direct Institutional Cost	**$21,961.73**
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	$150.00
Room & Board	$ 39,275.27
Transportation	$ 5,038.97
Personal/Miscellaneous	$ 7,347.06
Total Indirect Institutional Cost	**$51,811.30**
Total cost of attendance including tuition and other expenses	$73,773.03

DEPENDENT STUDENT 3/4	
Direct Educational Costs	
Tuition	**$17,289.48**
Fees	**$4,597.25**
Books & Supplies	**$75.00**
Total Institutional Cost	**$21,961.73**
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	$88.00
Room & Board	$ 21,036.99
Transportation	$ 4,467.60
Personal/Miscellaneous	$ 4,932.72
Total Indirect Institutional Cost	**$30,525.31**
Total cost of attendance including tuition and other expenses	$52,487.04

2022-2023
Cost of Attendance
LPN to RN Transition Program (A.A.S. in Nursing)

INDEPENDENT STUDENT	
Direct Educational Costs	
Tuition	**$20,656.50**
Fees	**$ 6,691.00**
Books/Supplies	**$ 425.00**
Total Direct Institutional Cost	**$27,772.50**
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	$206.00
Room & Board	$ 32,344.34
Transportation	$ 4,149.74
Personal/Miscellaneous	$ 6,050.52
Total Indirect Institutional Cost	**$42.750.60**
Total cost of attendance including tuition and other expenses	$70,523.10

DEPENDENT STUDENT	
Direct Educational Costs	
Tuition	**$20,656.50**
Fees	**$ 6,691.00**
Books/Supplies	**$ 425.00**
Total Direct Institutional Cost	**$27,772.50**
Indirect Educational Costs	
Other Personal Expenses (Variable)	
Loan Fees	$122.00
Room & Board	$ 17,324.58
Transportation	$ 3,679.20
Personal/Miscellaneous	$ 4,062.24
Total Indirect Institutional Cost	**$25,188.02**
Total cost of attendance including tuition and other expenses	$52,960.52

The personal expenses listed here are provided for planning purposes. Room and board, transportation and personal costs will vary for each student and these amounts are estimates only.

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: These expenses typically include rent and 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: This expense is based on the average cost of books and educational supplies for a typical student for an entire academic year.

Transportation: This expense represents transportation costs to and from class and the Clinical site placement (e.g., gasoline, tolls, parking, maintenance).

Personal Expenses and Miscellaneous: This expense is an estimate of costs for clothing, haircuts, entertainment, and other miscellaneous expenses. The amount you actually spend on these types of items may be higher or lower depending on your lifestyle.

Standard College is eligible to participate in federal student financial aid programs with the U.S. Department of Education. Federal Financial Aid is available to Practical Nursing and LPN to RN Transition Program students who qualify, as determined by the U.S. Department of Education. Standard College participates in the Federal Pell Grant and Direct Loan Programs. 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^{SM}) 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.

Financial Aid Data

A comprehensive range of financial aid data pertaining to students at Standard College, including information about the percentage of students receiving federal financial aid and the average student indebtedness at graduation, can be found at the below sites.

- https://nces.ed.gov/collegenavigator/?q=standard+college&s=all&id=483814, or
- The Consumer Information page on Standard College's website at http://www.standardcollege.edu/consumer

Refund Policy/ Cancellation

A prospective student who is declined admission, does not enroll or begin the program, withdraws or is dismissed prior to the start of the program, is entitled to a refund of all tuition paid. The 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 LPN to RN Program. To cancel the Enrollment Agreement, mail or deliver a signed and dated written notice to cancel to Standard College, 7600 Leesburg Pike, 200 East, Falls Church, VA 22043, no later than three business days of the execution date of the enrollment agreement.

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 receipt of a written request or the determination date of withdrawal.

Withdrawal Procedure:

a. A student choosing to withdraw from the school after the commencement of classes is to mail or deliver a written notice to withdraw to Standard College's Registrar, 7600 Leesburg Pike, 200 East, Falls Church, VA 22043. The written notice to withdraw 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.

If the student fails to return from the leave of absence, the withdrawal date will be the date of the student's last date of attendance.

c. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

d. The student's last day of attendance is the last day the student had any academically related activity in which the student participated, which may include class lectures, projects, clinical experience, or examinations.

e. The determined date of withdrawal shall be the last date of documented attendance at an academic-related activity in which the student participated, which may include class lectures, projects, clinical experience, or examinations.

f. The tuition refund computation consists of tuition and program fees.

<u>Practical Nursing Program</u>

The Practical Nursing Tuition Refund Policy is provided below.

Practical Nursing Proportion of the Scheduled Term Clock Hours Taught by Withdrawal Date	Tuition Refund
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

<u>LPN to RN Transition Program</u>

The LPN to RN Transition Program Tuition Refund Policy is provided below.

LPN To RN Transition Program Proportion of Academic Term Taught by Withdrawal Date	Tuition Refund
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 been covered by financial aid funds. Payments must be submitted to the college by its established deadline to avoid the 5% late payment fee.

<u>**Federal Return Of Title IV Funds Policy**</u>

<u>**Practical Nursing Program**</u>

Federal regulations describe how Title IV funds are handled when a recipient of those funds ceases to be enrolled (100% withdrawal) prior to the end of a payment period or period of enrollment. When 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, or 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the students 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:

The 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 students' eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) 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 schools 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 schools 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 schools 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 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:

<u>Number of days in attendance</u>
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:

Amount of unearned Title IV Aid
<u>- Amount of aid school returns</u>
Amount Student Returns

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.

<u>**Satisfactory Academic Progress**</u>

Standard College's Satisfactory Academic Progress (SAP) policy determines whether an eligible student is making academic progress in his or her educational program in order to receive Federal Student Aid (FSA) funds under the Title IV, HEA program. Standard College's SAP provides for consistent application of standards to all students within categories of students. Standard College monitors the satisfactory academic progress of students with qualitative and quantitative criteria, as required by federal regulations.

1. Student must achieve a specified cumulative grade point average (GPA) at each semester/term evaluation point.
2. Student must progress through the education program within a maximum time frame.

While Standard College monitors Satisfactory Academic Progress at the end of each course, pursuant to the institution's Academic Progression policies, the official SAP review occurs at the end of a student's payment period, as required by the U.S. Department of Education. During the official academic review, the schools assesses the student's (1) cumulative GPA and (2) pace at which the student is progressing through the program to determine whether the student is maintaining eligibility for FSA funds.

Minimum Standards

- ❖ GPA Requirement:
  - ➢ Students in the LPN to RN Transition program must maintain a minimum semester GPA of 2.5 and score an 79.5% or better in each course.
  - ➢ Students in the Practical Nursing program must maintain a minimum term cumulative GPA of 2.5 and score an 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

SAP will be Evaluated at a Minimum	Minimum % successful completion of credits attempted	Minimum GPA
After 450 Clock Hours	67%	2.5
After 900 Clock Hours	67%	2.5

LPN to RN Transition Program

SAP will be Evaluated at a Minimum	Minimum % successful completion of credits attempted	Minimum GPA
After 12 credits	67%	2.5
After 24 credits	67%	2.5
After 36 credits	67%	2.5

Maximum Time Frame Requirement

Standard College's Practical Nursing and LPN to RN students must complete their program of study within 150% of the stated length of the program. The student who does not complete the program within this maximum time frame will be dismissed from the program. Each SAP evaluation period calculates the pace at which the student is progressing by dividing the total number of credits/clock hours the student has successfully completed by the total number of credits/clock hours the student has attempted.

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 60 weeks/14months
Maximum time frame to complete program is 60 weeks X 150%= 90 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/14months
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 is 1350.
Maximum Clock Hours Allowed to attempt is 2025.
Program length 68 weeks/18 months
Maximum time frame to complete program is 68 weeks X 150%= 102 weeks/25 months

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

Generally, all periods of the student's enrollment count when assessing progress, even periods in which the student did not receive FSA funds.

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 Rate of Completion requirements.

Pass/Fail Grades

Courses taken that count for credit that do not count toward semester/term or cumulative GPA calculations are denoted as follows: (P)

(P) 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 (P) credit/hour accepted within a student's program by:

1. subtracting the total (P) 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 Incomplete (I) is issued.

Repeated Courses

Repeated courses will count toward the student's term/semester and cumulative Grade Point Average SAP policy requirements.
Repeated courses will count toward Percentage of Completion Rate SAP policy requirements.

Withdrawals

The "withdrawal deadline" for each course is by the 4th scheduled course day. A student withdrawing from a course by the 4th day of the course scheduled attendance shall receive a "W". Student withdrawing from a course after the 4th 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.
  WP does not affect term/semester GPA
  WP does not affect cumulative GPA
  WP 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 met criteria for passing the course

WF does affect term/semester GPA

WF does affect cumulative GPA

WF is used when determining all portions of the SAP policy

Consequence of Failing to Maintain Satisfactory Academic Progress

An official review of the satisfactory academic progress occurs at the end of a payment period. Students who fail to meet the minimum satisfactory academic progress standards for the first time shall be placed on Financial Aid Warning, as defined by the U.S. Department of Education. During the Financial Aid Warning period, students will continue to receive Financial Aid for the entire payment period. Standard College will automatically use the Financial Aid Warning status without requiring any action taken by the student. Financial Aid Warning may only be provided to a student who was making SAP in the prior payment period for which they were enrolled or who was in the first payment period of the program.

A student who fails to make satisfactory progress after the warning period will lose his/her aid eligibility. If the student becomes ineligible for Title IV aid, the student shall be responsible to make tuition payments out of pocket to the school.

While the official review of SAP occurs at the end of a payment period, Standard College reviews the academic progression of students after each course, pursuant to the institution's Academic Progression Policy. At Standard College, students must satisfactorily complete each course by scoring an 79.5% or better in order to progress to the succeeding course. Students who do not score 79.5% or better shall retake the course in order to remain in the program.

Academic Warning is a status defined by Standard College's Academic Progression Policy to a student in the Practical Nursing (PN) program. A student in the PN program who has not scored 79.5% of better in a completed course for the first time shall be placed on academic warning. A student in the Practical Nursing program who has not scored 79.5% or better on a second course shall be placed on academic probation. A student who scores less than 79.5% on the same course for the second time or fails three (3) courses shall be dismissed from the program for academic reasons. A student who has been dismissed from the program for the first time may reapply to the program after 180 days. A student dismissed from the program for the second time may reapply after three (3) years.

Academic Probation is also a status defined by Standard College's Academic Progression Policy to a student in the LPN to RN Transition program. A student in the LPN to RN program who has not scored 79.5% of better in a completed course for the first time shall be placed on academic probation. A student who has not scored 79.5% of better student on a second course shall be dismissed from the LPN to RN Transition Program. A student who has been dismissed from the program for the first time may reapply to the program after 180 days. A student dismissed from the program for the second time may reapply after three (3) years.

Appeal

The student may appeal a SAP, an Academic Warning, Academic Probation, or dismissal decision. The school will only consider an appeal that is based on the ground that the school made an error in calculating the student's course grade. The student must demonstrate that due to a calculation error, the SAP, Academic Warning, Academic Probation, or dismissal decision was incorrect. It is the student's burden to demonstrate that he/she scored 79.5% or better in the course, and accordingly, had satisfied the satisfactory academic progress standard

and should not have been placed on Academic Warning, Academic Probation or dismissed from the program. There is no appeal for a Financial Aid Warning.

To submit an appeal, the student must write to the Registrar Office within 3 business days upon receiving notification from the school that he/she failed to score 79.5% or better in the completed course. A final decision will be made by Standard College's Admissions, Progression, Graduation (APG) Committee within 5 business days upon receiving the student's appeal.

Regaining Satisfactory Academic Progress

A student can re-establish SAP by retaking the course he/she did not pass, scoring an 79.5% or better in the course, and maintaining a minimum cumulative GPA of 2.5 at the end of the semester/term evaluation point.

Regaining Financial Aid Eligibility

Financial aid eligibility can be re-established after an eligible student improves his/her academic record to meet the minimum standards required by the SAP Policy without the assistance of financial aid funds.

Basic Principles of Financial Aid

Financial Aid, or Title IV funds, is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may not be eligible for the full amount of Title IV funds the student was scheduled to receive.

Students earn Title IV aid through attendance. The percentage of aid earned is equal to the percentage of the payment period or period of enrollment completed. If a school has disbursed more aid than the student has earned, money is returned to the program. If a school has disbursed less aid than the student has earned, a post-withdrawal disbursement will be calculated and may, depending on the circumstances, be disbursed. If student never commences attendance for the period, the student is not an eligible Title IV recipient

Academic/Federal Student Aid Approved Leave of Absence 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 Federal Student Aid Leave of Absence (FSA LOA) from the College. Standard College processes an Academic Leave of Absence in the same manner as it does with a Federal Student Aid Leave of Absence, and accordingly, the two are grouped together throughout the catalog as Academic/ FSA Approved Leave of Absence.

An Academic/ FSA Approved Leave of Absence 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 Academic/ FSA Approved Leave of Absence is a temporary interruption in a student's program of study. An Academic/ FSA Approved Leave of Absence refers to the specific time period during a program when a student is not in attendance. An Academic/ FSA Approved

Leave of Absence, 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 Academic/ FSA Approved Leave of Absence. All student requests for an Academic/ FSA Approved Leave of Absence must be submitted in writing, be signed, and dated. Standard College will approve the student's request for an Academic/ FSA Approved Leave of Absence in accordance with the college policy and federal regulations for Title IV administration.

Standard College must determine, before it grants an Academic/ FSA Approved Leave of Absence, 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 Academic/ FSA Approved Leave of Absence 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. In this example, the beginning date of the Academic/ FSA Approved Leave of Absence would be determined by the school to be the date the student was unable to attend school because of the accident.

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, the Academic/ FSA Approved Leave of Absence does not apply to the LPN to RN transition Program.

Academic/ FSA Approved Leave of Absence and Return of Title IV Funds

A student granted an Academic/ FSA Approved Leave of Absence is not considered to have withdrawn, and no Return of Title IV calculation is required. Upon the student's return from the leave, the student continues to earn the Title IV aid previously awarded for the period. If a student does not meet the conditions of the Academic/ FSA Approved Leave of Absence, 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?

A student who is granted an Academic/ FSA Approved Leave of Absence remains in an "in-school" status for Title IV loan repayment purposes. 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 Academic/ FSA Approved Leave of Absence. A student who is granted an Academic/ FSA Approved Leave of Absence 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

An Academic/ FSA Approved Leave of Absence is not considered a withdrawal unless the student fails to return from the leave of absence.

If a student on an Academic/ FSA Approved Leave of Absence fails to return, 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.

Standard College will report the student's change in enrollment status to the Department of Education's National Student Loan Data Service (NSLDS) as of the withdrawal date.

Once a student is withdrawn, he/she no longer is considered "in-school status." The out-of-school status effective date determines when the grace period begins for loans received and how soon a student must begin repaying loan funds

Academic/ FSA Approved Leave of Absence Process

Students can initiate a request for an Academic/ FSA Approved Leave of Absence from the registrar's office at Standard College by sending an email to registrar@standardcollege.edu. The criteria the school will apply in determining whether to approve the application contain the following steps. 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 Academic/ FSA Approved Leave of Absence application form from the front desk, from the school's website, or by contacting the Registrar's Office at registrar@standardcollege.edu.
2. The student must read and adhere to steps indicated in the application form.
3. The student must state the reason for the request and when they expect to return from the Academic/ FSA Approved Leave of Absence.
4. All requests for an Academic/ FSA Approved Leave of Absence must be submitted in writing, be signed, and be dated.
5. The student will return the form to the Office of the Registrar to complete the approval process.
6. The Academic/ FSA Approved Leave of Absence, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
7. Except in a clock-hour or non-term credit-hour program, a student returning from a LOA must resume training at the same point in the academic program that he or she began the LOA.
8. The school will explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
9. The school will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Title IV aid.
10. The student will be notified, via email, if the Academic/ FSA Approved Leave of Absence application was approved or denied.

Withdrawal from the Program (Official)

Official notification to the school occurs when a student provides a written notice to the Registrar's Office of his or her intent to withdraw from the program. The notice must include the expected last date of attendance and be signed and dated by the student.

The determined date of withdrawal is based on the date of the email or 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.

Withdrawal from the Program (Unofficial)

When official notification is not provided by the student, Standard College may administratively withdraw a student from the program. Unofficial withdrawal from the program may include the following circumstances:

   a. if the student takes an approved leave of absence and fails to return to school by the scheduled date of return. The withdrawal date will be the last date of attendance as determined by the school from its attendance records.
   b. if the student has not completed all requirements for graduation within the maximum time frame.
   c. if the student has not met his/her financial obligations to the school.
   d. if the student has been subject to a disciplinary matter that led to termination or suspension from the program.
   e. if the student has missed seven consecutive days of class without pre-approved permission.
   f. if the student has exceeded the number of permissible absences in the course.

For the student who unofficially withdraws from the program, the withdrawal date shall be the last date of documented attendance at an academically/clinically oriented activity in which the student participated.

A special rule applies that defines a withdrawal date for a student who withdraws due to circumstances beyond his or her control. This applies when (1) a student who would have provided *official notification* to the school was prevented from doing so due to those circumstances; and (2) a student withdrew due to circumstances beyond the student's control and a second party provided notification of the student's withdrawal on the student's behalf. In this case, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

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

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

Consequences of a Leave of Absence or Withdrawal on Repayment of Student Loan

Students don't have to begin repaying most federal student loans until after they leave college or drop below half-time enrollment. Students do receive a grace period, or a set period of time after they graduate, leave school, or drop below half-time enrollment, before beginning repayment on the student loan. The grace period gives students time to get financially settled and to select a repayment plan. If a student resumes enrollment on at least a half-time basis before the end of the 6-month grace period or deferment, his/her federal student loan will return to an "in-school" status or deferment, and the student will be eligible for a full 6-month grace period or deferment when the student leaves school or drop below half-time enrollment again.

- Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans have a six-month grace period before payments are due.
- PLUS loans have no grace period. They enter repayment once they are fully disbursed but may be eligible for a deferment. Students should contact the loan servicer for more information.

- Circumstances may change a grace period, include the following:

- Active duty military—If you are called to active military duty for more than 30 days before the end of your grace period, you will receive the full six-month grace period when you return from active duty.
- Returning to school before the end of your loan's grace period—If you reenroll in school at least half-time before the end of your grace period, you will receive the full six-month grace period when you stop attending school or drop below half-time enrollment (other conditions apply).
- Loan consolidation—If you consolidate your loans during your grace period, you will give up the remainder of your grace period and begin repayment after your Direct Consolidation Loan is disbursed (paid out). Your first bill will be due approximately two months after the Direct Consolidation Loan is disbursed.

What should a student do if he/she is having trouble making the loan payment?
Contact your loan servicer as soon as possible. You may be able to change your repayment plan to one that will allow you to have a longer repayment period or to one that is based on your income. Also ask your loan servicer about your options for a deferment or forbearance or loan consolidation.

What happens if I don't make my student loan payment?

If you don't make your student loan payment or make your payment late, your loan may eventually go into default. If you default on your student loan, the status will be reported to credit bureaus, and your credit rating and future borrowing ability will be harmed. In addition, legal action can be taken to require payment through garnishment of wages and withholding of tax refunds.

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 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 regarding Financial Aid

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/President, 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/President. 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/President.

<u>**Drug and Fraud Conviction Ineligibility**</u>

<u>Drug Offenses</u>

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](#)."

<u>Title IV Fraud</u>

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.

PRACTICAL NURSING
PROGRAM

Admission Requirements

In order to be considered for admission into Standard College's Practical Nursing program, applicants must meet the following requirements by the program deadline:

1. Must be at least 18 years of age.
2. Complete the Practical Nursing Program Online Application and submit the non-refundable $75 application fee.
3. Submit three (3) references on Standard College's online application, consisting of one (1) work reference, which could be a supervisor or co-worker and two (2) character references. None of the references submitted may be related to the applicant.
4. Provide evidence of high school completion by submitting a valid, official high school transcript, a GED Certificate, an associate's degree, an Evaluation Report or a College transcript.
5. Demonstrate a passing score on the Entrance Test. A passing score consists of obtaining a score of 75% correct on the math section and 75% correct on the reading section. Applicants have one chance per admission cycle to pass the exam. In the event the applicant does not pass the exam, the applicant may re-apply to a Practical Nursing Program with a different start date.
6. Attend an admission interview.
7. Complete the Interview Form
8. Provide a U.S. government photo ID.
9. Sign the Acknowledgement Form.
10. Timely complete and return the Enrollment Form by the appropriate deadline.
11. Attend the mandatory orientation.

After Admission

1. Students must provide evidence of a physical examination completed by a licensed physician, physician's assistant, or nurse practitioner within 30 DAYS FROM THE START OF THE PROGRAM, including but not limited to:
   a. A negative TB skin test or chest x-ray.
   b. An annual TB symptom screening questionnaire.
   c. A current Mumps, Measles, Rubella, & Varicella (Chicken Pox) schedule with completed Hepatitis B vaccine series[1]. Blood titers showing immunity; if no immunity shown, immunization is required.
   d. Tetanus, Diphtheria-Pertussis Toxoid immunizations within the last 10 years.
   e. This is a series of three injections given over a six month period. Several clinical sites require the completed Hepatitis B immunization series prior to beginning clinical. Undocumented evidence of immunization may affect clinical site placement. If the

immunization has been received, indicate proof of Vaccination. If history of prior receipt of a complete series of hepatitis B vaccine is unknown, positive hepatitis B titer is required.

    f. Influenza vaccine is required yearly by clinical agencies.

    g. COVID 19 vaccine is required for Clinical placement.

    h. A statement by the healthcare provider that the applicant has the physical and emotional healthy to complete the requirements of this program.

2. Demonstrate a satisfactory Criminal Background Check and Drug Test through the approved School's vendor within 30-days of the start of the program

3. Demonstrate that no finding has been entered into a state nurse aide registry or by any other professional licensing body concerning abuse, neglect, exploitation, mistreatment of residents or misappropriation of property.

4. Maintain a current American Heart Association CPR BLS Certification for Health Care Provider for entire duration of the program.

5. The school recommends that students obtain the pneumonia and meningitis vaccines. These immunizations are not required, but they are recommended for your safety and the safety of patients at the clinical facility.

6. The approved Standard College student uniform is required to be worn in all clinical facilities where working as a student.

7. Students must timely finalize the registration process by submitting the required financial documents and/or making the appropriate tuition payments.

Students will not be eligible to proceed to the second term in the Practical Nursing Program without timely providing the above Health and Physical Examination, proof of immunizations, and satisfactory Criminal Background and Drug Check Test, on the approved School Forms.

The basis for admission into the Practical Nursing program does not include advanced standing, experiential learning requirements, or the transfer of credits.

If a student makes false or misleading statements in connection with his/her admission's application, and/or the financial aid application, the application may be rejected. If the misrepresentation is discovered after the student has enrolled in the program, the offer of admission will ordinarily be rescinded, the course credits and grades will be revoked, and the student will be required to leave the school.

Standard College reserves the right to deny a student admission into the program if information has been found from the Criminal Background Check, Drug Test or a professional licensing body that would bar the student from completing the Clinical Placement.

Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

The Clinical site placement is a mandatory component of the program. Students shall comply with the reasonable and lawful requirements of the Clinical site's policies and procedures. Non-compliance or partial compliance with any such requirement may result in an immediate denial of access to the Clinical site. Standard College may dismiss the student from the program, if the College determines that further participation by the student at a Clinical site is no longer

appropriate on the basis of Standard College's policies and procedures and/or the Clinical site's policies and procedures.

Admission Process

1. Complete the Practical Nursing Program Online Application and submit it along with the non-refundable $75 application fee.
2. Take and pass the Entrance Exam.
3. Submit three (3) references on Standard College's online application including:
   a. One (1) supervisory work reference
   b. Two (2) character references from persons not related to the applicant
4. Attend an admission interview with the admissions coordinator.
5. Complete the Interview Form.
6. Complete and return the Enrollment Form by the appropriate deadline.
7. Provide a U.S. government photo ID.
8. Sign the Acknowledgement Form.
9. Attend the mandatory orientation.

Practical Nursing Program Requirements

1. Timely provide the required health documents, including the physical examination, current immunization schedule, and health care provider statement.
2. Timely complete the Criminal Background Check and Drug Test for purposes of participating in the Clinical placement.
3. Demonstrate that no finding has been entered into a state nurse aide registry or by any other professional licensing body concerning abuse, neglect, exploitation, mistreatment of residents or misappropriation of property.
4. Maintain a current AHA CPR Certification for Health Care Provider for entire duration of the program.
5. Timely finalize the registration process by submitting the required financial documents and/or tuition payments.

Provisionally admitted into the program

Applicants are provisionally admitted into the program upon receiving formal communication from the school that he/she has been provisionally accepted into the program. In order to be considered provisionally admitted, the applicant must timely submit the application, pay the $75.00 non-refundable fee, pass the Entrance Exam, provide 3 references (1 work reference, 2-character reference), attend the admission interview, and submit all required documents by the program deadline.

Due to the high number of applicants timely completing the admission process, the school cannot provisionally admit all applicants into the program which they applied to. See Wait List Policy.

Formally admitted into the program

Students are formally admitted into the program after they have been provisionally admitted, timely signed the Enrollment Agreement, attended the mandatory Orientation, and finalized the registration process by submitting the required financial documents and/or tuition payments.

On the basis of extenuating circumstances, the school reserves the right to allow students who were provisionally admitted into the program but did not attend the mandatory orientation and/or sign the Enrollment Agreement to (1) enroll in the program for which they initially applied or (2) enroll in another Practical Nursing program within the year.

Deferral Policy

Students may request to defer to another Practical Nursing program once within one year of submitting an application. Students must request a deferral prior to the program start date for the session to which they applied. The program term they may join will be determined on the basis of space availability.

Wait List Policy

Standard College has a large applicant pool. Due to space availability, Standard College cannot accommodate all applicants who timely complete the admission process. Once a designated number of applicants have been provisionally accepted into a program, some applicants who have successfully completed the admission process by the program deadline may be placed on a Wait list. These applicants will be given priority to join the program, in the event a spot becomes available.

Application Fee Policy

The $75.00 application fee for the Practical Nursing program is non-refundable. The application fee is submitted online at the time a student completes an application, allowing students to be considered for one of Standard Colleges' nursing programs. In order for the applicant to submit the $75.00 payment, the applicant will be required to acknowledge that the fee is nonrefundable.

Entrance Exam

Applicants are required to pass an Entrance Exam administered by Standard College. The Exam consists of two sections: a math section and a reading section. Applicants have one chance to pass the exam each admission cycle. To pass the exam, an applicant must receive a score of at least 75% on both the math and reading sections. In the event an applicant does not pass the entrance exam, he/she will no longer be considered for admission to the program. The applicant may reapply to a Practical Nursing Program with a different start date. Applicants are provided with practice questions upon submitting the application to help prepare for the exam. Applicants are provided with information on how to sign up for the exam. Since March 2020, the entrance exam has been administered online. Applicants must adhere to the school's Test Taking Policy when sitting for the Entrance Exam.

High School Academic Qualifications

A student satisfies Standard College's Practical Nursing program high school diploma qualifications if the student:
- has a high school transcript recognized by the Department of Education in the state in which the high school is located, or the agency that accredits the school is recognized as an accrediting body for institutions of higher education by the U.S. Department of Education;

- the high school diploma can be from a foreign school if it is equivalent to a U.S. high school diploma, as determined by an evaluation agency recognized by Standard College;
- has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate.

Official High School Transcript

To be considered official, the student's high school transcript must come from the high school office, state department or institution by mail, email, or hand delivered in the original sealed envelope. Copies of the transcript from the student are not accepted.

Recognized equivalents of a high school diploma
Standard College recognizes several equivalents to a high school diploma:
- a GED certificate
- a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- an associate degree
- successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution or
- enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

A certificate of attendance and/or a certificate of high school completion is not sufficient.

Foreign High School Diploma Policy

High school diplomas/transcripts from other countries are acceptable toward the student eligibility high school requirement, as long as the diploma/transcript is equivalent to a U.S. high school diploma as determined by a Standard College recognized evaluation agency. Students are required to have their high school diplomas/transcripts credential evaluated by a company designated by Standard College that offers such a service.

Prior Criminal or Disciplinary Incident

When an applicant identifies a prior criminal or disciplinary incident on the Practical Nursing application, a meeting is automatically scheduled to discuss the incident with the applicant. The applicant must provide the court documents or other documents related to the matter, as well as a document demonstrating the resolution of the matter, in order to proceed in the admission process. Once the issue has been resolved, and the applicant continues in the admission process, the applicant is advised to review the Virginia Barrier Crimes prior to starting the Program. The applicant is encouraged to contact the Virginia and/or Maryland Board of Nursing for further clarification on receiving a license to practice, as it is the Board of Nursing that issues a license, granting the right to practice, not the School one graduates from.

Essential Functions of the Program

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, workspaces, 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, auscultory 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).

Program Overview

The emphasis of the Practical Nursing Education Program curriculum is on instruction, and not research or public service, preparing 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.

Mission Statement

The mission of Standard College's Practical Nursing program is to educate and train students from diverse educational, cultural and personal backgrounds to earn a Practical Nursing diploma, pass the NCLEX-PN licensure exam, and gain employment as a licensed Practical Nurse in a diverse nursing workforce. Standard College aims to instill in all graduates a desire for lifelong education and learning.

Program Objectives

1. Students will complete the practical nursing program requirements within 150% of the published program length.
2. Graduates from the program will pass the NCLEX-PN Licensure Exam within 6 months of graduation
3. Graduates from the program will obtain employment as a licensed practical nurse within 12 months of graduation
4. Graduates from the program will demonstrate appropriate professional behaviors and perform entry-level skills as a licensed practical nurse competently according to applicable standards of practice
5. Graduates of the program will demonstrate a culture of integrity, excellence, caring, diversity, critical thinking, and motivations toward life-long learning.
6. Graduates of the program will express overall satisfaction with their educational experience at Standard College.

Credential Awarded

Standard College awards students with a diploma in Practical Nursing upon successful completion of all program requirements. Since March 2020, students complete their course work online, engage in the skills lab on campus, and complete tests online and at campus. This program is a vocational and credits generally earned in this program are not applicable to other degrees.

Program Description

Standard College's Practical Nursing 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, the program includes practical application of skills in a variety of clinical settings.

Curriculum Overview

The curriculum for the Practical Nursing 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.

The Practical Nursing curriculum is evaluated on a regular basis, using quantitative and qualitative measures, ensuring that the program maintains consistency with the mission of the school. The quantitative measures used by Standard College include data from student course completion rates and data from student course surveys. The qualitative measures used by Standard College include feedback from students expressed in the course evaluations, feedback from instructors expressed during Faculty meetings concerning exams, textbooks, and student engagement, and informal feedback expressed from students to instructors and staff about the program. The holistic overview of the student's learning and education allows Standard College to maintain a curriculum that provide students with a consistently high quality and dynamic nursing education.

Program Student Learning Outcomes

Upon completion of the PN program, graduates will have the knowledge and skills necessary to:
1. Provide safe, quality, evidence-based, patient-centered nursing care to promote, maintain, or restore physical and mental health throughout the lifespan in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in clinical judgment to make patient-centered care decisions within the scope of practice of the Practical Nurse.
3. Integrate quality improvement activities to improve patient care.
4. Participate in collaboration and teamwork with members of the interprofessional team, the patient, and the patient's support persons to provide and improve patient care.
5. Use information technology to support and communicate the provision of patient care.
6. Incorporate management, legal, and ethical guidelines within the scope of practice of a Practical Nurse.

Program Delivery Method

Standard College offers a hybrid method of delivery. Instruction within the program is provided in on-ground and in distance education formats.

Instructors use a variety of contemporary teaching approaches or strategies to accomplish program goals and enhance student ability to achieve program outcomes. Examples may

include, but are not limited to, case study, problem-based scenarios, computer simulations, web based and distance technologies, and field or community experiences. Instructional methods are conducive to students' capabilities and learning needs. Faculty and program administrators ensure that instructional techniques and delivery strategies are compatible with the program objectives and curricular offerings.

Technology Requirements

In order to participate in the Practical Nursing program, students are required to have regular access to a computer with a camera and internet access.

Populi

Standard College's Learning Management System is a web-based software called Populi. Each student has access to a private, confidential, secure Populi account. Students access academic records, course grades, financial payments, messages from faculty, staff, and administration, the signed Enrollment Agreement, among other comprehensive institutional information, in Populi.

Populi works like any other web page. Every page has links or buttons that might perform an action or take one to another page. Students can use the browser's forward, back, and refresh buttons to move among the pages he/she is working on. When a student logs in, Populi will take the student straight to the Home page. Home shows and links to what's going on right now and what's going to happen. Depending on what may be going on, Home can show Alerts, News, Invitations, Events, To-Dos, and Courses.

Populi is designed to keep information secure and confidential. One of the ways it does that is by requiring you to log in with your username and password whenever you use Populi.

When the student is done using Populi, the student should log out. One may log out of Populi by clicking the name in the upper part of the screen and selecting *Log Out* from the drop-down.

Technical requirements: What you need to use Populi

To use Populi, the computer and internet connection must meet minimum requirements. Sometimes people have trouble using it because something on their computers is out of date or their internet connection isn't fast enough. Basically, a computer with a modern web browser and high-speed internet is all that is required.

Broadband Internet

A fast internet connection ensures that you can navigate through Populi quickly and efficiently. If you're out-and-about, a mobile device with a data connection (4G, 5G, or LTE) or your typical coffeeshop wifi connection will usually do the trick.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function, so you may never even need to think about this part. And using a modern web browser won't just benefit your Populi use—it's one of the best things you can do for your overall internet security!

Here are the browsers we recommend for use with Populi. If a browser is *not* listed here, don't use it for Populi! Again, always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. Mac users can't even download it! If you're using Windows 10, they're encouraging you to use Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you like to tinker with the browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't, you can consider the following:

- Open Office can open spreadsheets and documents (we use it to generate files for custom page layouts).
- Adobe Acrobat reader handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels.

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 "P" (Pass), "F" (Fail), or "NO" (No opportunity to observe).

Students in the Practical Nursing program are kept apprised of their status in individual coursework and the program as a whole through the online communication portal, POPULI. Each student has secured access to an individual POPULI account. POPULI provides comprehensive information, including graded course work, attendance status, as well as overall GPA in the program.

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 Exercices
- Oral Exercices
- 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 Practical Nursing program consists of 1,350 contact hours conducted over a 14 months/54 weeks period for full time, or 18 months/68-week period for part time tracks

Class/Skills Lab Hours	948 hours
Clinical Hours	402 hours
	1,350 hours

	PRACTICAL NURSING PROGRAM (PN)				
	Master Curriculum Plan				
Course Names	**Course Description**	**Theory Hours**	**Lab Hours**	**Clinical Hours**	**Total Clock Hours**
First Academic Year					
Phase I					
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			88	88
	Phase I - Total Hours	**296**	**66**	**88**	**450**
Phase II					
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			170	170
	Phase II - Total Hours	**268**	**12**	**170**	**450**
	First Academic Year Total Hours	**564**	**78**	**258**	**900**
Second Academic Year					
Phase III					
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			144	144
LPN 360	Integrated Nursing Concepts	138	6		144
	Phase III - Total Hours	**292**	**14**	**144**	**450**
	Total Hours for the Program	**856**	**92**	**402**	**1350**

Course Descriptions

HCE 120 Human Science – Anatomy & Physiology/Medical Terminology
Hours: 90 Theory Hours = **90 Total Clock Hours**
Prerequisites: none
The course introduces the study of Anatomy and Physiology for students enrolled in the practical nursing program. The focus of this course is on essential concepts of body structure and function and concepts of disease processes. The course further explores the study of medical terms using a word-building approach, medical abbreviations, and symbols.

LPN 210 Foundations of Nursing - Skills & Concepts
Hours: 206 Theory Hours and 66 Lab Hours =
272 Total Clock Hours
Prerequisites: HCE 120
This course introduces the foundational nursing concepts of practical nursing, including collecting patient data as a basis for providing safe, quality, patient-centered nursing applied to the care of diverse adult and geriatric patients with commonly occurring health problems. Includes legal and ethical responsibilities of the practical nurse and introduces caring, quality improvement, infections control, and communication used when interacting with patients and members of the interprofessional team. Additionally, this course introduces the learner to the process of critical thinking in practical nursing and relates it to clinical judgment, the nursing process, and evidence-based nursing interventions. Application of knowledge and skills occurs in the nursing skills laboratory and in the clinical course.

HCE 140 Pharmacology
Hours: 80 Theory Hours = **80 Total Clock Hours**
Prerequisites: HCE 120 and LPN 210
The Pharmacology course presents an overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. 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. Major considerations include safety, reinforcement of patient teaching, medication administration systems, and variations encountered when administering medications to diverse patient populations across the lifespan. The importance of accurate dosage calculations for safe, quality, patient-centered care is emphasized.

LPN 220 Adult Health/ Medical-Surgical Nursing - Skills and Concepts
Hours: 188 Theory Hours and 12 Lab Hours =
200 Total Clock Hours
Prerequisites: HCE 120, HCE140 and LPN 210, LPC 100
This course provides for the acquisition of adult health nursing for the Practical Nurse building on the content learned in the foundations of nursing course, incorporating communication, collaboration, caring, and clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing commonly occurring chronic and acute health problems requiring medical/surgical interventions. Emphasis is placed on providing and documenting care for 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. Nutrition, communication skills, cultural concepts and pharmacology and medication administration are integrated throughout this course. The course incorporates

evidence-based practice, quality improvement, standards of care, and legal and ethical responsibilities of the Practical Nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in the clinical course.

LPN 250 Mental Health Nursing - Skills and Concepts
Hours: 54 Theory Hours = **54 Total Clock Hours**
Prerequisites: HCE 120, HCE 140, LPN 210, LPC 100, and LPN 220
The course provides for the acquisition of mental health practical nursing theory, incorporating communication, collaboration, caring, and clinical judgment necessary for safe, patient-centered nursing care to diverse patients experiencing commonly occurring mental health problems. Topics covered include human developmental 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. Incorporates evidence-based practice, quality improvement, standards of care, and legal and ethical responsibilities of the Practical Nurse. Application of knowledge and skills occurs in the concurrent clinical course.

LPN 230 Maternal-Newborn Nursing - Skills and Concepts
Hours: 50 Theory Hours and 4 Lab Hours =
54 Total Clock Hours
Prerequisites: HCE 120, HCE 140, LPN 210, LPC 100, LPN 220, and LPN 250
This course provides for the acquisition of maternal/newborn practical nursing theory, incorporating communication, collaboration, caring, and clinical judgment necessary for safe, patient-centered nursing care to diverse reproducing families. Incorporates evidence-based practice, quality improvement, standards of care, and legal and ethical responsibilities of the Practical Nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in the concurrent clinical course.

LPN 260 Pediatric Nursing - Skills and Concepts
Hours: 50 Theory Hours and 4 Lab Hours =
54 Total Clock Hours
Prerequisites: HCE 120, HCE 140, LPN 210, LPC 100, LPN 220, LPN 230 and LPN 250
This course provides for the acquisition of pediatric practical nursing theory, incorporating communication, collaboration, caring, and clinical judgment necessary for safe, patient-centered nursing care to children with commonly occurring health problems in diverse childrearing families. Incorporates evidence-based practice, quality improvement, standards of care, and legal and ethical responsibilities of the Practical Nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in the clinical setting.

LPN 360 PN-Integrated Nursing Concepts
Hours: 138 Theory Hours and 6 Lab Hours =
144 Total Clock Hours
Prerequisites: HCE 120, HCE140, LPN 210, LPN 220, LPN 230, LPN 250, LPC 100, LPN 260 and LPC 300

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

LPC 100 Clinical Practicum I
88 Total Clock Hours
Prerequisites: HCE 120
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. Additionally, students will apply principles of infection control, and perform basic patient care skills in the clinical setting. These skills include bathing, dressing, assisting with feeding, grooming, and toileting, lifting and moving while using proper body mechanics. Incorporates evidence-based practice, quality improvement, standards of care, and legal and ethical responsibilities of the Practical Nurse.

LPC 300 Clinical Practicum II
170 Total Clock Hours
Prerequisites: HCE 120, HCE 140, LPN 210, LPC 100
This is an intermediate clinical practicum for practical nursing students. The student will build on nursing skills and concepts acquired in clinical practicum I. 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. Additionally, students incorporate basic concepts of Practical Nursing practice such as communication, collaboration, caring, and clinical judgment necessary for safe, patient-centered nursing care to diverse patients experiencing commonly occurring health problems.

LPC 310 Clinical Practicum III
144 Total Clock Hours
Prerequisites: HCE 120, LPN 210, LPC 100, LPC 300 and HCE140
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 outpatient and simulated care setting. The clinical experience provides opportunities for beginning transition from student to practical nurse. Students incorporate basic concepts of

Practical Nursing practice such as communication, collaboration, caring, and clinical judgment necessary for safe, patient-centered nursing care to diverse patients experiencing a variety of commonly occurring health problems. The practicum further incorporates evidence-based practice, quality improvement, standards of care, and legal and ethical responsibilities of the Practical Nurse.

ACADEMIC POLICIES

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 79.5% or better in each course.
4. A final rating of "Pass" is required for all clinical courses.
5. Students shall maintain a minimum of 90% attendance for each course.
6. Students not achieving an 79.5% or better in a theory course or "Pass" in a clinical course shall repeat the course.
7. A student scoring less than 79.5% on any course shall be placed on academic warning.
8. A student scoring less than 79.5% on a second, but different, course shall be put on academic probation.
9. A student scoring less than 79.5% 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.
10. 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.
11. 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.
12. In addition to grades, general professional behaviors are essential for progression in the program. Using the Professional Behavior Policy, Code of Ethics, Code of Conduct, Academic Dishonesty Policy, and Test-Taking Policy noted in this handbook, faculty will evaluate the student throughout the course and communicate with the students if their progression is in jeopardy.
13. Academic Progression shall be monitored on an ongoing basis.

A change in the physical abilities of a student preventing him/her 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 79.5% in a course shall be required to repeat the course in order to progress in the program. Student may have to wait up to three months before the next available course starts. The next available course may be a weekend, day, or evening schedule. It is the student's responsibility to meet with an academic advisor within 10 days of failing the course to discuss an academic plan. A student shall be considered withdrawn from the program if the student fails to meet with an academic advisor within 10 days of failing a course.

Failing a course and waiting for the next available course does not meet all the conditions for an Academic/ FSA Approved Leave of Absence. 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 will 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 scoring less than 79.5% for the first time shall be given an academic warning in the Practical Nursing program.
2. A student scoring less than 79.5% on a second course shall be placed on probation in the Practical Nursing program
3. A student scoring less than 79.5% on the same course for the second time or failing three (3) courses shall be dismissed from the program for academic reasons
4. A student shall be placed on academic probation for unsatisfactory attendance as defined by Standard College's Attendance Policy.
5. A student who has been dismissed from the program for the first time may reapply to the program after 180 days.
6. A student dismissed from the program for the second time may reapply after three (3) years.
7. A student may be placed on probation, suspended, or dismissed from the program for violation of the Academic Dishonesty Policy, Professional Behavior Policy, Code of Ethics and/or Code of Conduct.

Violation of the Code of Ethics, Code of Conduct, Academic Dishonesty Policy, Professional Behavior Policy, Test-Taking Policy

In the event a student violates Standard College's Academic Dishonesty Policy, Test-Taking Policy, Professional Behavior Policy, Code of Ethics and/or Code of Conduct, the Admissions, Progression, Graduation (APG) Committee shall determine whether a probationary period shall be allotted to the student. The purpose of a probationary period would be to offer the student the opportunity to improve or correct productivity, attitude, and behavior. The student will meet with the Deputy Executive Director-Academic, Dean of Student Services, or designee to develop a corrective action plan and time frame to improve or correct productivity, attitude, or behavior.

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 Academic Dishonesty Policy, Test-Taking Policy, Professional Behavior, Code of Ethics and/or Code of Conduct, 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.

Due Process

The student will be provided with written notification that he/she has been placed on probationary status, which includes a dismissal, suspension, or probation decision. The notification will cite the actions the student engaged in that violated the Academic Dishonesty Policy, Test-Taking Policy, Professional Behavior, Code of Ethics and/or Code of Conduct, or other Standard College policy, which resulted in the probationary decision. The notification will include details of any corrective actions expected, as well as the written procedural steps to take to appeal the suspension, probation or dismissal decision.

Appeals

Students may appeal a dismissal, suspension, or probation decision. The school will only consider an appeal that is based on the ground that the school made an error in calculating the student's course grade. The student must demonstrate that due to a calculation error, the dismissal, suspension, or probation decision was incorrect. It is the student's burden to demonstrate that he/she scored 79.5% or better in the course and should not have been placed on Academic Warning, Academic Probation or dismissed from the program. The appeal must be in writing and received by the school within 3 business days of the student's receipt of notification of the decision to dismiss, suspend, or be placed on probation. 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 Admissions, Progression, Graduation (APG) committee, which is comprised of the Deputy Executive Director-Academic, Dean for Student Support, Deputy Director, and, when possible, a faculty member. The APG shall review the student's academic record, information offered by the Deputy Executive Director-Academic regarding the grounds for dismissal, any response made by the student, and additional information which the APG may request. The APG will make a final decision in the matter after reviewing the appeal.

Administrative Break

Students who do not score 79.5% in a course are required to retake the course in order to continue in the program. Students are provided with an Administrative Break while waiting for the next available course to begin. The student shall be placed in the next class on a space availability basis. The student must make satisfactory financial arrangements prior to final approval for re-admission. A student who waits more than 45 days to retake a course will be considered an FSA withdrawal. A student failing to return from an Administrative Break within 180 days shall be considered withdrawn from the program.

Information on how a leave of absence impacts the repayment of a student loan can be found in the section: Consequences of an Academic/FSA Leave of Absence or Withdrawal on Repayment of Student Loan.

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, the student shall be dismissed from the program. (See re-admission policy)
3. The student repeating a class will not graduate with his/her original cohort.
4. There shall be a charge for repeating a course. The student shall pay for the course prior to re-enrolling in the new course.

Readmission Process

A student dismissed from the Practical Nursing program for the first time may apply for re-admission to the program no less than 180 days from the date of dismissal.
A student dismissed from the Practical Nursing program for the second time may apply to the program no less than three years 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 at registrar@standardcollege.edu.
 (2) The student shall complete a readmission application.
 (3) The student shall take a placement test. The passing grade for the placement test is 75%.
 (4) If the student does not pass the placement test, the student may complete a Mandatory Audit of a previous course already taken. The student will be required to pass the Mandatory Audit course by achieving a final grade of 79.5% or better, as one condition to be re-admitted to the program. A Mandatory Audit requires the student to attend all classes and complete all assignments and tests in the Course. There will be no charge to audit the Course. After passing the Mandatory Audit Course, the student will be placed in the next available course the student needs to take in the program.
 (5) The student who does not pass the Mandatory Audit course must wait another six months before he/she is eligible to seek re-enrollment in the program.
 (6) If the student becomes eligible for re-admission, the student must make satisfactory financial arrangements prior to final approval for re-admission. The student will be placed into the appropriate class on a space available basis.
 (7) The student who has been away from the program for more than 5 years must restart the entire program from the beginning. Clock hours, lab hours and clinical hours that had been completed by the student will not be considered or counted as credit. This means, the student who had been away from the program for more than 5 years shall reapply to the program by submitting the online application, along with the application fee, and complete the entire application process. If the student is admitted, the student must start from the beginning of the program.

Grading Policy

Students must achieve an over-all grade of 79.5% 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 rounded down to 79%.

Explanation of Grades

Grade	Interpretation	Numerical Grade	Grade Point Average
A+	Excellent	97% to 100%	4.00
A	Excellent	94% to 96%	4.00
A-	Excellent	90% to 93%	3.75
B+	Good	87% to 89%	3.25
B	Good	84% to 86%	3.00
B-	Average	80% to 83%	2.75
C	Unsatisfactory**	70% to 79%	2.00
D	Unsatisfactory**	60% to 69%	1.00
F	Failing	less than 60%	0.00
P	Pass Clinical Practicum	-	Not Computed
F	Fail Clinical Practicum	-	Not Computed

**Unsatisfactory means the student did not receive a passing grade to progress to the next course.

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)

Clinical Grades

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 a "P" for Pass, showing satisfactory to provide the skill, or "F" for Fail, showing a lack of satisfactory to provide the skill.
2. The student must receive a "Pass" 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 a Fail in the clinical component, the grade will be recorded as a "F" 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.

Clinical Attendance Policy

Clinical Practicum I

Attendance - Students can be absent from Clinical Practicum I no more than ONE day.

A clinical absence will only be excused upon the student demonstrating that an illness or emergency prevented him/her from attending clinical. The student must provide

documentation to the school or the clinical instructor explaining the emergency reason for the absence.

The student must make up clinical hours No Later than two weeks after the end of Clinical Practicum I. Failure to do so will result in an "Unsatisfactory" for the clinical course. Depending on Clinical availability, clinical make-up may be scheduled at a later date at the discretion of the school. Clinical makeup may be scheduled any shift and/or any day of the week. The student must be flexible when making-up a clinical day.

Clinical Practicum II

Attendance- Students can be absent no more than TWO days from Clinical Practicum II. The student must make up clinical hours No Later than two weeks after the end of Clinical Practicum II. Failure to do so will result in an "Unsatisfactory" for the clinical course. Depending on Clinical availability, clinical make-up may be scheduled at a later date at the discretion of the school. Clinical makeup may be scheduled any shift and/or any day of the week. The student must be flexible when making-up a clinical day.

Clinical Practicum III

Attendance- Students can be absent no more than ONE day from Clinical Practicum III. The student must make up clinical hours No Later than two weeks after the end of Clinical Practicum III. Failure to do so will result in an "Unsatisfactory" for the clinical course. Depending on Clinical availability, clinical make-up may be scheduled at a later date at the discretion of the school. Clinical makeup may be scheduled any shift and/or any day of the week. The student must be flexible when making-up a clinical day.

Graduation/Program Completion Requirements

Enrolling in a program of study does not guarantee graduation. In order for a student to be eligible for graduation and to have his/her 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 79.5% in each course
2. Achieve a Pass in each clinical course.
3. Demonstrate satisfactory attendance as evident by 90% attendance of each course
4. Successfully complete the designated Standardized Comprehensive Exams at the established benchmark stated in the Integrated Nursing Concepts Course Syllabus.
5. Meet all financial obligations.
6. Meet all requirements for program completion by the last official day of the 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 Deputy Executive Director-Academic 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

Recognition of Academic Achievement

Honor Role

Students with a cumulative GPA of 3.5 or higher shall graduate with honors.

Highest Honor Role

The valedictorian is the student with the highest cumulative GPA in each class.

Valedictorian

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

LPN TO RN TRANSITION PROGRAM

ADMISSIONS

Admission Requirements

In order to be considered for admission into Standard College's LPN to RN Transition Program, applicants must meet the following requirements by the program deadline:

1. The applicant must be a Licensed Practical Nurse with a current license in good standing and qualified to practice nursing in the State of Virginia.
2. The applicant must complete the following prerequisite courses with a grade of "C" or better, the courses must be at least 3 credits and from an Institution of Higher Learning accredited by an accrediting agency recognized by the U.S. Department of Education [(Click here for the US Department of Education Institution search engine)](#):
   1. Anatomy & Physiology I
   2. Anatomy & Physiology II
   3. Microbiology General/Introduction to Psychology
   4. College Mathematics
   5. College English Composition
   6. Speech/Public Speaking/Communication
3. The applicant must take the HESI LPN to ADN Entrance Exam and achieve a score of "750" or higher. Applicants may take the Exam twice each admission cycle. In the event an applicant does not receive a score of 750 or higher after two attempts, he/she will no longer be considered for admission to the program. The applicant may reapply to an LPN to RN Transition Program with a different start date.
   1. [Click Here to register to take the HESI LPN to ADN entrance exam at Standard College.](#)
4. The applicant must submit the online LPN to RN Transition Program Application, along with a non-refundable Application Fee in the amount of $100.00.
5. The applicant must submit three (3) references within the online application including: (a) One (1) supervisory work reference, from an individual not related to the applicant, and (b) two (2) character references from individuals not related to the applicant.
6. The applicant must provide evidence of high school completion by submission of one of the following:

   I. an official high school transcript, or
   II. a GED Certificate, or
   III. an associate degree, or
   IV. an official college transcript showing successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution, or an official college transcript showing enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
   V. High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma/transcript is equivalent to a U.S. high school diploma. Students are required to have their high

school diplomas/transcripts credential evaluated by a company designated by Standard College that offers such a service.

7. The applicant must submit an Official College Transcripts with the required prerequisite courses: Anatomy & Physiology I and II, Microbiology, General/Introduction to Psychology, College Mathematics, College English Composition, and Speech/Public Speaking/Communication
8. The applicant must provide a U.S. government photo identification.
9. The applicant must attend an admission interview.
10. The student must successfully complete Fundamental Nursing Skills and Concepts Validation Course with a 79.5% or higher.

Pending the receipt and review of the above documents by the established time frame, the applicant will be notified in writing of acceptance into the program.

Official High School Transcript

To be considered official, the student's high school transcript must come from the high school office, state department or institution by mail, email, or hand delivered in the original sealed envelope. Copies of the transcript from the student are not accepted.

After Admission

2. Students must provide evidence of a physical examination completed by a licensed physician, physician's assistant, or nurse practitioner within 30 DAYS FROM THE START OF THE PROGRAM, including but not limited to:
    a. A negative TB skin test or chest x-ray.
    b. An annual TB symptom screening questionnaire.
    c. A current Mumps, Measles, Rubella, & Varicella (Chicken Pox) schedule with completed Hepatitis B vaccine series[2]. Blood titers showing immunity; if no immunity shown, immunization is required.
    d. Tetanus, Diphtheria-Pertussis Toxoid immunizations within the last 10 years.
    e. Influenza vaccine is required yearly by clinical agencies.
    f. COVID 19 vaccine is required for Clinical placement.
    g. A statement by the healthcare provider that the applicant has the physical and emotional healthy to complete the requirements of this program.
3. Demonstrate a satisfactory Criminal Background Check and Drug Test through the approved School's vendor, paid at the student's expense, within 30-days of the start of the program.

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[2] This is a series of three injections given over a six month period. Several clinical sites require the completed Hepatitis B immunization series prior to beginning clinical. Undocumented evidence of immunization may affect clinical site placement. If the immunization has been received, indicate proof of Vaccination. If history of prior receipt of a complete series of hepatitis B vaccine is unknown, positive hepatitis B titer is required.

4. Demonstrate that no finding has been entered into a state nurse aide registry or by any other professional licensing body concerning abuse, neglect, exploitation, mistreatment of residents or misappropriation of property.
5. Maintain a current American Heart Association CPR BLS Certification for Health Care Provider for entire duration of the program.
6. The school recommends obtaining the pneumonia and meningitis vaccines. These immunizations are not required, but they are recommended for your safety and the safety of patients.
7. The approved Standard College student uniform is required to be worn in all clinical facilities where working as a student.
8. Timely finalize the registration process by submitting the required financial aid documents and/or making the appropriate tuition payments.

Admission Process

Phase I

1. Take the HESI LPN to ADN Entrance exam and achieve a score of "750" or higher.
2. Submit an Online Application with 3 references, along with the non-refundable Application Fee of $100.00
3. Submit the Official Transcripts (college courses and high school graduation)
4. Submit copy of LPN License
5. Attend an Interview.
6. 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 a Criminal Background Check and Drug Test for purposes of participating in the Clinical placement.
3. Complete and submit Physical Exam, required immunizations, and TB testing
4. Submit American Heart BLS CPR certificate.
5. Timely finalizing the registration process by submitting the required financial documents and/or tuition payments.

Students will not be eligible to proceed in the Program without timely providing the above Health and Physical Examination, proof of immunizations, and satisfactory Criminal Background and Drug Check Test, on the approved School Forms.

Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

If a student makes false or misleading statements in connection with his/her admission's application, and/or the financial aid application, the application may be rejected. If the misrepresentation is discovered after the student has enrolled in the program, the offer of admission will ordinarily be rescinded, the course credits and grades will be revoked, and the student will be required to leave the school.

Standard College reserves the right to deny a student admission into the program if information has been found from the Criminal Background Check, Drug Test or a professional licensing body that would bar the student from completing the Clinical Placement.

The basis for admission into the **LPN to RN TRANSITION PROGRAM** does not include advanced standing, experiential learning requirements, or the transfer of credits, other than the prerequisites required in the admission process.

The Clinical site placement is a mandatory component of the program. Students shall comply with the reasonable and lawful requirements of the Clinical site's policies and procedures. Non-compliance or partial compliance with any such requirement may result in an immediate denial of access to the Clinical site. Standard College may dismiss the student from the program, if the College determines that further participation by the student at a Clinical site is no longer appropriate on the basis of Standard College's policies and procedures and/or the Clinical site's policies and procedures.

Prior Criminal or Disciplinary Incident

When an applicant identifies a prior criminal or disciplinary incident on the LPN to RN Transition Program application, a meeting is automatically scheduled to discuss the matter with the applicant. The applicant must provide the court or other documents related to the matter, as well as a document demonstrating the resolution of the matter, in order to proceed in the admission process. Once the issue has been resolved, and the applicant continues in the admission process, the applicant is advised to review the Virginia Barrier Crimes, and prior to starting the Program, encouraged to contact the Virginia and/or Maryland Board of Nursing for further clarification on receiving a license to practice. The Board of Nursing has the authority to issue licenses, granting the right to practice, not the School one graduates from.

Essential Functions of the Program

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, workspaces, 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, auscultory 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.)

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.

Mission Statement

The mission of Standard College's LPN to RN Transition program is to educate and train LPN students from diverse educational, cultural and personal backgrounds to earn an Associate in Applied Science Degree in Nursing, pass the NCLEX-RN licensure exam, and gain employment as a Registered Nurse in a diverse nursing workforce. Standard College aims to instill in all the graduates a desire for lifelong education and learning.

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 79.5% on each course.
2. Successfully complete all Standardized Exams with the established benchmark.
3. A rating of "Pass" in each clinical practicum.
4. Have a minimum of 90% attendance for each course.
5. Meet all financial obligations.
6. All requirements for program completion shall be met by the last official day of Integrated Nursing Concepts course.
7. Complete 3 semester credit hours in the Fundamentals Skills and Concepts Validation Course
8. Complete 47 semester Standard College LPN to RN program credit hours over a 14 month/60-week period.

Standard College requires students to complete a total of 70 program credits to graduate. 50 out of the 70 program credits, or 71% of the credits, are completed at Standard College.

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 is on instruction, and not research or public service, preparing 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. 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.

The LPN to RN Transition Program curriculum is evaluated on a regular basis, using quantitative and qualitative measures, ensuring that the program maintains consistency with the mission of the school. The quantitative measures used by Standard College include data from student course completion rates and data from student course surveys. The qualitative measures used by Standard College include feedback from students expressed in the course evaluations, feedback from instructors expressed during Faculty meetings concerning exams, textbooks, and student engagement, and informal feedback expressed from students to instructors and staff about the program. The holistic overview of the student's learning and education allows Standard College to maintain a curriculum that provide students with a consistently high quality and dynamic nursing education.

Program Objectives

1. Students will complete the LPN to RN Transition program requirements within 150% of the published program length.
2. Graduates from the program will pass the NCLEX-RN Licensure Exam within 6 months of graduation
3. Graduates from the program will obtain employment as a registered nurse within 12 months of graduation
4. Graduates from the program will demonstrate appropriate professional behaviors and perform entry-level skills as a registered nurse competently according to applicable standards of practice
5. Graduates of the program will demonstrate a culture of integrity, excellence, caring, diversity, critical thinking, and motivations toward life-long learning.
6. Graduates of the program will express overall satisfaction with their educational experience at Standard College.

Program Learning Outcomes

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

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in clinical reasoning/clinical judgment to make patient-centered care decisions.
3. Participate in quality improvement processes to improve patient care.
4. Participate in collaboration and teamwork with members of the interprofessional team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Assimilate management, legal, and ethical guidelines in practice as a Registered Nurse.

The Associate of Applied Science in Nursing's LPN to RN Transition program is a terminal occupational program and credits generally earned in these programs are not applicable to other degrees.

Program Delivery Method

Standard College offers a hybrid method of delivery. Instruction within the program is provided in on-ground and distance education formats.

Instructors use a variety of contemporary teaching approaches or strategies to accomplish program goals and enhance student ability to achieve program outcomes. Examples may include, but are not limited to, case study, problem-based scenarios, computer simulations, web based and distance technologies, and field or community experiences. Instructional methods are conducive to students' capabilities and learning needs. Faculty and program administrators ensure that instructional techniques and delivery strategies are compatible with the program objectives and curricular offerings.

Technology Requirements

In order to participate in the LPN to RN Transition program, students are required to have regular access to a computer with a camera and internet access.

Populi

Standard College's Learning Management System is a web-based software called Populi. Each student has access to a private, confidential, secure Populi account. Students access academic records, course grades, financial payments, messages from faculty, staff, and administration, the signed Enrollment Agreement, among other comprehensive institutional information, in Populi.

Populi works like any other web page. Every page has links or buttons that might perform an action or take one to another page. Students can use the browser's forward, back, and refresh buttons to move among the pages he/she is working on. When a student logs in, Populi will take the student straight to the Home page. Home shows and links to what's going on right now and what's going to happen. Depending on what may be going on, Home can show Alerts, News, Invitations, Events, To-Dos, and Courses.

Populi is designed to keep information secure and confidential. One of the ways it does that is by requiring you to log in with your username and password whenever you use Populi.

When the student is done using Populi, the student should log out. One may log out of Populi by clicking the name in the upper part of the screen and selecting *Log Out* from the drop-down.

Technical requirements: What you need to use Populi

To use Populi, the computer and internet connection must meet minimum requirements. Sometimes people have trouble using it because something on their computers is out of date or their internet connection isn't fast enough. Basically, a computer with a modern web browser and high-speed internet is all that is required.

Broadband Internet

A fast internet connection ensures that you can navigate through Populi quickly and efficiently. If you're out-and-about, a mobile device with a data connection (4G, 5G, or LTE) or your typical coffeeshop wifi connection will usually do the trick.

A modern, updated web browser

Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function, so you may never even need to think about this part. And using a modern web browser won't just benefit your Populi use—it's one of the best things you can do for your overall internet security!

Here are the browsers we recommend for use with Populi. If a browser is *not* listed here, don't use it for Populi! Again, always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. Mac users can't even download it! If you're using Windows 10, they're encouraging you to use Microsoft Edge.

Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you like to tinker with the browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but make sure to whitelist your school's Populi site.

Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case w there). Most computers have the software you need to open these files, but in case yours doesn't, you can consider the following:

- Open Office can open spreadsheets and documents (we use it to generate files for custom page layouts).
- Adobe Acrobat reader handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels.

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 "P" (Pass), "F" (Fail), or "NO" (No opportunity to observe).

Students in the LPN to RN Transition program are also kept apprised of their status in individual coursework and the program as a whole through the online communication portal, POPULI. Each student has secured access to an individual POPULI account. POPULI provides comprehensive information, including graded course work, attendance status, as well as overall GPA in the program.

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 Exercices
- Oral Exercices
- 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/60 week period.

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

Class/Skills Lab Hours	62.5 Semester Credit Hours of Theory/Lab
Clinical Hours	7.5 Semester Credit Hours of Clinical Practicum (352 Clock hours
Total Credit Hours	70 Semester Credit Hours

Course Number	Course	Theory Credits	Lab Credits/ Contact HRS	Clinical Credits/ Contact HRS	Total Credits
center: **LPN TO RN TRANSITION PROGRAM** **Master Curriculum Plan**					
center: **PREREQUISITES COURSES-TRANSFERRED IN TO THE PROGRAM**					
NAS	HEALTH SCIENCES (MICROBIOLOGY/A& I &2)				8
ENG 111	COLLEGE ENGLISH COMPOSITION				3
MTH	COLLEGE MATH				3
PSY 101	GENERAL PSYCHOLOGY				3
	PUBLIC SPEAKING/INTERPERSONAL/COMMUNICATION				3
**TOTAL TRANSFERRED CREDITS**					20
**CLINICAL HOUR AWARDED FOR CLINICAL EXPERIENCE - PN PROGRAM**				150 H.	
center: **STANDARD COLLEGE VALIDATION COURSE**					
	FUNDAMENTALS SKILLS AND CONCEPTS VALIDATION COURSE	2.5	0.5/15		3
center: **TERM I- 16 WEEKS**					
NUR 102	TRANSITIONS IN NURSING	4	1/30		5
HLT 103	PHARMACOLOGY FOR NURSES	3			3
NUR 202	ADULT HEALTH/MEDICAL SURGICAL NURSING I	3	1/30		4
NUR 202C	CLINICAL PRACTICUM I: CHRONICITY			1/56	1
**TOTAL TERM CREDITS / LAB HOURS/CLINICAL CONTACT HOURS**			60	56	13
center: **TERM II- 16 WEEKS**					
NUR 302	ADULT HEALTH/MEDICAL SURGICAL NURSING II	7.5	1/30		8.5
NUR 302C	CLINICAL PRACTICUM II: ACUTE/COMPLEX CARE/COMMUNITY			4/180	4
**TOTAL TERM CREDITS / LAB HOURS/CLINICAL CONTACT HOURS**			30	180	12.5
center: **TERM III -16 WEEKS**					
NUR 203	PSYCHIATRIC/MENTAL HEALTH NURSING	4			4
NUR 203C	CLINICAL PRACTICUM III: MENTAL HEALTH NURSING			1/48	1
NUR 303	MATERNAL-NEWBORN-PEDIATRIC	4.5	1/30		5.5
NUR 400	COMMUNITY-BASED NURSING	3			3
**TOTAL SEMESTER CREDITS / LAB HOURS/CLINICAL CONTACT HOURS**			30	48	13.5
center: **TERM IV – 12 WEEKS**					
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	3.5			3.5
**TOTAL SEMESTER CREDITS / LAB HOURS/CLINICAL CONTACT HOURS**				68	8.0
**IN PROGRAM TOTAL CLINICAL CONTACT HOURS**				352	
**TRANSFER FROM PN PROGRAM CLINICAL HOURS**				150	
**TOTAL PROGRAM CLINICAL CONTACT HOURS**				502	
**IN PROGRAM TOTAL CREDITS**					47
**TOTAL TRANSFER CREDITS**					20
**FUNDAMENTAL SKILLS AND CONCEPTS VALIDATION COURSE CREDITS**					3
**TOTAL PROGRAM CREDITS**					70

Course Descriptions:

NUR 102 Transitions In Nursing Practice
Credits: 4 Theory Credits and 1 lab Credit (30 Lab Contact Hours) = **5 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, 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 Theory Credits = **3 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, A&P I and II, Micro, NUR 101, NUR 102
Pharmacology for Nurses presents an overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. 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. Major considerations include safety, reinforcement of patient teaching, medication administration systems, and variations encountered when administering medications to diverse patient populations across the lifespan. The importance of accurate dosage calculations for safe, quality, patient-centered care is emphasized.

NUR 202 Adult Health/Medical-Surgical Nursing I
Credits: 3 Theory Credits and 1 Lab Credit (30 Lab Contact Hours) = **4 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, A&P I and II, Micro, HLT 103, 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 oncological, hematological, cardiovascular, respiratory, 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 Clinical Credit (56 Clinical Contact hours) = **1 Total credit**

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

This course provides for the acquisition and application of basic adult health nursing in the clinical setting, incorporating communication, collaboration, caring, and clinical reasoning/clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing chronic 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. Students will demonstrate appropriate assessment skills, analyze data, formulate nursing diagnoses, and develop a plan of care in the clinical setting.

NUR 302 Adult Health/Medical-Surgical Nursing II
Credits: 7.5 Theory Credits and 1 Lab Credit (30 Lab Contact Hours) = **8.5 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, 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 related to musculoskeletal, neurological, reproductive, regulatory, endocrine disorders, immune, sensory, integumentary, genitourinary, gastrointestinal, selected complex respiratory and cardiovascular conditions, and emergency care. 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 Clinical credits (180 Clinical Contact hours) = 4 Total credits
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 202C
This course builds on Clinical Practicum I, focusing on concepts of adult health nursing applied to the care of acutely ill patients in the clinical setting incorporating communication, collaboration, caring, and clinical reasoning/clinical judgment necessary for safe, patient-centered nursing care. The clinical practicum 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. Application of knowledge and skills occurs in a variety of clinical settings.

NUR 203 Psychiatric Mental Health Nursing
Credits: 4.0 Theory Credits = **4 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, 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 Clinical credits (48 Clinical Contact hours) = **1 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, A&P I and II, Micro, NUR 101, NUR 102, NUR 202, NUR 203, HLT 103, NUR 302
This course is designed to provide the foundation for entry level competence in mental health nursing across the lifespan in the clinical setting. 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. It 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 303 Maternal-Newborn-Pediatric
Credits: 4.5 Theory Credits and 1 Lab Credit (30 Lab Contact Hours) = **5.5 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, 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. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. The focus is on normal and abnormal pregnancy with the physiologic and psychological changes experienced, care of the normal and abnormal newborn and normal and abnormal growth and development and selected diseases that can occur during childhood. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Principles of nutrition, pharmacology, communication, growth and development and cultural concepts are integrated throughout this course. Application of knowledge and skills occurs in a variety of clinical settings.

NUR 303C Clinical Practicum IV: Maternal-Child Clinical
Credits: 1.5 Clinical credits (68 Clinical Contact hours) = **1.5 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302, NUR 303
This course applies nursing theory to the care of the childbearing and childrearing family in the clinical setting. 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 400 Community-Based Nursing
Credits: 3.0 Theory Credits = **3 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, A&P I and II, Micro, NUR 101, NUR 102, HLT 103, NUR 202, NUR 203, NUR 302, NUR 303
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 Theory Credits = **3 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, 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: 3.5 Theory Credits = **3.5 Total credits**
Prerequisites: Eng. Comp, Intro Psych, Math, Speech/Communication, 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, NUR 303C
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; Heath Promotion and Maintenance; Psychosocial Integrity; Basic Care and Comfort; Pharmacological and parenteral

Academic Progression

Standard College's LPN to RN Transition program 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 term of the program before progressing to the succeeding term. 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 79.5% is encouraged to meet with the Deputy Executive Director-Academic or designee for academic advisement.

1. Students must achieve a final grade of 79.5% or better in each course and "Pass" for each clinical course.
2. Students must maintain a minimum of 90% attendance for each theory and clinical course.
3. Any student scoring less than 79.5% on any nursing course shall be placed on academic probation
4. Any student scoring less than 79.5% on any course for the second time shall be dismissed from the program for academic reasons.
5. Any student scoring less than 79.5% 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 Academic Dishonesty Policy, Professional Behaviors and the Code of Ethics and/or Code of Conduct policies 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 him/her 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 79.5% 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 meet with academic advisor within 10 days of failing the course to discuss an academic plan. A student shall be considered withdrawn from the program if the student fails to meet with an academic advisor within 10 days of failing a course.

Failing a course and waiting for next available course does not meet all the conditions for an Academic/ FSA Approved Leave of Absence. 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)

Academic Warning/Probation/Dismissal

1. A student shall be placed on academic probation after scoring less than 79.5% in any course in the LPN to RN Transition 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 dismissed from the program for scoring less than 79.5% on a second course in the LPN to RN Transition Program.
4. A student may be placed on probation, suspended or dismissed from the program for violation of the Academic Dishonesty Policy, Test-Taking Policy, Professional Behavior, Code of Ethics and/or Code of Conduct.
5. A student who has been dismissed from the program for the **first time** may reapply to the program after 180 days.
6. A student dismissed from the program for the **second time** may reapply after three (3) years.

Violation of the Code of Ethics, Code of Conduct, Academic Dishonesty Policy, Test-Taking Policy, Professional Behavior Policy

In the event a student violates Standard College's Academic Dishonesty Policy, Test-Taking Policy, Professional Behavior Policy, Code of Ethics and/or Code of Conduct, the Admissions, Progression, Graduation (APG) Committee shall determine whether a probationary period shall be allotted to the student. The purpose of a probationary period would be to offer the student the opportunity to improve or correct productivity, attitude, and behavior. The student will meet with the Deputy Executive Director-Academic, Dean of Student Services, or designee to develop the corrective action plan and time frame to improve or correct productivity, attitude, or behavior.

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 Academic Dishonesty Policy, Professional Behavior, Code of Ethics and/or Code of Conduct, 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.

Due Process

The student will be provided with written notification that he/she has been placed on a probationary status, which includes a dismissal, suspension, or probation decision. The notification will cite the actions the student engaged in that violated the Academic Dishonesty Policy, Professional Behavior, Code of Ethics and/or Code of Conduct, or other Standard College policy, which resulted in the probationary decision. The notification will include details of any corrective actions expected, as well as the written procedural steps necessary to appeal the suspension, probation or dismissal decision.

Appeals

Students may appeal a dismissal, suspension, or probation decision. The appeal shall state the reason why the student believes the dismissal, suspension, or probation decision was made in error. The appeal must be in writing and received by the school within 3 business days of the student's receipt of notification of the decision to dismiss, suspend, or be placed on probation. 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 Admissions, Progression, Graduation (APG) committee, which is comprised of the Deputy Executive Director-Academic, Dean for Student Support, Deputy Director, and, when possible, a faculty member. The APG shall review the student's academic record, information offered by the Deputy Executive Director-Academic regarding the grounds for dismissal, any response made by the student, and additional information which the APG may request. The APG will make a final decision in the matter after reviewing the appeal.

Administrative Break

Students who do not score 79.5% in a course are required to retake the course in order to continue in the program. Students are provided with an Administrative Break while waiting for the next available course to begin. Space availability is a factor in determining when a student may re-enter the program. The student must make satisfactory financial arrangements prior to final approval for re-admission. A student who waits more than 45 days to retake a course will be considered an FSA withdrawal. A student failing to return from an Administrative Break within 180 days shall be considered withdrawn from the program.
Information about how a leave of absence impacts the repayment of a student loan can be found in the section: Consequences of an Academic/FSA Leave of Absence or Withdrawal on Repayment of Student Loan.

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. The student repeating a class will not graduate with their original cohort.
4. Courses are offered twice a year; the student may have to wait up to 6 months for the next available course.
5. There shall be a charge for repeating a course. The cost of the course shall be paid prior to re-enrollment.

Re-admission Policy

A student dismissed from the LPN to RN Transition program for the first time may reapply to the program no less than 180 days from the date of dismissal. A student dismissed from the LPN to RN Transition program for the second time may reapply to the program no less than three years 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) The student shall complete a readmission application.

(3) The student shall take a placement test. The passing grade for the placement test is 75%.

(4) If the student does not pass the placement test, the student may complete a Mandatory Audit of a previous course already taken. The student will be required to pass the Mandatory Audited course by achieving a final grade of 79.5% or better, as one condition to be re-admitted to the program. A Mandatory Audit requires the student to attend all classes and complete all assignments and tests in the Course. There will be no charge to audit the Course. After passing the Mandatory Audit Course, the student will be placed in the next available Course the student needs to take in the program.

(5) The student who does not pass the Mandatory Audit course must wait another six months before he/she is eligible to seek re-enrollment in the program.

(6) If the student becomes eligible for re-admission, the student must make satisfactory financial arrangements prior to final approval for re-admission. The student will be placed into the appropriate class on a space available basis.

(7) The student who has been away from the program for more than 5 years must restart the entire program from the beginning. Course credits, lab credits and clinical credits that had been completed by the student will not be considered or counted as credit. This means, the student who had been away from the program for more than 5 years shall reapply to the program by submitting the online application, along with the application fee, and complete the entire application process. If the student is admitted, the student must start from the beginning of the program.

Grading Policy

Students must achieve an over-all grade of 79.50% 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%.

Explanation of Grades

Grade	Interpretation	Numerical Grade	Grade Point Average
A+	Excellent	97% to 100%	4.00
A	Excellent	94% to 96%	4.00
A-	Excellent	90% to 93%	3.75
B+	Good	87% to 89%	3.25
B	Good	84% to 86%	3.00
B-	Average	80% to 83%	2.75
C	Unsatisfactory**	70% to 79%	2.00
D	Unsatisfactory**	60% to 69%	1.00
F	Failing	less than 60%	0.00
P	Pass Clinical Practicum	-	Not Computed
F	Fail Clinical Practicum	-	Not Computed

**Unsatisfactory means the student did not receive a passing grade to progress to the next course.

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)

Clinical Grades

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 "P" for pass, showing that the student provided the skill or "F" for failing to provide the skill.
2. The student must receive a "P" 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 fails in the clinical component, the grade will be recorded as a "F" 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 an "F" unsatisfactory for that course.
7. Student incurring less than 10% absence in clinical course may not lead to a failure 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 in Applied Science Degree in Nursing if the following requirements are met:
1. Satisfactory completion of the program with a grade of "79.5%" or above in all courses and satisfactory clinical evaluations.
2. Successfully completes designated Standardized Comprehensive Exams at the established benchmark stated in the Integrated Nursing Concepts Course Syllabus.
3. Returns all school property and meets all financial obligations to the college.
4. Meets all requirements for program completion 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 Deputy Executive Director-Academic 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

Recognition of Academic Achievement

Honor Role

Students with a cumulative GPA of 3.5 or higher shall graduate with honors.

Valedictorian

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

OTHER ACADEMIC POLICIES

Attendance Policy

Standard College's nursing programs are intensive. Academic engagement requires a commitment to class preparation and attendance to ensure a successful learning experience. Students are expected to be present at all classes and clinical practicum at the times indicated on the schedule. The attendance policy is designed to assure that students have the most effective opportunity to gain command of course concepts and materials to successfully pass all courses. Students at Standard College are expected to attend a minimum of 90% of the total class hours for each course.

All absences are recorded and made a part of the student's permanent record. The instructor will take attendance electronically each day, and students may track their attendance on Populi. 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.

Standard College's Practical Nursing is a clock-hour program. Each clock hour in the Practical Nursing program consists of 50 to 60-minutes of class, lecture, or recitation in a 60-minute period. Standard College's LPN to RN Program is a semester-based credit program.

Attendance Process

1. Student attendance is recorded daily in Populi by the Instructor.
2. Students are marked P, A, T, or EA, representing Present, Absent, Tardy, or Excused Absence, respectively.
3. Students may receive an Excused Absence for a scheduled class they missed, based on the following criteria:

    a. An Excused Absences will only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program.
    b. The student will be required to provide the Instructor with documentation justifying the absence.
    c. The number of Excused Absences may not exceed 10% of the hours in the course.
    d. Students may receive an Excused Absence only for a day that is followed by some regular class attendance.
    e. Students do not have to make up the class in order to receive an Excused Absence.
    f. With documentation, the Excused Absence will not impact the student's grade.
    g. Without documentation, the Absence will negatively impact a student's grade.

4. Instructors will change an A (Absent) to an EA (Excused Absence) in Populi, when the student provides the school with acceptable documentation for the missed class.
5. Students who are absent for an additional (1) one class beyond the Excused Absences may be eligible to make-up the class.

a. In order to be eligible to make-up a class, the student must (1) provide the school with documentation justifying the absence, and (2) meet with an administrator to discuss the excessive absences.
   b. The administrator will determine whether the student is eligible for a make-up class.
   c. Students engaging in a make-up class must participate on the date determined by the school to be the make-up day.
   d. One make-up day consists of watching the recorded lecture for the day the student was absent, writing a one page summary of the lecture, and providing the written summary to the instructor and administration.
   e. The student's attendance in the make-up period will be documented. The student will sign- in and sign- out at the beginning and end of the make-up period.
   f. The school will document that an academic activity will be provided by the instructor during the make-up period.
6. Instructors will change an Absence to a Present in Populi after the student successfully completes the make-up day.

Number of Permissible Absences in the Practical Nursing Program:

Class	Number of Permissible Absences
Anatomy & Physiology	2
Foundations	5
Pharmacology	2
Adult Health Medical-Surgical	4
Mental Health	1
Maternal-Newborn-Pediatric	1
Pediatric Nursing Skills	1
Integrated Nursing Concepts	3

Subject to the discretion of the school, students may be entitled to receive additional make-up days upon demonstrating that extenuating circumstances prevented them from attending class. Extenuating circumstances are ordinarily considered to be a result of a death in the family or a hospitalization. Students may not miss more than 70% of the class, under any circumstances. Students are not eligible for the extenuating circumstances exception for more than one course in the program.

Excused Absence Process

To receive an Excused Absence for a class that was missed, a student must follow this process.

1. Student are required to notify the instructor in advance, before the scheduled start of class, that they will not be in class.
2. In the event the student could not provide the information in advance, the student will notify the instructor as soon as possible, but no more than one day after the missed class, depending on the circumstances.
3. Student should refer to the course syllabus for the communication method set by the instructor to communicate this information to them.

4. Student will provide the instructor with documentation justifying the absence. Justifiable grounds for an absence consist of a death, illness, grave personal circumstance, religious observance, or a compelling verifiable circumstance beyond the control of the student.
5. The number of Excused Absences may not exceed 10% of the total hours in the course.
6. With documentation, the instructor will mark the missed class as an Excused Absence and the student's grade will not be impacted.
7. Without documentation, the instructor will mark the missed class as an Absence and the student's grade will be impacted.

Withdrawal from the Program

Student will be subject to an immediate withdrawal-failure from the program if they fall into one of the following categories:

- After receiving the full amount of permissible Excused Absences in the course, the student misses an additional class, and the student fails to provide acceptable documentation for the additional absence, or
- The student missed two or more classes after receiving the maximum number of permissible Excused Absences, or
- The student misses (7) seven or more consecutive days of class without providing notice to the school.

Last Date of Attendance

The student's last day of attendance is the last day the student had engaged in an academically related activity.

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 three (3) tardy shall be considered equivalent to one (1) absence.

Clinical attendance

Clinical attendance is a mandatory component of the Practical Nursing program and the LPN to RN Transition program. A student must inform the instructor at least one hour before the clinical start time if he/she is running late or will be absent by notifying the clinical instructor, as well as by email to Dr. Joy Nosegbe. A student arriving more than 30 minutes late for clinical shall be dismissed for the shift and marked absent. In the event of illness or emergencies, a student MUST notify the clinical instructor at least one (1) hour before the expected clinical start time.

A clinical absence will only be excused upon the student demonstrating that an illness or emergency prevented him/her from attending the clinical rotation. The student must provide documentation to the school or the clinical instructor explaining the emergency reason for the absence.

If a student misses clinical rotation hour due to an illness or emergency, 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, evenings, or nights.

If a student fails to attend clinical without an acceptable reason or does not notify the instructor timely, as specified above, that student shall be placed on academic probation. Student incurring more than two academic probations may be dismissed from the program.

For more detailed information on the Practical Nursing Clinical Attendance, see the Practical Nursing Clinical Attendance policy in the Practical Nursing section.

<u>**Academic Dishonesty Policy**</u>

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 is a true and honest representation of the individual student's productive effort. Therefore, the faculty of Standard College reminds 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 College shall take disciplinary action, ranging from receiving an automatic "0" on the test to failing the course and/or suspension or expulsion from the program, of any student engaging in an academic dishonest act. Academic dishonesty includes but is not limited to the following:

1. You must take the test on your own.
2. You must not accept assistance or help in any form during the duration of the test.
3. You must not use books or course materials while taking the test.
4. You must not take the test in a room or a location with other Standard College student/s or alumni.
5. You must take the test on a device (ie, iphone, computer or laptop) that contains a camera.
6. You must NOT take pictures of the test questions.
7. You must NOT share test questions or answers with another student/s.
8. You must NOT write down the test questions.
9. You may not look at another student's test paper or scantron during an exam.
10. You may not show your test paper or scantron to another student during an exam.
11. You may not hand your test paper or scantron to another student during an exam.
12. You may not take the test paper or scantron out of the room during an exam
13. You may not request information and/or receiving information on the contents of ATI Exams, HESI Exams, Kaplan Exams, and/or the Classroom Exams.
14. You may not take images of any Exams administered at the school and/or unauthorized resources.
15. You may not disclose exam content during or after the test.

16. You may not remove test material from the exam room without permission.
17. You may not copy any material from another student, or from another source such as the Internet.
18. You may not have any unauthorized devise on your person during any exam and/or while an exam is being reviewed.
19. You may not have any unauthorized devise on your person during remediation after an exam on campus.
20. You may not photograph or take an image of any sort of exam questions, school resources, and/or remediation material.
21. You may not attempt to alter test results.
22. You may not sell, give away, or furnish in any form, any questions or answers to any exam scheduled to be given to any nursing course and/or unauthorized resources.
23. You must alert the faculty of knowledge of academic dishonesty activities.

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

<div align="center">**Standard College Test-Taking Policy**</div>

Standard College is committed to maintaining the highest level of academic integrity during the administration of online tests. Whether on-campus or online, students are responsible for demonstrating behavior that is honest and ethical in all areas of their academic work, including on exams, tests, and completing assignments. These are some requirements of students with regards to academic integrity:

1. You must take the test on your own.
2. You must not accept assistance or help in any form during the duration of the test.
3. You must not provide assistance or help in any form during the duration of the test.
4. You must not ask for assistance or help in any form during the duration of the test.
5. You must not disclose the exam content during or after the test.
6. You must not remove test materials from the exam room without permission.
7. You must not copy any material from another student, or from another source such as the Internet.
8. Cellphone and other electronic communication devices, such as a smart watch, is prohibited during the test.
9. Texting during the exam is prohibited.
10. Talking on a telephone is prohibited.
11. Printing the exam is prohibited.
12. You must not use or have access to electronic resources, books, or course materials while taking the test.
13. You must not take the test in a room or a location with other Standard College student/s or alumni.
14. You must take the test on a computer or laptop that contains a camera.
15. You must NOT cover the camera on the computer of laptop.
16. You must NOT take pictures of the test questions.
17. You must NOT share test questions or answers with another student/s.
18. You must NOT write down the test questions.

19. You are responsible for knowing who is in the room or location with you.
20. You will be held accountable for having someone present with you in the room with the express aim of helping you when you are testing.
21. You must be monitored by camera during the test-taking time.
22. You must be proctored for the duration of the test.
23. You must not engage in any other activities that will dishonestly improve your results or dishonestly improve or hurt the results of others.
24. You must not engage in any conduct that violates Standard College's policies and procedures.

The word 'test' in this document refers to a quiz, test, or exam.

In the event the school finds that a student has not complied with these rules, there will be immediate consequences, ranging from receiving an automatic "0" on the test to failing the course and/or suspension or expulsion from the program.

Test Taking Requirements

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 outside of the test-taking room. CELL PHONES, SMART WATCHES, FOOD AND DRINK, AND PERSONAL ITEMS 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. Students must arrive on time to take the test. There will be NO additional time given to students who arrive late. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Students may not take pictures, record or write down the test questions. 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. Fraudulent or unethical testing behavior will not be tolerated.

Grounds for Dismissal or Cancellation of Exam Results

Fair assessment of student work is a critical factor in creating an optimal learning environment. Monitoring academic integrity during exams is based on (1) giving all students an equal opportunity to demonstrate their abilities, and (2) preventing any student from gaining an unfair advantage over others. A student who violates school policies, engages in irregular behavior or misconduct, and/or does not follow the instructors warning to discontinue inappropriate behavior may receive a zero on his/her test and be subject to other disciplinary action, including failing the class or suspension from the program. Standard College reserves the right to recall an exam grade if it appears that the entire test wasn't taken solely by the student, that there was pre-knowledge of test questions or answers, or if the school suspects the exam was compromised.

Behaviors that constitute suspicious behavior include but are not limited to:

- Giving or receiving assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Examples of aids that are prohibited are electronic devices such as cell/mobile/smart phones, tablets, smart watches, etc.
- Attempting to take the examination for someone else.

- Failing to follow testing regulations or the instructions of the test administrator.
- Creating a disturbance of any kind.
- Unconventional behavior of the test-takers in answering questions.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

In addition, a statistical anomaly in a test score may result in the school recalling the exam grade. A statistical anomaly refers to a deviation of an individual test score from the student's test-taking history. The school reserves the right to invalidate an exam result when, in conjunction with suspicious behavior, there is the existence of a statistical anomaly in the student test score.

Missed Exams/Quizzes

All make-up quizzes/exams may have up to twelve (12) points or percentage points automatically deducted from the test score. It is the student's responsibility to inform the instructor if he/she will be absent for a quiz/exam. It is the student's responsibility to make arrangements by the next scheduled class to take the make-up quiz/exam. Availability for a make-up class is dependent on the instructor's schedule. If the make-up is not taken on the scheduled make-up day, the student will receive a zero (0) for the quiz/exam score. Make-up quizzes/exams 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. Individual faculty maintains final determination in situations related to missed exams and quizzes.

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 students 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, students 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, students will be given a printed copy of their report to review; <u>students shall return the report to the receptionist after reviewing it</u>. <u>Students are not allowed to take any image of the report.</u> Taking an 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 an image of the report in any form and/or discussing the report with another student violates the academic dishonesty policy.

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STANDARD COLLEGE REMOTE PROCTORING POLICY

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To ensure the academic integrity of online exams, Standard College has implemented Proctorio Remote Proctoring. Proctorio is a remote proctoring platform that allows students to test securely from any location. A proctored exam is an exam that is supervised by a person or service for the purposes of ensuring the identity of the test taker and the integrity of the test taking environment. Proctorio allows Standard College to maintain the academic integrity of online exams in the nursing education programs.

What is Proctorio?
Proctorio is a remote proctoring tool that helps maintain the academic integrity of online exams. It allows the school to choose settings that manage how an exam is proctored. Those settings include recording you and the environment you are in via your webcam, recording your web browsing during an exam, locking down your web browser, and disabling printing.

Why are we using Proctorio?
Proctorio is an easy-to-use system that operates within your Chrome web browser, allowing students to take an exam or exam anywhere, at any time, while still being proctored without having to commute to the campus.

How does Proctorio work?
Proctorio uses the Google Chrome browser and the Proctorio extension for Chrome to communicate with your computer only during an exam. Proctorio can capture your movements, and when you complete the exam, it can send video and other data to the instructor for review. If there is student activity that the instructor chose not to allow during the exam, Proctorio can flag that activity. It is then up to the instructor to review video, audio, and/or other data before deciding if any action is warranted.
During an exam, there's really nothing you have to do; just take the exam normally. The exception is if your instructor requires you to show a valid ID prior to beginning the exam. In that

case, you will hold it up in front of the webcam.

Does a student need to download anything to use Proctorio?
All that is needed is the Proctorio extension on Google Chrome. A student will need to have a webcam and access to a microphone in order to use Proctorio. Learn more about minimum system requirements at https://proctorio.com/support#minReq.

Does Proctorio require an ID card?
A student will need to have their ID card handy in order to confirm identity before beginning a proctored exam or exam. Students may use their school ID to confirm identity.

How can I prepare for a test using Proctorio?
If you do not have the Chrome browser you will need to download and install Chrome. You must use a computer or laptop (Windows or Mac) with a working webcam and microphone. Currently, Proctorio does not work with mobile devices.
You will also need to install the Proctorio extension for Chrome.

Find a quiet, comfortable, private room or area to take your exam. When beginning the exam with Proctorio, the first screen students see is an instructions page. This is for full transparency. It details all the information being collected during the exam and what has been restricted based on the settings the instructor has selected. Make sure to read this page.
Proctorio will go through pre-checks to make sure your computer is ready. If your Desktop does not pass the System Diagnostics Test, click the Re-test button, then select your screen so the Share button is enabled and you can click it. It might not be enabled by default. View a video showing how to select the screen first before clicking Share at
https://www.youtube.com/watch?v=qiDpkCzYAeY&feature=youtu.be

Does Proctorio compromise the security of my computer?
Proctorio does not access any content on students' computers, especially not any of their passwords, files, or data. The Chrome browser extension that students must install only runs when a Proctorio exam is running, and once the exam ends, the tool immediately stops. The extension is a small program that does not modify your computer; it only modifies the Chrome browser during the exam.

If my exam is recorded, who sees my data?
Recording is available only to the instructor and authorized college officials. Proctorio cannot view the recordings. Proctorio also uses "double-encryption" technology to maintain the integrity of student data from the recordings.

What about privacy?
Proctorio adheres to all student privacy rights in accordance with FERPA. Additionally, there are no human proctors who monitor students while they are taking an exam. Here are a few other links that should be helpful:
• Proctorio Privacy and Cookies information can be found at
https://proctorio.com/about/privacy
• Proctorio Data Protections information can be found at
https://proctorio.com/about/privacy

<div align="center">**Late Assignments**</div>

If any student is unable to meet the due date for a paper or assignment, it is the student's responsibility to notify the instructor. **Faculty members retain the option of not accepting late papers or assignment or may deduct points for late work. Individual faculty maintain final determination in situations related to late assignment.**

<div align="center">**Auditing A Course**</div>

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. The student 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 audit 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 the Official Transcript.

<div align="center">**Recording Policies**</div>

Classroom

Students must first secure the permission of the course instructor before recording the class lecture in either audio or visual format.

Clinical Site

Students may not make a recording at the clinical site, under any circumstances, in any format.

Campus

Other than a recording of the class lecture, students may not make an audio or visual recording on campus.

- Students may not make an audio or visual recording in the cafeteria, library, bathroom, or skills lab.
- Students may not make an audio or visual recording when meeting with administrators.
- Students may not make an audio or visual recording when meeting with administrators during a fact-finding investigation or other disciplinary proceeding.

Photography Policy

Students may not photograph a student, staff, or instructor without first securing his/her permission.

Student Conduct, Privileges, 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.

Students Rights, Privileges, and Responsibilities

1. The submission of an Application for Admission to Standard College of Nursing represents a voluntary decision on the students' 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, respect the policies of the local community, 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. Students must 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 Conduct

1. Students will come to class on time and remain for the entire class session.
2. 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, pajamas, 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 Deputy Executive Director-Academic or the Dean of Standard College. The Dean and/or Deputy Executive Director-Academic 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, which includes spreading gossip, bullying, ostracizing or otherwise making other students or staff feel intimidated, inadequate or unwelcome; yelling, calling names, belittling, or causing physical harm; or not holding yourself accountable for mistakes.
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, including the Academic Dishonesty Policy, Professional Behavior, Code of Ethics and/or Code of Conduct policies.
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 Deputy Executive Director-Academic.
12. Cheating or plagiarism of any kind is subject to immediate dismissal.
13. Students must maintain established academic standards, i.e. 79.5% 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. Photographing a student without securing his/her permission.
20. Negative statements about another student, faculty, staff, or administration member
21. Insubordination to a faculty, staff, or administration member.
22. Behavior unfitting of a student as defined by the student handbook.
23. Incurring more than the allotted number of probationary periods.

In the event that an allegation of misconduct is brought to the school's attention, the Deputy Executive Director-Academic, the Deputy Director, or the Dean of Standard College will conduct an inquiry into the facts. If the Dean and/or Deputy Executive Director-Academic has determined that disciplinary action is necessary, the student will be informed in writing with (1) a description of his/her conduct, (2) the related policy the conduct violated, (3) the disciplinary action to be imposed as a result of the conduct, and (4) the process to appeal the disciplinary action decision. The disciplinary action may consist of a warning, a suspension from the program, a dismissal from the program, or being placed on probationary status.

Appeals

Students wishing to appeal a disciplinary action decision may request a meeting with the Deputy Executive Director-Academic or designee. Such request must be in writing and must be received by the Deputy Executive Director-Academic within 3 business days of the student receipt of notification of a disciplinary action decision. Failure to file a written request within the specified time will constitute a waiver of the right for an appeal.

The student appeal shall be reviewed by a committee comprised of the Deputy Executive Director-Academic, Dean of Student Services, Deputy Director, and a faculty member not involved in the matter. The committee may reverse, modify, or affirm the disciplinary action decision. The committee's decision, however, will constitute a final decision 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, the student may bring his/her concern to the attention to the Deputy Executive Director-Academic, Dean of Student Services, Deputy Director.

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 Services.

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 Deputy Executive Director-Academic and/or the Deputy Executive Director-Administration at which time the written grievance shall be presented to them.

Step 3

The Deputy Executive Director-Academic and/or the Deputy Executive Director-Administration 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, which can include a final disciplinary action decision, the student may contact:

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

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

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building, 9th Floor
101 North 14th Street
Richmond, VA 23219
Phone: (804) 225-2600
Fax: (804) 225-2604

Students may contact SCHEV's council staff as a last resort if the school does not resolve the complaint to the student's satisfaction.

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Retaliation Policy

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The student will not be subject to unfair treatment or adverse action by any school official as a result of initiating a complaint proceeding. Any form of retaliation against students or employees for bringing a grievance or contacting an external agency will not be tolerated by Standard College.

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 not 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.

Parking

Students must park in the back parking lot at the campus. After 5:00 pm, students may only enter the building with the use of an access card.

Cell Phone Policy

Cell phone use, of any kind, is prohibited in the classroom. Cell phone use is permitted at lunch and/or break out of the classroom. CELL PHONES AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED IN THE CLASSROOM DURING EXAMS OR WHILE THE EXAM IS BEING REVIEWED.
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 stating 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 class lecture is casual. T-shirts with slogans, tube tops, short skirts/dresses, shorts, or pajamas 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 Deputy Executive Director-Academic 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.

Drug-Free/Alcohol-Free/Smoke-Free/Tobacco-Free Policy

To promote good health, reduce health risks, and maintain a safe and healthy environment, Standard College enforces a drug-free, alcohol-free, smoke-free, and tobacco-free campus. For purposes of this policy, tobacco products include cigarettes, cigars, e-cigarettes, pipes, smokeless tobacco, or other tobacco products.
Standard College's policy prohibits smoking, tobacco use, alcohol use, and the use of illicit drugs, such as marijuana, ("prohibited products") at all times on campus and at all clinical sites. This includes the school building, the classrooms, the laboratories, the lounges, the hallways, the restrooms, and the school parking lot, as well as at all clinical sites, and on or near the clinical site parking area.
In support of Standard College's interest to provide a healthy environment for students, faculty, and staff at Standard College, as well as patients and administrators at the clinical sites, students may not have the smell of smoke or tobacco products, alcohol, or any illicit drug, including marijuana, on their person when attending Standard College and/or engaged at a clinical site. The purpose of this policy is to guarantee the right of all to breathe smoke-free air, and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke or use one of the prohibited products. Students violating the drug-free, alcohol-free, smoke-free, tobacco-free policy at school or at a clinical site may be subject to disciplinary action, including termination from the program.

Transcripts and Records

The student may request official transcripts and other progress report in writing to the Deputy Executive Director-Academic. 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 Consumer Information Policy

Standard College provides access to a comprehensive range of information students need to be an informed consumer of a Standard College education. The consumer information provided is in compliance with federal regulations, including the U.S. Higher Education Act of 1965, as amended, which require universities participating in federally funded financial aid

programs to make certain information about the institution available to current and prospective students and other interested parties. Standard College provides a notice to students on an annual basis with a brief description of the required consumer information disclosures, and how students may obtain full disclosure to the information from a variety of sources. Because of the nature of federal, state, and institutional guidelines affecting financial aid programs, the information contained is subject to change.

Student Consumer Information Notice

All institutions that participate in the federal aid programs are required to notify enrolled students regarding consumer information that is available to them. This notice is intended to outline consumer information that you have the right to request and review. The following information is available online or hard copy as noted in each section. Additionally, you have the right to request this information in writing by contacting the Registrar Office during regular business hours. This notice includes the following information topics:

1. Basic financial aid information
2. General information about the school
3. Availability of employees for information dissemination
4. The school's retention rate
5. Drug and alcohol abuse prevention information
6. The school's graduation rate.
7. The placement of, and types of employment obtained by, graduates of the school's degree or certificate programs
8. Cleary (Campus Security) Act/ Annual Fire Safety Report 9. Family Educational Rights and Privacy Act (FERPA)

The above information is available in:
- The Student Consumer Information Guide – Download from
- www.standardcollege.edu/consumer/ or per request to Standard Healthcare Services, Inc. College of Nursing, Registrar Office.
- Student Consumer Information Website - www.standardcollege.edu/consumer/
- Student's Current Catalog/Handbook - www.standardcollege.edu/handbook or per request to Standard Healthcare Services, Inc. College of Nursing, Registrar Office.
- Campus Safety Report- www.standardcollege.edu/campus-safety or per request to Standard Healthcare Services, Inc. College of Nursing, Registrar Office.
- Financial Aid Policy Handbook - www.standardcollege.edu/financial-aid/policy-handbook or per request to Standard Healthcare Services, Inc. College of Nursing, Registrar Office.
- Faculty Handbook - per request to Standard Healthcare Services, Inc. College of Nursing, Registrar Office.

<center>**Student Privacy & Confidentiality**</center>

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

Standard College includes its directory information public notice, as required by § 99.37 of the regulations.

When Disclosure Is Permitted Without Prior Consent Of The Student

FERPA permits the disclosure of personally identifiable information (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))

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

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
7600 Leesburg Pike, Suite 200 East
Falls Church, VA 22043

Campus Security and Safety

Clery Act Policy Statement

To maintain a safe and secure environment for its faculty, students, employees, and visitors, Standard College complies with the provisions of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," (Clery Act) as amended. The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. As required by the regulations, Standard College collects selected crime statistics and disseminates a public annual security report (ASR) to employees and students every October 1st. All current students and employees will be notified of the report's availability through email announcements, in student, faculty, and staff orientations. The ASR will also be posted on Standard College's website. The ASR report will be available in printed and electronic format. The statistics include campus crime for the preceding 3 calendar years, with information collected from the Falls Church City Police Department. The ASR also includes policy statements regarding (but not limited to) Crime Reporting Geography, Timely Warnings and Emergency Notifications, Victims' Rights, Options, and Resources, Prevention Education, Student and Employee Rights, and Disciplinary Proceedings.

Standard College includes four distinct categories of crime in the ASR crime data:

Criminal Offenses

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Hate Crimes (any of the above-mentioned offenses, and any incidents of)

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

VAWA Offenses

- Domestic violence
- Dating violence
- Stalking

Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug abuse violations

Liquor law violations

Crime Reporting Geography and Availability

Clery Act crime reporting is not strictly limited to events that occur on campus or within campus buildings and residences. Institutions must include statistics for crime that occur in any of these geographic areas:

- On-campus (anywhere)
- On-campus student housing
- Public property within campus bounds
- Public property immediately adjacent to the campus
- Non-campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the institution

Standard College includes Timely Warnings and Emergency Notifications in the ASR

Timely Warnings and Emergency Notifications

When a crime covered by the Clery Act occurs, campus officials evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all employees and students. This is determined by one (or more) Standard College official(s) who has been pre-identified in the Annual Safety Report.

In the event of an immediate, significant danger to the health or safety campus community (e.g. weather, disease outbreak), campus officials may issue an emergency notification. This notification can include the entire campus or be limited to a specific area deemed to be at risk. The 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. The school also has emergency response and evacuation procedures in place specific to its on-campus facilities.

Standard College includes information about Victims' Rights, Options, and Resources in the ASR

Victims' Rights, Options, and Resources

Victims of sexual assault, domestic violence, dating violence, and stalking have specific rights, options, and resources guaranteed to them by the Clery Act.

Prevention Education

As required by the regulations, Standard College provides students and employees, on an introductory and ongoing basis, prevention and awareness programs on the crimes covered above. These programs include material on bystander intervention and risk reduction aimed at recognizing the warning signs of these crimes.

Student and Employee Rights

Standard College provides victims of the crimes covered above with a written explanation of their rights. These rights include the option for a relocation/change of housing, transportation, or academic course assignment. They also include access to counseling services, legal services, and law enforcement notification.

Disciplinary Proceedings

All disciplinary proceedings at Standard College are conducted by trained parties at the institution. The proceedings are prompt, fair, and impartial, and confer certain procedural rights to both the accuser and the accused.

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 Station	703-556-7750
Fairfax County Police Non-Emergency	(703) 691-2131 OR 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.

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.

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 workplace

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 have 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.

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.

Title IX Coordinator

The law requires Standard College to have a Title IX Coordinator to oversee, monitor, and assist students with claims of sexual harassment. The Title IX Coordinator also keeps tracks of reports and complaints and provides training to the campus community about handling sexual discrimination matters.

Standard College encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident to the Title IX Coordinator. Students may first speak with a faculty member about the incident, who will then notify the Title IX Coordinator. A meeting will be set up within 3 business days between the Title IX Coordinator and the complainant to discuss the incident. The Title IX Coordinator will determine, based on the circumstances, whether or not the facts presented require a formal investigation.

Students will be provided with a written explanation of the student's or employee's rights and options, about help they may receive, and the policies and procedures Standard College follows upon receiving a complaint.

A student may also choose to make a report to law enforcement. A student may pursue either or both of these options at the same time. A student who wishes to pursue criminal action in addition to, or instead of, making a report under these procedures should contact law enforcement directly:

- 911 (for emergencies in Virginia)
- Fairfax County Police (703-691-2131) (for non-emergencies)
- City of Fairfax Police (703-385-7924) (for non-emergencies)
- Manassas Police (703-257-8000) (for non-emergencies)
- Arlington County Police (703-558-2222) (for non-emergencies)

A student may also make an official report by emailing Standard College's Title IX Coordinator. To file a report, please contact:

Heather Ettus, Title IX Coordinator
Standard HealthCare Services College of Nursing
By Email to: hettus@standardcollege.edu
By Phone at: 703-891-1787
By Mail to 7600 Leesburg Pike, Suite 200 East
Falls Church, VA 22043

Non-Retaliation Policy

The federal civil rights laws prohibit the school from retaliating against an individual who files a complaint or participates in any manner in a Title IX proceeding. Standard College will not retaliate in any manner against any individual involved in a Title IX proceeding.

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.

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Clinical Lab And Skills Lab Safety Policy

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Introduction

It is the intent of 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 sharp's 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 Deputy Executive Director-Academic 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 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.

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.

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, sleeps deprivation or stress.

The following behaviors are considered:

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 Deputy Executive Director-Academic for disciplinary action. The Deputy Executive Director-Academic 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 Deputy Executive Director-Academic 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 Deputy Executive Director-Academic.
    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 Deputy Executive Director-Academic 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 Deputy Executive Director-Academic. 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 towelette 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 Deputy Executive Director-Academic 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 Deputy Executive Director-Academic 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 Deputy Executive Director-Academic
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 Deputy Executive Director-Academic

Skills Learning Lab

Summary of actions to be taken when an exposure incident occurs:
1. Report incident to the instructor and the Deputy Executive Director-Academic.
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)/ Deputy Executive Director-Academic
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.

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.

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.

Drug and Alcohol policy

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

As part of its drug prevention program for students and employees, Standard College annually distributes in writing to each student and employee the following information contained in this publication:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Standard College property or as part of any of its activities.
- A clear statement of the disciplinary sanctions that Standard College will impose on students and employees who violate the standards of conduct.
- A description of applicable local, state, and federal legal sanctions pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol.
- A description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of available drug and alcohol counseling, treatment, rehabilitation, and re-entry programs.

Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by employees and students on Standard College property or as part of any Standard College activity IS PROHIBITED. Standard College also prohibits employee impairment on the job due to the use of alcohol or drugs.

Disciplinary Sanctions

Standard College will impose disciplinary sanctions on students and employees who violate the standard of conduct. The sanctions include referral for criminal prosecution, consistent with local, State, and Federal law. The disciplinary sanctions that may be imposed on students include probation, suspension, and termination from the nursing program. The disciplinary sanctions that may be imposed on employees include verbal counseling, written counseling, probation, suspension, and involuntary termination. For both students and employees, disciplinary action shall be determined on a case-by-case basis. Mitigating circumstances that may be considered in determining the appropriate discipline include whether the employee or student voluntarily admits to, and seeks assistance for, an alcohol or other drug problem. When a student or employee is charged with a violation of law, it is the practice of Standard College to initiate its own disciplinary proceedings without awaiting court action.

State And Federal Legal Sanctions Concerning Drugs And Alcohol

Virginia Alcohol Penalties

ALCOHOL

Virginia's Alcohol Beverage Control Act contains a variety of provisions governing the possession, use and consumption of alcoholic beverages. The Act applies to all students and employees of this institution. The pertinent Virginia laws, and sanctions for violations, are summarized below:

- It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
- It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both.
- It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
- It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

For the full schedules, see Virginia Code Annotated at § 54.1-3446.

Virginia Drug Penalties

For Virginia schedules, see Virginia Code Annotated at 54.1-3446.

First Offense

Manufacturing, selling, distributing, giving or possessing with the intent to manufacture, sell, give or distribute (Va. Code Ann. at 18.2-248 and 18.2-11):

Schedule I and II drugs and transporting into Virginia one or more ounces of cocaine and five or more pounds of marijuana with intent to sell or distribute: not less than five years nor more than 40 years; fine not more than $500,000.

Schedule III, IV or V drugs: not more than 12 months; fine not more than $2,500.

Trafficking in the following amounts is punishable by imprisonment of 20 years to life and a fine of not more than $1 million:

- Heroin: 100 kilograms or more
- Cocaine: 500 kilograms or more
- Cocaine base: 1.5 kilograms or more

Simple possession of a controlled substance is punishable as follows:

* Marijuana: a misdemeanor; not more than 30 days; fine of not more than $500. (Va. Code Ann. at 18.2-250.1)
* Schedule I or II drug: not less than one year nor more than 10 years; or, in some cases, up to 12 months and fine of $2,500.
* Schedule III drug: not more than 12 months; fine not more than $2,500.
* Schedule IV drug: not more than six months; fine not more than $1,000.
* Schedule V drug: fine not more than $500.
* Schedule VI drug: fine not more than $250 (Va. Code Ann. at 18.2-250.1, 18.2-11, and 18.2-10).

Penalties for the sale, gift, distribution or possession with intent to sell, give or distribute marijuana (Va. Code 18.2-248.1):

* Not more than one half ounce of marijuana: not more than 12 months, fine of not more than $2,500.
* More than one half ounce of marijuana but not more than 5 pounds of marijuana: up to 10 years, fine of not more than $2,500.
* More than five pounds of marijuana, not less than five years, nor more than 30 years.
* Manufacturing marijuana: not less than five years nor more than 30 years, fine not to exceed $10,000.

Other Penalties, Second And Later Offenses

Sale of drugs on or near school property (including universities), state hospital grounds, a public recreation or community center, or any public library is a felony punishable by a mandatory

sentence of not less than one year nor more than five years; fine of not more than $100,000 (Va. Code Ann. at 18.2- 255.2).

Forfeiture of driver's license may also occur as a result of drug violations. (Va. Code Ann. at 18.2-259.1). For penalties for sale of drugs to someone under age 18 who is at least three years younger than the seller, see Va. Code Ann. at 18.2-255. Enhanced penalties also apply to subsequent offenses

Federal Alcohol And Drug Penalties

Federal law prohibits the unlawful manufacturing, distribution, use, and possession of controlled substances.

Penalties depend on various factors, including the type and amount of the drug involved, and whether there is intent to distribute. Penalties under federal law range from less than one year to life imprisonment and/or $1,000 to $4 million fines for first offenses. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance, and forfeiture of Federal benefits, including student loans. A drug conviction may also result in future denial of professional licenses.

Controlled Substances Schedules

Schedule I: The drug or other substance has a high potential for abuse. The drug or other substance has no currently accepted medical use in treatment in the United States. There is a lack of accepted safety for use of the drug or other substance under medical supervision. Some Schedule I substances are heroin, LSD, marijuana, GHB, MDMA (Ecstasy), and methaqualone.

Schedule II: The drug or other substance has a high potential for abuse. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions. Abuse of the drug or other substance may lead to severe psychological or physical dependence. Schedule II substances include morphine, PCP, cocaine, methadone, Ritalin, and methamphetamine.

Schedule III: The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, Ketamine, and some barbiturates are Schedule III substances.

Schedule IV: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III. Included in Schedule IV are Darvon, Talwin, Equanil, Valium, Rohypnol, and Xanax.

Schedule V: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV. Over the-counter cough medicines with codeine are classified in Schedule V.

Penalties

The law prescribes ranges of permissible penalties upon conviction. As required by the Federal Safe and Drug-Free Communities and Schools Act of 1994, the pertinent state laws, including sanctions for their violation, are summarized below:

* Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to $2,500, either or both.
* Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both.
* Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and fine up to $1,000, either or both.
* Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $500.
* Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to $500,000. Upon conviction, the violator must be imprisoned for not less than five years, but may suffer life imprisonment, and a fine up to $500,000.
* Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act or an imitation controlled substance which imitates a controlled substance classified in Schedule III, IV, or V, except for an anabolic steroid classified in Schedule III constituting a violation of Virginia Code ¤18.2-248.5, with the intent to sell or otherwise distribute, upon conviction exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.
* Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to $500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and fine up to $2,500, either or both.
* Possession of less than one-half ounce of marijuana with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or court trying the case without jury, confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.
* Notwithstanding the aforesaid provisions, Rohypnol shall be deemed to be listed on Schedule I for the purposes of penalties for violations of the Drug Control Act. Any person

knowingly manufacturing, selling, giving, distributing, or possessing Rohypnol shall be punished under the penalties prescribed for other Schedule I controlled substances.

Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances") [Controlled Substances Act, 21 U.S.C. §§841, 843(b), 844, 846, 859, 860, 861, 862]. The law sets the following sentences for first-time offenders:

* A minimum of ten years without parole (twenty years if death or serious bodily injury results) and a maximum of life imprisonment, a fine not to exceed the greater of $10,000,000 or other applicable penalties, or both, for the knowing or intentional manufacture, distribution, or possession with intent to manufacture or distribute, of large amounts of heroin (1 kilogram), cocaine (5 kilograms), "crack" (280 grams), phencyclidine ("PCP") (100 grams or 1 kilogram of a mixture or substance containing a detectable amount of PCP), LSD (10 grams), N-phenyl-N-[1-(2-phenylethyl)-4- piperidinyl] propenamide (400 grams) or its analogues (100 grams), methamphetamine (50 grams or 500 grams of a mixture or substance containing detectable amount of methamphetamine), or marijuana (1,000 kilograms or more or 1,000 or more marijuana plants, regardless of weight);
* A minimum of five years without parole (twenty years if death or serious bodily injury results) and a maximum of forty years imprisonment, a fine not to exceed the greater of $5,000,000 or other applicable penalties, or both, for similar actions involving smaller amounts of heroin (100 grams), cocaine (500 grams),"crack" (28 grams),PCP (10 grams or 100 grams of a mixture or substance containing detectable amounts), LSD (1 gram), Nphenyl-N-[1-(2-phenylethyl)-4-piperidinyl] propenamide (40 grams) or its analogues (10 grams), methamphetamine (5 grams or 50 grams of a mixture or substance containing detectable amounts), or marijuana (100 kilograms or more or 100 or more marijuana plants regardless of weight);
* A maximum of twenty years imprisonment (a minimum of twenty years and maximum of life if death or serious bodily injury results), a fine not to exceed the greater of $1,000,000 or other applicable penalties, or both, for actions involving any amount of controlled substances such as heroin, morphine, LSD, GHB, PCP, amphetamines or peyote (except as provided above);
* A maximum of five years imprisonment, a fine not to exceed the greater of $250,000 or other applicable penalties, or both, for similar actions involving smaller amounts of marijuana (less than 50 kilograms, except in the case of 50 or more marijuana plants, regardless of weight), hashish (10 kilograms), hashish oil (1 kilogram), or any amounts of prohibited anabolic steroids, and many barbiturates;
* A maximum of one year imprisonment, a minimum fine of $1,000, or both, for knowing or intentional possession of any controlled substance. The gift of a "small amount" of marijuana is subject to the penalties for simple possession
* A maximum of four years imprisonment, a fine not to exceed the greater of $250,000 or other applicable penalties, or both, for knowingly or intentionally using the mail, telephone, radio, or any other public or private means of communication to commit acts that violate the laws against the manufacture, sale, and possession of drugs.

Penalties may be doubled, however, when an individual at least 18 years old (1) distributes a controlled substance to a person under 21 years of age; (2) employs, uses, induces, or coerces any person under 18 to violate federal drug laws or to assist the individual to avoid detection for his or her own violations of federal drug laws; (3) receives a controlled substance from a person under 18 years of age who is not an immediate family member; or (4) regardless of the individual's age, distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary, vocational, or secondary school, a public or private college, junior college, or university, or a playground, or housing facility owned by a public housing authority, or within one hundred feet of a public or private youth center, public swimming pool, or video arcade facility. A term of imprisonment for these offenses shall not be less than one year, except in certain situations involving five grams or less of marijuana.

Penalties may be tripled when an individual who is at least 21 years old knowingly and intentionally employs, uses, induces, or coerces a person who is under 18 years of age to (1) distribute, possess with intent to distribute, or manufacture a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary, vocational, or secondary school, a public or private college, junior college, or university, or a playground, or housing facility owned by a public housing authority, or within one hundred feet of a public or private youth center, public swimming pool, or video arcade facility or (2) assist in avoiding detection or apprehension for violations of the law prohibiting distribution, possession with intent to distribute, or manufacture of controlled substances near these protected locations. A person who is at least 18 years old who violates the prohibitions on employing persons under 18 to violate federal drug laws or assist in avoiding detection by knowingly providing or distributing a controlled substance to any person under 18 years of age is subject to a term of imprisonment of not more than five years or a fine of not more than $50,000, or both, in addition to any other authorized punishment. In addition to fines and prison sentences, courts, at their discretion, may deprive drug offenders of federal benefits—including direct and government-guaranteed student loans and work-study wages. Persons convicted for the first time of possessing a controlled substance can lose their federal benefits for up to one year, and first-time distribution offenders can be deprived of benefits for up to five years. Any attempt or conspiracy to commit one of the above federal offenses, even if unsuccessful, is punishable by the same sentence prescribed for that offense. State and federal law thus make crimes of many different activities involving drugs. Simple possession, giving, or even merely offering drugs is illegal, as are such offenses as the manufacture or sale of drugs. Actual penalties imposed depend on the severity and the circumstances of the offense and the character and background of the offender.

Drugs And Abuse Of Alcohol Health Risks

According to a 2014 National Survey on Drug Use and Health report, 21.5 million American adults (aged 12 and older) battled a substance use disorder. Millions more are affected by the actions of the substance abuser; these include their families, the victims of substance abuse-related crimes, and those injured or killed by intoxicated drivers or in drug-related accidents. The cost to our society in lost productivity, increased health care costs and increased crime is estimated to be $700 billion a year.

Alcohol

Alcohol is a powerful chemical. When it is taken in small amounts it usually produces a pleasant sense of relaxation. In larger amounts, alcohol produces a variety of psychological and

physiological changes which can place the person or those around him or her in danger. Alcohol abuse can be characterized by one of three different patterns: (1) regular drinking that affects one's ability to function at his or her best, (2) drinking large amounts of alcohol at regular times (e.g., getting drunk most Fridays and Saturdays), or (3) periods of heavy daily drinking separated by extended periods of sobriety (i.e., binges). Alcohol dependence, often called alcoholism, usually appears between the ages of 20 and 40, although onset prior to age 20 or after age 40 does occur. It is much more prevalent in people with a family history of alcoholism. The course of the disorder is usually progressive, with adverse effects on one's work and social life and with the development of physical dependence. The short-term effects of alcohol abuse can include problems with comprehension and memory, slowed motor responses, depression, sexual impotence, severe stomach and pancreas inflammation, coma and respiratory arrest. There may also be behavioral changes and an increase in violent behavior towards strangers as well as family and friends. Chronic alcohol abuse can produce physical complications, including brain damage, liver damage, impotence and infertility, and gastrointestinal bleeding. Memory problems and depression can also occur. In addition, abrupt cessation of drinking can cause serious, sometimes even life-threatening problems including high blood pressure, seizures, and hallucinations. Death can occur as a result of coma and respiratory failure, from serious chronic medical complications, or as a result of severe reaction to withdrawal of alcohol. The person may also die from the consequences of impaired judgment and coordination such as in a car accident or suicidal act.

Marijuana (Cannabis)

Marijuana will increase the risk of accidents and injury. These impairments continue for at least four to six hours after marijuana use because the active chemical in marijuana (THC tetrahydrocannabinol) remains stored in body fat cells long after ingestion. When there has been frequent use of marijuana and then the use of the drug has stopped completely, the above impairments may still last for three to six months. Marijuana use can also be associated with anxiety, depression, and paranoid feelings. It can precipitate or increase underlying emotional problems. Frequent use by children and adolescents may produce motivation difficulties, apathy, and difficulty managing current stresses and responsibilities, and future planning.

Hallucinogens

This category of drugs includes LSD, lysergic acid diethylamide, (also known as "acid"), mescaline, peyote, PCP, and "mushrooms." The short-term use of these drugs produces illusions, hallucinations, altered sense of time and space, impaired visual perceptions, and disorientation. These effects lead to impaired judgment and may result in dangerous behavior. Hallucinogen use also may lead to a "bad trip" with anxiety, agitation, hallucinations, and paranoia, which may result in self-endangering behavior. After a "bad trip," the person can experience "flashbacks" which are recurrences of hallucinogenic experiences without actually having taken a hallucinogen. Flashbacks usually occur within weeks or months of the person's last use of the drug; however, they can occur after longer periods. Long-term use of hallucinogens may lead to impaired thinking and may precipitate psychosis. PCP (also known as "angel dust") may induce violent or destructive behavior leading to injury to the person who has taken the drug or to other people. PCP use also raises the person's blood pressure, which may result in a medical emergency.

Cocaine

Cocaine is a highly addictive illegal stimulant drug. Other names for it are coke, C., lady, and snow. Cocaine is a white powder that is snorted, injected into veins, or smoked as freebase or crack. Crack is a crystalline form of cocaine that also is known as "rock" due to its small, white, rock-like appearance. Crack produces the most intense cocaine high and addiction can occur after using it only a few times. Cocaine highs are characterized by feelings of extreme happiness and a sense of limitless power and energy. A cocaine "crash" follows the "high" and often produces symptoms of depression (including thoughts of suicide), dullness, irritability, and paranoia. Serious medical complications may occur with cocaine use. These include heart attacks (even in young people), seizures, and strokes due to high blood pressure. The psychological effects of cocaine use include paranoia, depression, anxiety, confusion, and personality changes and may lead to acts of violence.

Amphetamines, Methamphetamine And Ritalin

Amphetamines are substances (both prescribed medications and illegal drugs) that stimulate the nervous system and are very addictive. Drugs in this group include Benzedrine, Dexedrine, Adderall, Ritalin, and methamphetamine ("speed," "meth," "chalk"). Amphetamines give a person increased energy, increased alertness, and a feeling of exhilaration. When amphetamines are abused, adverse effects such as restlessness, nervousness, tremors, loss of appetite, and insomnia are common. Psychotic symptoms such as paranoia, auditory hallucinations, mood disturbances, and delusions may be precipitated by amphetamine abuse. Tolerance to the euphoric effect of amphetamines may also occur, which may lead the person to take larger amounts of the drug, which in turn may lead to more paranoia and agitation. This state also may be associated with loss of self-control and violence. If the amphetamines are stopped suddenly, withdrawal symptoms (cramps, sweating, headaches, lethargy, and severe depression) may occur.

Methamphetamine, while chemically related to other amphetamines, appears to have particularly potent and toxic effects. Once more common in the western United States, it has become increasingly popular in other parts of the country. In its smoked form, methamphetamine is referred to as "ice," "crystal," and "glass." The use of methamphetamine carries a high risk of psychosis developing and of the person engaging in violent behavior.

Ritalin (methylphenidate) and Adderall are central nervous system stimulants prescribed for Attention Deficit Disorder. Although generally safe when used as prescribed, in recent years they have increasingly become drugs of abuse, particularly among high school and college students. Their use carries the risk of amphetamines as described above.

Designer Drugs Including Ecstasy

According to the National Institute on Drug Abuse, "designer drugs" are substances created by slight alterations of the molecular structure of existing drugs. Ecstasy, or MDMA (methylenedioxymethamphetamine), is perhaps the most widely used of the designer drugs. It is derived from amphetamines, a group of drugs known for their stimulant effects. Ecstasy has both stimulant and hallucinogenic properties. Users report a sense of wellbeing and openness to environmental stimuli. Ecstasy is often used at all night parties called "raves." When it is used in this setting, severe dehydration and dysregulation of body temperature can occur and can be fatal. Research strongly suggests that permanent neurologic damage may result from Ecstasy use. Narcotics Including Heroin There are a variety of medications that are taken to relieve pain. Most nonprescription pain relievers (such as aspirin, Tylenol, Motrin, and Nuprin) are not considered addictive. However, there is a class of stronger pain-relievers, available only by a

doctor's prescription that can be addictive. These are referred to as narcotics, most of which are derived from opium. Examples of these drugs include morphine, codeine, Darvon, Darvocet, Percocet, Percodan, Demerol, Oxycontin and Vicodin. These drugs differ from the nonprescription pain relievers in their potential for abuse and dependence. With close medical supervision, these drugs may be safely used in specific medical circumstances. However, as narcotics also produce euphoria, a person may not want to stop the drug when the pain has stopped, and addiction may occur. Tolerance to the drug is shown by an increase in the amount of drug necessary for the relief of pain. For the narcotics addict, tolerance leads to the craving and need for larger and larger doses of the drug. Without the drug the person becomes extremely uncomfortable and physically ill with withdrawal symptoms. These symptoms include nausea, diarrhea, cramps, weight loss, irritability, sweating, chills, insomnia, and craving for the drug. The time may come when the person "needs" such a large dose of the drug that it is at a poisonous or lethal level. Under these circumstances, coma, suffocation, and death may ensue. Heroin is a commonly abused illegal narcotic. It may be used by injection into a vein ("shooting up") or intranasally ("snorting"), and death may occur if the amount used is sufficient to slow or stop breathing. The intravenous use of drugs also carries the additional medical dangers of AIDS and hepatitis from use of unclean needles and syringes. Recently, heroin seems to be available in purer forms and thus the risk of accidental overdose is increased.

Oxycodone

Oxycodone, also known by the brand name Oxycontin, is another opioid prescription analgesic that is highly addictive. Oxycodone has become more widely available through the illegal drug market in the past several years. Some people who become dependent on oxycodone may turn to heroin, morphine, or other opioids when they cannot obtain oxycodone. As with any drug addiction, people may engage in previously unimaginable behaviors in order to obtain the drug(s), often simply to prevent withdrawal. Tolerance to oxycodone builds rapidly, leading to increasing amounts used and the high risk of overdose. Sedatives and Tranquilizers Barbiturates and benzodiazepines are two of the most commonly used drugs in this group and they are both known as depressants. The barbiturates (such as phenobarbital, seconal, and amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have been replaced largely by benzodiazepines for the relief of anxiety and insomnia. The benzodiazepine group includes such drugs as Valium, Librium, Ativan, Xanax, Klonopin, and Restoril. Although benzodiazepines have approved medical usage and are safe and effective at moderate doses for short periods of time, all the benzodiazepines have the potential for physical and psychological dependence if used at higher doses for longer periods of time. Benzodiazepines may also be used by some people to get "high." Intoxication with benzodiazepines may occur and it resembles alcohol intoxication. Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs of intoxication. The effects of benzodiazepines, barbiturates, and other sedatives add to the effects of alcohol. When they are taken together, there is an increased risk of coma, depressed respiration, and death. Withdrawal from benzodiazepines resembles alcohol withdrawal and it most often occurs when they are stopped abruptly. Withdrawal begins within hours to days of stopping the drug. Because benzodiazepine withdrawal may have life-threatening complications (such as seizures), discontinuing their use should not be attempted without a physician's supervision.

Anabolic-Androgenic Steroids

Anabolic-Androgenic Steroids (AAS) are a family of hormones, which include the natural male hormone, testosterone, as well as many other synthetically related hormones. They have both anabolic (muscle building) and androgenic (masculinizing) properties. These substances are

usually used not for an immediate reward, but rather with long term goal of building up muscle mass. In 1994, the National Household survey on Drug Abuse showed that 1 million men have used these drugs at some point in their lives. Women rarely use these compounds because of the masculinizing effects, though there are health concerns for both men and women in the context of their use. AAS users usually do not seek treatment because they may view their use as healthy, when used in conjunction with a healthy diet and exercise. Also, some AAS users do not believe that health care professionals have proper knowledge and understanding of their use. This group of drugs can be injected or taken orally and can be obtained through prescriptions, diverted from the legal market, or purchased illegally. These drugs when obtained from illegal sources or the internet are often falsely labeled, which means both that dosing is not reliable and that they may be unsterile. Health risks of taking AAS include gynecomastia (enlarged breast tissue) which may require surgical removal, testicular atrophy and sterility, male pattern baldness, hirsutism (excessive hair growth), hypertension, liver disease, enlarged prostate, and premature death. Psychiatric risks include mood symptoms such as depression, anxiety, hypomania, mania, aggression, violent behavior, and rarely psychosis. During the withdrawal phase, the individual may notice depressed mood, tiredness, difficulty sleeping, decrease in appetite, decrease in sex drive, and restlessness. Associated syndromes include muscle dysmorphia, which is an illness in which the individual views himself to be small and weak, though he is muscular. These individuals are preoccupied with their appearance and will avoid situations where their build will be noticed. Another co-occurring illness is opioid use and dependence, including heroin, which has led to many deaths.

Off Campus Support Groups

* ADULT CHILDREN OF ALCOHOLICS is an anonymous 12-step program for those who grew up in alcoholic or dysfunctional families.
  Email contact: www.adultchildren.org

* ALCOHOLICS ANONYMOUS is a "fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism."
  Telephone contact: 703-876- 6166.
  Email contact: www.aavirginia.org

* AL-ANON offers support to friends and family of problem drinkers.
  Telephone Contact: 703-534-HELP (4357)
  Email contact: info@alanonva.com

* MARIJUANA ANONYMOUS (MA) is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from marijuana addiction.
  Telephone Contact: 1-800-766-6779
  Email contact: www.marijuana-anonymous.org

* NARCOTICS ANONYMOUS (NA) is a nonprofit fellowship or society of men and women for whom drugs have become a major problem.
  Telephone Contact: National Number; 703-435-1230
  Email contact: www.cprna.org

∗ SMART RECOVERY provides support to individuals who are considering or engaging in abstinence from any type of addictive behavior.
Telephone Contact: 703-486-0202.
Email contact: www.smartrecovery.org

∗ FAMILY VIOLENCE & SEXUAL ASSAULT OF VIRGINIA HOTLINE offers safety and support and information about sexual assault, stalking, controlling behavior, or intimate partner violence.
Telephone Contact: 1-800-838-8238 (24 hours).
Email contact: http://www.vsdvalliance.org

∗ VIRGINIA CRIME VICTIM ASSISTANCE INFO-LINE (statewide) 1-888-837-3418. For over thirty years, the Virginia Victim Assistance Network has worked to minimize the impact by united a cadre of professionals who volunteer their time to ensure the rights of victims and witnesses of crime through: diagnosing, assessing, and advocating for the needs of victims and their families; promoting policies and legislation to protect the rights of the victims of human tragedy; producing professional development and encouraging collaboration to ensure the continued growth of our members; and fostering accountability through the criminal justice system.

∗ INOVA COMPREHENSIVE ADDICTION TREATMENT SERVICES (CATS) offer a series of structured programs that provides effective, compassionate treatment for individuals dealing with all forms of chemical dependency. These include addiction to alcohol, prescription drugs, heroin, cocaine and other drugs.
Telephone Contact: 703-289-7560
Email contact: www.inova.org
Location: 3300 Gallows Road, Falls Church, VA 22042

∗ FAIRFAX DETOXIFICATION CENTER - Short-term residential substance abuse program for adults to safely detoxify from the effects of drugs and/or alcohol. Services include medical detoxification, buprenorphine detoxification, outreach and social detoxification. Diversion to Detox - Mobile team of CSB staff responds to police requests to intervene at the scene of a potential arrest to refer the individual instead to detoxification services.
Telephone Contact: 703-502-7000
Email contact: www.fairfaxcounty.gov/csb
Location: 4213 Walney Road, Chantilly, VA 20151

STUDENT AND ACADEMIC AFFAIRS

Notice of Nondiscrimination Statement

Standard College of Nursing does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, disability, age, marital status, national origin or Vietnam era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in the application, admission, operation, participation, access and treatment of employees and students in the college's programs and activities.

Prospective Student Information

Prospective students may visit the college in person, tour the campus, attend an Information Session, contact the school by email, write an inquiry to the school, or speak with an Admission's Officer over the telephone. In compliance with Standard College admission process policies, the Standard College Admission Officer does not provide information regarding salary to prospective students. The Admission Officer does provide consumer information to the prospective students, including information on employment opportunities and placement, in compliance with the U.S. Department of Education's consumer information requirement. Standard College does not use recruitment representatives. Statistics used in the website regarding salary, employment and placement are taken from current information obtained from the Federal Bureau of Labor Statistics or the National Center for Education Statistics via the College Navigator.

Standard College prohibits employees involved in the admission process or financial aid from receiving a commission, bonus, and/or incentives from the College, potential students, or any other source, based directly or indirectly on success in securing enrollments.

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 Credit

Other than the prerequisites required in the admission process in the LPN to RN Transition program, transfer credits from institutions recognized by the U.S. Department of Education or State Council of Higher Education in Virginia (SCHEV) will not be considered.

Definition of Clock Hour

At Standard College, 1 clock hour is equal to a 60-minute period of time that contains 50 to 60 minutes of class lecture.

Definition of Credit Hour

At Standard College, 1 credit hour is equal to 16 hours of lecture, and/or 30 Lab hours, and/or at least 45 clinical hours.

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, life or work experience 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 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

Standard College's facilities and resources are designed to promote the intellectual and professional development of the students and the faculty. The Standard College campus consists of an 18,000 square foot facility housing sixteen (16) faculty and staff offices, five (5) large classrooms, a library, a large computer lab, and Skills Learning Labs that consists of four (4) Simulation Medical Surgical Units, seven (7) Medical Surgical Beds, one (1) Birthing Simulation Unit, one (1) Intensive Care Simulation Unit, and one (1) Pediatric Simulation Unit. All classrooms are equipped with audio-visual equipment and anatomical learning models. There is a student lounge and a dining area, which includes a refrigerator, two microwave ovens, two sinks, cabinet space, and seating space of six tables and chairs. The physical plan, layout, and equipment are adequate to support the nursing programs offered by the institution. There is adequate space for student, staff, and faculty parking. The Standard College campus is situated in Falls Church, Virginia.

With respect to fire safety, hygiene, floor space, ventilation, heat and light, the physical facilities are conducive to health and safety, and conform to governmental codes. Fire extinguishers, smoke alarms, exit signs and evacuation instructions are installed in the appropriate places for safety in the rare situation an emergency arises.

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

Standard College's Subscription Agreement with ProQuest Nursing & Allied Health Source™.

ProQuest Nursing & Allied Health Source™ online database provides students and faculty with 24- hour access to reliable and current healthcare information covering nursing, allied health, alternative and complementary medicine. ProQuest Nursing & Allied Health Source 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.

Journals and related publications
Students and faculty have access to current leading nursing and related publications such as the Association of Operating Room Nurses (AORN) Journal, Journal of Nursing Scholarship, Oncology Nursing Forum, Journal of Gerontological Nursing, Journal of Psychosocial Nursing & Mental Health Services, Journal of Speech, Language, and Hearing Research, Journal of Athletic Training, Journal of Rehabilitation, Journal of Allied Health, Applied Radiology, and Clinical Laboratory Science.

E-book Content
Students and faculty have access to chapters from online reference books in nursing. Providers include John Wiley & Sons, Inc., McGraw Hill, Springer Publishing Company, and HCPro, Inc. and include titles such as DeGowin's Diagnostic Examination, Manual of Laboratory & Diagnostic Tests, Minor Surgical Procedures for Nurses and Allied Healthcare Professionals, an Evidence-Based Competency series, as well as a Critical Thinking Series.

Evidence-based nursing content from The Joanna Briggs Institute
Students and faculty have exclusive access to highly valuable evidence-based nursing information from The Joanna Briggs Institute (JBI). These resources include Systematic Reviews, Evidence Summaries, and Best Practice Information Sheets. The JBI's evidence-based approach opens a new world of education resources, with critical appraisal and meta-analysis that is highly respected and unquestioned in the field.

In addition to ProQuest Nursing & Allied Health Source™ online database, Standard College has hardcopy references and texts in the onsite library.

The online database can be accessed by students and faculty anytime using the school's issued identification number.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.
 In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
All students, staff, and Instructors using computers and networks at Standard College are responsible for complying with copyright laws and the College's policy and procedures for

computer use. Standard College's will take disciplinary actions against students who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system and unauthorized peer-to-peer file sharing. 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. The disciplinary action taken by the school can range from a formal reprimand, suspension, probation, dismissal from the program 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. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

The Digital Millennium Copyright Act (DMCA) of 1998

Each Individual using computers and networks at 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 of 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
7600 Leesburg Pike, Suite 200 East
Falls Church, VA 22043
Phone: (703) 891-1787
Email: ijnosegbe@standardcollege.edu

Penalties for violation of Federal Copyright Laws

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at **www.copyright.gov/help/faq** Sections 502 and 503 of the Copyright Act detail other civil remedies, including a court order barring the infringer from making further copies and an order to seize and destroy unauthorized copies. Section 506 of the Copyright Act and Section 2319 of Title 18 of the United States Code authorize criminal liability for willfully infringing copyright under the following circumstances:

- If the willful infringement was for purposes of commercial advantage or private financial gain;
- If the willful infringement involved the reproduction or distribution during any 180-day period of one or more copies of one or more copyrighted works that have a total retail value that exceeds $1,000; or
- If the willful infringement involved the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if the infringer knew or should have known that the work was intended for commercial distribution.

Criminal penalties can include fines as well as imprisonment for up to five years. Imprisonment can be for up to ten years for a second or subsequent offense.

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 Deputy Executive Director-Academic provides guidance, support, and resources to Standard College students. The comprehensive student services offered at Standard College reflect the school's student-centered philosophy. Consistent with Standard College's core mission of supporting and inspiring its students to achieve excellence in nursing, Standard College provides small group and individual tutoring sessions free of charge to its students at the students' request. The Deputy Executive Director-Academic (DED-Academic) maintains an open- door policy whereby students can reach him and discuss any concerns they may have, without having to schedule an appointment. If the DED-Academic is unable to resolve the concern, the student is referred to appropriate sources of support for the concern in question. The DED-Academic and Dean of Students provide educational counseling to at-risk students and collaborate with individual faculties to provide small-group and individualized tutoring. Content delivery is multidimensional and utilizes various resources including Power points, role play, interactive discussions and small group sessions. Tutoring sessions are held on a variety of days to accommodate the students.

Advisement

The major goal of advising in the Nursing Program is to assist students to become self-directed learners in his/her professional studies. Advisement focus is on individual's progress in meeting outcome, general, and achievement testing criteria.

Standard College provides a credentialed and course qualified academic advisor for each program of study. Students may contact their advisor by any method, and the advisor will respond within 2-3 business days. The academic advisor designated to the student is their course instructor. This information is provided to the student on Populi, as well as in the syllabus. In addition to the instructor, the Deputy Executive Director-Academic acts as an advisor to all students at Standard College.

Dr. Isibor Joy Nosegbe, DNP, MSN-Ed, RN, CNE, CLNC is the Program Director for the Practical Nursing program. Dr. Sakpa Amara, PhD, MSN, CNE, PHNA-BC, RN is the Program Director for the LPN to RN Program.

Students are encouraged to take advantage of this valuable resource. It is the student's responsibility to sign up for academic advisement sessions with the Dean of Student Services, Deputy Executive Director-Academic, 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 Deputy Executive Director-Academic. Student may be referred by course faculty for advisement if mid-course grade falls below 79.5%.

Faculty Accessibility

Faculty are accessible to students for academic or course advising at stated times outside a course's regularly scheduled class hour, as well as throughout the period during which the course is offered. Faculty members inform students about their availability and encourage students to seek advisement. The faculty members are available before and after class and by appointment for student advisement. The Dean of Student Services and/or Deputy Executive Director-Academic are available Monday to Thursday 11:00 am to 6:00 pm and by appointment to meet with students.

Tutoring

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

Strategy for Success

Standard College endeavors to help students avoid academic difficulty. 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 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 recommended 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 employment to graduates upon program completion or upon graduation. Prior to graduation, students are provided with the opportunity to participate in professional development seminars. These seminars and workshops assist students in a variety of ways, including developing managements skills, writing professional resumes, honing interviewing techniques, and polishing

job-seeking skills. Standard College also hosts workshops led by employers in the area, providing students with information about the job market. Standard College keeps current posting of information about job opportunities.

Maintaining Employment Information on Program Graduates

Standard College tracks graduate's employment in the field for which they were trained. Standard College sends graduates a survey after graduating from the program. The survey provides the school with the following information: the graduates' name, place of employment, job title, employer telephone numbers, and employment and verification dates. In the event the graduate's job title does not match the title of the approved program, Standard College maintains additional documentation and rationale to justify the graduates placed. The surveys are signed and dated by the graduate.

Graduate Employment Attestation Policy

As a matter of routine, Standard College surveys graduates in the Practical Nursing Program and LPN to RN Transition Program to obtain information regarding place of employment, job title, date of hire, and continuing educational activities, approximately six months after they graduate. The survey contains an attestation clause. The graduate signs the complete formed, attesting that the information provided in the form is accurate and correct. Information in the survey is reviewed by administrative staff and inputted into the ABHES Placement Back-Up Form.

Administrative Support

At Standard College, the full-time staff administrators work in close collaboration with one another, smoothly guiding the students through the admission, financial aid, business, and enrollment processes. The administrators act interdependently to accomplish the goals of the institution. Functioning as a team, the administrative staff assist one` another, provide back-up, as needed, to support the students and faculty at Standard College. The administrative staff do not have a nursing or medical background. The Administrative Support Office is open 9:00 am to 6:00 pm Monday to Friday. There is a computer technician available on call for technical support between 10:00 am to 4:00 pm Monday to Saturday.

ADA Statement

Accessibility for Individuals with a Disability

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Standard College provides accommodations for individuals with a disability in order to assure equal access to the nursing educational programs. Standard College does not discriminate against applicants or students because of gender, sexual orientation, age, ethnic background, political affiliation, or disability. Accommodations are assigned to an individual with a disability to mitigate the impact of the functional limitations caused by the disability.

Students with disabilities are asked to provide documentation of their disability to the institution, such as a current psychoeducational evaluation or a report from a doctor. See Guidelines for Disability Documentation below. The type of documentation needed will depend on the disability and the accommodations being requested. before they receive disability-related accommodations or support. The nature and scope of the necessary documentation varies with

the type of disability and the nature of the support/services requested. Standard College asks for documentation of disability in order to (a) establish that the student is a person with a disability, and therefore a member of the protected class, entitled to protection under the law, and (b) establish what, if any, actions (or accommodations) are required on the part of the institution in order to assure equal access for the person with a disability. The school takes a generous approach in offering protection under the law (that is, acknowledging that the student is a person with a disability), while also assuring that accommodations and services provided are access-oriented.

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

Guidelines for Disability Documentation

1. **The credentials of the evaluator**
   Documentation must be completed by a licensed or otherwise properly credentialed professional who has appropriate training and experience and has no close, personal relationship with the student being evaluated. A good match between the credentials of the individual making the diagnosis and the disability being reported is expected (e.g., an orthopedic limitation might be documented by a physician but not by a licensed psychologist).

2. **A diagnostic statement identifying the disability**
   Documentation must include a clear diagnostic statement identifying the disability and the date of the most current diagnostic evaluation as well as the date of the original diagnosis, as appropriate. While diagnostic codes from the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Classification of Functioning Disability and Health (ICF) of the World Health Organization are helpful in providing this information, a full clinical description also can convey the necessary information.

A description of the *current* functional limitations

Documentation must include information on how the disability currently impacts the individual. A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report is the most comprehensive approach to fully documenting impact. Documentation should be thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency, and pervasiveness of the disability.

While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of disabilities that are permanent or non-varying are recommended. Likewise, changes in the disability and/or changes in how the disability impacts the individual as a result of growth and development may warrant more frequent updates to provide an accurate picture. Additionally, if changes in accommodations are needed, updated documentation may be required. In other words, the recency of the documentation depends on the facts and circumstances of the student's disability and the

accommodations requested.

Services to accommodate individuals with disabilities include receiving additional time to complete exams. Students will be provided with an extension of time and one half to complete a test. In addition, all lectures are recorded and stored in Populi. Students may listen to the lecture at any time and as often as they choose to. Additional accommodations that may be provided an individual with disabilities include the following services.

1. Use of tape recorders to record lectures [SEP]
2. Time-and half for assignments, quizzes, and exams. [SEP]
3. Private rooms to reduce distractions during tests and exams [SEP]
4. Use of scratch blank paper during exams. The used/unused scratch paper must be submitted to the instructor at the end of the exam [SEP]

Assistive Technology is any item, piece of equipment, software program, or product system that is used to increase, maintain, or improve an individual's functioning and independence. The purpose of assistance technology is to help enhance learning by capitalizing on one's strengths while modifying areas of difficulty. Different forms of educational assistive technology offered by the school include:

- Accessibility Features of Zoom
- Open Access Textbooks and Literature
- Text to Speech & Literacy Support Tools
- Writing Support Tools
- Executive Functioning: Time/Task Management Tools

Accessibility Features

Students, faculty and staff are having to learn new tools and technologies to manage with the transition to online learning. Below are a few tips regarding the accessibility features of a few of these technologies, to support the transition:

Accessibility features of Zoom

- Closed captioning
- Automatic transcripts
- Keyboard accessibility – hot keys and keyboard shortcuts

Open Access Textbooks and Literature

Emergency Library for students to have free access to textbooks. Offered through the Internet Archive

Internet Archive - Accounts are free and open to the world. Please visit their site to sign up or write to info@archive.org for assistance.

Text to Speech & Literacy Support Tools

Assistive Technology can provide support with reading, enhanced comprehension, and built in tools, such as dictionaries, built in highlighting and note-taking features, and visual tracking support, that can make you more efficient while reading. Students with learning disabilities, ADHD, mental health diagnoses, traumatic brain injuries, chronic health conditions, and visual impairments may benefit from these types of tools.

- Kurzweil Read the Web - Chrome Extension
- Microsoft Learning Tools - Within Office 365
- VoiceDream Reader
- Balabolka - Windows only
- VoiceOver - Mac Operating Systems - includes options to magnify, keyboard control and verbal descriptions (in English) to describe what is happening on screen. It also reads aloud file content as well as web pages, E-mail messages, and word processing files while providing a relatively accurate narrative of the user's workspace.

Writing Support Tools

Assistive technology may provide new ideas, methods, and support to your traditional writing habits.

Dictation/Speech-to-Text:

- Talk&Type within Read&Write or Read&Write for Google Chrome by Texthelp
- Google Voice Typing
- Dragon Naturally Speaking
- Dictate within Office 365
- Voice Control within Mac Operating Systems
- Windows Voice Recognition

Grammar/Spell Checkers:

- CheckIt! within Read&Write and Read&Write for Google Chrome by Texthelp
- Ginger Grammar and Spell Checker
- Grammarly
- Hemingway Editor

Executive Functioning: Time/Task Management Tools

- Pomodoro Technique or Pomodoro Apps (search for these on the internet)
- Cold Turkey and Cold Turkey Writer
- Priority Matrix
- Strict Workflow
- MinimaList
- Guided Access and Do Not Disturb on iOS devices

Accessible Screen Readers

- NVDA - The NonVisual Desktop Access (NVDA) is a free, open-source, portable screen reader for Microsoft Windows.

- <u>WebAnywhere</u> - WebAnywhere is a free web-based screen reader for the web. It requires no special software to be installed on the client machine and, therefore, enables print-disabled people to access the web from any computer they happen to have access to that has a sound card.
- Configuring your Mac for greyscale (if you experience colorblindness): System Preferences->Accessibility->Display->Use Grayscale

OUT OF STATE PROFESSIONAL LICENSURE REQUIREMENTS

As of July 1, 2020, the U.S. Department of Education implemented new regulations for professional nursing programs.

The regulations require nursing schools to provide information to enrolled and prospective students regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation. Schools must provide a list of all States for which the school has determined that its curriculum (1) meets, (2) does not meet, or (3) has not made a determination on meeting state educational requirements for professional licensure or certification.

In compliance with the regulation, Standard College is providing the following information. Standard College's Practical Nursing and LPN to RN Programs' curriculum meets the educational requirements for professional licensure as a practical nurse or a registered nurse for the states listed below. The determination was made based on the information provided on each state's Board of Nursing website. Each state requires that applicants must graduate from a board-approved program within the United States.

- Alabama
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska

- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Standard College has not made a determination of whether the LPN to RN Program curriculum meets the educational requirements for professional licensure as registered nurse for the states listed below.
- Maine
- Vermont

Standard College the LPN to RN Program curriculum does not meet the educational requirements for professional licensure as registered nurse for the states listed below.
- Alaska

Standard College Practical Nursing Program curriculum does not meet the educational requirements for licensure as a licensed practical nurse for the states listed below.
- Louisiana

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PHYSICAL LOCATION POLICY DISCLOSURE

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Standard College is authorized to deliver distance education in the Commonwealth of Virginia. The school determines a student's physical location during the admission process. The student must provide a U.S. government issued photo identification to establish the physical location.

The student must notify the school of a change to their physical location. The school will verify the new location based on a U.S. government issued identification, a signed student attestation, or other documentation of the new location.

Student relocation to a state in which the institution does not have approval to operate may adversely impact the student's ability to complete the program.

Student Organizations

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

Orientation

A mandatory orientation will be held before the start of the program. Attendance at the orientation is required. Students shall be provided with an overview of school policies and procedures, including expectations of participation, understanding program progression, navigating POPULI, the school's distance education delivery system, and academic integrity issues. There will be a number of disclosure forms for students to sign during the orientation. Students will be given a link to access the electronic copy of the student Handbook/Catalog during the orientation. The student is required to sign a receipt and Acknowledgement Form upon completion of the orientation. Students who do not attend the mandatory orientation jeopardize their spot in the program.

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 Deputy Executive Director-Academic Education, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

ORGANIZATION AND GOVERNANCE

Chief Executive Officer/President

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

Deputy Executive Director-Academic

The Deputy Executive Director-Academic 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 Deputy Executive Director-Academic 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.
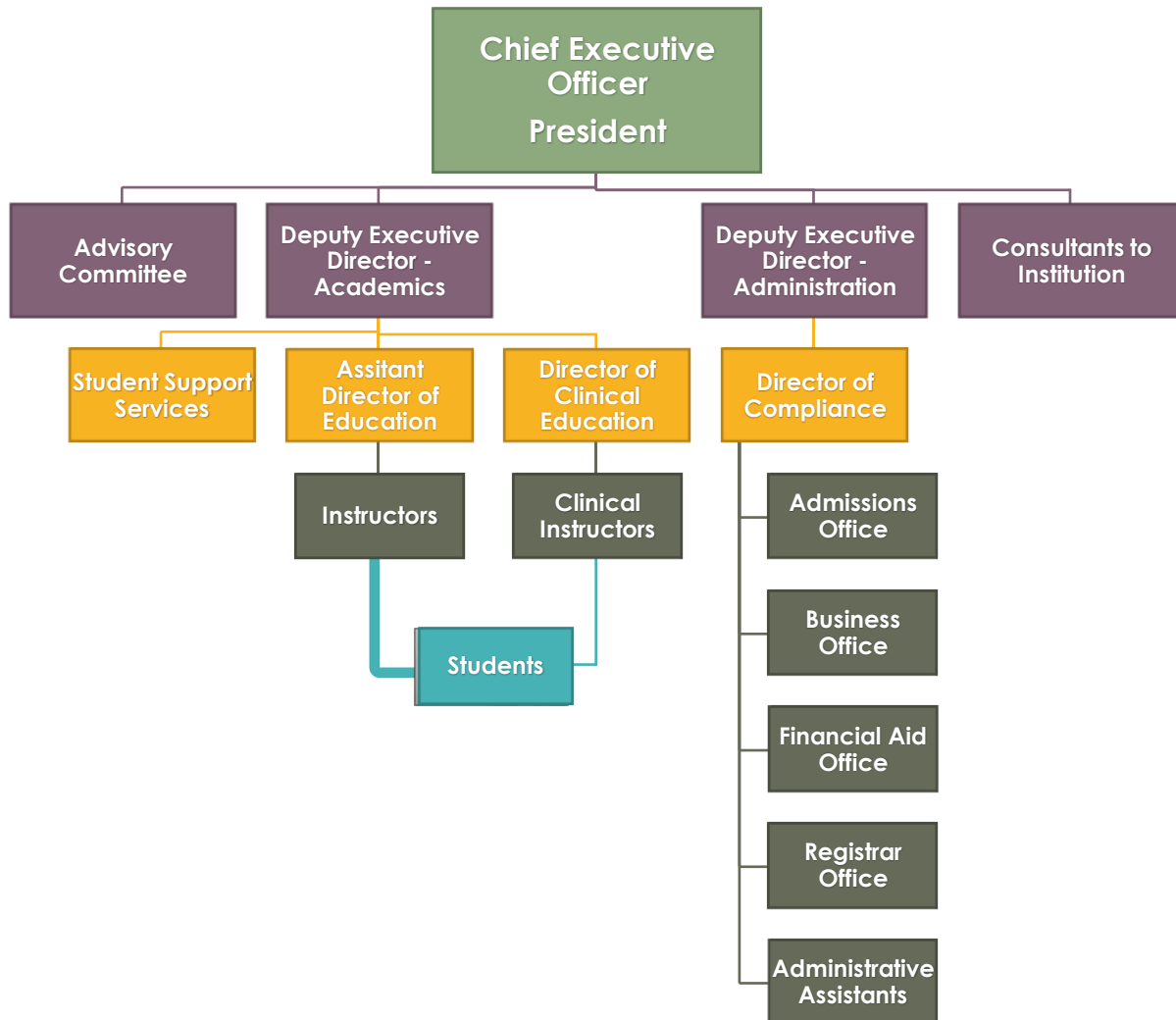
Deputy Executive Director-Administration

Standard College's Deputy Executive Director-Administration has a master's degree or higher and possesses progressive, managerial experience in higher education. The Deputy Executive Director-Administration provides leadership and management oversight to the administrative staff, working in close collaboration with the CEO/President, the Director of Compliance, and the Deputy Executive Director-Academics, ensuring the smooth administration of student support services. The Deputy Executive Director-Administration is responsible for maintaining and continuously improving Standard College's standing with accreditors, state regulators, and other important entities, including the Virginia Board of Nursing, the State Council of Higher Education in Virginia (SCHEV), and the Accrediting Bureau of Health Education Services (ABHES).

Management Team

Standard College's Management Team consists of the CEO/President, the Deputy Executive Director- Academics, the Deputy Executive Director-Administration, the Director of Compliance, the Assistance Director of Education, and the Director of Clinical Education. The Management Team's purpose is to provide leadership and oversight to Standard College's academic nursing education programs and administrative staff, ensuring that the College upholds its mission to act as 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."

ORGANIZATIONAL CHART

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                    │  Chief Executive    │
                    │     Officer         │
                    │    President        │
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- **Chief Executive Officer / President**
  - Advisory Committee
  - Deputy Executive Director - Academics
    - Student Support Services
    - Assitant Director of Education
      - Instructors
        - Students
    - Director of Clinical Education
      - Clinical Instructors
        - Students
  - Deputy Executive Director - Administration
    - Director of Compliance
      - Admissions Office
      - Business Office
      - Financial Aid Office
      - Registrar Office
      - Administrative Assistants
  - Consultants to Institution

ADMINISTRATION

Standard College administrative staff are trained and monitored to present accurate information about the institution in an ethical and responsible manner. Standard College hires personnel staff members in accordance with commonly accepted business practices. Standard College's CEO/President and Deputy Executive Director-Administration ensure staff members in the Admission Office, Business Office, and Financial Aid Office adhere to state, federal, and regulatory requirements, including from the Virginia Board of Nursing, the State Council of Higher Education in Virginia (SCHEV), and the Accrediting Bureau of Health Education Services (ABHES).

ADMINISTRATIVE STAFF/FACULTY

Chief Executive Officer/President:
Isibor Joy Nosegbe DNP, MSN-Ed, RN, CNE, CLNC
Status: Full-Time
Contact: ijnosegbe@standardcollege.edu
Tel: (703) 891-1787

Deputy Executive Director – Academic:
Sakpa S. Amara, PhD, MSN, CNE, RN
Status: Full-Time
Contact: samara@standardcollege.edu
Tel: (703) 891-1787

Deputy Executive Director - Administration:
Heather Ettus, JD
Status: Full-Time
Contact: hettus@standardcollege.edu
Tel: (703) 891-1787

Dean of Student Services:
Sondra Brown, RN, MSN, FNP
Status: Part-Time
Contact: sbrown@standardcollege.edu
Tel: (703) 891-1787

Director of Compliance:
Lisley Anco, MPH
Status: Full-Time
Contact: lanco@standardcollege.edu
Tel: (703) 891-1787

Admissions Office:
Practical Nursing Admission Office
Cara Glaser, BA.
Status: Full-Time
Contact: admissions@standardcollege.edu
Tel: (703) 891-1787

LPN to RN Transition Program Admission Office
Freweiny Tesfazghi, BS.
Status: Part-Time
Contact: rnadmissions@standardcollege.edu
Tel: (703) 891-1787

Registrar Office:
Lisley Anco, MPH.
Status: Full-Time
Contact: registrar@standardcollege.edu
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Abisogun, Esther DNP, MSN, RN Faculty	Doctor of Nursing Practice: Grand Canyon University	Full Time
Boamah, Rita, DNP, MSN, RN Faculty	Master's in Nursing: George Mason University Doctor of Nursing Practice: Grand Canyon University	Part Time
Caridad- Cortina, Maria MSN, RN	Master's in Nursing: South University	Full Time
Falope, Ebunoluwa DNP, MSN-Ed, WHNP-BC, RN Faculty	Master's in Nursing: Georgetown University Doctor of Nursing Practice: University of Alabama	Part Time
George, Hannah MSN, MBA, RN Faculty	Master's in Nursing: Chamberlain College of Nursing	Part Time
Habito, Maria Pia "Pia" RN, MSN Faculty	Master's in Nursing: University of the City of Manila	Full Time
Haile, Meseret DNP, MS, RN Faculty	Bachelor's in Nursing: George Mason University Doctor of Nursing Practice: Sacred Heart University	Part Time
Herrera, Anita BSN, RN Faculty	Bachelor's in Nursing: Chamberlain College of Nursing	Full Time
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Jefferson, Trayce PhD, MSN-Ed, RN Faculty	Master's in Nursing -University of Phoenix PhD in Behavior and Community Psychology – Virginia State University	Part Time
Kabba, Bintha RN, MSN Faculty	Master's in Nursing: George Washington University	Full Time
Kabba, Fatmata RN, MSN Faculty	Master's in Nursing: George Mason University	Part Time
Kamau, Nancy RN, BSN Faculty	Bachelor's in Nursing: Chamberlain College of Nursing	Part Time
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Faculty		
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Rose, Erin **MSN-Ed, RN** Faculty	Master's in Nursing: Grand Canyon University	Part Time
Sesay, James **MSN, RN** Faculty	Bachelor's in Nursing: George Mason University Master's in Nursing: Grand Canyon University	Full Time
Wurie, Fatmata D. **RN, BSN** Faculty	Bachelor's in Nursing: George Mason University	Full Time
Wurie, Fatmatta, MSN, FNP-BC, **RN** Faculty	Bachelor's in Nursing: Mountain State University Master's in Nursing: Walden University	Part Time
Yakusheva, Yulia **MSN, FNP-BC, RN** Faculty	Bachelor's in Nursing: Capella University Master's in Nursing: Marymount University	Full Time