



STANDARD HEALTHCARE SERVICES COLLEGE OF NURSING
7600 Leesburg Pike, Suite 200 East, Falls Church VA 22043
Telephone: (703) 891-1787 Fax: (703)891-1789
www.standardcollege.edu
info@standardcollege.edu

REQUIRED DOCUMENTATION FOR ADMISSION TO THE PRACTICAL NURSING PROGRAM

Listed items are to be completed once you have been notified that you are provisionally accepted. Please turn in this signed form with your enrollment agreement. (A copy of this package will be available for your records). ALL REQUIREMENT LISTED BELOW MUST BE SUBMITTED TO THE SCHOOL WITHIN 30 DAYS FROM THE START OF THE PROGRAM.

Student Name _____ DOB _____

Phone _____ E-Mail _____

I understand that once provisionally accepted to the Standard Health Care Practical Nursing Program, I must complete the following and provide proper documentation on the approved form.

1. A physical examination by a licensed health care professional, including immunizations, urine and blood tests, must be completed. (Must use the school's Health Assessment Forms provided)
2. Tuberculosis test, with follow-up chest x-ray if test is positive. A TB symptom screening questionnaire is required annually.
3. Mumps, Measles, Rubella, & Varicella (Chicken Pox): Blood titers showing immunity; if no immunity shown, immunization is required.
4. Tetanus, Diphtheria-Pertussis Toxoid immunizations within the last 10 years.
5. Influenza vaccine is required yearly by clinical agencies.
6. Hepatitis B vaccination. 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.
7. COVID 19 vaccine is required for Clinical placement.
8. It is also recommended that you obtain the pneumonia and meningitis vaccines. These immunizations are not required, but they are recommended for your safety and the safety of patients.
9. I understand that it is required that I obtain a criminal background check and a drug test through the approved school's vendor at my own expense within 30-days of the start of the program.
10. CPR BLS for Health Care Provider Card (American Heart Association – AHA ONLY) is required and must be current for the duration of the program.
11. The approved Standard College student uniform is required to be worn in all clinical facilities where you are working as a student.
12. I understand that I will not be eligible to proceed to the second term in the Practical Nursing Program without timely providing the proper documentation on the approved form.

SIGNATURE

DATE



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ACKNOWLEDGEMENT FORM FOR ADMISSION TO STANDARD COLLEGE

As a prospective student, I acknowledge receiving information from Standard College on these topics:

- Student Handbook
- Financial Aid
- Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid
- Clery Act/Annual Security Report
- Price of Attendance
- Academic Program
- Copyright Infringement Policies and Sanctions
- School and Program Accreditation, Approval, or Licensure
- Vaccinations Policy
- Student Body Diversity
- Placement in Employment
- Retention Rate
- Drug Policy
- Criminal Background and Drug Tests
- Virginia Board of Nursing Barrier Crimes
- Transfer of Credit Policies
- Facilities and Services Available to Students with Disabilities
- Student Loan Information Published by the U.S. Department of Education
- Private Education Loan Disclosures (Including Self-Certification Form)
- Enrollment Agreement
- NCLEX Pass Rates
- Drug Policy
- Wait List
- Deferral Policy
- Clinical Placement
- VA BON Barrier Crimes
- Criminal Background and Drug Test Information
- Access Remote Learning

I understand that Standard College's Practical Nursing Program will be conducted using a hybrid approach, combining onsite learning with the distance education format.

I understand that the College currently holds course lectures online, but the course lectures may be held on campus in 2024, requiring students to come to campus for the lecture.

I understand that to participate in the program, I must have a computer with a camera.

I understand that I will be using Zoom video conferencing, as well as other systems, in the school's learning environment.

I understand that I will need access to reliable internet services throughout the program.

In addition, I acknowledge understanding the basis for admission into Standard College's Practical Nursing program. I also understand that I have an opportunity to receive a paper copy of the Clery Act Annual Security Report upon request.

Student Name

Student Signature

Date



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ACKNOWLEDGEMENT
Student Consumer Information
General Disclosures
Annual Security Report
FERPA

All institutions that participate in the federal aid programs are required to notify enrolled students about student consumer information available to them. This page provides easy links to all of the required information.

General Disclosures

FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS
<https://www.standardcollege.edu/consumer/financial-aid/>

ACADEMIC PROGRAM
<https://www.standardcollege.edu/academics/>

SCHOOL COSTS
<https://www.standardcollege.edu/handbook/>

WITHDRAWAL PROCEDURES, REFUNDS, AND RETURN OF AID
<https://www.standardcollege.edu/handbook/>

ACCREDITATION AND LICENSURE
<https://www.standardcollege.edu/about-us/accreditation/>

DISABILITY
<https://www.standardcollege.edu/handbook/>

FSA ELIGIBILITY FOR STUDY ABROAD
<https://www.standardcollege.edu/financial-aid/>

TRANSFER OF CREDIT POLICIES
<https://www.standardcollege.edu/admissions/transfer-credits/>

CONTACT INFORMATION
<https://www.standardcollege.edu/handbook/>

PENALTIES AND INSTITUTIONAL POLICIES ON COPYRIGHT INFRINGEMENT
<https://www.standardcollege.edu/consumer/copyright-infringement-policy/>

STUDENT ACTIVITIES
<https://www.standardcollege.edu/handbook/>

STUDENT BODY DIVERSITY
<https://www.standardcollege.edu/consumer/student-body-diversity/>

NET PRICE CALCULATOR
<https://www.standardcollege.edu/net-price-calculator/>

COLLEGE SCORECARD
<https://collegescorecard.ed.gov/school/?483814-Standard-Healthcare-Services-College-of-Nursing>

THE COLLEGE FINANCING PLAN
<https://www.standardcollege.edu/financing-options/>



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COLLEGE NAVIGATOR WEBSITE

<https://nces.ed.gov/collegenavigator/?q=standard+college&s=all&id=483814>

COMPLETION, GRADUATION, TRANSFER, RETENTION, AND PLACEMENT RATES

<https://www.standardcollege.edu/consumer/student-outcomes/>

RETENTION, PLACEMENT, AND POST-GRADUATE STUDY

<https://www.standardcollege.edu/consumer/student-outcomes/>

Annual Security Report

CAMPUS CRIME AND SAFETY INFORMATION

<https://www.standardcollege.edu/campus-safety/>

DRUG AND ALCOHOL ABUSE PREVENTION

<https://www.standardcollege.edu/campus-safety/>

TEXTBOOK INFORMATION

<https://www.standardcollege.edu/consumer/textbook-information/>

LOAN COUNSELING

<https://www.standardcollege.edu/financing-options/>

ENTRANCE COUNSELING

<https://www.standardcollege.edu/handbook/>

EXIT COUNSELING

<https://www.standardcollege.edu/handbook/>

PRIVATE EDUCATION LOANS

<https://www.standardcollege.edu/financing-options/private-loans/>

FERPA

The above information is available online at Standard College's website, <https://www.standardcollege.edu>. Additionally, you have the right to request this information in writing by contacting the Registrar Office during regular business hours.

STUDENT CONSUMER INFORMATION ACKNOWLEDGEMENT

I, the undersigned, acknowledge receipt of the Student Consumer Information Disclosures listed above.

Student Name

Student Signature

Date



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STUDENT HANDBOOK

The Student Handbook contains the Practical Nursing Program policies and procedures. Students are encouraged to read the Handbook/Catalog to understand the school's academic and administrative policies.

Standard Healthcare Services College of Nursing Catalog can be found at

<http://www.standardcollege.edu/handbook/>

STATEMENT OF ACKNOWLEDGEMENT

I have read and understand all policies outlined in the Standard Healthcare Services College of Nursing Student Handbook. I understand that I am also responsible for all the information contained in the Handbook/Catalog, and for abiding by the policies and procedures contained therein.

By typing my name in the following box, I certify this statement of acknowledgement.

Student Name

Student Signature

Date



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SWORN STATEMENT OR AFFIRMATION FOR NURSING STUDENTS

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.

Criminal convictions can affect an individual during the licensure or certification application process and may affect an individual's employment options after licensure or certification by the Board.

Excerpt from Code of Virginia

§ 32.1-126.01. Employment for compensation of persons convicted of certain offenses prohibited; criminal records check required; suspension or revocation of license. A licensed nursing home shall not hire for compensated employment, persons who have been convicted of murder or manslaughter as set out in Article 1 (§ 18.2-30 et seq.) of Chapter 4 of Title 18.2, malicious wounding by mob as set out in § 18.2-41, abduction as set out in subsection A of § 18.2-47, abduction for immoral purposes as set out in § 18.2-48, assaults and bodily woundings as set out in Article 4 (§ 18.2-51 et seq.) of Chapter 4 of Title 18.2, robbery as set out in § 18.2-58, carjacking as set out in § 18.2-58.1, threats of death or bodily injury as set out in § 18.2-60, felony stalking as set out in § 18.2-60.3, sexual assault as set out in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, arson as set out in Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, drive by shooting as set out in § 18.2-286.1, use of a machine gun in a crime of violence as set out in § 18.2-289, aggressive use of a machine gun as set out in § 18.2-290, use of a sawed-off shotgun in a crime of violence as set out in subsection A of § 18.2-300, pandering as set out in § 18.2-355, crimes against nature involving children as set out in § 18.2-361, incest as set out in § 18.2-366, taking indecent liberties with children as set out in § 18.2-370 or § 18.2-370.1, abuse and neglect of children as set out in § 18.2-371.1, failure to secure medical attention for an injured child as set out in § 18.2-314, obscenity offenses as set out in § 18.2-374.1, possession of child pornography as set out in § 18.2-374.1:1, electronic facilitation of pornography as set out in § 18.2-374.3, abuse and neglect of incapacitated adults as set out in § 18.2-369, employing or permitting a minor to assist in an act constituting an offense under Article 5 (§ 18.2-372 et seq.) of Chapter 8 of Title 18.2 as set out in § 18.2-379, delivery of drugs to prisoners as set out in § 18.2-474.1, escape from jail as set out in § 18.2-477, felonies by prisoners as set out in § 53.1-203, or an equivalent offense in another state. However, a licensed nursing home may hire an applicant who has been convicted of one misdemeanor specified in this section not involving abuse or neglect, if five years have elapsed following the conviction.

Similar language is found in other sections of the Code of Virginia relating to employment in home care organizations (§ 32.1-162.9:1), licensed homes for adults (§ 63.1-173.2), licensed district home for adults (§ 63.1-189.1) and licensed adult day care centers (§ 63.1-194.1).

1. Have you ever been convicted of or are you the subject of pending charges of any crime (felony or misdemeanor) within the Commonwealth of Virginia?

☐ YES ☐ NO

If yes to convicted or pending, specify crime(s):

2. Have you ever been convicted of or are you the subject of pending charges of any crime (felony or misdemeanor) outside the Commonwealth of Virginia?

☐ YES ☐ NO

If yes to convicted or pending, specify crime(s) and state, or other location:

3. Have you had a disciplinary action brought against you by the Board of Nursing or any other professional licensing organization?

☐ YES ☐ NO

If yes, please explain.

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification and that making a materially false statement or affirmation is a Class I misdemeanor. With my signature I also acknowledge receipt of the "Barrier Crimes" document.

Student Name

Student Signature

Date



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RELEASE OF INFORMATION

As a prospective nursing student, of Standard College, You will be required to have a complete physical exam by a physician of your choice before you participate in any clinical activities. You are also required to give the school documentation of your Immunization status.

The staff of Standard College works hard to maintain strict confidentiality of your records and health information. However, in order for us to assure your safety in clinical setting and meet the contract requirement of our clinical agencies, the school must keep certain information on file. They must also provide the affiliating clinical agencies with requested information from your file. This includes information such as immunization status, history of any medical condition that may need to be monitored, TB result, criminal record report, and CPR certification.

It is because of our strong regard for confidentiality that we want you to be aware of this prior to you submitting your medical records, drug test, and criminal record report. Our aim is to help you to safely participate in the Standard Health Care Practical Nursing program.

I HEREBY AUTHORIZE STANDARD HEALTHCARE SERVICES COLLEGE OF NURSING THE RELEASE OF MY MEDICAL INFORMATION, CRIMINAL RECORD REPORT, DRUG TEST RESULTS, AND OTHER REQUIRED FORMS TO THEIR CLINICAL AFFILIATES AFTER MY ADMISSION AND PRIOR TO BEING ASSIGNED TO A CLINICAL ROTATION. I UNDERSTAND THAT I MAY BE DISMISSED FROM THE PROGRAM IF I KNOWINGLY SUBMIT FALSE INFORMATION.

****A CURRENT LIST OF CLINICAL AGENCIES IS AVAILABLE IN THE STUDENT HANDBOOK.**

Student Name

Student Signature

Date

STUDENT POLICY & PROCEDURE CONTRACT

I recognize I am personally accountable for my own practice in the clinical area within the boundaries of the Virginia State Nurse Practice Act as defined for the Licensed Nurse and must also follow the policies and procedures of the health care agency to which I am assigned during the entire nursing program.

I understand that I may be held legally liable for any injury or damage done to clients that I care for in the clinical setting if I deviate or if I fail to follow the above guidelines as well as those in this student handbook.

I understand that the nursing faculty reserves the right to revise policy guidelines at any time for improvement of the program. I will be notified of the changes along with the date of implementation and will be expected to adhere to the new policies.

I further acknowledge that I have received and read the current nursing program's Student Handbook/Catalog. I understand and agree that those are the policies I will comply with during my education at Standard College.

Student Name

Student Signature

Date



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CONFIDENTIALITY STATEMENT

In consideration of being allowed to utilize health care facilities throughout the State of Virginia and Washington, DC in conjunction with the Standard Healthcare Services College of Nursing (Standard College), I acknowledge that I understand that all information which comes to me as a result of contacts with patient is privileged and confidential information. I will safeguard the client's/patient's right to privacy by judiciously protecting information of a confidential nature.

I recognize that the unauthorized disclosure of information by me may violate State or Federal laws and do irreparable damage to the School or to the patient or student and that the unauthorized release of information will result in disciplinary action, including termination from the program or legal action being taken against me.

I understand that the release of confidential or private information by me to any unauthorized individual is grounds for dismissal from the nursing program.

I have read all of the above sections of this agreement, and I understand them.

Student Name

Student Signature

Date

LIABILITY INSURANCE FORM

I hereby show by my signature that passengers, automobile, and I as driver are covered by liability insurance in an amount at least equal to that required by the law of the State of Virginia. My signature also indicates that I have valid driver's license from the state of which I am a legal resident or the State of Virginia.

Student Name

Student Signature

Date

LIMITATIONS ON INVASIVE PROCEDURES FORM

I understand that any invasive procedures are limited to being attempted or accomplished only while under the direct supervision of a nursing instructor in the lab or clinical setting.

I will submit any unused sterile syringes, needles, and intravenous catheters from my lab kit to the nursing program for future use by students.

Student Name

Student Signature

Date



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CLINICAL PRACTICUM DISCLOSURE

I understand that the clinical practicum meets during the day on an 8 hour or 12 hour shift.

I understand that participating in clinical practicum can occur on any day of the week. I understand that students in a Monday – Thursday program may have clinicals scheduled on a Friday, Saturday, or Sunday. Students in a Weekend Program may have clinicals scheduled Monday – Thursday.

I understand that students must be flexible regarding the clinical schedule.

I understand that due to unforeseen circumstances, I may not be able to engage in the onsite clinical practicum as scheduled, which may impact the program completion date.

Student Name

Student Signature

Date

SKILLS LAB DISCLOSURE

I understand that the Skills Lab meets any day of week and it is typically held from 7:45 am – 2:00 pm.

I understand that participating in the Skills Lab can occur on any day of the week.

I understand that students in a Monday – Thursday program may have Skills Lab scheduled on a Friday. Students in a Weekend Program may have clinicals scheduled Monday – Thursday.

I understand that students must be flexible regarding the Skills Lab schedule.

I understand that due to unforeseen circumstances, I may not be able to engage in the onsite Skills Lab as scheduled, which may impact the program completion date.

Student Name

Student Signature

Date

CLINICAL PRACTICE OF STUDENTS POLICY

In accordance with section 54.1-3001 of the Code of Virginia, a student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which the student has been assigned.

I acknowledge reading the Clinical Practice of Students Policy, and I understand this policy.

Student Name

Student Signature

Date



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CONSENT TO DO BUSINESS ELECTRONICALLY WITH STANDARD COLLEGE

This agreement pertains to your consent to do business with Standard College in electronic form. By signing this agreement, you are consenting to conduct transactions and enter into agreements electronically, with no paper confirmations of said transactions/agreements to be provided. These transactions/agreements may occur at any time during your academic career, including actions related to admissions, class scheduling, financial aid, advising, financial responsibilities, or graduation. These transactions/agreements may incur financial obligations. It is your responsibility to monitor your email account and to take appropriate actions as indicated in official communications. Despite this consent, the school may provide communications and engage in transactions with you in paper form at any time.

Agreements and transactions covered by this consent include, but are not limited to, the following:

- **Registration:** enrolling, dropping or withdrawing from courses; viewing student schedule, grades, and transcripts; ordering transcripts; applying for graduation; requesting and viewing degree audits; FERPA release requests; requesting enrollment verifications.
- **Financial Aid:** receiving disclosures and notices; viewing, accepting or declining financial aid; reviewing communications.
- **Student Account:** viewing and paying tuition bills; receiving notification of loan disbursements; IRS Form 1098T Agreement; signing up for direct deposit.
- **Miscellaneous:** reading email communications sent to you by Standard College; updating contact and emergency contact information; signing institutional statements; receiving student consumer information; delegating access to another individual.

Instructions: By signing below at the end of this agreement, you indicate your acceptance of these terms and conditions.

- I consent **to Standard College communicating with me in electronic form and to entering into agreements and transactions using electronic records and signatures.**
- I understand that I can receive documents by paper if I do not wish to receive documents electronically.
- I understand that my consent is valid until I revoke my consent.
- I understand that a withdrawal of my consent will take effect on the date it is received by Standard College.
- I understand that to request a paper document, instead of consenting electronically, I must contact the Registrar's Office at registrar@standardcollege.edu. A request for a paper document will be treated as a withdrawal of consent.
- I understand that in order to conduct business electronically with Standard College, I must use a computer with a supported operating system and internet browser, sufficient electronic storage capacity on the computer's hard drive or other data storage unit, a printer that is capable of printing from the browser, and email software.

Student Name

Student Signature

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PHOTO/VIDEO RELEASE

I hereby give Standard College of Nursing, the absolute and irrevocable right and permission, with respect to the video and photographs that its employees have taken of me to use, re-use, sublicense to other entities, publish and republish the same in whole or in part, individually or in conjunction with other photographs or images, in any medium including, but not limited to print, video, or the web, for the purpose of furthering the educational or promotional interests of Standard College of Nursing.

I hereby release and discharge Standard College of Nursing, from any and all claims and demands arising out of or in connection with the use of such photographs, film or tape, including, but not limited to, any claims for defamation or invasion of privacy.

I hereby consent to the release of said video tape, audio tape, film, photographs or any other medium for the above-stated purposes and in accordance with the terms stated above.

I am of legal age and have read the foregoing and fully understand the contents thereof.

Student Name

Student Signature

Date



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TOOLS AND RESOURCES

The following is a list of resources to assist Standard College Students

BUSINESS HOURS SUPPORT INFORMATION

- If you need help Changing Your Populi Password OR have trouble accessing Populi. You can contact the Help Desk Monday – Friday from 9:00 am – 5:00 pm. The Help Desk can be reached by email at helpdesk@standardcollege.edu or by phone at 703-891-1787 Ext. 43.
- If you need after-hours assistance (i.e., evening, weekend, or holiday), we will respond within 24 hours from your request. To request after-hours assistance E-mail helpdesk@standardcollege.edu

POPULI SUPPORT

- Visit the [Populi Student Information page in the Populi Knowledge Base](#)
- E-mail: info@populi.com
- Call Populi Support at (877) 4-POPULI
- [Watch Populi Student Tutorial Videos](#)

ZOOM SUPPORT

- Zoom Support has numerous helpful resources and videos. If you encounter any problems or need more information such as FAQs, troubleshooting, and configuring your audio & video. Please visit: <https://support.zoom.us/hc/en-us>

ATI SUPPORT

- You can submit a support Request at <https://www.atitesting.com/contact>
- Technical Support Hours: 7 a.m. - 7 p.m. (Central), Monday – Friday.
- Seasonal Hours: Saturday 8:00 a.m.-12:00 p.m. Central (August 14 - Sept 18)
- Online Support:
 - Live Chat (On the Website click the red chat box on the right during office hours)
 - Phone: (800) 667-7531
 - Fax: (913) 661-6245

EVOLVE ELSEVEIR SUPPORT

- For Technical Support you may go to <https://service.elsevier.com/app/overview/evolve>. The Technical Support Center includes video tutorials, user guides, and an online chat feature. To speak to a live representative, you can call 1-800-222-9570.

ExamSoft CUSTOMER SUPPORT

- ExamSoft's support team is here to help 24/7. Call or submit a support ticket online.
- Search hundreds of how-to articles on the Community website [here](#).
- RESOURCES: [ExamSoft](#)
- INQUIRIES: [Contact Support](#): 866-429-8899, ext. 1

Student Name

Student Signature

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PROFESSIONAL LICENSURE DISCLOSURES

Standard College Disclosure for Professional Licensure or Certification

Effective 05/15/2023

Standard College offers nursing education programs which lead to professional licensure and/ or certification. States and other government entities have established standards of practice for the occupations or professions they have chosen to regulate, and they provide legal permission to practice those professions only to individuals who meet those standards. This is called professional licensure: professions for which people need to meet certain criteria in order to practice in that field.

The U.S. Department of Education requires professional 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.

Nursing Education Program	Standard College has determined that its curriculum meets the State educational requirements for licensure or certification in the following states:	Standard College has determined that its curriculum does NOT meet the State educational requirements for licensure or certification in the following states:	Standard College has not made a determination that its curriculum meets the State educational requirements for licensure or certification in the following states:
LPN to RN Transition Program	Alabama, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, 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, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, Wyoming	Alaska	Maine, Vermont



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**Practical Nursing
Program**

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, 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, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	Louisiana	N/A
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Standard College advises students and prospective students to contact the licensing board for the states (Maine and Vermont) the school has not been able to make a determination regarding state professional licensure requirements.

The current state licensing board contact information for Maine:

Maine State Board of Nursing
161 Capital St.
158 State House Station
Augusta, Maine , 04333-0158
Phone: (207) 287-1133
Fax: (207) 287-1149
<https://www.maine.gov/boardofnursing/>

The current state licensing board contact information for Vermont:

Vermont State Board of Nursing
89 Main Street 3rd Floor
Montpelier, VT 05620-3402
Phone: (802) 828-1505
<https://sos.vermont.gov/nursing/>

I acknowledge receiving Standard College's Professional Licensure Disclosures policy, and I am attesting that I understand the policy.

Student Name

Student Signature

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PHYSICAL LOCATION POLICY DISCLOSURE

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 Name

Student Signature

Date



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Telephone: (703) 891-1787 Fax: (703)891-1789
www.standardcollege.edu
info@standardcollege.edu

PRACTICAL NURSING PROGRAM

COVID-19 ACKNOWLEDGEMENT OF RISK FORM

As a participant in the *Practical Nursing Program* at *Dulles Health and Rehab, The Virginian Nursing and Rehab*, or other designated clinical sites associated with *Standard Healthcare Services College of Nursing* (Standard College), I accept the following conditions of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to slips and falls, needle pricks, and contracting diseases such as COVID-19, also known as the coronavirus disease.

Coronavirus disease (COVID-19) is an infectious respiratory disease that spreads from person-to-person. People with COVID-19 have had a wide range of symptoms reported – ranging from *mild symptoms* to severe illness. **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. The Centers for Disease Control and Prevention (the "CDC") has found that regardless of age, specific conditions increase a person's risk of severe COVID-19 illness, including chronic kidney disease, COPD (chronic obstructive pulmonary disease), obesity (BMI of 30 or higher), immunocompromised state (weakened immune system) from solid organ transplant, serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies, sickle cell disease, and type 2 diabetes. Additionally, healthcare workers caring for patients with COVID-19 have a higher risk of exposure.

I understand that the clinical facility may have patients who have tested positive for COVID-19 or may be recovering from COVID-19. I also understand that there are vaccines available to protect against COVID-19 and currently, one drug has received Food and Drug Administration (FDA) approval. Remdesivir (Veklury®) is approved to treat hospitalized patients with COVID-19 infection. I understand that I may need to receive a COVID-19 vaccine prior to working at the Clinical site.

Symptoms of COVID-19 include, but are not limited to, fever or chills, cough, and shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If I feel sick, I agree NOT to go to the clinical facility and that I will stay home for the period of time recommended by the CDC, which is typically ten days, but may be longer if I am still symptomatic or contagious. During this period of quarantine, I may leave the house to receive medical attention if necessary.

Additionally, while participating in the program, I agree to take all necessary precautions recommended by the CDC to prevent the spread of COVID-19, including but not limited to, washing my hands thoroughly and often, wearing a mask to cover my mouth and nose, avoiding gatherings of ten or more people, , and practicing prevention measures when taking public transportation, ride-sharing, or taxis.

I agree to abide by any and all specific requests by Standard College and the clinical facility for my safety and the safety of others, as well as any and all of the College's and the clinical facility's rules and policies applicable to all activities related to this program. I understand that Standard College and the clinical facility reserve the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury or illness which may occur as a result of my participation or arising from my participation in this program, unless any such personal injury or illness is directly due to the negligence of the College and/or the clinical facility. I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with *the Registrar*, at which time my visits to or participation in the program will cease.



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In case an emergency situation arises, please contact _____
(name) at _____ (phone number).

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

I represent that I am 18 years of age or older and legally capable of entering into this agreement.

Student Name

Student Signature

Date

Address (STREET ADDRESS. CITY. STATE. ZIP.)



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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-dose vaccine (Pfizer or Moderna) or one dose 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.

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 [here \(https://www.standardcollege.edu/wp-content/uploads/2021/08/Religious-Exemption-Form-COVID-19-VACCINE-Fillable.pdf\)](https://www.standardcollege.edu/wp-content/uploads/2021/08/Religious-Exemption-Form-COVID-19-VACCINE-Fillable.pdf). In order to submit a request, you must:

- 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



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- Submit the completed documents to Heather Ettus at hettus@standardcollege.edu.

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. 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 [here](https://www.standardcollege.edu/wp-content/uploads/2021/08/Medical-Exemption-Form-COVID-19-VACCINE-Fillable.pdf) (<https://www.standardcollege.edu/wp-content/uploads/2021/08/Medical-Exemption-Form-COVID-19-VACCINE-Fillable.pdf>). In order to submit a request, you must:

- 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.

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.

Standard College is committed to building an inclusive, equitable and diverse community. Standard College will not discriminate or retaliate against a student who requests a religious or medical exemption for the COVID-19 vaccine.

Student Name

Student Signature

Date



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STANDARD HEALTHCARE SERVICES COLLEGE OF NURSING **PRIMARY PREVENTION AND AWARENESS PROGRAM**

Standard College's primary prevention and awareness program (PPAP) is an online program, designed to promote awareness and educate people about preventing dating violence, domestic violence, sexual assault and stalking. The primary prevention and awareness program is intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality. The program is designed to be culturally relevant, inclusive, and responsive to Standard College's students and employees. By incorporating information from national organizations, such as RAINN, (Rape, Abuse & Incest National Network), a national anti-sexual violence organization, the program is informed by research from the larger, national community. The PPAP program is provided to incoming students and staff upon entering Standard College. The following topics are addressed in the PPAP:

- The definition of dating violence, domestic violence, sexual assault and stalking.
- Standard College's PROHIBITION of dating violence, domestic violence, sexual assault and stalking.
- The definition of "consent" in Virginia.
- Safe and positive options for bystander intervention, and information on risk reduction.
- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalk has occurred.
- The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or in obtaining a protection order
- How and to whom the alleged offense should be reported
- Options about the involvement of law enforcement and campus authorities, notification of the victim's option to:
 - Notify proper law enforcement authorities, including on-campus and local police;
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - Decline to notify such authorities
- Rights of victims and institutional responsibilities for orders of protections or similar lawful orders

Standard College's primary prevention and awareness program can be found at
<https://www.standardcollege.edu/campus-safety/ppap/>

I agree that I have received information on Standard College's primary prevention and awareness program.

Student Name

Student Signature

Date



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STANDARD COLLEGE REMOTE PROCTORING EXAMSOFT POLICY

To ensure the academic integrity of online exams, Standard College has implemented ExamSoft. ExamSoft is a digital assessment platform that allows students to take tests securely from any location. This software works by blocking access to programs, files and Internet usage during the test. Exams are taken without an internet connection, ensuring a reliable and secure test experience. ExamSoft allows Standard College to maintain the academic integrity of online exams in the nursing education programs.

Examplify by Examsoft is the application that students will need to install on a computer in order to take exams. Students are required to download the Examplify software on the computers they will be using for testing. By using this application, students will be able to download exams to take on exam day. Internet access is required to download and upload tests.

Within the Examplify application, Standard College uses ExamID and ExamMonitor for remote proctoring. ExamID is the software that will authenticate your identity by using your camera at the start of the exam. ExamMonitor is the software that will proctor your assessments by using your screen recorder, camera, and microphone throughout the exam.

Please Read [ExamSoft's Prepare to Take an Exam with ExamID and ExamMonitor documentation](#)

System Requirements

Examsoft does not recommend using the software on computers that do not meet [minimum computer standards](#)

<https://examsoft.com/resources/examplify-minimum-system-requirements/>

Practice Exams

It is recommended that all students take the practice exam before their first scheduled exam. The practice exam was created to give students an opportunity to test the exam platform on their computers and also to allow students to become familiar with the program BEFORE exams.

Troubleshooting

Computer problems that prevent students from completing the exam on the student's device must be brought to the attention of the instructor or proctor, immediately. If the instructor or proctor is unable to administer support to resolve the technical issue, the student is expected to contact Examsoft directly at 866-429-8889.

For exams not administered at the School, students are to contact ExamSoft support immediately at 866-429-8889. Once the issue has been resolved, email the instructor the ticket Number for verification of your issue.



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Exam Conflicts

Standard College expects students to take their assessments on the scheduled dates. Students seeking to reschedule an examination must contact the instructor directly.

Exam information

Please refer to the Student Handbook for the Test-Taking Policy and Code of Conduct Policy.

ExamSoft Privacy Policy

ExamSoft's privacy policy is available at <https://examsoft.com/privacy-policy> The information shared with ExamSoft is used only for the purpose of providing exam administration and proctoring services, is never sold, and is retained only as long as required to provide services. Exam proctoring files sent to ExamSoft's proctors is anonymized so that the applicant's identity is unknown to the proctor.

REMOTE PROCTORING EXAMSOFT POLICY ACKNOWLEDGEMENT

I, the undersigned, acknowledge receipt of Standard College Remote Proctoring Policy.

Student Name

Student Signature

Date



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PROGRAM CURRICULUM INFORMATION: WATCHING PRE-RECORDED VIDEOS PRIOR TO COURSE LECTURE

Standard College has incorporated more case studies in the program curriculum for the purpose of preparing students to the changes made to the 2023 Next Generation NCLEX (NGN) test. The NGN evaluates the candidate's nursing clinical judgment skills by using more case studies to measure whether the candidate is ready to make the right decisions about patient care. The purpose is to evaluate nursing students' judgment, decision-making, and critical thinking skills. To facilitate the increased use of case studies, students will be required to watch pre-recorded videos in advance of the course lecture.

I acknowledge receiving Standard College's Program Curriculum Information, and I am attesting that I agree to comply with the curriculum format as designed by the school.

Student Name

Student Signature

Date

STANDARD COLLEGE ELECTRONIC-BOOKS (E-BOOK) POLICY

To support student success and ensure students have access to quality learning resources, Standard College provides Electronic books (E-books), along with other electronic learning resources, to students in each course in the Practical Nursing Program and the LPN to RN Transition Program. The E-book is a full textbook in electronic form that can be read online.

ELECTRONIC-BOOKS (E-BOOK) POLICY ACKNOWLEDGEMENT

I, the undersigned, acknowledge I will receive Electronic-Books (E-book) and electronic Learning Resources for each course as I progress through the program.

Student Name

Student Signature

Date



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Transcript Release Authorization Form **(For a Board of Nursing ONLY)**

This signed form gives Standard Healthcare Services College of Nursing (Standard College) permission to release your official final transcript of academic record from the school's nursing program after you graduated from the program. Upon signing this form, you are agreeing that Standard College may send your academic records to a Board of Nursing through the preferred method of delivery of the Board of Nursing. Standard College will send the transcript to the Board of Nursing state where you reside based upon the address the school has on file for you at the moment of graduation, unless a change has been requested.

Student: Read and Sign Below

I authorize Standard College to release to the Board of Nursing my transcripts, proof of graduation, and any other academic or school-related information or records, as requested by the Board of Nursing. I certify that I am the person whose name appears on this form and that I have read and agree to the authorization statement outlined above.

Student Name

Student Signature

Date



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Library and Learning Resources

The Standard College Library provides students, faculty, and staff with access to a collection of materials in a variety of print, audio-visual, and electronic formats that support the curriculum of each nursing program. In addition, the Library is available for on-site or remote access to our online materials, including database access to ProQuest and other Nursing and Health Sciences Databases.

ProQuest Nursing & Allied Health Database provides scholarly literature, clinical training videos, reference materials and evidence-based resources for students in nursing and allied health professions. You will need your Standard College ID number to access this Database.

Click on the link below or go to the library and click on the Links Tab.

<https://search.proquest.com/barcode?accountid=144811&groupid=1075837>

The on campus library and reading room is open from Monday – Friday, 9:00 am – 5:00 pm. The online library services are available on 24 hours per day, seven days per week.

Acknowledgment of Library and Learning Resources Disclosure

I understand that I may access Standard College's library and learning resources online or onsite. I acknowledge receiving information on how to access these resources.

Student Name

Student Signature

Date



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STUDENT ONLINE CLASSROOM CODE OF CONDUCT & PROFESSIONAL BEHAVIOR

Students will be held to the highest standards of professionalism during the online course lectures in Standard College's nursing education programs. The following are the Online Class Code of Conduct and Professional Behavior Expectations:

- Students are expected to behave professionally, treating others with courtesy and respect, at all times.
- Students are expected to treat online course lectures as if attending class on campus and refrain from engaging in any behaviors that could disrupt the class.
- Student engagement with peers and instructor during the session is a mandatory component of the course lectures.
- Students must not use profanity or socially offensive language when communicating with faculty and staff. This includes communication by emails, discussion postings, group projects, and submitted assignments.
- Students must not use images that are offensive or inappropriate. This includes background images and settings in Zoom and other video platforms.
- Students are required to look presentable and professional. Students must dress in a way that is modest, clean and to avoid unnecessary distractions. Any immodest clothing is strictly prohibited. For example, students may not be in bed or be laying on the couch during class time.
- Students must keep distractions to a minimum, such as dogs barking, family member conversations, or TV sounds.
- Students may not join a class while driving or riding in a car.
- Students are expected to join from a suitable, quiet location, with a device that permits full participation in the class activities.
- Students must have and use a camera and microphone when attending online course lectures.
- Students are expected to log in on time and be present during the entire zoom online class lecture.
- Students video must be turned on and students must be on camera throughout the course lecture.
- Attendance will be checked at the beginning, during, and at the end of each lecture.
- Students logging in 15 minutes late without notifying their instructor will not get credit for the day and will be marked absent.



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- Students are expected to attend all classes, take all exams, and complete and submit all coursework by the stated deadlines from instructional staff or as noted in the course syllabus.
- Only individuals registered and enrolled in a particular course may access the course materials, lectures, group discussions, etc. in the online environment. Links to course materials, including video meetings, should not be shared with individuals who are not enrolled in the course unless otherwise approved by the instructor.
- Another person may not login to a student account and attend classes or complete coursework or take an exam on behalf of the student.

Attendance is a mandatory component of the nursing program. If a student fails to attend more than the permissible number of classes, the student will be dismissed from the program. For more detailed information, the Attendance Policy can be found in the Standard College Handbook/Catalog. You may access the Handbook/Catalog at <https://www.standardcollege.edu/handbook/>

Remember all zoom online class lectures are recorded.

I have read, understood, and will comply with the **Student Online Classroom Code of Conduct & Professional Behavior Policy**.

Student Name

Student Signature

Date



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ACKNOWLEDGEMENT FOR ON-CAMERA & PROFESSIONALISM **DURING COURSE LECTURES**

Standard College's nursing programs are designed for interactive, online learning. To foster engagement and academic success, all students are required to adhere to the following requirements regarding on-camera presence and professional conduct during Zoom class sessions.

On-Camera Requirements:

- I will log in on time and remain on camera for the entire duration of each class lecture.
- I understand that attendance is recorded at multiple points during class, including the beginning, middle, and end.
- I understand that if my camera is not on or I am not visibly present, I will be marked absent for that session.
- I understand that exceeding the permissible number of absences may jeopardize my standing in the program and result in academic consequences.

Professionalism:

- I will maintain a professional appearance and environment during online class sessions.
- I will attend class from a quiet, distraction-free environment.
- I will not participate while lying in bed, reclining on a couch or while driving.
- I will not participate in course lectures from a workplace.
- I may use Zoom's background blur feature to maintain privacy and minimize distractions, when necessary.

Acknowledgement:

I acknowledge that attendance, on-camera presence, and professionalism are essential components of my success in the program. I agree to uphold these requirements at all times during class lectures.

Student Name

Student Signature

Date



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CODE OF HONOR

I join my classmates today to pledge my commitment to the highest ideals and academic standards of my nursing education at Standard Healthcare Services, College of Nursing. I recognize I am entering a profession in which I have responsibility for the lives of others. I understand that with that responsibility comes accountability for my actions.

Therefore, as a representative of Standard College, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism throughout the program, during exams, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty.

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

I understand that I have the responsibility to report suspected instances of cheating and/or violations of Standard College policies to an instructor or staff member.

I understand that students are judged based on the merits of their own work.

I affirm that the work I submit to the instructor is a true and honest representation of my own productive effort.

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

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

I understand that any violation of the Code of Honor may lead to legal and/or disciplinary action, and/or dismissal from the program.

I acknowledge receiving Standard College's Code of Honor, and I am attesting that I understand this policy.

Student Name

Student Signature

Date