



# Eagle Gate & Provo COLLEGE

## SCHOOL CATALOG

This catalog applies to the following locations:

<b>Main Campus Eagle Gate College - Murray</b> 5588 South Green Street Murray, UT 84123 888-618-9336	<b>Main Campus Provo College</b> 1450 West 820 North Provo, UT 84601 385-262-9625
<b>Eagle Gate College - Layton (Non-Main Campus of Murray, UT)</b> 915 North 400 West Layton, UT 84041 801-609-3434	<b>Eagle Gate College - Idaho Falls (Non-Main Campus of Provo, UT)</b> 1592 E. 17 <sup>th</sup> Street Idaho Falls, ID 83404 208-417-8723
<b>Eagle Gate College - Boise (Non-Main Campus of Murray, UT)</b> 9300 West Overland Rd Boise, ID 83709 208-417-8723	<b>Administrative Office</b> 1401 Dove Street, #340 Newport Beach, CA 92660 888-382-8183

EFFECTIVE DATE: JANUARY 1, 2025 to DECEMBER 31, 2025

Eagle Gate College and Provo College reserve the right to change this catalog’s content, terms and conditions at any time without prior notice. Information in this catalog is current at the time of publishing.

<https://www.eaglegatecollege.edu/>

<https://www.provocollege.edu/>

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## COLLEGE INFORMATION

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Eagle Gate and Provo Colleges are accredited, private institution that combines unique academic and technical specialties to provide a superior education in the areas of healthcare and nursing. Eagle Gate and Provo Colleges provides healthcare career training, clinical placement, and employment assistance.

Please note throughout this catalog, “Eagle Gate College” and “Provo College” may be referred to individually as “the school” or “the college”, or jointly as “the schools” or “the colleges”.

## MISSION & EDUCATION PHILOSOPHY

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### Mission

We are caring professionals who empower individuals to achieve personal excellence through student-centered, market-driven education. This mission is further defined by:

### Objectives

- Deliver quality, career-related education, which produces competent graduates who are qualified for entry-level positions in their chosen professions
- Develop professionalism and confidence through career-related education
- Provide a quality environment that includes ethical and moral conduct codes
- Emphasize research and analysis that contributes to an achievement of a high level of independence and critical thinking skills at the graduate level

## SCHOOL HISTORY

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### Eagle Gate College

Eagle Gate College was founded in 1979 as Intermountain College of Court Reporting.

In July 2001, the College was acquired by Bullen and Wilson, LLC, and the name was changed to Eagle Gate College with the addition of diploma programs in business, computer, and medical fields.

In January 2002, the College was approved to offer Associate of Science degrees and in October 2007, the College was approved to offer Bachelor of Science degrees.

In September 2004, a new non-main campus was established in Layton, Utah.

In 2019, The College opened a non-main campus in Boise, Idaho. ABHES granted accreditation to this campus to offer diploma programs in Medical Assisting, Practical Nursing, as well as a Bachelor of Science in Nursing degree.

The Colleges expanded by adding several new Masters programs in Nursing to our Murray location in late 2019.

### Provo College

Provo College opened in 1984 under the name Dental Careers Institute and was later changed to Advanced Careers Institute.

In December 1989, the College changed its name to Provo College to reflect the broadened scope of the College with the addition of curriculum in court reporting and medical transcription.

In April 1992, the school was acquired by the Center for Professional Studies, Inc. and relocated to its current location.

In 2005, Provo College was granted approval to change its degree offering from Associate of Applied Science to Associate of Science.

In 2013 the College expanded its degree offerings to include bachelor's degrees.

In 2019, The College opened and received ABHES accreditation for a non-main campus in Idaho Falls, Idaho. The College was approved to change the name of this non-main campus in Idaho Falls, Idaho from Provo College, to the name of our sister colleges in the states of Utah and Idaho, Eagle Gate College.

### Shared History

In 2020, both Colleges received approval for a Change of Ownership as part of the Unitek Learning family of schools.

## **ACCREDITATION & APPROVALS**

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### INSTITUTIONAL



### **ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)**

Eagle Gate College and Provo College are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

The address of ABHES is

6116 Executive Blvd., Suite 730,

North Bethesda, MD 20852,

301-291-7550.

The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting

agency by the United States Department of Education.

### **U.S. DEPARTMENT OF EDUCATION**

The College is approved by the U.S. Department of Education to offer students the option of applying for federal financial aid through the Title IV program.

### **PROGRAMMATIC**



### **COMMISSION ON COLLEGIATE NURSING EDUCATION**

The baccalaureate degree program in nursing at Provo College is programmatically accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The baccalaureate degree program in nursing at Eagle Gate College is programmatically accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The master's degree program in nursing at Eagle Gate College in Murray, UT and Boise, ID is programmatically accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

CCNE can be contacted at:  
655 K Street, NW, Suite 750, Washington, DC 20001  
202-887-6791 phone, 202-887-8476 fax  
[www.aacnnursing.org/CCNE](http://www.aacnnursing.org/CCNE)

### **ACEN Accreditation Status Murray Practical Nursing Programs**

Effective April 29, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on April 29, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a

candidate program that concluded in the Board of Commissioners granting initial accreditation.

### **ACEN Accreditation Status Layton Practical Nursing Programs**

Effective April 29, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on April 29, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

### **ACEN Accreditation Status Boise Practical Nursing Programs**

Effective June 28, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 28, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

### **ACEN Accreditation Status Idaho Falls Practical Nursing Programs**

Effective June 28, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 28, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of

initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.



### **COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)**

The Physical Therapist Assistant Associate Degree Program at Provo College is programmatically accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE)

CAPTE can be contacted at:

3030 Potomac Avenue, Suite 100

Alexandria, VA 22305-3085

Phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

To contact the program/institution directly, please call 385-324-8624 or email Maria Staker: [Mstaker@provocollege.edu](mailto:Mstaker@provocollege.edu)



### **ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)**

Eagle Gate College (Boise, Idaho Falls and Murray Campus) hold ABHES programmatic Accreditation for the Medical Assistant program.

6116 Executive Blvd., Suite 730

North Bethesda, MD 20852

Telephone 301-291-7550

Facsimile 709-917-4109

Website: [www.abhes.org](http://www.abhes.org)

### **STATE APPROVALS**

Eagle Gate and Provo Colleges meet the requirements of Utah Code Ann. §13-34-107.5 to be registered postsecondary schools required under 34 C.F.R.600.9 to be legally authorized by the state of Utah. Eagle Gate College is licensed by Murray City and Layton City. Provo College is licensed by Provo City.

Eagle Gate and Provo Colleges have registered with the State of California's Bureau for Private



Postsecondary Education (BPPE), in compliance with California Education Code (CEC) Section 94801.5, to allow California residents to enroll in distance education programs offered by the Colleges.

Eagle Gate College is properly registered as a Private Postsecondary Education Institution with the State Board of Education under Idaho Statutes, Title 33 – Chapter 24

### ADDITIONAL APPROVALS

The College is approved by the Utah State Approving Agency for Veterans Education & the Idaho State Approving Agency for Veterans Education to accept students using GI Bill® funding for both pre and post 9/11 GI Bill®. The GI Bill® is a registered trademark of the U.S Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>. Veterans seeking to use GI Bill® funding must submit all previous coursework for evaluation prior to enrollment. For more information on Veterans Administration funding see: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

<b>Campus</b>	<b>Approved Programs</b>
<b>Layton</b>	Bachelor of Science in Nursing Practical Nursing Diploma
<b>Murray</b>	Practical Nursing Medical Assisting Masters Entry Point to Nursing Master Of Science in Nursing Bachelor of Science in Nursing RN to Bachelor of Science in Nursing
<b>Provo</b>	Bachelor of Science in Nursing Associate of Physical Therapist Assistant Practical Nursing Diploma

### MEMBERSHIPS

Eagle Gate College and Provo College have membership in the following organizations:

- National Association of Student Financial Aid Administrators
- Utah Association of Student Financial Aid Administrators
- Rocky Mountain Association of Financial Aid Administrators

### STATE AUTHORIZATION REGARDING DISTANCE EDUCATION

The College maintains state authorization in any state in which active distance education (DE) students are physically located at the time of initial enrollment, if that state requires it. Students who relocate while enrolled at the College may be unable to complete their studies if they move to a state where the College is not currently authorized to offer an online option for a program. A student who is considering relocation while enrolled should contact his/her Academic Dean/Program Director and/or Campus Director to discuss how relocation could alter their eligibility. It is the student’s responsibility to inform the College of his/her relocation.

Relocating to another state while enrolled at the College may result in a student's termination if the student moves to a state in which the College is not authorized to instruct or enroll students. Additionally, relocation may impact a student's ability to gain employment in the field, including eligibility for credentialing and licensure. Students considering such relocation after enrolling at the College must notify the relevant Academic Dean, Program Director and/or Campus Director at least 30 days before any relocation may occur to discuss how relocation could alter the student's eligibility to remain actively enrolled and to allow the College time to assess the implications of such a relocation and seek any necessary approvals at the College's discretion.

As required, the College complies with any state-specific rules for enrollment agreements, policies and procedures, including refund policies.

## **CAMPUS INFORMATION**

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Eagle Gate and Provo Colleges offer 5 locations. Eagle Gate campuses are located in Boise and Idaho Falls, ID, and Layton and Murray, UT. Provo College is located in Provo Utah.

## **FACILITY DESCRIPTION**

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### **MURRAY CAMPUS**

The Eagle Gate College – Murray campus is located at 5588 South Green Street (360 West), Murray, UT, and occupies approx. 28,000 square feet, which includes:

- Classrooms: 4
- Skills labs: 4
- Computer Labs: 2
- Virtual Reality Lab: 1
- Simulation Labs: 4
- Student Learning Resource Center
- Student Lounge
- Mother's Room
- Faculty and Administrative Offices

### **PROVO CAMPUS**

The Provo College campus is located at 1450 West 820 North, Provo, UT, and occupies over 40,000 square feet, which includes:

- Classrooms: 9
- Computer Labs: 2
- Skills labs: 8
- Virtual Reality Lab: 1

- Simulation Lab: 3
- Virtual Reality Lab
- Simulation Labs: 3
- Student Learning Resource Center
- Student Lounge: 2
- Mothers Room
- Faculty and Administrative Offices

## **BOISE CAMPUS**

The Eagle Gate College Boise campus is located at 9300 West Overland Road, Boise, ID and occupies 25,383 Sq ft, which includes:

- Classrooms: 3
- Computer Lab: 1
- Skills labs: 2
- Simulation Lab: 4
- Virtual Reality Lab: 1
- Student Learning Resource Center
- Collaboration Room
- Active Learning Center
- Student Lounge
- Faculty and Administrative Offices

## **IDAHO FALLS CAMPUS**

The Idaho Falls campus located at 1592 E. 17th Street, Idaho Falls, ID occupies 19,933 square feet, which includes:

- Classrooms: 4
- Computer Lab: 1
- Skills labs: 3
- Simulation Lab:4
- Collaboration Room
- Active Learning Center
- Student Learning Resource Center
- Student Lounge
- Mothers Room
- Faculty and Administrative Offices

## **LAYTON CAMPUS**

The Layton Campus, located at 915 North 400 West, Layton, UT occupies 15,000 square feet, which includes:

- Classrooms: 4
- Computer Lab: 2
- Skills labs: 2
- Simulation Lab: 1
- Collaboration Room
- Active Learning Center
- Student Learning Resource Center
- Student Lounge
- Faculty and Administrative Offices

## CAMPUS SCHEDULES

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### WEEKLY SCHEDULE

The College generally offers day, afternoon and evening classes Monday through Friday. Under certain circumstances, clinicals and externships may be offered on weekends. Online classes are offered Monday through Sunday.

<b>MURRAY</b>	
Monday -Thursday	8:00 am -6:00 pm
Friday	9:00 am – 3:00 pm
Saturday – Sunday	Closed
<b>LAYTON</b>	
Monday -Friday	8:00 am -5:00 pm
Saturday	Closed (except by appointment)
Sunday	Closed
<b>BOISE</b>	
Monday -Thursday	8:00 am -5:00 pm

Friday	8:00 am – 3:00 pm
Saturday	Closed (except by appointment)
Sunday	Closed
<b>PROVO COLLEGE</b>	
Monday -Thursday	8:00 am – 5:00 pm
Friday	9:00 -2:00 pm
Saturday	Closed (except by appointment)
Sunday	Closed
<b>IDAHO FALLS</b>	
Monday -Friday	8:00 am-5:00 pm
Saturday	Closed (except by appointment)
Sunday	Closed

### STUDENT SCHEDULED HOLIDAYS

School Holidays 2025	
Martin Luther King Jr. Day	1/20/2025
President's Day**	2/17/2025
Memorial Day	5/26/2025
Juneteenth Day	6/19/2025
Independence Day	7/4/2025
Pioneer Day	7/24/2025
Labor Day	9/1/2025
Veterans Day	11/11/2025
Thanksgiving	11/27/2025-11/28/2025
Winter Break	12/20/2025-1/4/2026***
Return to School	1/5/2026

Make-up days may be required when a holiday disrupts the regular class schedule. During weeks that contain holidays, make-up hours will be scheduled to be completed before the term or module ends.

\*Holiday falls on a weekend. Therefore, the holiday will be observed the weekday prior OR after the weekend

\*\*Holiday/Student Schedule Off day is only observed by Modular Programs

Please note: Student Holiday schedule pertains only to the holiday schedule and not the academic calendars.

### SCHEDULED PROGRAM BREAKS

<b>Semester Based Program (expect Practical Nursing)</b>		
<b>Break</b>	<b>Start</b>	<b>End</b>
Spring	4/28/2025	5/4/2025
Summer	8/25/2025	9/1/2025
Winter	12/22/2025	1/4/2026
<b>Semester-Based Practical Nursing (credit-hour) Diploma Program Break</b>		
Spring	3/3/2025	3/9/2025
Summer	6/30/2025	7/6/2025
Fall	10/27/2025	11/2/2025
Winter	12/22/2025	1/4/2026
<b>Medical Assisting Diploma Program</b>		
Winter	12/21/2025	1/4/2026

### CAMPUS OPERATIONAL HOLIDAYS - CAMPUS IS CLOSED

Campus Operational Holidays 2025	
New Year's Day (Observed)	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Memorial Day	5/26/2025
Juneteenth Day	6/19/2025

Independence Day	7/4/2025
Pioneer Day	7/24/2025
Labor Day	9/1/2025
Veterans Day	11/11/2025
Thanksgiving	11/27/2025-11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025
New Year's Eve	12/31/2025
New Year's Day	1/1/2026

\* Holiday falls on a weekend and may be observed on the weekday before or after the weekend.

## DIRECTORY

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### MANAGEMENT AND STAFF

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#### Corporate Officers & Department Heads

- Jeff Conlon - Chief Executive Officer and Executive Chairman
- Erin Kelly - Chief Financial Officer (CPA, BSA)
- Navneet Bhasin - Chief Operations Officer (MD)
- Abdel Yosef - Chief Academic Officer (PhD Nursing Education, MSN, Certified Nurse Educator)
- Shevonne Scott, MSN, RN - National Dean of BSN, MSN, MEPN Programs
- Janice Holt - National Dean of Vocational/Practical Nursing Programs (BSN, MSN)
- Nefretiri Taylor, RDA, CDA, BSHA - Dean of Allied Health and Specialty Programs
- Don Corvin - Senior VP of Compliance (BS, Certified Internal Auditor)
- Sara Cramlet - Senior VP of Human Resources (MS HR Management)
- Michael Collins - VP of Admissions (BA)

#### Board of Directors

- Jeff Conlon - Director (MBA)
- Steven Hodownes - Director (MBA)
- Tom McNamara - Director (MSc Finance)
- Adnan Nisar - Director (MBA)
- Tracey Kruse - Director (BA)

- Scott Serota – Director (MS Health Administration)
- Mona Sutphen – Director (MSc International Political Economy)
- Mary Ann Christopher – Director (BSN, MSN)

## Organization and Governance

Eagle Gate College and Provo College are owned by Unitek College Utah, LLC, a privately held organization.

## Campus Leadership

### Eagle Gate College - Boise Campus

- Pete Traxler – Regional Director of Operations
- Geri Chesebrough – Regional Dean of Nursing
- Kerri Downing – Campus Dean
- Christine Sturman – Practical Nursing Program Director
- Shantel Bugby – Senior Director of Admissions
- Samantha Anderson – Regional Director of Career Services
- Jackie Hackney- Senior Business Office Administrator
- Jamie Marsh – Registrar

### Eagle Gate College - Idaho Falls Campus

- Christopher Dixon – Campus Director
- Geri Chesebrough – Regional Dean of Nursing
- Rochelle Mertz – Campus Dean
- Erika Hanna – Assistant Dean of Nursing / Practical Nursing Program Director
- Emily Thomas – Assistant Director of Admissions
- Taelor Payne – Career Services Advisor
- Raven Carter – Business Office Coordinator
- Heather Titland – Registrar

### Eagle Gate College - Layton Campus

- Kempe Nicoll – Regional Campus Director
- Michelle Whiteley- Campus Dean
- Mikki Chacon – Director of Admissions
- Nicole Croft- Director of Financial Aid
- Keri Mecham – Director of Career Services
- Daniel Hancock – Business Office Coordinator



- Heather Titland – Registrar

### **Eagle Gate College - Murray Campus**

- Christine Anderson- Campus Director
- Lisa Harper – Campus Dean
- Mikki Chacon – Director of Admissions
- Nicole Croft- Director of Financial Aid
- Jaclyn Eyre – Career Services Director
- Ariana Flores – Business Office Coordinator
- Veronica Gomez – Registrar

### **Provo College**

- Spencer Kohler – Campus Director
- Angela Lindley – Campus Dean
- Maria Staker – Physical Therapist Assistant Program Director
- Angie Millet – Director of Admissions
- Nicole Koch – Director of Financial Aid
- Keri Mecham – Director of Career Services
- Emme Anderson – Career Services Advisor
- Joe Mertens – Business Office Coordinator
- Brooklyn Parkinson – Registrar

## **FACULTY**

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### **General Education**

#### Full-Time Academic Leadership

- Saugata Chatterjee – Academic Chair – Mathematics & Statistics, PhD, Mathematical Physics, Arizona State University; MSc, Physics (Electronics and General Relativity), Jadavpur University; BSc, Physics, Jadavpur University
- Ashley Christiansen, Academic Chair – Social Sciences, ME, Education, Southern Utah University; BS, Elementary Education, Southern Utah University
- Shane Fisher, – Academic Co-Chair– Sciences, Doctor of Medicine, Ross University; Master of Public Health, Public Health, Capella University; BS, Business/Administration, University of Phoenix; BS, Management, Park University; AA, Allied Health Sciences, Community College of the Air Force
- Bruce Forciea – Academic Co-Chair – Sciences, Doctor of Chiropractic, Parker College of Chiropractic (Anatomy & Physiology concentration); BA – Psychology, Eckerd College
- Jennifer Graves – Academic Chair – Humanities, MA Education, Northern Arizona University; Med Counseling and Human Relations, Northern Arizona University; BS Psychology, University of

## Arizona

- Michele Monroe – Academic Chair – English & Communication, MA English / TESOL Certificate, University of Alabama; Certificate in Secondary Education, Wilson College; BA Theatre Arts, Hartwick College

## Full-Time Faculty

- Patricia Brown – MA, Education/Special Education, University of Phoenix; MA, Education/Adult Education and Training, University of Phoenix; MS, Criminal Justice, Weber State University; BS, Political Science, Utah State University; AS, Paralegal, Eagle Gate College
- Mohammed Qutyan – PhD Molecular Biology, New Mexico State University; MA Biology Education, New Mexico State University; MS Toxicology, New Mexico State University; BS Biology Education, University of Sana'a

## Adjunct Faculty

- David Blank – MBA, Organizational Leadership, Norwich University; PhD, Organic Chemistry, Dartmouth College; ScM, Organic Photochemistry, Saint Joseph's University; BS, Chemistry, Albright College
- Cassandra de Croix – MA, History, University of the Americas; BA, Communications, Brigham Young University
- Oswald Durand – MS Data Analytics specializing in Mathematics and Statistics, University of Glasgow; MS Education, Cambridge College
- Jared Hadley – MS, Criminal Justice, Weber State University; BA, Family Studies, Weber State University; AA, General Studies, Weber State University
- Mark Jolley – DC, Chiropractic, Palmer College of Chiropractic; BS, General Science; Palmer College of Chiropractic; AS, General Studies, Utah State University
- Lynette Kolb – MAEd University of Phoenix; BA German Brigham Young University
- Oleg Makismov – MBA, University of the People; PhD, Chemistry, Graduate School and University Center of City University of New York, BS, Chemistry, City College of City University of New York
- Antwuan McGhee – MS Mathematics, Alabama State University; BS Mathematics, Miles College of Birmingham, Alabama
- Holly Painter – MS, Human Anatomy and Physiology, New York Chiropractic College; MS, Interdisciplinary Studies, Mountain State University; BS, Interdisciplinary Studies, Mountain State University
- Kody Quast – MBA, Utah State University; BS, Accounting, Utah State University
- May-Lin Robbins – MBA, University of Phoenix; BS, Criminal Justice/Criminalistics
- Maren Tucker – MS, San Diego State University; BS Weber State University; AA Weber State University
- Annette Velarde – PhD Human Science, Saybrook University; MA, Humanities, American Public University; BS, Professional Studies, Kaplan University
- Kimberly Willis – PhD, Public Health, Epidemiology, Walden University; MPH, Public Health, Walden

University; BS, Auburn University Montgomery

- Jan Wong – MA, Education/Curriculum and Instruction, University of Phoenix; BS, Child Development and Family Relations, Brigham Young University

## Medical Assisting

- Jamie Alvey, CPC-A – Faculty; Associate of Applied Science Degree, Medical Assisting: Eastern Idaho Technical College
- Alyssa Boswell – Faculty: Associate in Science; Utah State; MA cert; MATC
- Aimee Boyd, CMA (AAMA), MBA – Faculty; BYU-Idaho; AAS Medical Assisting; BS Healthcare Administration; Western Governors University; MBA Healthcare Management
- Rae Gallardo – Faculty; MBA, W.P. Carey School of Business; CDA, Utha Tech; CNA, Arizona GTI
- Athena Sirucek- Faculty; Associate in Health Sciences/Medical Assisting, College of Southern Idaho
- Julianne Switzler, MA, CCMA – Faculty/Externship Coordinator; BS Behavioral Health – University of Utah; Healthcare MBA – Oregon Health Science University

## Nursing

- Becky Adams – Assistant Professor I; BSN Western Governors, ASN Ameritech College
- Krista Adams – Faculty; MSN/Ed, Western Governors University; BSN, Western Governors University; ASN, Excelsior College; LPN, College of Eastern Utah
- Shanti Adhikari – Faculty; BSN, Galen College of Nursing
- Karyn Andes-Faculty; MSN/BSN Chamberlain University
- Lanette Anderson – Faculty, Online; JD West Virginia University; MSN Marshall University
- Tracie Baker – Faculty; MSN/Ed, Utah Valley University; BSN, Utah Valley University; ASN, Utah Valley University
- Katherine Barker – Faculty; BSN, University of Oklahoma
- Carrie Bailey – Adjunct Faculty; MD; Oregon Health & Science University; BSN, Oregon Health & Science University
- Robyn Bailey – Faculty; BSN, Northwest Nazarene University
- Paola Beach – Faculty; MSN, Gonzaga University
- Lisa Benson – Adjunct Faculty; BSN, Idaho State University
- Jesica Bergson – Adjunct Faculty; BSN, Idaho State University
- Donna Borre' – Faculty Online; EdD University of Phoenix, MSN Viterbo University, BSN Viterbo University, AD Milwaukee Area Technical College
- Elizabeth Breidenbaugh – Adjunct Faculty; MSN-Ed, Galen College of Nursing; BSN, Brigham Young University-Idaho
- Julie Brinley – Faculty; DNP, American Sentinel University; MSN/Ed, Regis University; BSN, Westminster College; ASN, Mesa Community College
- Sheri Byrnes – Faculty; PhD, Capella University; MSN, University of Phoenix; BSN, Northeastern

## University

- Tammy Calloway – Assistant Professor I; MSN Western Governors, BSN Viterbo University
- Kimberly Campbell – Faculty; Online Adjunct; MSN/Ed. Walden University; BSN University of Nevada-Las Vegas
- Rachel Carr – Assistant Professor; MSN, Western Governor, BSN, Weber State, BS, Utah State
- Brooke Carpenter – Faculty; MSN/Ed, University of Phoenix; BSN, University of Phoenix; ASN, Sacramento City College
- Natasha Colvin – Adjunct Faculty, Online; EdD University of Alabama, MSN-Ed University of Alabama
- Lisa Crouch – Adjunct Faculty; MSN, University of Phoenix; BSN, University of Phoenix
- Morgan Dalley – Adjunct Faculty; BSN, Boise State University
- Shannon Dimene – Faculty; PhD Nursing Ed, Liberty University; MSN Nursing Ed, Western Governors University; AAS Nursing, Pueblo Community College
- Robin Lowrie-Dallin – Adjunct Faculty; MSN, Walden University; BSN Weber State University; ASN Ricks College
- April DeCarlo-Faculty; MSN-Ed, Western Governors University; BSN, Western Governors University
- Latrice Dickson – Adjunct Faculty, Online; DNP Grand Canyon University, MBA Grand Canyon University, MSN/Ed. University of Phoenix, BSN University of Phoenix
- Natalya Doroshenko – Adjunct Faculty; Master’s in Nursing Education, Idaho State University
- Kylee Draper- Adjunct Faculty: BSN, MSN; Weber State University
- Susan Engle – Adjunct Faculty, Online; DNP-Chamberlain University; MSN/Nursing Administration California State University Dominguez Hills; Quality Improvement in Nursing Certificate California State University Dominguez Hills
- Lana Entringer – Adjunct Faculty; BSN, University of Phoenix
- Andrew Fretwell- Adjunct Faculty: ASN Utah Valley University; BSN
- Makenna Graff – Adjunct Faculty; BSN, Capella University; ADN – Ameritech College of Healthcare
- Amanda Grange – Adjunct Faculty, Online; MSN/Ed. Western Governors University, PMCFNP Herzing University, BSN, Nevada State College
- Susan Greer – Adjunct Faculty; MSN-FNP; American Sentinel University; BSN, Western Governors University; ASN, Utah Valley University
- Justine Haden – Faculty; MSN/Ed, Capella University; BSN, Capella University; ASN, Milwaukee Area Technical College
- Tanja Hagen – SIM Manager; MSN, University of Utah; BSN, University of Utah
- Carrie Hammer – State Based NSS; MSN, South University; BSN University of Utah
- Whitney Hamrick – Faculty; MSN, Western Governors; BSN, Western Governors
- Lisa Harper – Campus Dean; PhD Capella, MSN University of Phoenix, BSN University of Phoenix, ADN Weber State
- Vendla Hatt – Adjunct Faculty; MSN, American Sentinel University; BSN, Western Governors

## University

- Cynthia Heiser – Faculty; BSN, University of Michigan, Ann Arbor
- Megan Hendricks – Adjunct Faculty; BSN, Brigham Young University – Idaho
- Randy Heninger – Faculty; MBA, Westminster College; MSN, University of Utah; BSN, Jacksonville University
- Tobin Hill Assistant Professor I; APRN Duke University; BSN Boise State University
- Trisha Hirschi – Adjunct Faculty; BSN, Idaho State University
- Rana Jaber – Adjunct Faculty, Online; DNP, Western University of Health Sciences; MSN, California State University, Fullerton; BSN, Jordan University of Sciences and Technology
- Leena Joseph – Adjunct Faculty Online; DNP, Touro University; MSN, Western Governor’s University; BSN Western Governor’s University
- Hannah Josephson – Faculty; Master’s in Nursing Education, Western Governor’s University
- Gabriel Joy – Faculty; TNCC, ENA, University of Utah; BSN, Eagle Gate College; NREMT Yuba College
- Erika Hanna- Assistant Dean of Nursing / Practical Nursing Program Director; MSN/BSN University of Texas, Arlington, ADN-Riverside City College
- Susan Hawkes – Faculty; MSN-ED, University of Phoenix; BSN, University of Phoenix; RN, AA, Glendale Community College
- Karie Herber – Faculty; MS Nursing Education, West Coast University
- Kimberly Khoury – Adjunct Faculty; DNP, Chamberlain University
- Nikkie King- Adjunct Faculty: AND, Treasure Valley Community College; MSN-Ed, Grand Canyon University
- Monica Knighton – Adjunct Faculty; BSN, Brigham Young University-Idaho
- Linda Libby – Adjunct Faculty; MSN-Ed, Western Governors University; BSN, Boise State University
- Angela Lindley – Assistant Dean of Nursing; MSN/Ed, Western Governors University; BSN, Linfield College; ASN, College of Eastern Utah – San Juan Campus
- Sheila Matye – Faculty, Online; DNP, American Sentinel University; MSN, Gonzaga University; ADN, MSU-Northern
- Joshua May – Adjunct Faculty; BSN, Valparaiso University
- Alex McInerny – Faculty; MSN, University of Washington
- David McOmber- Adjunct Faculty-RN-BSN, University of Utah: MSN/ ACNP, University of Michigan; PMC-Ed, University of Michigan
- Tyrie McWilliams – Adjunct Faculty; MSN-ED Western Governors; BSN, Western Governors
- Rochelle Mertz – Dean of Nursing; DNP, Regis College; MSN-Ed, Western Governors University; MHA, University of Phoenix; BSN, MSU-Northern; ASN, Lethbridge Community College
- April Mitchell – Adjunct Faculty; MSN Capella University; BSN, Immaculata College
- Melanie Morgan – Assistant Professor I; MSN, Westminster College; BSN, Utah Valley University; ASN, Weber State University
- McKay Norton – Faculty; BSN, Provo College

- Baylee Obray – Faculty; MSN, Weber State University; BSN Westminster College
- Amanda Patchen – Assistant Professor II; MSN Chamberlain University, BSN Chamberlain University, ASN Paradise Valley Community College
- Rachel Pearson – Adjunct Faculty; BSN, ASN Brigham Young University-Idaho
- Dr. Xiomara Perez – Dean of Nursing; DNP Capella University; MSN-Ed, Capella University; BSN, Cedar Crest College
- Annette Reinbolt-Faculty; MSN-ED Western Governors University, BSN Idaho State University
- Gene Reynolds – Adjunct Faculty; MSN/Ed, Westminster College; BSN, Brigham Young University
- Dena Robison – Faculty; MSN-Ed, Northwest University; BSN, Northwest Nazarene University
- Jennifer Ross – Adjunct Faculty, Online; MSN-Ed Chamberlain University, BSN Wright State University
- Tara Saucier – Faculty, Online; PhD, William Carey University; MSN, Duquesne University; BSN, University of Southern Mississippi; ADN, Jones County Junior College
- Sharlene Minor-Madsen – Adjunct Faculty;
- Kylee Schaat – Adjunct Faculty; FNP, Frontier Nursing University
- Dawnte Scott – Faculty; MWHNP, University of Cincinnati; BSN, Brigham Young University – Idaho
- Celeste Setters – Faculty; PhD, Capella University; MSN, Western Governor’s University; BSN, Western Governor’s University; AAS, College of the Canyons
- Lindsy Sippola – Faculty; MBA, Western Governors; BSN, Idaho State University
- Liz Skipper- Faculty; MSN American Sentinel, BSN Boise State, BSHS-RRT Idaho State University, ADN College of Eastern Idaho, LPN Eastern Idaho Technical College, CNA Eastern Idaho Technical College
- Doran Sorensen – Assistant Campus Dean; MSN/Ed, Weber State University; BSN, Brigham Young University, Idaho; ADN – Salt Lake Community College
- Jenasee South – Adjunct Faculty; BSN, Idaho State University
- Emily Stapp- Adjunct Faculty: BSN University of Utah; MSN Weber State University
- Christine Sturman – Faculty; MSN, Northwest Nazarene University; BSN, Boise State University
- Douglas Syphus – Assistant Dean of Nursing/Director of PN; MSN, Western Governor’s University; BSN, Western Governor’s University; ASN, Salt Lake Community College
- Emily Talbot – Faculty; RN, ASN, and BSN, Utah State University; PN, UBtech
- Alice Teasdale – Adjunct Faculty; BSN, Westminster College of Nursing; AS, Salt Lake Community College
- Iris Torvik-Adjunct Faculty; MSN American Sentinel, BSN Boise State, BSHS-RRT Idaho State University, ADN College of Eastern Idaho, LPN Eastern Idaho Technical College, CNA Eastern Idaho Technical College
- Lisa Vaira – Faculty, Online; MSN Gonzaga University, BSN Montana State University
- Debra Vincent – Faculty; BSN, Boise State University
- Janae Walker – Faculty; MSN Leadership & Management, Western Governors University; BSN,

Western Governors University; ASN Carrington College – Boise

- Angelina Webb – Adjunct Faculty; MSN, Eagle Gate College; BSN, Brigham Young University
- Sharon Wheeler – Faculty; MSN/Ed, Gonzaga University; Simulation Graduate Certificate, Boise State University; BSN, Brigham Young University
- Kellee White – Adjunct Faculty, Online; PhD William Carey University; MSN-Grand Canyon University
- Michelle Whiteley – Dean of Nursing; MSN Western Governors; BSN & ASN Weber State
- Rebecca Wilson – Faculty; MSN, University of Phoenix; BSN, University of Phoenix
- Heather Wright – Faculty, Online; MSN-Ed, Western Governors University
- Amanda Wagner – Faculty; MSN Western Governors; BSN, Tennessee Technological University

**Physical Therapist Assistant**

- Craig Cooper, PT, DPT – Faculty; DPT, Marymount University; MSPT, Texas State University; M. Ed. Kinesiology, The University of Texas of Austin; BS, Health and Physical Education, University of Virginia
- Alex Moore, PT, DPT – Faculty; DPT, Rocky Mountain University; BS, Utah Valley University
- Dr. James Nackos, PT, DPT – Faculty.; DPT, Creighton University
- Maria Staker – Program Director; MBA Capella University, PhD Exercise Science/Wellness, Brigham Young University, MSPT, University of Alabama and BS Pre-Physical Therapy, Brigham Young University

**PROGRAMS**

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Eagle Gate College and Provo College foster an attitude of professionalism, encouraging graduates to continue their pursuit of knowledge through self-study of manuals and publications, memberships in professional organizations, and advanced courses of training as they become available. The Colleges also attempt to provide students with knowledge and skills of general educational value to prepare them more broadly for understanding and participating in modern society, vocations, and further academic study. Not all courses will be taught each term, nor will they always be in the order listed in the catalog. The College reserves the right to change course curricula, schedule, prerequisites, and requirements, or to cancel a course or program for which there is insufficient enrollment. A student’s individual success or satisfaction is not guaranteed and is dependent upon the student’s individual efforts, abilities, and application to the requirements of the College.

The colleges indicated below are approved to offer the following programs:

**Eagle Gate College - Boise Campus:**

<b>Program</b>	<b>Credential Awarded upon Graduation</b>	<b>Method of Delivery</b>
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Bachelor of Science in Nursing	Bachelor of Science (BSN)	Blended
Masters Entry Program in Nursing	Master of Science (MEPN)	Blended
Medical Assisting	Diploma	Blended
Practical Nursing	Diploma	Blended

**Eagle Gate College - Idaho Falls Campus:**

<b>Program</b>	<b>Credential Awarded upon Graduation</b>	<b>Method of Delivery</b>
Bachelor of Science in Nursing	Bachelor of Science (BSN)	Blended
Masters Entry Program in Nursing	Master of Science (MEPN)	Blended
Medical Assisting	Diploma	Blended
Practical Nursing	Diploma	Blended

**Eagle Gate College - Layton Campus:**

<b>Program</b>	<b>Credential Awarded upon Graduation</b>	<b>Method of Delivery</b>
Bachelor of Science in Nursing	Bachelor of Science (BSN)	Blended
Practical Nursing	Diploma	Blended

**Eagle Gate College - Murray Campus:**

<b>Program</b>	<b>Credential Awarded upon Graduation</b>	<b>Method of Delivery</b>
Bachelor of Science in Nursing	Bachelor of Science (BSN)	Blended
Masters Entry Program in Nursing	Master of Science (MEPN)	Blended



Nursing: Administration and Leadership Specialty Track Nursing Education Specialty Track	Master of Science	Blended
Medical Assisting	Diploma	Blended
Practical Nursing	Diploma	Blended

### Provo College:

Program	Credential Awarded upon Graduation	Method of Delivery
Bachelor of Science in Nursing	Bachelor of Science (BSN)	Blended
Physical Therapist Assistant	Associate of Science	Blended
Practical Nursing	Diploma	Blended

### Methods of Delivery:

- **Residential**

- Residential courses meet on campus in a traditional classroom and/or laboratory setting.

- **Online**

- Online courses are offered through an online learning management system. Students have access to their online courses 24 hours a day; 7 days a week (see Online Education for program offerings).

- **Hybrid or Blended**

- In hybrid or blended programs students meet with faculty face-to-face onsite each week while enrolled in campus-based courses. Other courses required in the program, such as general education courses, are delivered online and supported by both the online instructor and campus-based tutors as needed.

### Registration

New students are registered upon acceptance to the College. Registration for currently enrolled students is reviewed on specified days during the current term for the following term. Continuing students will be notified if an adjustment to their schedule must be made. Students wishing to make changes must contact the Registrar prior to the beginning of the new term. Financial obligations must be met before students are eligible to register, and students with an unpaid balance may not be able to register for the following term. Students expecting an unsatisfactory grade (see Graduation Requirements) in any course should contact the Registrar's office as soon as possible for rescheduling. No student may attend a college course for which the student has not been registered.

## **ALLIED HEALTH PROGRAMS**

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### **MEDICAL ASSISTING**

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#### **Credential Awarded: Diploma**

28.0 semester credits; 760 instructional clock hours; 33 instructional weeks

#### **Program Overview**

This is a blended (hybrid) program in which all theory (didactic) courses are online, while lab and externship courses are mostly residential with minor online components. The program emphasizes administrative & clinical skills, with extensive instruction in medical terminology, medical office procedures, medical/clinical procedures, basic anatomy & physiology, and special duties common in the field. The externship provides practical experience in physicians' offices, hospitals, or other healthcare facilities. Emphasis is placed on communication, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel.

Graduates of the program are academically qualified and may be eligible to take various professional certification exams, including the NCCT exam required for the National Certified Medical Assistant (NCMA) credential and the American Medical Technologists (AMT) to earn the Registered Medical Assistant (RMA) credential. Such credentials are not required to graduate but may be of value depending on a student's particular career goals. Faculty are available to advise students seeking such professional certifications.

#### **Educational Objectives & Corresponding Occupation**

Graduates are prepared to gain employment as entry-level Medical Assistants (CIP code 51.0801, SOC code 31-9092.00) performing clinical and/or administrative functions in a medical office, clinic, hospital, or other healthcare-related setting. Administrative functions may include answering telephones, scheduling appointments, greeting patients, updating and filing patient charts, ordering supplies, arranging for hospital admission and laboratory services, handling billing, collections, bookkeeping, and the use of electronic medical records software. Clinical functions may include relaying prescriptions to a pharmacy, collecting and preparing laboratory specimens, sterilizing medical instruments, preparing patients for x-rays, taking electrocardiograms, removing sutures and changing dressings.

#### **Classroom / Lab Environment**

The labs are fully equipped to simulate an office and clinic setting. Lab equipment includes: micro-hematocrit centrifuge, blood and urine centrifuge, pulse oximeter, electrocardiogram machine, glucose meters, sphygmomanometers (B/P) cuffs, patient height and weight scale, infant height and weight scale, autoclave machine, and a hemoglobin meter.

#### **Course Schedule**

Seven Theory courses are paired with seven Lab courses in 4-week "modules" running sequentially throughout the year. New students may start the program in whichever module is offered at that time. After successful completion of all theory and lab courses, students are eligible to be scheduled for a full-time (40 hours per week) externship.

<b>Module</b>	<b>Course #</b>	<b>Course Name</b>	<b>Instructional Weeks</b>	<b>Clock Hours</b>	<b>Semester Credits</b>
<b>1</b>	MA110ASYNC	Introduction to Medical Assisting& Medical Law - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA110LAB	Introduction to Medical Assisting& Medical Law - Lab		<b>42.5</b>	<b>1.0</b>
<b>2</b>	MA111ASYNC	Pharmacology, Medication Administration, Diagnostic Imaging - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA111LAB	Pharmacology, Medication Administration, Diagnostic Imaging - Lab		<b>42.5</b>	<b>1.0</b>
<b>3</b>	MA112ASYNC	Infection Control, Assessment, Cardio-Pulmonary & Gastroenterology - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA112LAB	Infection Control, Assessment, Cardio-Pulmonary & Gastroenterology - Lab		<b>42.5</b>	<b>1.0</b>
<b>4</b>	MA113ASYNC	Eyes, Ears, Nose, Throat; Nervous and Endocrine Systems - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA113LAB	Eyes, Ears, Nose, Throat; Nervous and Endocrine Systems- Lab		<b>42.5</b>	<b>1.0</b>
<b>5</b>	MA114ASYNC	Surgical Technique; Stages of Life, Pediatrics & Geriatrics - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA114LAB	Surgical Technique; Stages of Life, Pediatrics & Geriatrics - Lab		<b>42.5</b>	<b>1.0</b>
<b>6</b>	MA115ASYNC	Office Management & Computerized Systems in Medical Assisting - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA115LAB	Office Management & Computerized Systems in Medical Assisting - Lab		<b>42.5</b>	<b>1.0</b>
<b>7</b>	MA116ASYNC	First Aid, Emergencies, Behavior in Acute Situations - Theory	<b>4</b>	<b>42.5</b>	<b>2.5</b>
	MA116LAB	First Aid, Emergencies, Behavior in Acute Situations - Lab		<b>42.5</b>	<b>1.0</b>

Upon completion of the seven-module cycle, students may begin Externship:

<b>8</b>	MA117EX	Medical Assisting Externship	<b>5 (may vary)</b>	<b>165</b>	<b>3.5</b>
		<b>TOTAL PROGRAM</b>	<b>33</b>	<b>760</b>	<b>28.0</b>

## PHYSICAL THERAPIST ASSISTANT

Program Title	Physical Therapist Assistant
Credential Awarded	Associate of Science
Semester Credits	76
Instructional Hours	1755
Program Length	75 Weeks
Instructional Method	Blended
Program Overview	<p>The Physical Therapist Assistant Associate of Science degree program prepares graduates to work as entry-level physical therapist assistants under the direction of a physical therapist. Physical therapist assistants provide skilled interventions to clients of all ages with varied musculoskeletal, neurological, pain and movement disorders. Through techniques such as therapeutic exercise, ambulation, and physical agents and by educating individuals in wellness and rehabilitation activities, physical therapy practitioners help restore and maintain function that allows clients to participate in activities of daily life more fully. Entry level employment is available in varied settings ranging from school systems and fitness centers to skilled long-term care facilities, home care agencies, hospitals, and outpatient clinics. Physical therapist assistants are valued members of the health care team.</p> <p>Criminal background check and/or drug screen tests may be required for clinical experiences and/or employment.</p>
Learning Outcomes/ Educational Objectives	<p>Upon completion of the Physical Therapist Assistant program, graduates will:</p> <ul style="list-style-type: none"> <li>• Provide a current comprehensive educational curriculum consistent with the guidelines of the Commission on Accreditation in Physical Therapy Education (CAPTE), the Accrediting Bureau of Health Education Schools (ABHES) and the APTA Guide to Physical Therapist Practice.</li> <li>• Create an educational environment that is conducive to learning based on sound educational principles with respect to knowledge, skills, and attitudes.</li> <li>• Appoint an experienced and qualified faculty, dedicated to educational excellence.</li> <li>• Provide a clinical educational environment that is safe, supportive and integrates academic learning in a variety of clinical experiences.</li> <li>• Promote the development of professional attitudes and behaviors including personal responsibility for life-long learning with all students.</li> <li>• Present equal educational opportunities for all qualified individuals in accordance with the nondiscriminatory policies of Provo College.</li> </ul>
Corresponding Occupational Outcomes	Graduates are prepared to gain employment as an entry-level physical therapist assistant (CIP code 51.0806, SOC code 31-2021.00)
<b>Required Courses</b>	

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
PTA114 Introduction to Physical Therapy	Residential	2	30	0	0
PTA127 Medical Terminology	Online	2	30	0	0
PTA134 Therapeutic Procedures I	Residential	4	45	30	0
PTA122 Applied Kinesiology	Residential	4.5	45	45	0
PTA138 Modalities	Residential	4.5	45	45	0
PTA132 Therapeutic Exercise	Residential	4	30	60	0
PTA124 Pathology	Residential	3	45	0	0
PTA242 Applied Orthopedics	Residential	4.5	45	45	0
PTA137 PTA Seminar I	Residential	1	15	0	0
PTA246 Clinical Affiliation I	Residential	3	0	0	135
PTA133 Pharmacology	Residential	1	15	0	0
PTA244 Therapeutic Procedures II	Residential	4	45	30	0
PTA243 Applied Neurology	Residential	4.5	45	45	0
PTA240 PTA Seminar II	Residential	1	15	0	0
PTA255 Capstone	Residential	1	15	0	0
PTA256 Clinical Affiliation II	Residential	6	0	0	270
PTA257 Clinical Affiliation III	Residential	6	0	0	270
<b>General Education Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
ENG100 English Composition	Online	3	45	0	0
ENG115 Public Speaking	Online	3	45	0	0
MTH100 Intermediate Algebra	Online	3	45	0	0
PSY100 Introduction to Psychology	Online	3	45	0	0
PTA112 Human Anatomy w/ Lab	Residential	4	45	30	0
PTA123 Human Physiology	Residential	4	60	0	0

All course descriptions can be found in the "Course Description" section of the catalog

Additional Information	<p><b>Physical Therapist Assistant (PT) Program Licensure Disclosure</b></p> <p>CAPTE accreditation of a physical therapist or physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist and physical therapist assistant education programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Please see <a href="#">State Licensure and Certification Table - Provo College</a> for more information. Additionally, for more information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at <a href="http://www.fsbpt.org">www.fsbpt.org</a></p> <p>The Physical Therapist Assistant Associate of Science Program at Provo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE):  3030 Potomac Avenue, Suite 100 Alexandria, VA 22305-3085  email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a>  website: <a href="http://www.capteonline.org">www.capteonline.org</a>.</p>
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## NURSING PROGRAMS

### PRACTICAL NURSING

#### Offered at All Campus Locations

<b>Program Title</b>	<b>Practical Nursing</b>
<b>Credential Awarded</b>	Diploma
<b>Semester Credits</b>	48
<b>Instructional Hours</b>	1110
<b>Program Length</b>	48 Weeks
<b>Instructional Method</b>	Blended
<b>Program Overview</b>	<p>The Practical Nursing (PN) Program is designed to prepare students for employment in the healthcare field. Eagle Gate College focuses on providing students with the knowledge, skills, and practical experience necessary to become competent and compassionate licensed nurses to provide safe patient care. This comprehensive program combines theoretical classroom instruction with hands-on clinical training, practice tests, and test-taking strategies which prepare graduates to take the NCLEX-PN (National Council Licensure Examination for Practical Nursing) which can lead to a rewarding career in nursing. The Practical Nursing (PN) program is a blended pre-licensure nursing program that prepares graduates to pass the NCLEX-PN exam and apply for licensure to become a Licensed Practical Nurse (LPN) in states where the program is approved.</p>
<b>Learning Outcomes/ Educational Objectives</b>	<p>The program's goal is to prepare students to pass the NCLEX-PN license exam and gain entry-level employment as Licensed Practical Nurses. Graduates will be able to:</p> <ul style="list-style-type: none"> <li>• Intentionally collaborate inter-professionally and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and improve outcomes.</li> <li>• Evaluate the use of technology and data to continuously improve the quality and safety of health care systems in support of human caring actions.</li> <li>• Promote quality and safety for patients and providers through system effectiveness, individual performance, and evidence-informed practice.</li> <li>• Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards of practice for a competent licensed practical/vocational nurse.</li> <li>• Evaluate patient assessment and intervention data holistically to develop patient care plans under supervision of the registered nurse or other members of the interdisciplinary team.</li> <li>• Provide holistic, caritas-conscious (person-centered), and culturally appropriate care across the lifespan with professionalism, compassion, authenticity, altruism, and equanimity.</li> </ul>
<b>Corresponding Occupational Outcomes</b>	Graduates are prepared to gain employment as entry-level practical nurses (CIP code 51.3901, SOC code 29-2061.00)

**Required Courses**

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
<b>PVN105 Introduction to Practical Nursing</b>	Blended	2.0	30	0	0
<b>PVN115 Fundamentals of Nursing Practice I Theory</b>	Blended	2.0	30	0	0
<b>PVN120 Introduction to Practical Nursing Skills Lab</b>	Residential	2.0	0	60	0
<b>PVN125 Fundamentals of Nursing Practice II Theory</b>	Blended	2.0	30	0	0
<b>PVN135 Pharmacology &amp; Medication Math I</b>	Blended	2.0	30	0	0
<b>PVN150 Practical Nursing Skills Lab I</b>	Residential	1.0	0	30	0
<b>PVN151 Practical Nursing Clinical I</b>	Residential	2.0	0	0	90
<b>PVN155 Medical/Surgical Nursing Care I</b>	Blended	3.0	45	0	0
<b>PVN145 Pharmacology &amp; Medication Math II</b>	Blended	2.0	30	0	0
<b>PVN160 Practical Nursing Skills Lab II</b>	Residential	1.0	0	30	0
<b>PVN161 Practical Nursing Clinical II</b>	Residential	2.0	0	0	90
<b>PVN255 Medical/Surgical Nursing Care II</b>	Blended	3.0	45	0	0
<b>PVN225 Maternal/Newborn Nursing Care</b>	Blended	1.5	22.50	0	0
<b>PVN285 Transition to Profession Practical Nursing I</b>	Blended	1.0	15.00	0	0
<b>PVN260 Practical Nursing Skills Lab III</b>	Residential	1.0	0	30	0
<b>PVN261 Practical Nursing Clinical III</b>	Residential	2.5	0	0	112.50
<b>PVN265 Medical/Surgical Nursing Care III</b>	Blended	3.0	45	0	0
<b>PVN235 Pediatric Nursing Care</b>	Blended	1.5	22.50	0	0
<b>PVN295 Transition to Profession Practical Nursing II</b>	Blended	1.0	15	0	0
<b>PVN270 Practical Nursing Skills Lab IV</b>	Residential	1.0	0	30	0
<b>PVN271 Practical Nursing Clinical IV</b>	Residential	2.5	0	0	112.50
<b>General Education Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
<b>BIO200 Anatomy &amp; Physiology I</b>	Online	3.0	45	0	0
<b>BIO200L Anatomy &amp; Physiology I Lab</b>	Online	1.0	0	30	0
<b>MCT100 Introduction to Medical Terminology</b>	Online	1.0	15	0	0
<b>BIO215 Anatomy &amp; Physiology II</b>	Online	3.0	45	0	0
<b>BIO215L Anatomy &amp; Physiology II Lab</b>	Online	1.0	0	30	0

Course Progression:  
 Students must pass all courses in each 8-week block before starting any courses in the next 8-week block. Similarly, students must pass all courses in each Semester before progressing to the next Semester.  
 All course descriptions can be found in the "Course Description" section of the catalog

**Additional Information****Practical Nursing (PN) Program Licensure Disclosure**

The curriculum for the Practical Nursing (PN) program at Eagle Gate College has been designed to prepare students to sit for the NCLEX licensure exam, and upon passing, apply for licensure in states where the program is approved. The nursing boards in each state are responsible for establishing the requirements for licensure for their state. Requirements may vary state to state and may change at any time. Students should review the professional licensure requirements in the state for which they intend to practice and consult with the applicable state nursing licensing board. For more information, see Nursing Board Contact Information by State or Territory - PN Program ([Nursing Board Contact Information](#)) for a listing of state nursing licensing boards and determinations made by the College of whether the PN curriculum meets licensure requirements or does not meet licensure requirements.

**Program Mission**

The mission of the Practical Nursing program in the Unitek Learning family of colleges is to graduate competent, caring, practice-ready nursing professionals who can successfully meet and exceed the expectations and challenges of the practical nursing profession. Through the provision of a quality nursing education, students are empowered to meet the healthcare needs of our diverse community. The program also prepares the graduate for articulation through higher education and career advancement locally, nationally, and internationally.

**Program Philosophy****Our Beliefs:**

- We are caring nursing professionals who strive to co-create a sacred, safe environment filled with equanimity, compassion, respect, and honor to authentically enable recipients of care with loving -kindness.
- Current nursing theory and research inform our educational and nursing practices.
- We are committed to public service and patient and professional advocacy.

**Meaning of Health:**

- There are a wide range of issues that impact health and healthcare in today's society, including social determinants of health, disease prevention, and health promotion.
- Health is not merely the absence of disease, but a continuum that is defined by the recipients of care.

**Recipients of Care:**

- Nursing care impacts diverse populations of people across many communities from a variety of cultural, ethnic, socioeconomic, and developmental backgrounds.
- Care extends from the nurse to oneself, interdisciplinary healthcare team members, individuals, families, caretakers, communities, and populations.
- Nurses are part of a team of healthcare workers and must recognize their roles among the essential interprofessional team that participates in direct and indirect care.

**How Learning Occurs:**

- Learning is centered around the student through a variety of methods and domains including engagement with peers, faculty, content, and community.
- Knowledge and skill acquisition is reinforced through hands-on-training, practice, application, and safe opportunities to engage in clinical judgment and decision-making.
- A passion for life-long learning and opportunities for continual advancement is a central component of the curriculum.
- Our faculty commit to establishing caring relationships, actively communicating, ensuring accessibility and relevance of content, being inclusive, encouraging students, being approachable, empathizing, embracing all ways of knowing, and assuming good intent.
- All students receive care, respect, and support for their learning, regardless of cultural, ethnic, socioeconomic, or developmental backgrounds.
- Learning is centered around the student through a variety of methods and domains including engagement with peers, faculty, content, and community.
- Knowledge and skill acquisition is reinforced through hands-on-training, practice, application, and safe opportunities to engage in clinical judgment and decision-making.
- A passion for life-long learning and opportunities for continual advancement is a central component of the curriculum.
- Our faculty commit to establishing caring relationships, actively communicating, ensuring accessibility and relevance of content, being inclusive, encouraging students, being approachable, empathizing, embracing all ways of knowing, and assuming good intent.
- All students receive care, respect, and support for their learning, regardless of cultural, ethnic, socioeconomic, or developmental backgrounds.

**NURSING (BSN) PROGRAM**

Program Title	Nursing (BSN)
Credential Awarded	Bachelor of Science
Semester Credits	120
Instructional Hours	2310
Program Length	36 Months
Instructional Method	Blended



<p>Program Overview</p>	<p>This is a pre-licensure Registered Nursing program which prepares students to pass the NCLEX-RN license exam and gain entry-level employment as Bachelors-prepared Registered Nurses. Graduates of board-approved Vocational Nursing or Practical Nursing programs who have completed all required lower-division General Education courses may apply for Advanced Placement enrollment and are encouraged to discuss this option with an Admissions Representative. This is a hybrid program in which some courses are delivered online and others are on the ground (see the course listing for details).</p> <p><b>Mission</b> The mission of the BSN programs in the Unitek Learning family of colleges is to support communities and healthcare professions by graduating competent, caring, practice-ready nursing professionals who are employable by a variety of healthcare organizations locally, nationally, and internationally.</p> <p><b>Philosophy</b> Our Beliefs:</p> <ul style="list-style-type: none"> <li>• We are caring nursing professionals who strive to co-create a sacred, safe environment filled with equanimity, compassion, respect, and honor to authentically enable recipients of care with loving-kindness.</li> <li>• Our educational and nursing practices are informed by current evidence.</li> <li>• We are committed to public service and patient and professional advocacy.</li> </ul> <p><b>Meaning of Health:</b></p> <ul style="list-style-type: none"> <li>• There are a wide range of issues that impact health and healthcare in today's society, including social determinants of health, disease prevention, and health promotion.</li> <li>• Health is not merely the absence of disease, but a continuum that is defined by the recipients of care.</li> </ul> <p><b>Recipients of Care:</b></p> <ul style="list-style-type: none"> <li>• Nursing care impacts diverse populations of people across many communities from a variety of cultural, ethnic, socioeconomic, and developmental backgrounds.</li> <li>• Care extends from the nurse to oneself, interdisciplinary healthcare team members, individuals, families, caretakers, communities, and populations.</li> <li>• Nurses are part of a team of healthcare workers and must recognize their roles among the essential interprofessional team that participates in direct and indirect care.</li> </ul> <p><b>How Learning Occurs:</b></p> <ul style="list-style-type: none"> <li>• Learning is centered around the student through a variety of methods and domains including engagement with peers, faculty, content, and community.</li> <li>• Knowledge and skill acquisition is reinforced through hands-on-training, practice, application, and safe opportunities to engage in clinical judgment and decision-making.</li> <li>• A passion for life-long learning and opportunities for continual advancement are central components of the curriculum.</li> <li>• Our faculty commit to establish caring relationships, actively communicate, ensure accessibility and relevance of content, be inclusive, encourage students, be approachable, empathize, embrace all ways of knowing, and assume good intent.</li> </ul> <p>All students receive care, respect, and support for their learning, regardless of cultural, ethnic, socioeconomic, and developmental backgrounds.</p>
<p>Learning Outcomes/ Educational Objectives</p>	<p>The Bachelor of Science in Nursing Student Program Learning Outcomes support the mission and goals and are aligned to the current baccalaureate nursing competencies set forth by the American Association of Colleges of Nursing (AACN). Faculty in the BSN program recognize the following learning outcomes for students successfully completing requirements for the baccalaureate generalist nurse: Learning Objectives are based on the provisions of the Nurse Practice Act:</p> <ol style="list-style-type: none"> <li>1. Apply foundational, evidence-based knowledge from nursing, arts, and sciences to clinical judgments and decision-making to improve patient outcomes. (AACN Domain 1)</li> <li>2. Provide holistic, caritas-conscious (person-centered) care with professionalism, compassion, authenticity, altruism, and equanimity. (AACN Domains 2 &amp; 9)</li> <li>3. Incorporate principles of disease prevention, health promotion, health care policy, fiscal stewardship, delivery systems, and regulatory environments in critical decision-making to meet the needs of diverse individuals and populations across the lifespan. (AACN Domains 3 &amp; 7)</li> <li>4. Articulate the importance of self-directed learning, professional development, and knowledge transfer in providing evidence-informed, high-quality, safe human caring practices. (AACN Domains 1, 4, &amp; 10)</li> <li>5. Enhance quality, human dignity, and safety practices at the system and individual performance levels through integration of caring/healing modalities. (AACN Domain 5)</li> <li>6. Intentionally collaborate across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and improve outcomes. (AACN Domains 6 &amp; 9)</li> <li>7. Navigate complex systems of healthcare to advocate and coordinate safe, quality, and equitable care for diverse populations with various cultural, ethnic, socioeconomic, and developmental backgrounds. (AACN Domain 7)</li> <li>8. Integrate legal, moral, ethical, and global professional standards into nursing practice. (AACN Domains 1, 5, 9, and 10)</li> <li>9. Use technology and data to humanize nursing actions that will positively impact the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards. (AACN Domain 8)</li> <li>10. Participate in activities and self-reflection that foster personal growth, health, well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership. (AACN Domain 10)</li> </ol>
<p>Corresponding Occupational Outcomes</p>	<p>Graduates are prepared to gain employment as a Registered Nurse (CIP code 51.3801, SOC code 29-1141.00)</p>

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Supervised Lab</b>	<b>Externship/ Clinical/ Practicum</b>
NRG200 - Pharmacology for Human Caring Nursing	Blended	3.0	45	0	0
NRG215 - Health Assessment for Human Caring Nursing	Blended	1.0	15	0	0
NRG225 - Fundamentals of Human Caring Nursing I	Blended	1.0	15	0	0
NRG225C - Fundamentals of Human Caring Nursing I Skills & Clinical	Residential	1.0	0	15	30
NRG230 - Fundamentals of Human Caring Nursing II	Blended	3.0	45	0	0
NRG230C - Fundamentals of Human Caring Nursing II Skills & Clinical	Residential	2.0	0	30	60
NRG130 - Nursing as a Human Caring Profession	Online	3.0	45	0	0
NRG150 - Human Caring Nursing Seminar I	Online	1.0	15	0	0
NRG260 - Adult Human Caring Nursing I	Blended	3.0	45	0	0
NRG260C - Adult Human Caring Nursing I Clinical	Residential	2.0	0	15	75
NRG290 - Adult Human Caring Nursing II	Blended	2.0	30	0	0
NRG290C - Adult Human Caring Nursing II Clinical	Residential	1.0	0	15	30
NRG245 - Mental Health Human Caring Nursing	Blended	3.0	45	0	0
NRG245C - Mental Health Human Caring Nursing Clinical	Residential	1.0	0	0	45
NRG315 - Maternal/Newborn Family Nursing	Blended	3.0	45	0	0
NRG315C - Maternal/Newborn Family Nursing Clinical	Residential	1.0	0	8	37
NRG275 - Nutrition for Human Health & Wellbeing	Blended	3.0	45	0	0
NRG330 - Pediatric Human Caring Nursing	Blended	3.0	45	0	0
NRG330C - Pediatric Human Caring Nursing Clinical	Residential	1.0	0	8	37
NRG250 - Human Caring Nursing Seminar II	Online	1.0	15	0	0
NRG285 - Information Technology for Human Caring Nursing	Online	2.0	30	0	0
NRG430 - Complex Health Human Caring Nursing I	Blended	2.0	30	0	0
NRG430C - Complex Health Human Caring Nursing I Clinical	Residential	1.0	0	0	45
NRG350 - Human Caring Nursing Seminar III	Online	1.0	15	0	0
NRG375 - Evidence Informed Practice for Human Caring Nursing	Online	3.0	45	0	0
NRG445 - Complex Health Human Caring Nursing II	Blended	2.0	30	0	0
NRG445C - Complex Health Human Caring Nursing II Clinical	Residential	1.0	0	0	45
NRG415 - Community Health Human Caring Nursing	Blended	3.0	45	0	0
NRG475 - BSN Transition to Practice	Blended	3.0	45	0	0
NRG475C - BSN Transition to Practice Clinical	Residential	2.0	0	0	90
NRG460 - Leadership & Management for Human Caring Nursing	Blended	3.0	45	0	0
NRG490 - BSN Human Caring Nursing Capstone	Blended	3.0	45	0	0
NRG490C - BSN Human Caring Nursing Capstone Clinical	Residential	2.0	0	0	90
<b>General Education Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Didactic</b>	<b>Supervised Lab</b>	<b>Externship/ Clinical/ Practicum</b>
ENG100 - English Composition	Online	3.0	45	0	0
MTH100 - Intermediate Algebra	Online	3.0	45	0	0
FYE100 - Foundations of Success	Online	1.0	15	0	0
CHM215 - General Chemistry	Online	3.0	45	0	0
CHM215L - General Chemistry Lab	Online	1.0	0	30	0
PSY100 - Introduction to Psychology	Online	3.0	45	0	0
BIO200 - Anatomy and Physiology I	Online	3.0	45	0	0
BIO200L - Anatomy and Physiology I Lab	Online	1.0	0	30	0
SOC100 - Introduction to Sociology	Online	3.0	45	0	0
BIO215 - Anatomy & Physiology II	Online	3.0	45	0	0
BIO215L - Anatomy and Physiology II Lab	Online	1.0	0	30	0
PSY115 - Lifespan Development	Online	3.0	45	0	0
MIC215 - Microbiology	Online	3.0	45	0	0
MIC215L - Microbiology Lab	Online	1.0	0	30	0
ENG300 - Advanced English Composition	Online	3.0	45	0	0
MTH215 - Statistics	Online	3.0	45	0	0
NUT100 - Nutrition	Online	3.0	45	0	0
PHI350 - Critical Reasoning	Online	3.0	45	0	0
POL300 - Political Science	Online	3.0	45	0	0
BIO 225 - Pathophysiology	Online	3.0	45	0	0
ETH400 - Ethics	Online	3.0	45	0	0

**Course Progression**

A grade of "C" (75%) or higher is required to successfully pass each general education course. A grade of "C+" (77%) or higher is required to successfully pass each nursing core course. A grade of B- (80.00%) is required to successfully pass each lab and externship/clinical component of nursing core courses. The Institution acknowledges that there are circumstances in which a student may fail a course and need to repeat the course in order to gain mastery of the content. However, repeated failures in a single course or multiple courses shows the inability to master the required subject matter. Reaching one of the following failure limitations will result in dismissal from the nursing program:

1. Failure of three (3) different General Education courses
2. Failure of two (2) different Nursing Core courses
3. Failure of the same course two (2) times
4. Failure of three (3) total courses, GE and Nursing combined

Students are expected to complete the nursing program in sequential order and may not be able to progress from term to term or semester to semester if all prior courses are not successfully completed. Paired Courses (Co-requisites)

As noted in the course descriptions, certain courses are meant to be taken concurrently with other courses in pairs. These are called "co-requisite courses". Students must pass both paired courses in order to progress in the program (i.e. students failing one course of a co-requisite pair will automatically fail the other course in the pair).

In the event a student is withdrawn for violating the above course failure limitations (and the student is permitted a reentry opportunity) the reentry student will be placed on an academic probation. The Nursing Dean will outline the necessary academic requirements needed to reenter and continue in the program.

A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook.

A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program. Additional program policies and requirements are detailed in the Nursing Program Handbook.

Acceptance and successful progression through the nursing program does not ensure licensure eligibility. Each state agency overseeing Nursing licensure (e.g. the Idaho Division of Occupational and Professional Licenses, or the Utah Division of Professional Licensing) makes final determination on eligibility to sit for NCLEX exam(s) and issuance of a license to practice nursing. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact the relevant state agency mentioned above to discuss their eligibility to be licensed.

All course descriptions can be found in the "Course Description" section of the catalog.

**Additional Information**

**Bachelor of Science in Nursing (BSN) Licensure Disclosure**

The curriculum for the Bachelor of Science in Nursing (BSN) program at the College has been designed to meet the educational licensure requirements in Utah and Idaho as well as prepare students to apply to the Utah State Board of Nursing or the Idaho Board of Nursing to sit for the NCLEX licensure exam in the States of Utah or Idaho (see <https://dopl.utah.gov/> or <https://ibn.idaho.gov/IBNPortal/> for more information regarding licensure in Utah or Idaho). The nursing boards in each state are responsible for establishing the requirements for licensure for their state. Requirements may vary state to state and may change at any time. Students who intend to use their Eagle Gate College BSN degree to secure licensure in any state other than Utah or Idaho will need to review the professional licensure disclosures in that state pertaining to their program and consult with the applicable state nursing licensing board. For more information, see [Nursing Board Contact Information by State or Territory - BSN and MEPN Programs](#) for a listing of state nursing licensing boards and determinations made by the College by state of whether the BSN curriculum meets licensure requirements, does not meet licensure requirements or where a determination has not been made.

NOTE: Graduates who become licensed in Utah or Idaho may subsequently apply for licensure in another state. Ask your Academic Dean about Nursing reciprocity agreements. Failure to provide the following documentation may result in withdrawal from courses and/or program:

- Submission of completed physical examination form;
- Evidence of personal health insurance;
- Evidence of the following vaccinations (vaccination fees are the responsibility of the student. All immunization records are due prior to clinical assignments):
  - Tdap within the past 10 years;
  - MMR titers showing immunity or two vaccines at least one month apart;
  - Twinrix or Hepatitis B completed series or titer within the last 10 years. Documentation that the Hepatitis B vaccinations series has been started must be provided before starting clinicals. Documentation that the Hepatitis B series has been completed must be provided within eight months following the first injection;
  - negative Two Step TB (PPD) within the last year. If previously tested positive, negative chest x-ray within past 2 years, or QuantiFERON Gold Test. TB test, chest x-rays and QuantiFERON tests must be renewed annually; and
  - Varicella Titer showing immunity or vaccination (2 doses if given after age 13).
  - COVID-19 vaccination (any applicable doses and boosters)
  - Evidence of current Basic Life Support (BLS) CPR certification (must be American Heart Health Care Provider)
- Acceptable criminal background check and negative chemical/drug screening

## RN-TO-BSN DISTANCE EDUCATION PROGRAM

Program Title	RN-to-BSN
Credential Awarded	Bachelor of Science
Semester Credits	120
Instructional Hours	1050
Program Length	75 Weeks
Instructional Method	Online

<p>Program Overview</p>	<p>The RN-BSN Online program builds on previous knowledge and concepts learned in associate programs leading to the attainment of a Registered Nurse license and practice as a professional nurse. The program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. The curriculum incorporates current concepts from nursing, related disciplines, and education to facilitate the development of caring and ethical generalist nurses empowered to practice patient-centered, evidence-based care for diverse populations, in an ever-changing and complex health care environment. Students are provided the opportunity to develop skills through on-line classroom instruction, virtual practice, and practicum experience.</p> <p>Criminal background check and/or drug screen tests may be required for practicum experiences and/or employment.</p> <p><b>Program Objectives</b></p> <ul style="list-style-type: none"> <li>• Facilitate the development of critical inquiry and evidence-based nursing judgment through educational opportunities delivered in a combination of residential and online educational environments.</li> <li>• Facilitate the attainment of knowledge, skills, and competencies necessary to enter practice as a baccalaureate generalist nurse.</li> <li>• Incorporate best practices and research in nursing, related disciplines, and education to provide a comprehensive and current learning experience.</li> <li>• Provide a program of excellence, which emphasizes self-directed learning, continued professional development, and prepares graduates for the attainment of advanced degrees.</li> </ul>
<p>Learning Outcomes/ Educational Objectives</p>	<p>The Bachelor of Science in Nursing Student Program Learning Outcomes support the mission and goals and are aligned to the current baccalaureate nursing competencies set forth by the American Association of Colleges of Nursing (AACN). Faculty in the BSN program recognize the following learning outcomes for students successfully completing requirements for the baccalaureate generalist nurse:</p> <ul style="list-style-type: none"> <li>• Base decisions in professional nursing practice on theories and concepts from nursing, arts, and sciences.</li> <li>• Demonstrate leadership and management skills to enhance patient safety and improve quality of patient outcomes.</li> <li>• Articulate the importance of self-directed learning and professional development in providing evidence-based, high-quality, safe nursing care.</li> <li>• Utilize informatics and technology to communicate and provide safe and effective nursing care.</li> <li>• Incorporate knowledge of health care policy, finance, delivery systems and regulatory environments, in critical decision making to meet the needs of patients and populations.</li> <li>• Collaborate and communicate effectively with patients and the interprofessional teams to provide high-quality and safe nursing care.</li> <li>• Collaborate with health care professionals and patients to prevent disease and promote health for diverse individuals and populations across the lifespan.</li> <li>• Demonstrate professional standards of moral, ethical, and legal nursing practice within the scope of the baccalaureate generalist nurse.</li> </ul>
<p>Corresponding Occupational Outcomes</p>	<p>Graduates are prepared to gain employment as a registered nurse (CIP code 51.3801, SOC code 29-1141.00)</p>
<p><b>Required Courses</b></p>	

<b>Program Courses</b>	<b>Method Of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
NUR300 Foundations and Perspectives for BSN	Online	3	45	0	0
NUR310 Nutrition	Online	3	45	0	0
NUR312 Health Assessment of Individuals and Populations	Online	3	45	0	0
NUR320 Health Care Systems and Quality Outcomes	Online	3	45	0	0
NUR322 Complex Nursing Care	Online	3	45	0	0
NUR324 Health Care Ethics, Policy, and Regulation	Online	3	45	0	0
NUR330 Aging Populations	Online	3	45	0	0
NUR332 Community Health	Online	3	45	0	0
NUR334 Global Health	Online	3	45	0	0
NUR340 Nursing Informatics	Online	3	45	0	0
NUR342 Nursing Research and Evidence-Based Practice	Online	3	45	0	0
NUR344 Nursing Leadership	Online	3	45	0	0
NUR346 BSN Practicum	Blended	5	0	0	135
<b>General Education Courses</b>	<b>Method Of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
BIO225 Pathophysiology	Online	3	45	0	0
ENG300 Advanced English Composition	Online	3	45	0	0
ETH400 Ethics	Online	3	45	0	0
MIC215 Microbiology	Online	3	45	0	0
MIC215I Microbiology Lab	Online	1	0	30	0
MTH 215 Statistics	Online	3	45	0	0
PSY100 Introduction to Psychology	Online	3	45	0	0
SOC100 Introduction to Sociology	Online	3	45	0	0
<b>RN Licensure</b>	<b>Transfer</b>	<b>40</b>	<b>Credit Awarded for Proof Of Graduation In Registered Nursing From An Accredited Institution And For Unencumbered Registered Nursing License.</b>		

All course descriptions can be found in the "Course Description" section of the catalog

Additional Information	<p>Students must maintain a current unencumbered Registered Nursing license from the start of Nursing Core courses and through program completion. Students will progress to nursing practice courses according to an established sequence. The nursing program will recommend promotion and progression for students who satisfy health, conduct, scholastic achievement, and aptitude requirements of the nursing department. Students experiencing adjustment difficulties may be dismissed from the program. Students are required to submit to controlled substance screening tests and background checks prior to admission to practice rotations at the students' expense. Failure to submit to testing, presence of positive drug screens, and/or unsuitable background checks may result in inability to progress in the program. Should a student's progression be interrupted, it will be his or her responsibility to apply for readmission. Alteration in the usual progression may lengthen the student's time in the program. Additional program policies and requirements are detailed in the Nursing Program Handbook.</p> <p>A grade of "C" or higher is required to successfully pass each general education and a grade of "C+" or higher is required to successfully pass each nursing course and continue program progression. A grade of B- (80.00%) is required to successfully pass each lab and externship/clinical component of nursing core courses. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. Failing the same course twice will lead to the student being dismissed from the program. A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program.</p>
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## MASTERS ENTRY PROGRAM IN NURSING (MEPN)

Program Title	Masters Entry Program in Nursing (MEPN)
Credential Awarded	Master of Science
Semester Credits	73
Instructional Hours	1773
Program Length	80 Weeks
Instructional Method	Blended
Program Overview	<p>Students in this program will be prepared to sit for the NCLEX-RN exam, in addition to completing a leadership clinical practicum and an advanced generalist nursing internship. Additionally, as part of the master's level content students will learn the necessary content to successfully complete and defend a required Capstone Project.</p> <p>Upon completion students will be prepared to assume clinical roles to meet today's societal needs in a rapidly changing national and global health care arena in hospitals, community health clinics, and state, federal and global institutions. In addition, the masters level learning provides students with the foundation to move into leadership roles within the healthcare setting.</p>

<p>Learning Outcomes/ Educational Objectives</p>	<p><b>Upon completion of the program students will demonstrate the following:</b></p> <ul style="list-style-type: none"> <li>• Establishes advanced clinical expertise integrating scientific findings within nursing, biopsychosocial fields, genetics, quality improvement, public health, and organizational sciences to continually improve nursing care and patient outcomes across diverse healthcare settings.</li> <li>• Utilizes organizational and systems leadership skills essential to safe and high-quality patient safety and quality grounded in ethical and critical decision making, effective collegiality, and working relationships on complex healthcare systems theory.</li> <li>• Demonstrates ability to utilize valid and reliable methods, tools, performance measures, standards, applying evidenced-based practice and clinical guidelines foundational to quality improvement and safety in nursing principles throughout diverse healthcare organizations.</li> <li>• Applies contemporary scientific research outcomes in diverse settings by analyzing findings and outcomes to translate science and best practice for patients and populations identifying, recognizing and resolving direct and indirect care issues and serving as a change agent to disseminate scholarly results.</li> <li>• Applies knowledge, skills, and competencies of computer technology and information management to deliver and enhance professional nursing practice in nursing education, direct and indirect nursing practice, and research.</li> <li>• Leads and initiates change at the micro, macro and meso systems levels regarding evolving issues requiring policy reform and change grounded in social justice promoting health in a global society through intervening at the system level through the policy development process and advocacy strategies to influence health and healthcare.</li> <li>• Provides innovative, evidence-based, contemporary professional nursing care using communication, consultation and interprofessional collaboration promoting health and quality of life for culturally diverse, high-risk, vulnerable individuals, families, and patient populations. Functions in appropriate professional clinical nurse roles to address clinical prevention and population health through contemporary and evolving societal demands in a rapidly changing and demanding national and global healthcare spectrum.</li> <li>• Demonstrates an advanced level of understanding of priority nursing interventions shaping and influencing healthcare outcomes grounded in relevant sciences and humanities integrating this understanding into both direct and indirect care nursing roles.</li> </ul>
<p>Corresponding Occupational Outcomes</p>	<p>Graduates are prepared to gain employment as a Registered Nurse (CIP code 51.3818, SOC code 29-1141.00)</p>
<p><b>Required Courses</b></p>	

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
MEPN 510 Human Pathophysiology I	Online	2	30	0	0
MEPN 511 Fundamentals of Nursing	Blended	5	45	30	45
MEPN 512 Introduction to Pharmacology in Nursing	Blended	2	30	0	0
MEPN 513 Conceptual Basis of Professional Nursing Practice	Online	3	30	0	45
MEPN 514 Introduction to Health Care Information	Online	2	30	0	0
<b>Management</b>					
MEPN 520 Human Pathophysiology II	Online	3	45	0	0
MEPN 521 Nursing Practice with Adult and Older Adult	Blended	6	52.5	15	90
Patients with acute and Chronic Health Problems I					
MEPN 522 Applied Pharmacology	Blended	3	45	0	0
MEPN 523 Evidence based Practice: Role of	Online	3	30	0	45
<b>Theory and Research</b>					
MEPN 530 Nursing Practice with Adult and Older adult	Blended	6	53	15	90
<b>Patients with Acute and Chronic Health Problems II</b>					
MEPN 531 Nursing Practice with Mothers, Infants and Children	Blended	6	60	15	67.5
MEPN 532 MEPN Capstone I	Online	4	30	0	90
MEPN 540 Nursing Practice on a Global Scale	Online	2	30	0	0
MEPN 541 Nursing Practice with Psychiatric	Blended	4	45	0	45
<b>Mental Health Clients</b>					
MEPN 542 Clinical Nursing Leadership: Theory and Practice	Blended	6	45	10	120
MEPN 543 MEPN Capstone II	Online	4	30	0	0
MEPN 550 Advanced Generalist Nursing Internship	Blended	5	45	0	90
MEPN 551 MEPN Capstone III	Online	4	30	0	90
MEPN 552 MEPN Capstone Defense	Online	3	30	0	45

All course descriptions can be found in the "Course Description" section of the catalog



Additional Information	<p><b>Master’s Entry Program in Nursing (MEPN) Licensure Disclosure</b></p> <p>The curriculum for the Master’s Entry Program in Nursing (MEPN) at the College has been designed to meet the educational licensure requirements in Utah and Idaho as well as prepare students to apply to the Utah State Board of Nursing or the Idaho Board of Nursing to sit for the NCLEX licensure exam in the States of Utah or Idaho (see <a href="https://dopl.utah.gov/">https://dopl.utah.gov/</a> or <a href="https://ibn.idaho.gov/IBNPortal/">https://ibn.idaho.gov/IBNPortal/</a> for more information regarding licensure in Utah or Idaho). The nursing boards in each state are responsible for establishing the requirements for licensure for their state. Requirements may vary state to state and may change at any time. Students who intend to use their Eagle Gate College MEPN degree to secure licensure in any state other than Utah or Idaho will need to review the professional licensure disclosures in that state pertaining to their program and consult with the applicable state nursing licensing board. For more information, see <a href="#">Nursing Board Contact Information by State or Territory - BSN and MEPN Programs</a> for a listing of state nursing licensing boards and determinations made by the College by state of whether the MEPN curriculum meets licensure requirements, does not meet licensure requirements or where a determination has not been made.</p> <p>NOTE: Graduates who become licensed in Utah or Idaho may subsequently apply for licensure in another state. Ask your Academic Dean about Nursing reciprocity agreements.</p> <p>A grade of “C” or higher is required to successfully pass each general education and a grade of “B-” or higher is required to successfully pass each nursing course and continue program progression. A grade of B- (80.00%) is required to successfully pass each lab and externship/clinical component of nursing core courses. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. Failing the same course twice will lead to the student being dismissed from the program. A minimum GPA of 3.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program.</p> <p>1. Failure of three (3) different General Education courses  1. Failure of two (2) different Nursing Core courses  1. Failure of the same course two (2) times  1. Failure of three (3) total courses, GE and Nursing combined</p> <p>In the event a student is withdrawn for violating the above course failure limitations (and the student is permitted a reentry opportunity) the reentry student will be placed on an Academic probation. The Nursing Dean will outline the necessary academic requirements needed to reenter and continue in the program.</p> <p>A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook.</p> <p>A minimum GPA of 3.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program. Additional program policies and requirements are detailed in the Nursing Program Handbook.</p> <p>Acceptance and successful progression through the nursing program does not ensure licensure eligibility. Each state agency overseeing Nursing licensure (e.g. the Idaho Division of Occupational and Professional Licenses, or the Utah Division of Professional Licensing) makes final determination on eligibility to sit for NCLEX exam(s) and issuance of a license to practice nursing. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact the relevant state agency mentioned above to discuss their eligibility to be licensed.</p>
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## MASTER OF SCIENCE IN NURSING EDUCATION

Program Title	Master of Science in Nursing Education
Credential Awarded	Master of Science
Semester Credits	36
Instructional Hours	600
Program Length	90 Weeks

Instructional Method	Blended
Program Overview	The Master of Science in Nursing Education program provides a learner-centered educational program expanding on baccalaureate knowledge, with emphasis on research and analysis, promoting independence and critical thinking. Graduates are prepared to engage in higher levels of practice, enhance health care quality and share knowledge, to influence the delivery of safe, quality care to diverse populations in a variety of settings.
Learning Outcomes/ Educational Objectives	<ol style="list-style-type: none"> <li>1. Turn evidence from nursing, sciences, and humanities into practice as the foundation for critical decision making to improve quality of care (MSN Essential I, IV)</li> <li>2. Incorporate organizational and systems leadership to lead change and improve quality care outcomes (MSN Essential II, III)</li> <li>3. Demonstrate a commitment to advance a culture of excellence through self-directed lifelong learning (MSN Essential I, III)</li> <li>4. Manage informatics and health care technologies to maximize health care outcomes (MSN Essential III, V)</li> <li>5. Incorporate relevant research and improvement methodologies to promote clinical prevention and manage quality care for diverse populations (MSN Essential IV, VIII).</li> <li>6. Demonstrate accountability for improving the quality of health care delivery and patient satisfaction (MSN Essential VI).</li> <li>7. Demonstrate effectiveness in data management, building systems, culture, and leading collaborative interprofessional teams to improve health outcomes (MSN Essential III, VII).</li> <li>8. Exhibit a mastery level of understanding of nursing theory, science, and practice to lead, design, and influence the delivery of safe, quality care to diverse populations (MSN Essential IX).</li> </ol>
Corresponding Occupational Outcomes	Graduates are prepared to gain employment as Nurse Educators (CIP code 51.3203, SOC code 25-1072.00)
<b>Required Courses</b>	

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
NUR500 Foundations and Perspectives of MSN	Online	3.0	45.00	0	0
NUR502 Ethics of Health Care Delivery	Online	3.0	45.00	0	0
NUR504 Leading Change through Nursing Theory	Online	3.0	45.00	0	0
NUR506 Research for Promotion of Evidence Based Care	Online	3.0	45.00	0	0
NUR508 Health Care Informatics for Nursing Practice	Online	3.0	45.00	0	0
NUR510 Effective Communication and Collaboration in Health Care	Online	3.0	45.00	0	0
NUR532 Advanced Pathophysiology	Online	2.0	30.00	0	0
NUR534 Advanced Pharmacology	Online	2.0	30.00	0	0
NUR536 Advanced Health Assessment	Online	2.0	30.00	0	0
NUR538 Strategies for Effective Instruction	Online	3.0	45.00	0	0
NUR540 Health Promotion, Disease Prevention & Theory and Research	Blended	3.0	45.00	0	0
NUR542 Curriculum Assessment, Development, Class Structure & Competency Evaluation Project Report	Blended	3.0	45.00	0	0
NUR544 Capstone Immersion Practicum (Nursing Education)	Blended	3.0	15.00	0	90

All course descriptions can be found in the "Course Description" section of the catalog. A grade of "B-" or higher is required to successfully pass each course in the MSN program. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available. Not successfully completing a course with a passing grade after the second attempt will lead to the student being dismissed from the program. A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook. A minimum GPA of 3.0 is required for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or nonacademic, the student is not eligible to re-enroll in the nursing program. Additional program policies and requirements are detailed in the student handbook.

## MASTER OF SCIENCE IN NURSING ADMINISTRATION AND LEADERSHIP

Program Title	Master of Science in Nursing Administration and Leadership
Credential Awarded	Master of Science
Semester Credits	36
Instructional Hours	630
Program Length	90 Weeks
Instructional Method	Blended
Program Overview	The Master of Science in Nursing Administration and Leadership program provides a learner-centered educational experience expanding on baccalaureate knowledge, with emphasis on research and analysis, promoting independence and critical thinking. Graduates are prepared to engage in higher levels of practice and leadership to influence the delivery of safe, quality care to diverse populations in a variety of settings. The core principles of critical decision making, implementing evidence-based practice, administering patient-centered care, population health, organizational and systems leadership, self-directed lifelong learning, informatics, and health care technologies, and interprofessional collaboration are emphasized at a depth to prepare graduates with a fuller understanding of the discipline of nursing to engage in higher level practice and leadership in a variety of settings.
Learning Outcomes/ Educational Objectives	<ol style="list-style-type: none"> <li>1. Turn evidence from nursing, sciences, and humanities into practice as the foundation for critical decision making to improve quality of care (MSN Essential I, IV)</li> <li>2. Incorporate organizational and systems leadership to lead change and improve quality care outcomes (MSN Essential II, III)</li> <li>3. Demonstrate a commitment to advance a culture of excellence through self-directed lifelong learning (MSN Essential I, III)</li> <li>4. Manage informatics and health care technologies to maximize health care outcomes (MSN Essential III, V)</li> <li>5. Incorporate relevant research and improvement methodologies to promote clinical prevention and manage quality care for diverse populations (MSN Essential IV, VIII).</li> <li>6. Demonstrate accountability for improving the quality of health care delivery and patient satisfaction (MSN Essential VI).</li> <li>7. Demonstrate effectiveness in data management, building systems, culture, and leading collaborative interprofessional teams to improve health outcomes (MSN Essential III, VII).</li> <li>8. Exhibit a mastery level of understanding of nursing theory, science, and practice to lead, design, and influence the delivery of safe, quality care to diverse populations (MSN Essential IX).</li> <li>9. Employ theories of finance, policy, and regulation in the administrative role to yield high quality and cost-effective outcomes (MSN Essential II, VI).</li> <li>10. Develop an integrative view of leadership and organizational learning from a systems perspective in the context of organizational complexity (MSN Essential II).</li> </ol>
Corresponding Occupational Outcomes	Graduates are prepared to gain employment as nurse managers, nurse directors or clinical directors (CIP code 51.3802, SOC code 11-9111.00)
<b>Required Courses</b>	

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
NUR500 Foundations & Perspectives of MSN	Online	3	45	0	0
NUR502 Leading Change Through Nursing Theory	Online	3	45	0	0
NUR504 Ethics of Health Care Delivery	Online	3	45	0	0
NUR506 Research for Promotion of Evidenced Based Care	Online	3	45	0	0
NUR508 Health Care Informatics for Nursing Practice	Online	3	45	0	0
NUR510 Effective Communication & Collaboration in Health Care	Online	3	45	0	0
NUR520 Health Care Finance and Economics for Nurse Leaders	Online	3	45	0	0
NUR522 Health Care Policy, Regulation and Organizational Leadership	Online	3	45	0	0
NUR524 Principles of Quality Improvement & Patient Safety in Health Care	Online	3	45	0	0
NUR526 Leadership within Organizational Systems	Online	3	45	0	0
NUR528 Capstone Immersion Practicum	Blended	3	15	0	90
NUR530 Capstone Scholarly Project	Blended	3	30	45	90

All course descriptions can be found in the “Course Description” section of the catalog

A grade of “B-“ or higher is required to successfully pass each course in the MSN program. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available. Not successfully completing a course with a passing grade after the second attempt will lead to the student being dismissed from the program. A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook. A minimum GPA of 3.0 is required for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or nonacademic, the student is not eligible to re-enroll in the nursing program. Additional program policies and requirements are detailed in the student handbook.

## COURSE DESCRIPTIONS

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### General Education Course Descriptions

BIO200

Anatomy & Physiology I

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course is the first in an online 2-course sequence that presents Anatomy and Physiology using a body systems approach with emphasis on the relationships between structure, function, and homeostasis of the human body. This course examines microscopic and gross levels of organization beginning with the cellular level and progressing through tissues, integumentary, lymphatic, immune, and musculoskeletal systems along with an exploration of selected pathological and disease processes. Course content is presented in a variety of modalities including interactive activities, discussions, and online media.

BIO200L

Anatomy & Physiology I Lab

Method of Delivery: Online

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: BIO200

Co-Requisite: None

This course accompanies the anatomy & physiology I theory course. This lab course presents anatomy and physiology using a body systems approach with emphasis on the relationships between structure, function, and homeostasis of the human body. This course examines microscopic and gross levels of organization beginning with the cellular level and progressing through tissues, integumentary, lymphatic, immune, and musculoskeletal systems along with an exploration of selected pathological and disease processes. Course content is presented in a variety of modalities including interactive activities, virtual labs, and online media.

BIO215

Anatomy & Physiology II

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200

Concurrent Prerequisite: BIO215L

Co-Requisite: None

This course is the second in an online 2-course sequence that presents anatomy and physiology using a body systems approach with emphasis on the relationships between structure, function, and homeostasis of the human body. This course examines microscopic and gross levels of organization beginning with the neurosensory system and progressing through the endocrine, blood, lymphatic, immune, cardiovascular, respiratory, urinary, digestive, and reproductive systems along with an exploration of selected pathological and disease processes. Course content is presented in a variety of modalities including interactive activities, discussions, and online media.

### BIO215L

Anatomy & Physiology II Lab

Method of Delivery: Online

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: BIO200 BIO200L

Concurrent Prerequisite: BIO215

Co-Requisite: None

This course accompanies the Anatomy and Physiology II theory course. This lab course presents anatomy and physiology using a body systems approach with emphasis on the relationships between structure, function, and homeostasis of the human body. This course examines microscopic and gross levels of organization beginning with the neurosensory system and progressing through the endocrine, blood, lymphatic, immune, cardiovascular, respiratory, urinary, digestive, and reproductive systems along with an exploration of selected pathological and disease processes. Course content is presented in a variety of modalities including interactive activities, virtual labs, and online media.

### BIO225

Pathophysiology

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO215

Concurrent Prerequisite: None

Co-Requisite: None

This course presents introductory pathophysiological concepts related to human body systems throughout the lifespan. Students will explore the alterations in normal physiology, clinical manifestations, diagnosis, and treatment of selected diseases and disorders along with the body's response to disease.

### CHM215

General Chemistry

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

The various principles of chemical behavior are discussed and correlated with other sciences. Topics include bonding, structure, reactivity, stoichiometry, gas laws, solutions, solubility, equilibrium, energy relationships, the periodic table, an introduction to organic chemistry and hydrocarbons.

### ENG100

English Composition

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course is designed to provide writing and reading instruction and support to students. The fundamentals of writing will be instructed which entail the various stages of the writing process: drafting, revising, editing, and proofreading. Course assignments reinforce the fundamental grammatical, mechanical, and analytical writing and reading skills that are necessary to successfully conduct research and utilize academic writing.

### ENG115

Public Speaking

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course provides foundational knowledge of interpersonal communication, group communication, and public speaking. These foundational skills are essential as good communication skills are continuously ranked by employers as one of the most valued competencies for any employee. The course presents theory and practical applications of oral communication skills which includes strategies to control anxiety; methods used to structure and organize information to present to a variety of audiences; along with the necessary vocal, auditory, and verbal skills utilized in proper and effective delivery.

### ENG300

Advanced English Composition

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: ENG100

Concurrent Prerequisite: None

Co-Requisite: None

This course builds on the knowledge and skills acquired from ENG100 and focuses on the application of critical thinking, reading, and writing. Students will continue to build upon their academic writing skills and enhance their critical thinking skills through conducting research and seeking out scholarly sources to validate their research argument.



#### ETH400

Ethics

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course involves a theoretical discussion and analysis of ethics within the professional environment, including the avoidance of logical fallacies common to ethical debates. This course explores creativity in ethical choices and the establishment of rules for fruitful moral debates.

#### FYE 100

Foundations of Success

Method of Delivery: Online

Credits: 1

Lecture Hours: 15

Lab Hours:

Clinical/Externship/Practicum:

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

In this course students will explore best practices for achieving personal, academic and career success. Topics covered include the importance of soft skills, effective communication skills, goal setting, time management, study skills and learning strategies.

#### MCT100

Introduction to Medical Terminology

Method of Delivery: Online

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Introduction to Medical Terminology This course introduces elements of medical terminology, including the etymology of words used to describe the human body. Students learn about the function of each body system along with how to apply proper terminology and spelling for major pathological conditions.

#### MIC215

Microbiology

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200

Concurrent Prerequisite: None

Co-Requisite: None

The course is designed to convey general concepts, methods, and applications of microbiology for health sciences. The role of microorganisms in the environment and in human disease is discussed. Topics include immunology, bacteriology, virology, and mycology; the morphology, biochemistry, and physiology of microorganisms including bacteria, viruses, and fungi; the diseases caused by these microorganisms and their treatments, and the immunologic, pathologic, and epidemiological factors associated with diseases. Prerequisite- BIO200

### MIC215L

Microbiology Lab  
Method of Delivery: Online

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L

Concurrent Prerequisite: MIC215

Co-Requisite: None

Taken in conjunction with MIC215, this virtual laboratory provides firsthand experiences that inform, illustrate, expand, and reinforce major microbiology concepts. Experiments include the identification, growth, and elimination of various microbes.

### MTH100

Intermediate Algebra

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course of instruction is designed to introduce college mathematical and algebraic concepts to students. This course covers algebraic operations, problem solving strategies, integer exponents, linear equations and inequalities, polynomials, rational expressions, and quadratic equations.

### MTH215

Statistics

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course covers the basic concepts and skills of statistical analysis. The instruction stresses the practical use of statistics in the collecting, organizing, analyzing, interpreting, and presenting of data. Descriptive and inferential techniques are covered.

### PSY100

Introduction to Psychology

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

The course provides a foundation for understanding, predicting, and analyzing behavior. Students will focus on the basic theories of behavior, learning, motivation, and personality. Also explored are social behavior, sexuality/gender issues, and the influence of health and stress on behavior. Students are introduced to human behavior generally regarded as abnormal and will explore various theories and therapies.

### PSY115

Lifespan Development

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course introduces the stages of human growth and development from conception through adulthood to death. Students will learn how cognitive, social, psychomotor, and emotional events affect behavior. Topics addressed include developmental theories, motivation, personality development, culture, and general psychological theories and principles. Prerequisite: None

### SOC100

Introduction to Sociology

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course explores the major perspectives, principles, theories, and methods that govern the study of people and social structures, with a focus on sociological processes that underlie everyday life. Topics include globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

## Core Course Descriptions

### MA110ASYNC

Introduction to Medical Assisting& Medical Law - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA110LAB

Course MA110ASYNC is designed to introduce learners to the healthcare industry and typical responsibilities of a medical assistant. Learners devote time to differentiating between the scope of practice, reviewing the different professional organizations that exists for medical assistants, and summarize the history of medicine and its significance to the medical assisting profession. Techniques of therapeutic communication and active listening are explored as a prelude to understanding laws impacting the medical office. Issues of medical assistant licensing and malpractice prevention are introduced along with the elements of HIPAA. Learners review the physiological processes of blood pressure assessment and factors of essential hypertension, surface anatomy, describe body cavities, and body planes. Learners discuss elements of human acid-base balance. Learners are instructed how to make proper career decisions to secure and retain employment and practice documentation in electronic health records (EHR). Lastly, learners define, spell, and pronounce the terms specific to topics listed.

### MA110LAB

Introduction to Medical Assisting& Medical Law - Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA110ASYNC

MA110LAB is an entry-level medical assisting course in the clinical laboratory, vital signs, communications, and the function and use of computers in the medical environments. The course is designed to introduce learners to safety techniques regarding accidental exposure to blood and other body fluids and needle sticks. Learners are provided with hands-on guidance to demonstrate the following medical assistant skills: vital sign assessment (temperature, pulse, respirations, blood pressure), Korotkoff phases, use of pulse oximetry document height and weight (convert pounds to and from kilograms) communications, and the function and use of computers in the medical environments. Core MA skills that repeat each Course are IM, SC, ID injections, phlebotomy, capillary puncture, and EKG procedure. Lastly, learners will also develop important skills regarding the job search and career development: write a cover letter and resume and create a career portfolio.

### MA111ASYNC

Pharmacology, Medication Administration, Diagnostic Imaging - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA111LAB

Course MA111ASYNC is designed to introduce learners to pharmacology: calculation of education dosages of medications for administration via parenteral routes, by mouth, transdermal, inhalation, instillation, and topical administration. Medication dosage calculation formulas are used by learners. Topics of anatomy and physiology for the following body systems are covered: immune system, integumentary system, and musculoskeletal system. Assisting with the physical examination using positioning and providing privacy for a patient, setting up instruments and supplies are the basis of instruction where learners explain the pre-intra- and post-assessment procedures to a patient. Entry-level information regarding diagnostic imaging is a part of the learning experience. Learners devote time to describing various bacterial staining characteristics, shapes, oxygen requirements, and physical structures of bacteria and discuss common diseases caused by bacteria. Learners work with CLIA-waived microbiology tests, discuss therapeutic modalities used in orthopedic medicine, and define, spell, and pronounce the terms specific to topics listed. Lastly, learners also develop important skills regarding the job search, career development, and communication best practices.

### MA111LAB

Pharmacology, Medication Administration, Diagnostic Imaging - Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA111ASYNC

MA111LAB is an entry-level medical assisting course in the clinical application of pharmacology: calculation of medication dosages of medications for administration via parenteral routes, by mouth, transdermal, inhalation, instillation, and topical administration. Medication dosage calculation formulas are used by learners. Hands-on exploration of the anatomy for the following body systems are covered: integumentary, lymphatic, and musculoskeletal. Learners demonstrate how to assist with the physical examination, use positioning and provide privacy for a patient, set up instruments, and review supplies to explain the pre-intra- and post-assessment procedures to a patient. Entry-level information regarding diagnostic imaging is a part of the learning experience. Learners discuss therapeutic modalities used in orthopedic medicine and define, spell, and pronounce terms specific to topics listed. Core MA skills that repeat each module are IM, SC, ID injections, phlebotomy, capillary puncture, and EKG procedure.

### MA112ASYNC

Infection Control, Assessment, Cardio-Pulmonary & Gastroenterology - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA112LAB

MA112LAB is an entry-level medical assisting course in applying the medical assistant role to understand topics of anatomy and physiology, pathology, and treatment procedures and disease prevention for the following body systems: cardiac system, pulmonary system, gastrointestinal system. Within the medical assistant scope of practice, learners discuss, model and demonstrate the application of the following principles: EKG assessment, angiography, cardiac catheterization, doppler ultrasound, peak flow measurement, and spirometry. Learners practice infection control, medical asepsis, and handwashing procedures to break the chain of infection and support the inflammatory response mechanism of the body. Learners review CLIA-waived tests for common gastrointestinal disorders and build plans for special dietary needs for pregnancy and lactation, epilepsy, HIV/AIDS and cancer diagnosis. Learners discuss Occupational Safety and Health Administration (OSHA) standards are a part of the learning experience. Learners discuss Occupational Safety and Health Administration (OSHA) standards and define, spell, and pronounce the terms specific to topics listed. Core MA skills that repeat each module are IM, SC, ID injections, phlebotomy, capillary puncture, and EKG procedure.

#### MA112LAB

Infection Control, Assessment, Cardio-Pulmonary & Gastroenterology - Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA112ASYNC

Course MA112ASYNC is designed to introduce learners to theory-based information regarding the medical assistant role in maintain Occupational Safety and Health Administration (OSHA) standards. Learners review anatomy and physiology, pathology, treatment procedures and disease prevention for the following body systems: cardiac system, pulmonary system, gastrointestinal system. Principles of electrocardiography are introduced along with the following diagnostic procedures: EKG assessment, angiography, cardiac catheterization, doppler ultrasound, peak flow measurement, and spirometry. Principles of infection control, the chain of infection and handwashing are discussed within the context of the inflammatory response mechanism of the body. Learners describe CLIA-waived tests for common gastrointestinal disorders and build plans for special dietary needs for the following: pregnancy and lactation, epilepsy, HIV/AIDS and cancer diagnosis. Learners define, spell, and pronounce the terms specific to topics listed and practice documenting in electronic health records (EHR). Lastly, learners also develop important skills regarding the job search, career development, and communication best practices

#### MA113ASYNC

Eyes, Ears, Nose, Throat; Nervous and Endocrine Systems- Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA113LAB

Course MA113ASYNC is designed to introduce learners to theory-based information regarding the medical assistant role assisting the primary care provider (physician, physician assistant or nurse practitioner) in performing a physical exam. Learners review anatomy and physiology, pathology, treatment procedures and disease prevention for the following body systems: nervous (CNS and PNS) and sensory system (eyes, ears, and nose), endocrine system, and circulatory system. Patient care principles involved in adult and pediatric phlebotomy are discussed: equipment, venipuncture and capillary blood collection, and chain of custody. Learners discuss common blood tests (normal and abnormal ranges) for the following: Complete Blood Count (CBC), Serum Electrolytes and Chemistry(SMA7), Erythrocyte Sedimentation Rate (ESR), Prothrombin Time (PT/INR), Partial Prothrombin Time (PTT), and ABO blood groups. Concepts of behavioral health are part of the learning experience. Learners differentiate among common behavioral health disorders, including the etiology, signs, symptoms, diagnostic procedures, and treatments. Learners define, spell, and pronounce the terms specific to topics listed and practice documenting in electronic health records (EHR). Lastly, learners also develop important skills regarding the job search, career development, and communication best practices.

### MA113LAB

Eyes, Ears, Nose, Throat; Nervous and Endocrine Systems - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA113ASYNC

MA113LAB is an entry-level medical assisting course in applying the medical assistant role to understand topics of anatomy and physiology, pathology, treatment procedures and disease prevention for the following body systems: nervous (CNS and PNS) and sensory system (eyes, ears, and nose), endocrine system, and circulatory system. Within the medical assistant scope of practice, learners discuss, model and demonstrate the application of the following principles: providing assistance during patient assessment, behavioral health examination, adult and pediatric phlebotomy, venipuncture and capillary blood collection. Learners practice working with laboratory forms to document common blood tests: Complete Blood Count (CBC), Serum Electrolytes and Chemistry (SMA7), Erythrocyte Sedimentation Rate (ESR), Prothrombin Time (PT/INR), Partial Prothrombin Time (PTT), and ABO blood groups. Learners define, spell, and pronounce the terms specific to topics listed. Core MA skills that repeat each Course are IM, SC, ID injections, phlebotomy, capillary puncture, and EKG procedure.

### MA114ASYNC

Surgical Technique; Stages of Life, Pediatrics & Geriatrics - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA114LAB

Course MA114ASYNC is designed to introduce learners to theory-based information regarding the medical assistant role in assisting with minor surgical procedures performed in clinics. Learners identify surgical instruments, discuss surgical asepsis, perform sterile tray setup and outline pre- and post-operative patient care instructions. Learners review anatomy and physiology, pathology, treatment procedures and disease prevention for the following body systems: male and female reproductive system, and urinary system. Learners summarize pediatrics growth and development, anthropometrics and review common diseases for patients from newborn to 18 years of age. CLIA-waived tests for common urinary system and reproductive disorders are part of the learning experience. Stages of life are discussed along with the impact of the aging process on the cardiovascular, endocrine, gastrointestinal, integumentary, and musculoskeletal systems. Learners define, spell, and pronounce the terms specific to topics listed and practice documenting in electronic health records (EHR). Lastly, learners also develop important skills regarding the job search, career development, and communication best practices.

#### MA114LAB

Surgical Technique; Stages of Life, Pediatrics & Geriatrics - Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA114ASYNC

MA114LAB is an entry-level medical assisting course in applying the medical assistant role to understand topics of anatomy and physiology, pathology, treatment procedures and disease prevention for the following body systems: male and female reproductive system, and urinary system. Within the medical assistant scope of practice, learners discuss, model and demonstrate the skills of identifying surgical instruments, assisting the MD with minor surgical procedures, surgical asepsis, and pre- and post-operative patient care instructions. Learners practice anthropometrics for patients from newborn to 18years old, CLIA-waived tests for common urinary system and reproductive disorders. Stages of life are discussed along with the impact of the aging process on the cardiovascular, endocrine, gastrointestinal, integumentary, and musculoskeletal systems.

#### MA115ASYNC

Office Management & Computerized Systems in Medical Assisting - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA115LAB

Course MA115ASYNC is designed to introduce learners to theory-based information regarding the medical assistant role in assisting with the management and business aspects of running a medical practice. The following front office medical assistant skills comprise this course: communication practices using telephones and computers, scheduling appointments and patient records processing, medical record keeping, filing, health insurance records, billing and coding practices, banking services and procedures, and Microsoft Office Products (Word). Health insurance essentials and the inner workings of the Electronic Health Record (EHR) are an important component of this course where learners do the following: outline managed care requirements for patient referrals, distinguish between an electronic health record (EHR) and an electronic medical record (EMR), and discuss the impact of the Affordable Care Act on patient health care access. ICD-10 diagnostic coding procedures are used by learners to apply the code selection process and maximize third-party reimbursement. CPT and HCPCS coding guidelines are a part of the learning experience as are managed care policies and procedures. Learners define, spell, and pronounce the terms specific to topics listed and practice documenting in electronic health records (EHR).



### MA115LAB

Office Management & Computerized Systems in Medical Assisting - Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA115ASYNC

MA115LAB is an entry-level medical assisting course in applying the medical assistant role to understand how to assist with the management and business aspects of running a medical practice. Within the medical assistant scope of practice, learners discuss, model and demonstrate the application of the following: communication practices using telephones and computers, scheduling appointments and patient records processing, medical record keeping, filing, health insurance records, billing and coding practices, banking services and procedures. The inner workings of the Electronic Health Record (EHR) are an important component of this course where learners do the following: outline managed care requirements for patient referrals, distinguish between an electronic health record (EHR) and an electronic medical record (EMR), and discuss the impact of the Affordable Care Act on patient health care access. ICD-10 diagnostic coding procedures are used by learners to apply the code selection process and maximize third-party reimbursement. CPT and HCPCS coding guidelines are a part of the learning experience as are managed care policies and procedures. Learners define, spell, and pronounce the terms specific to topics listed and practice documenting in electronic health records (EHR).

### MA116ASYNC

First Aid, Emergencies, Behavior in Acute Situations - Theory

Method of Delivery: Online

Credits: 2.5

Lecture Hours: 42.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA116LAB

Course MA116ASYNC is designed to introduce learners to theory-based information regarding the medical assistant role in coordinating laboratory tests and results and understanding the Clinical Laboratory Improvement Amendments (CLIA), specimen collection procedures, and use of Safety Data Sheets (SDS). Learners review strategies for managing a health care practice from daily operations to equipment inventory. Healthcare ethics are evaluated by learners in explaining best practices for separating personal and professional ethics. Focus is applied to the following specific ethical challenges: reproductive issues, care involving children, medical research, end-of-life rituals and medical emergencies. HIPPA along with assisting in physical examinations and first aid for medical emergencies is part of the learning experience. Learners describe the function of a microscope and begin summarizing select microscopy tests performed in the ambulatory care setting. Learners define, spell, and pronounce the terms specific to topics listed and practice documenting in electronic health records (EHR). Lastly, learners also develop important skills regarding the job search, career development, and communication best practices.

**MA116LAB**

First Aid, Emergencies, Behavior in Acute Situations - Lab

Method of Delivery: Blended

Credits: 1

Lecture Hours: 0

Lab Hours: 42.5

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: MA116ASYNC

MA116LAB is an entry-level medical assisting course in applying the medical assistant role in coordinating laboratory tests and results and understanding the Clinical Laboratory Improvement Amendments (CLIA), specimen collection procedures, and use of Safety Data Sheets (SDS). Within the medical assistant scope of practice, learners discuss, model and demonstrate the application of the following: managing a health care practice, assisting in physical examinations, and delivering first aid, use of a microscope. Core MA skills that repeat each module are IM, SC, ID injections, phlebotomy, capillary puncture, and EKG procedure. Focus is applied to the following specific ethical challenges: reproductive issues, care involving children, medical research, end-of-life rituals and medical emergencies. Learners define, spell, and pronounce the terms specific to topics listed Lastly, learners also develop important skills regarding the job search, career development, and communication best practice

**MA117EX**

Medical Assisting Externship

Method of Delivery: Residential

Credits: 3.5

Lecture Hours: 5

Lab Hours: 0

Clinical/Externship/Practicum: 160

Prerequisite: All Program courses.

Concurrent Prerequisite: None

Co-Requisite: None

This course provides the student with the opportunity to continue learning through demonstration and application of transferred knowledge to the clinical setting. The course begins with 5-hours of on-ground capstone learning involving topics of career development, employment preparation, professionalism, and interview skills(see page 4 for a full description of the capstone content). Following the 5-hr capstone content, the student will report to their preceptor that is assigned by the College medical assistant externship coordinator. Students will learn under the direct supervision of the clinical site preceptor(s) and the guidance of a medical assistant instructor.

**MEPN510**

Human Pathophysiology I

Method of Delivery: Online

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Builds on foundational knowledge of normal physiology to extend students' abilities to analyze the physiological disruptions that accompany a wide range of alterations in health. Content is applied to selected patient situations as a basis for interpreting assessment data and developing appropriate health care regimens for common disease processes. Minimum of B- is required to pass the course.

**MEPN511**

Fundamentals of Nursing

Method of Delivery: Blended

Credits: 5 credits

Lecture Hours: 45

Lab Hours: 30

Clinical/Externship/Practicum: 45

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Introduces basic nursing care concepts and skills necessary to work with the adult and older adult hospitalized patient with acute and chronic health problems. Introduces students to the normal and aberrant variations in physiological and pathophysiological health states of adults and older adults with or at risk for altered status in hygiene, mobility, nutrition, skin integrity, and bowel and bladder elimination. Successful completion of the theory, lab, and clinical components of the course with a letter grade of B- or higher is necessary to pass the course.

**MEPN512**

Introduction to Pharmacology in Nursing

Method of Delivery: Blended

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Provides an overview of the pharmacological concepts of pharmacotherapeutics, pharmacodynamics, pharmacokinetics, contraindications and precautions, adverse effects, and drug interactions. The pharmacological concepts of each prototype drug from the following classifications will be included: neurological; cardiovascular; respiratory; gastrointestinal; genitourinary; endocrine and immune; antimicrobial; and antineoplastic. Emphasis will be placed on nursing management that minimizes risks and adverse effects and maximizes the therapeutic effects for patients receiving these medications. Minimum of B- is required to pass the course.

**MEPN513**

Conceptual Basis of Professional Nursing Practice

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Provides an overview of the nature of the professional nursing role and its conceptual bases. Examines the historical development of the profession; nursing leaders; and the various professional roles of the nurse. Emphasizes theory-based and evidence-based nursing practice; the theoretical foundations in nursing and those imbedded in the graduate curriculum at USD; introduces APA format for scholarly papers. Minimum of B- is required to pass the course.

**MEPN514**

Introduction to Health Care Information Management

Method of Delivery: Online

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Provides students with necessary skills to understand the basis for health care informatics. Emphasizes basic understanding of computer hardware, network architecture, clinical application of electronic health records, and health care software applications. Includes relevant regulatory, patient privacy, security, and reimbursement issues. Examines current trends in meaningful use and electronic health record (EHR) certification as a foundation for understanding emerging issues in health care informatics. Minimum of B- is required to pass the course.

**MEPN520**

Human Pathophysiology II

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Builds on the foundational knowledge received in Human Pathophysiology I and extends students' abilities to analyze the physiological disruptions that accompany a wide range of alterations in health. Content is applied to selected patient situations as a basis for interpreting assessment data and developing appropriate health care regimens for common disease processes. Minimum of B- is required to pass the course.

**MEPN521**

Nursing Practice with Adult and Older Adult Patients with Acute and Chronic Health Problems I

Method of Delivery: Blended

Credits: 6 credits

Lecture Hours: 52.5

Lab Hours: 15

Clinical/Externship/Practicum: 90

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Expands basic nursing care concepts and skills necessary for students to work with the acute and chronic health problems of adult and older adult patients specific to alterations in oxygenation, fluid/electrolyte status, cardiovascular, and endocrine systems. Emphasis is on understanding and assessing the pathophysiological alterations, risks for complications and sequelae, and the interventions necessary to stabilize, restore, and promote health. Students will identify essential teaching and health restorative measures in the context of planning, implementing, and evaluating nursing care for the patient and family. Successful completion of the theory, lab, and clinical components of the course with a letter grade of B- or higher is required to pass the course.

**MEPN522**

Applied Pharmacology

Method of Delivery: Blended

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Provides the knowledge and skills needed to assess, manage, and recommend treatment plans, utilizing broad categories of pharmacologic agents, for common and complex health problems in a safe, high quality and cost-effective manner. Pharmacotherapeutics, pharmacodynamics, pharmacokinetics and pharmacogenomic skills will be developed utilizing case scenarios with an emphasis on direct application to clinical nursing practice. Minimum of B- is required to pass the course.

**MEPN523**

Evidence Based Practice: Role of Theory and Research

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Explores and critiques the theoretical foundations of nursing science as a basis for the development of research. Emphasis is placed on the relationship of theory and research to the knowledge base and practice of nursing. Minimum of B- is required to pass the course.

**MEPN530**

Nursing Practice with Adult and Older Adult Patients with Acute and Chronic Health Problems II

Method of Delivery: Residential

Credits: 6 credits

Lecture Hours: 53

Lab Hours: 15

Clinical/Externship/Practicum: 90

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Requires students to apply the nursing process for selected acute and chronic health conditions in adults and older clients. It further develops the generalist nurse's role in the care of adult and older adult patients with pathophysiological disruptions across systems. Emphasis is placed on new content such as pathophysiological alterations in the neurological, musculoskeletal, and respiratory systems; and long-term care elements specific to cancer, hospice, and rehabilitation. Assists students to refine their knowledge and skills to assess, diagnose, plan, implement, and evaluate care related to patient needs, to restore health and prevent complications. Successful completion of the theory, lab, and clinical components of the course with a letter grade of B- or higher as necessary to pass the course.

**MEPN531**

Nursing Practice with Mothers, Infants and Children

Method of Delivery: Residential

Credits: 6 credits

Lecture Hours: 60

Lab Hours: 15

Clinical/Externship/Practicum: 67.5

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Students will gain knowledge of the reproductive process with a focus on health promotion, current standards of care and safe drug administration. Students will provide nursing care for the childbearing family in the hospital setting including care of the diverse laboring patient. Students will learn pediatric specific knowledge when caring for acute and chronic pediatric conditions and apply knowledge of child development principles in caring for the pediatric patient and their family. Genetic issues in the reproductive process and in children will be discussed. Students will learn the role of the pediatric nurse in a variety of settings with considerations of care of families with well children and those experiencing acute / chronic illness. Clinical practice experiences facilitate application of skills and care of families as they experience childbearing and child rearing. Successful completion of the theory, lab, and clinical components of the course with a letter grade of B- or higher as necessary to pass the course.

**MEPN532**

MEPN Capstone I

Method of Delivery: Online

Credits: 4 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

The capstone project is a culmination of the master's degree. Students will complete research on a current nursing issue utilizing the application of evidence-based practice. The research will allow the student to assess the problem, diagnosis, and plan for possible solutions, and evaluate how other researchers have solved similar problems. The capstone project includes personalized field experience. Minimum of B- is required to pass the course.

**MEPN540**

Nursing Practice on a Global Scale

Method of Delivery: Online

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an overview of global health and the role of the professional nurse in promoting health and caring for diverse populations. Global health inequalities, social determinants of health and national threats to health are discussed. Minimum of B- is required to pass the course.

**MEPN541**

Nursing Practice with Psychiatric/ Mental Health Clients

Method of Delivery: Residential

Credits: 4 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Provides a general overview of clients with mental health problems. Focuses on conceptual models of psychiatric nursing management and treatment modalities. Concepts related to neuropathology, polypharmacology, and psychopharmacology and their effect on the mental health of patients are introduced. The goals of the therapeutic nurse-client relationship are also explored. Successful completion of the theory, lab, and clinical components of the course with a letter grade of B- or higher as necessary to pass the course.

**MEPN542**

Clinical Nursing Leadership: Theory and Practice

Method of Delivery: Residential

Credits: 6 credits

Lecture Hours: 45

Lab Hours: 10

Clinical/Externship/Practicum: 120

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Explores and integrates concepts of leadership that are central to the practice of the clinical nurse leader (CNL) including: horizontal leadership, effective use of self, reflective practice, advocacy, lateral integration of care, change theory, and role analysis and implementation. Oversees patient care provided by staff, in collaboration with RN preceptor or mentor, to improve patient outcomes. Serves as a role model for staff in anticipating risks and providing comprehensive care to individuals and clinical cohorts. Reviews and modifies, if necessary, standards of care for specific patient populations. Designs and proposes an implementation and evaluation plan for an evidence-based project designed to effect change in patient/staff outcomes. Successful completion of the theory, lab, and clinical components of the course with a letter grade of B- or higher as necessary to pass the course.

**MEPN543**

MEPN Capstone II

Method of Delivery: Online

Credits: 4 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

The capstone project is a culmination of the master's degree. Students will complete research on a current nursing issue utilizing the application of evidence-based practice. The research will allow the student to assess the problem, diagnosis, and plan for possible solutions, and evaluate how other researchers have solved similar problems. The capstone project includes personalized field experience. Minimum of B- is required to pass the course.

**MEPN550**

Advanced Generalist Nursing Internship

Method of Delivery: Residential

Credits: 5 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Focuses on integration of learning from all other courses to develop and execute the advanced generalist nursing role when providing holistic care to patients with complex or critical care level health problems and their families in such clinical specialty areas as pediatrics, high risk OB, crisis psych-mental health, and adult medical-surgical units. Emphasizes care of complex patients, identifying rapid response clinical situations by differentiating emergent, urgent, and non-emergent clinical states; developing, implementing, and evaluating evidenced-based nursing interventions to assist in a patient's participation in their recovery, prevention of complications and sequelae, reduction of risks, and management/stabilization of acute and chronic conditions. Successful completion of both the theory and clinical components of the course with a letter grade of B- or higher is necessary to pass the course

**MEPN551**

MEPN Capstone III

Method of Delivery: Online

Credits: 4 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

The capstone project is a culmination of the master's degree. Students will complete research on a current nursing issue utilizing the application of evidence-based practice. The research will allow the student to assess the problem, diagnosis, plan for possible solutions, and evaluate how other researchers have solved similar problems. The capstone project includes personalized field experience. Minimum of B- is required to pass the course.

**MEPN552**

MEPN Capstone Defense

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

The capstone project is a culmination of the master's degree. After completing the capstone project, students will defend their findings before a panel of their professors. The capstone project includes personalized field experience. Minimum of B- is required to pass the course.



### NRG 130

Nursing as a Human Caring Profession

Method of Delivery: Online

Credits: 3

Lecture Hours: 3

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: ENG100

Concurrent Prerequisite: None

Co-Requisite: None

This course examines the evolution and foundation of Watson's Caring Science and Human Caring Theory with an emphasis on caring for self and others and belonging within the Nursing Profession. Students will examine the relationship between Watson's Caring Science and Human Caring Theory and how it relates to the role of the Human Caring Nurse. Students will focus on life-long self-care and care of others through dedication and transpersonal pathways with loving kindness.

### NRG 150

Human Caring Nursing Seminar I

Method of Delivery: Online

Credits: 1

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: NRG130

Co-Requisite: None

This course will focus on law, dignity, and advocacy within the human caring nursing profession. Legal emphasis on duty will expand to include self-reflection, transpersonal caring and loving kindness for a client from a holistic perspective of physical, emotional, and spiritual pathways of safety and belonging. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 200

Pharmacology for Human Caring Nursing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: BIO225

Co-Requisite: None

Throughout this pharmacology course, students will learn the concepts of Watson's Caring Science and Human Caring Theory on how medicine works, how the body reacts to the medication and the changes that occur. Students will learn that pharmacology is more than 'passing a pill'. Students will explore key points about medication such as the mechanism of action, routes of administration, indication for use, cautions, contraindication, drug interaction, adverse effects, toxic effects of selected drugs, and specific nursing responsibilities when administering a medication. This course will provide students with an emphasis on clinical applications within the framework of the nursing process and prioritization of needs. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 215

Health Assessment for Human Caring Nursing

Method of Delivery: This course is online, asynchronous, and is built in the learning management system.

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: BIO225

Co-Requisite: None

This course introduces the student to principles and techniques of nursing assessment. Throughout this course students will focus on taking client history, interview and communication techniques, techniques of inspection, palpation, percussion, and auscultation. Students will examine the role of the nurse in obtaining comprehensive health assessments; including attributes of physical, psychosocial, developmental, cultural, and spiritual functioning. Students will examine the principles and techniques of nursing assessments by utilizing clinical decision making and documenting their findings. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 225

Fundamentals of Human Caring Nursing I

Method of Delivery: Blended

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: BIO225

Co-Requisite: NRG225C

In this course, students are introduced to principles foundational to human caring nursing. Situational, developmental, and cultural influences on client health are discussed. Students will establish a foundation for the care of clients across the wellness illness continuum. Health assessment of adults, as well as nursing concepts and measures for safety, nutrition education, hygiene, comfort, rest, and activity will be covered. Medication administration safety principles are also discussed. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 225C

Fundamentals of Human Caring Nursing I Skills & Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 15

Clinical/Externship/Practicum: 30

Prerequisite: None

Concurrent Prerequisite: BIO225

Co-Requisite: NRG225

In this course, students are introduced to foundational principles and techniques of human caring nursing across the wellness illness continuum. Situational, developmental, and cultural influences along with basic nursing concepts and safety measures are applied throughout this course, as students prepare to enter the clinical setting.

### NRG 230

Fundamentals of Human Caring Nursing II

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG225, NRG225C

Concurrent Prerequisite: NRG200

NRG215

Co-Requisite: NRG230C

This course expands on the fundamental theory of human caring nursing. Topics include principles of health promotion, safety, infection prevention, and vital-sign assessment. Medication safety and dosage calculations are key components of this course along with application of the nursing process. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 230C

Fundamentals of Human Caring Nursing II Skills & Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 60

Prerequisite: NRG225, NRG225C

Concurrent Prerequisite: NRG200

NRG215

Co-Requisite: NRG230

The content in this course expands upon the fundamentals of human caring nursing. This course provides opportunities for students to acquire skills and concepts of human caring nursing in accordance with the Nursing Practice Act through simulated and direct client care experiences. This course provides experimental practice of selected fundamental psychomotor and nursing skills necessary for the care of clients.

### NRG 245

Mental Health Human Caring Nursing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG230, NRG230C

Concurrent Prerequisite: None

Co-Requisite: NRG245C or NRG246C

The course provides theoretical knowledge necessary for the care of psychiatric clients in acute and long-term care facilities. Emphasis will be on the holistic care of children, adolescents and adults living with mental health problems and cognitive disorders. The impact of mental illness on clients' lives, relationships, employment and otherwise coping with daily living is the focus of this course. Topics include assessment of psychiatric/mental health clients, pharmacology, and nursing considerations associated with medications. The impact of physiological conditions combined with psychiatric illness will be studied. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 245C

Mental Health Human Caring Nursing Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: NRG230, NRG230C

Concurrent Prerequisite: None

Co-Requisite: NRG245

The course provides opportunities for students to participate in the care of psychiatric clients in acute and long-term care facilities. Areas of focus include assessment, cultural competence, therapeutic communication, legal and ethical standards, and client advocacy. Students will get hands-on practice in clinical settings caring for clients with mental illness with clinical supervision.

### NRG 250

Human Caring Nursing Seminar II

Method of Delivery: Online

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG150

Concurrent Prerequisite: None

Co-Requisite: None

This course will examine the challenges of ethics, moral courage, and self-reflection through the framework of Watson's Caring Science and Human Caring Theory. Students will learn a process of self-discovery and worth which will provide the cornerstone for cultural exploration and acceptance of client values and needs. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 260

Adult Human Caring Nursing I

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG150

Concurrent Prerequisite: None

Co-Requisite: None

In this course, students are introduced to the needs of diverse populations of adult and older adult clients and their families. This course focuses on health promotion and management of conditions that require acute and chronic care for adults and older adults. The nursing process is used in the discussion of health alterations affecting life processes. Students will also use the nursing process to foster health restoration and maintenance for diverse adult populations. Students will have the opportunity to continue their understanding of their role as healthcare team member. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 260C

Adult Human Caring Nursing I Clinical

Method of Delivery: Residential

Credits: 2

Lecture Hours: 0

Lab Hours: 75

Clinical/Externship/Practicum: 0

Prerequisite: NRG230, NRG230C

Concurrent Prerequisite: None

Co-Requisite: NRG260C or NRG261C

This course focuses on alterations in adult and older adult life processes, including effects on the client's family. Students will develop professional skills as they progress towards practice-ready nursing. The nursing process is used to support clinical decisions to foster health restoration and maintenance for diverse adult and older adult populations. This course emphasizes compassionate health management, therapeutic communication, client/family education, and community resources for diverse adult and older adult clients and their families. A variety of clinical health care agencies, hospitals, and simulated clinical settings are used to support instruction.

### NRG 275

Nutrition for Human Health & Wellbeing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG230, NRG230C, BIO225

Concurrent Prerequisite: None

Co-Requisite: NRG260

This course expands on the nutritional concepts introduced earlier in the program. Topics included are nutrients and the nutritional requirements needed to maintain nutritional balance, support growth, and development. The course focuses on identifying and caring for the nutritional needs of diverse client populations. Students will use an evidence-informed approach as a means of preventing and treating illness. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 285

Information Technology for Human Caring Nursing

Method of Delivery: Online

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUT100

Concurrent Prerequisite: None

Co-Requisite: None

This course focuses on the integration of theoretical nursing knowledge with informational sciences. Students will be introduced to health informational systems support data to help build communication and information literacy skills needed to integrate informatics into practice. Students will use appropriate databases to search for evidence-informed research to enhance the connection between the human element of caring and technology. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 290

Adult Human Caring Nursing II

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG230, NRG230C

Concurrent Prerequisite: None

Co-Requisite: None

In this course, students will continue their focus on the needs of diverse populations of adult and older adult clients and their families. This course incorporates health promotion and management of conditions that require acute and chronic care for adult and older adult clients. The nursing process and clinical judgement are used throughout the course. Students will have the opportunity to continue their understanding of their role as healthcare team members. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 290C

Adult Human Caring Nursing II Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 15

Clinical/Externship/Practicum: 30

Prerequisite: NRG260, NRG260C or NRG261C

Concurrent Prerequisite: None

Co-Requisite: NRG290C or NRG291C or NRG292C

In this course, students will focus on alterations in adult and older adult life processes, unstable illnesses, and effects on the client's family in a variety of healthcare settings. Students will continue their development of professional skills as they advance towards practice-ready nursing. The nursing process is used to support advancing clinical decisions to foster health restoration and maintenance for diverse adult and older adult populations. This course emphasizes compassionate health management, therapeutic communication, client/family education, and community resources for diverse adult and older adult clients and their families. Students will relate to health promotion and management of critically and chronically ill clients with complex, multi-system health problems.

### NRG 315

Maternal/Newborn Family Nursing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG260, NRG260C or NRG261C

Concurrent Prerequisite: None

Co-Requisite: NRG290

This course provides theoretical instruction related to caring for childbearing families and newborns. Topics include prenatal care, assessment of normal pregnancy, fetal development, discomforts of pregnancy, intervention for the care of the newborn, post-partum care, possible high-risk complications, high-risk labor and delivery, and high-risk newborns. Students will learn about concepts applicable to basic needs and the support of the family during this period of change. Emphasis is placed on the physiological and psychological changes that occur during pregnancy. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 315C

Maternal/Newborn Family Nursing Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 8

Clinical/Externship/Practicum: 37

Prerequisite: NRG290, NRG290C or NRG291C or NRG292C

Concurrent Prerequisite: None

Co-Requisite: NRG315C

The course provides clinical application in the care of the woman during the stages of pregnancy and the care of the newborn. This course focuses on the safe care of these vulnerable client populations in a variety of community health agencies and hospitals. Students will have the opportunity to perform a health assessment and develop a plan of care for the pregnant woman and newborn child.

### NRG 330

Pediatric Human Caring Nursing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C or NRG291C or NRG292C

Concurrent Prerequisite: None

Co-Requisite: NRG315

This course provides detailed theoretical instruction on the family-centered care of the pediatric client. Topics include an introduction to care of the pediatric client; health promotion and maintenance; the hospitalized child; care of the child with chronic, complex, and acute disorders from newborn to adolescence; the child with special needs; and care of the dying pediatric client. Students will review the basic needs and support of the child's family. An emphasis is placed on the physiological and psychological changes that occur during childhood. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 330C

Pediatric Human Caring Nursing Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 8

Clinical/Externship/Practicum: 37

Prerequisite: NRG290, NRG290C or NRG291C or NRG292C

Concurrent Prerequisite: None

Co-Requisite: NRG330C

This course provides clinical application of theory content as relates to the care of the pediatric client and their family, knowledge of nursing theory, concepts, skills, competencies and procedures. This course focuses on the safe care of the pediatric client population and their families, including the physiological and psychological changes that occur during childhood. Students will have the opportunity to develop, implement, and evaluate a health assessment and plan of care for the pediatric client as a healthcare team member. Family and client support and education are addressed along with therapeutic communication. Clinical experiences are provided in multiple health care pediatric settings.

### NRG 350

Human Caring Nursing Seminar III

Method of Delivery: Online

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C or NRG291C or NRG292C

Concurrent Prerequisite: None

Co-Requisite: NRG330

This course examines the challenges in staffing, resources, and compassion fatigue which can result in nursing and health care conflict through nurses feeling under-cared for or under-valued. Students will be exposed to the importance of the need for a strong and supportive nursing community with loving kindness. Watson's Caring Science and Human Caring Theory will be applied to a Caring Conflict Resolution Model. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 375

Evidence Informed Practice for Human Caring Nursing

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG250

Concurrent Prerequisite: None

Co-Requisite: None

This course will include the process of integrating research evidence and client preferences into healthcare decision making. This course is designed to assist students in developing a sense of inquiry, as well as an increased understanding of research approaches. Students will learn how to critique, interpret, and apply evidence-informed research to client-centered care. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 415

Community Health Human Caring Nursing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an overview of human caring nursing as it applies to health promotion and disease prevention at the community level. Principles of biostatistics and epidemiology are introduced. This course focuses on providing holistic care in collaboration with community members and healthcare team members. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.



### NRG 430

Complex Health Human Caring Nursing I

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C

Concurrent Prerequisite: None

Co-Requisite: None

In this course, the focus is on application and use of the nursing process to include critical thinking, reasoning, and judgment skills to identify, manage, and intervene on behalf of various health disorders across adult populations. Using current evidence-informed nursing practice, the student learns how to assess diverse clients, identify risk factors of diseases, and perform nursing actions for disease management to improve client outcomes, wellness, and health maintenance. Understanding the pathophysiology and etiology of body systems resulting in diseases is a fundamental aspect of this course. This course will focus on diseases and abnormalities related to fluid and electrolyte imbalances, endocrine, immunity, integumentary, musculoskeletal, reproductive, and renal disorders. Students will participate in multiple classroom engagement activities with a mixture of didactic instruction to master self-study techniques and to ensure lifelong learning. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 430C

Complex Health Human Caring Nursing I Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: None

Co-Requisite: NRG430C or NRG431C

This course is divided between at-hospital clinical experience and on-campus nursing simulations. The student will be assigned to a hospital rotation and follow a licensed registered nurse to develop professional skills as healthcare team member. Students will progress toward practice-ready nursing with a focus on human caring nursing and the use of evidence-informed practice. The remaining time will be spent in the simulation lab. In the simulation lab, the student will participate in faculty lead simulations and virtual reality simulations to improve critical thinking, reasoning, and judgment in caring for adult clients, following the Tanner Clinical Judgement Model. This course emphasizes compassionate health management, therapeutic communication, client/family education, and community resources for diverse clients and their families.

#### NRG 445

Complex Health Human Caring Nursing II

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: None

Co-Requisite: NRG430

This course expands on the application and use of the nursing process to include critical thinking, reasoning, and judgment skills to identify, manage, and intervene on behalf of various health disorders across adult populations. Using current evidence-informed nursing practice, the student will learn how to assess diverse clients, identify risk factors of diseases, and perform nursing actions for disease management to improve client outcomes, wellness, and health maintenance. Students will understand the pathophysiology and etiology of body systems that result in disease as a fundamental aspect of this course. This course will focus on diseases and disorders of the following body systems: gastrointestinal, cardiology and perfusion, respiratory, hematology and oncology, and neurological. Students will participate in multiple classroom engagement activities with a mixture of didactic instruction to master self-study techniques and to ensure lifelong learning. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

#### NRG 445C

Complex Health Human Caring Nursing II Clinical

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: NRG430, NRG430C or NRG431C

Concurrent Prerequisite: None

Co-Requisite: NRG445C or NRG446C

This course is a continuation of Complex Health Caring Nursing I. In this course the student will have an opportunity for at-hospital clinical experiences and on-campus nursing simulations. The student will be assigned a hospital rotation and follow a licensed registered nurse to continue to develop professional skills as a healthcare team member to progress toward practice-ready nursing. Students will focus on applying compassionate care and the use of evidence-informed practice. In the simulation lab, the student will participate in faculty lead simulations and virtual reality simulations to continue to improve critical thinking, reasoning, and judgment in caring for adult clients, following the Tanner Clinical Judgement Model. This course emphasizes compassionate health management, therapeutic communication, client/family education, and community resources for diverse adult clients and their families. A variety of adult populations, clinical health care agencies, hospitals, and simulated clinical settings are used to support instruction.

#### NRG 460

Leadership & Management for Human Caring Nursing

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG430, NRG430C

Concurrent Prerequisite: None

Co-Requisite: NRG445

In this course students will examine characteristics of management and leadership styles of a human caring nurse professional. This course will focus on theories of conflict resolution and change. Delegation and coordination of care with other health professionals is examined. Strategic management of budgets and resource utilization, along with legal and ethical issues are covered.

### NRG 475

BSN Transition to Practice

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG445, NRG445C, NRG350

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the human caring nurse. Students will synthesize and apply acquired knowledge of professional nursing standards, clinical judgement, and ethical problem-solving. Students will utilize evidence-informed practice and trends in caring for clients in a variety of acute, long-term and community settings. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 475C

BSN Transition to Practice Clinical

Method of Delivery: Residential

Credits: 2

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: NRG375

Co-Requisite: NRG475C

This course provides transition to practice application of learned theories and concepts. Students will work in partnership with a nurse preceptor in the clinical setting. Students will synthesize and apply acquired knowledge of evidence-informed practice and trends to deliver quality, client-centered care.

### NRG 490

BSN Human Caring Nursing Capstone

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: NRG375

Co-Requisite: NRG475

This course provides an additional opportunity for students to apply learned theories and concepts in the implementation of the role of the human caring nurse. Students will reflect on the attainment of the AACN Essentials of Education for Human Caring Nursing Practice and the Core Principles of decision making, evidence-informed practice, client-centered care, population-focused nursing, leadership, self-directed learning, informatics and collaboration. The NCSBN NCLEX test plan will help guide preparation for licensure. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NRG 490C

BSN Human Caring Nursing Capstone Clinical

Method of Delivery: Residential

Credits: 2

Lecture Hours:

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: NRG375

Co-Requisite: NRG490C

This course continues to provide a transition to practice application of learned theories and concepts. Students will work in partnership with a nurse preceptor in the clinical setting. Students will synthesize and apply acquired knowledge of evidence-informed practice and trends to deliver quality, client-centered care. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### NUR125

Foundations and Perspectives for BSN

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NRG290, NRG290C or NRG291C

Concurrent Prerequisite: NRG375

Co-Requisite: NRG490

This course is designed for students to learn strategies and tools that will support success in the BSN program. Techniques for successful study habits and test-taking strategies will be explored. Effective written and technological skills are presented to foster scholarly communication. Resources for professional development, analysis of scholarly resource evidence, and incorporating evidence into practice are presented. The role of the baccalaureate generalist nurse and AACN Essentials are introduced.

### NUR131

Fundamentals of Nursing

Method of Delivery: Residential

Credits: 5

Lecture Hours: 45

Lab Hours: 30

Clinical/Externship/Practicum: 45

Prerequisite: BIO200, BIO200L, BIO215, BIO215L, CHM115

Concurrent Prerequisite: None

Co-Requisite: None

Introduction to principles foundational to a caring practice for nursing. Situational, developmental, and cultural influences on health are discussed. A foundation is established for care of patients across the wellness-illness continuum. Health assessment of adults, as well as nursing concepts and measures for safety, health teaching, nutrition, hygiene, comfort, rest, and activity will be applied as the student cares for the patients in the practice setting. Beginning concepts of medication administration.

#### NUR145

Medical-Surgical Nursing I

Method of Delivery: Residential

Credits: 6

Lecture Hours: 52.5

Lab Hours: 15

Clinical/Externship/Practicum: 90

Prerequisite: ENG100, NUR125,NUR131

Concurrent Prerequisite: None

Co-Requisite: None

Introduction to care of patients susceptible to illness, including aging adults. Pathophysiological processes and the effect on patients already susceptible to disease will be discussed. Information is provided to help students in assisting patients toward holistic health restoration. Skills required to provide nursing care to those with less complex illnesses are developed and practiced in a variety of settings.

#### NUR165

Pharmacology I

Method of Delivery: Residential

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: MTH100

Concurrent Prerequisite: None

Co-Requisite: None

Introduction to basic therapeutic treatments. Scientific, legal, and ethical principles related to administration of medications will be discussed. Also discussed: effects of dietary choices on health and wellness, concepts of pharmacology including pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of selected drug classifications and their effect on body systems. Included are basic concepts of medication classifications, medication administration, herbal supplements and dosage calculations, and practical application of different treatment interventions in restoration of wellness.

#### NUR245

Medical-Surgical Nursing II

Method of Delivery: Residential

Credits: 6

Lecture Hours: 52.5

Lab Hours: 15

Clinical/Externship/Practicum: 90

Prerequisite: NUR145

Concurrent Prerequisite: None

Co-Requisite: BIO225

Focus is on health care management of patients with multiple health problems. Pathophysiology of disease processes encountered in the adult patient is discussed. Acid base balance and nutritional issues found in the acute care patient will be taught. A collaborative interdisciplinary approach is used to meet patients' needs in a variety of acute health settings. Content builds on theoretical, technological, critical thinking and interpersonal skills acquired in previous courses to assist patients with multiple health problems toward wellness and health maintenance.

**NUR265**

Pharmacology II

Method of Delivery: Residential

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR131, NUR165

Concurrent Prerequisite: None

Co-Requisite: None

Built on concepts from Pharmacology I. Discussion of selected drug classifications, nonconventional therapies, nutrition and supplements and effects on health and well-being. Intravenous medication administration including calculation and techniques.

**NUR276**

Maternal/Newborn/Pediatric Nursing

Method of Delivery: Residential

Credits: 6

Lecture Hours: 60

Lab Hours: 15

Clinical/Externship/Practicum: 67.5

Prerequisite: PSY115, NUR245

Concurrent Prerequisite: None

Co-Requisite: NUR312

Students will gain knowledge of the reproductive process with a focus on health promotion, current standards of care and safe drug administration. Students will provide nursing care for the childbearing family in the hospital setting including care of the diverse laboring patient. Students will learn pediatric-specific knowledge when caring for acute and chronic pediatric conditions and apply knowledge of child development principles in caring for the pediatric patient and their family. Genetic issues in the reproductive process and in children will be discussed. Students will learn the role of the pediatric nurse in a variety of settings with considerations of care of families with well children and those experiencing acute / chronic illness. Clinical practice experiences facilitate application of skills and care of families as they experience childbearing and child rearing.

**NUR286**

Mental Health Nursing

Method of Delivery: Residential

Credits: 4

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: NUR245, NUR312, PSY100

Concurrent Prerequisite: None

Co-Requisite: None

Focus is on interventions for promoting mental health and preventing psychiatric disease across the life span. Contents of the course will allow students to examine social, physical, and developmental stressors on mental health. Students apply these concepts through learning experiences in structured and unstructured settings. Safety considerations will be discussed related to nurse-patient relationships.

### NUR300

Foundations and Perspectives for BSN

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course teaches strategies and tools to support success in the BSN program. Techniques for successful study habits and test-taking strategies will be explored. Effective written and technological skills are presented to foster scholarly communication. Resources for professional development, analysis of scholarly resource evidence, and incorporating evidence into practice are presented. The role of the baccalaureate generalist nurse and AACN Essentials are introduced.

### NUR310

Nutrition

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR125 or NUR300

Concurrent Prerequisite: None

Co-Requisite: NUR125 or NUR300

This course provides an overview of nutrients and nutritional requirements to maintain nutritional balance, support growth and development, and restore health. The course focuses on identifying and caring for the nutritional needs of diverse patient populations utilizing scientific and scholarly evidence.

### NUR312

Health Assessment of Individuals and Populations

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Prerequisites (BSN program only): NUR125 or NUR300, NUR310, BIO225

Concurrent Prerequisite: None

Co-Requisite: PSY100

This course provides the baccalaureate-level knowledge and skills needed to assess the health status and health care needs of diverse patients and populations. The course focuses nursing care decisions on holistic assessment and scholarly evidence.

### NUR320

Health Care Systems and Quality Outcomes

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Prerequisites (BSN program only): NUR125 or NUR300

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an overview of health care systems and organizational structures in the United States. Quality improvement concepts and implications to patient outcomes, cost containment and nursing care are presented.

### NUR322

Complex Nursing Care

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Prerequisites (BSN program only): BIO225, NUR310, PSY100

Concurrent Prerequisite: None

Co-Requisite: None

This course provides knowledge and skills applicable to caring for complex patients across the lifespan. The focus is on incorporating theory and concepts from nursing and related disciplines to provide therapeutic and restorative care to patients with increased complexity.

### NUR324

Health Care Ethics, Policy and Regulation

Method of Delivery: Residential

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR245, ETH400. Prerequisites (BSN program only): NUR320

Concurrent Prerequisite: None

Co-Requisite: NUR245, ETH400

This course provides an exploration of nursing ethics, the regulation of nursing education and practice, and the role of nursing in health care policy. The scope of practice of the baccalaureate nurse generalist is examined.

### NUR330

Aging Populations

Method of Delivery: Residential

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO225, NUR286, NUR310, NUR312, NUR320, NUR322, NUR324, PSY100, SOC100

Concurrent Prerequisite: None

Co-Requisite: None

This course provides current theory and content in the provision of patient-centered nursing care of aging populations, optimizing functional status through health promotion, risk reduction and disease prevention strategies. Emphasis is placed on the wishes, expectations, and strengths of the older adult.

### NUR332

Community Health

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO225, NUR310, NUR312, NUR320, NUR322, PSY100, SOC100

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an overview of professional nursing care applied to health promotion and disease prevention at the community level. Principles of biostatistics and epidemiology are introduced. Emphasis is on collaboration with community members and the interprofessional team in providing holistic care.



#### NUR334

Global Health

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR310, NUR312, NUR320, NUR322, NUR324, NUR332, SOC100

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an overview of global health and the role of the professional nurse in promoting health and caring for diverse populations. Global health inequalities, social determinants of health and national threats to health are discussed.

#### NUR340

Nursing Informatics

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: MTH215, NUR310, NUR312, NUR320, NUR322, NUR324

Concurrent Prerequisite: None

Co-Requisite: None

This course provides a foundation on information management and processing principles used to support information needs in the provision and delivery of health care. Topics include computer-based patient record, tele-health, education, and research. Safety and quality care supported through technology is emphasized.

#### NUR342

Nursing Research and Evidence-Based Practice

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: MTH215, NUR310, NUR312, NUR320, NUR322, NUR324

Concurrent Prerequisite: None

Co-Requisite: None

This course is an introduction to nursing practice research processes, methodologies, and ethics. Knowledge of evidence-based practice will be developed through critique of research studies, the process of research proposal development and application of research findings to practice.

#### NUR344

Nursing Leadership

Method of Delivery: Online

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR312, NUR320, NUR322, NUR324

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an examination of the characteristics of management and leadership styles including theories of conflict resolution and change in the role of the baccalaureate nurse generalist. Delegation and coordination of care with other health professionals is examined. Concepts and strategic management of budget and resource utilization are explored. Legal and ethical issues are discussed.

### NUR345

Medical-Surgical Nursing III

Method of Delivery: Residential

Credits: 6

Lecture Hours: 45

Lab Hours: 10

Clinical/Externship/Practicum: 120

Prerequisite: NUR245, NUR276, NUR286, NUR322

Concurrent Prerequisite: None

Co-Requisite: None

Culminating practice course. Discussion of concepts of management, application of the Clinical judgment, theories, issues, and trends in caring for patients will comprise the first part of the course. Students apply these concepts through in-depth learning experiences in an assigned area of nursing practice. Caregiver roles of the professional nurse with patients and their families are emphasized. Students are assigned 1:1 with a nurse preceptor. Faculty will guide students in care for patients in a variety of acute, long-term and community settings.

### NUR346

BSN Practicum

Method of Delivery: Blended

Credits: 5

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 135

Prerequisite: NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334, NUR340, NUR344

Concurrent Prerequisite: None

Co-Requisite: N

This course provides an opportunity for the application of learned theories and concepts in the implementation, application, and evaluation of the role of the baccalaureate generalist through the guidance of nursing faculty and nurse preceptors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, the core principles of caring, evidence-based practice, health, holism, learning, patient-centered care, and population-focused nursing.

### NUR352

BSN Senior Seminar

Method of Delivery: Residential

Credits: 4

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: NUR332, NUR344, NUR345

Concurrent Prerequisite: None

Co-Requisite: None

This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the baccalaureate generalist. The role will be implemented, applied and evaluated through the guidance of nursing faculty and nurse mentors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice and the Core Principles of decision making, evidence-based practice, patient-centered care, population-focused nursing, leadership, self-directed learning, informatics and collaboration.

#### NUR500

Foundations and Perspectives of MSN

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

This course is designed to investigate the roles of the master prepared professional nurse. The course will identify the national guidelines and competencies of the master prepared nurse and present the framework for the program of study. Advanced nursing research will be explored using the nursing process as a basis to guide best practices in health care delivery.

#### NUR502

Ethics of Health care Delivery

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR500

Concurrent Prerequisite: None

Co-Requisite: None

This course is an assessment of ethics and ethical issues encountered in the delivery of health care. Accountability for providing ethical care for diverse populations is explored.

#### NUR504

Leading Change through Nursing Theory

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR500

Concurrent Prerequisite: None

Co-Requisite: None

This course examines theoretical frameworks utilized to influence nursing practice, systems thinking, and research leading to innovation and change. Select theories are examined with an emphasis on the philosophical underpinnings of leading, facilitating change, and evaluating the impact on the health care organization.

#### NUR506

Research for Promotion of Evidence Based Care

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR500, NUR504

Concurrent Prerequisite: None

Co-Requisite: None

This course explores research and statistics to help guide nursing practice to promote evidence-based care, improved health and decision making.

#### NUR508

Health Care Informatics for Nursing Practice

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR500, NUR504

Concurrent Prerequisite: None

Co-Requisite: None

This course explores data management tools for the integration and analysis of health care technology to inform patients, consumers, and inter-professional health care team members.

#### NUR510

Effective Communication and Collaboration in Health Care

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NURS500

Concurrent Prerequisite: None

Co-Requisite: None

Advanced techniques and strategies of interpersonal and interprofessional communication to enhance patient outcomes.

#### NUR520

Health care Finance and Economics for Nurse Leaders

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR500, NUR502, NUR504, NUR506, NUR508, NUR510

Concurrent Prerequisite: None

Co-Requisite: None

This course is designed to educate nurse leaders on the economic and financial impact within diverse health care settings. The student will study forecasting, budgeting, and everyday financial management responsibilities. The analysis will be explored in the context of describing the economic dimensions of 21st -century health care.

#### NUR522

Health Care Policy, Regulation, and Organizational Leadership

Method of Delivery: Online

Credits: 6 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR520

Concurrent Prerequisite: None

Co-Requisite: None

This course will examine health care policy, professional regulation, and organizational leadership in nursing. The role of nursing in assessment, planning, implementation, and evaluation of health care policy and regulations is explored.

#### NUR524

Principles of Quality Improvement and Patient Safety in Health Care

Method of Delivery: Online

Credits: 4 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR522

Concurrent Prerequisite: None

Co-Requisite: None

This course prepares the student and offers the opportunity to apply strategies of quality improvement, patient safety, and performance management to identify opportunities for clinical improvement, support decision-making optimization, and improve health service outcomes for identified populations.

#### NUR526

Leadership within the Organizational System

Method of Delivery: Online

Credits: 7 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR520, NUR522

Concurrent Prerequisite: None

Co-Requisite: None

This course prepares nurses to effectively lead people and manage resources to achieve organizational goals. Group process, community perspectives, team building, role definition and labor laws will be addressed.

#### NUR528

Capstone Immersion Practicum

Method of Delivery: Blended

Credits: 5 credits

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: NUR500, NUR502, NUR504, NUR506, NUR508, NUR510, NUR520, NUR522, NUR524, NUR526

Concurrent Prerequisite: None

Co-Requisite: None

This course is the first half of the capstone immersion. This course integrates the role of the nurse administrator and leader in the practice setting. The practicum experience will provide an opportunity to identify and develop the capstone scholarly project. The Theoretical concepts related to evaluating need, planning change and mitigating barriers are presented.

#### NUR530

Capstone Scholarly Project

Method of Delivery: Blended

Credits: 3 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 45

Prerequisite: NUR528

Concurrent Prerequisite: None

Co-Requisite: None

This course is the second half of the capstone immersion. This course continues to integrate the role of the nurse administrator and leader in the practice setting while performing and evaluating the capstone scholarly project. A formal written work including evidence of meeting all program outcomes is submitted and orally presented to faculty and peers.

### NUR532

Advanced Pathophysiology

Method of Delivery: Online

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR500, NUR502, NUR504, NUR506, NUR508, NUR510

Concurrent Prerequisite: None

Co-Requisite: None

This course enhances the student's basic knowledge of the pathology and physiology of disease entities. Focuses on application of advanced knowledge of the complex physiological functions and pathophysiological processes related to the care of individuals with health care problems. Discusses alterations in function, and adaptive, integrative, and regulatory mechanisms at the molecular, cellular, organ and system levels.

### NUR534

Advanced Pharmacology

Method of Delivery: Online

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR532

Concurrent Prerequisite: None

Co-Requisite: None

This course will advance the student's knowledge of disease/illness management via pharmacotherapeutic approaches. Examines theoretical basis for pharmacological treatment of common health problems. Discusses selected classification of drugs with emphasis on pharmacokinetic principles, pathophysiological basis for therapeutic use, adverse effects, drug interactions, contraindications for use, patient education and issue of compliance.

### NUR536

Advanced Health Assessment

Method of Delivery: Online

Credits: 2 credits

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR532

Concurrent Prerequisite: None

Co-Requisite: NUR534

This course provides students with skill-building experiences to conduct more comprehensive health assessments. Examines theoretical knowledge to perform a comprehensive health history and advanced health assessment. Analysis and synthesis of subjective and objective data to identify health problems and develop management plans. Health promotion risk factor identification and recognition of common abnormalities explored.

### NUR538

Strategies for Effective Instruction

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR534, NUR536

Concurrent Prerequisite: None

Co-Requisite: None

In this course, effective teaching/learning modalities will be presented and analyzed. Students will learn how to assess, plan, and implement instructional sessions geared toward an aggregate. They will also analyze the best practice method of addressing the needs of a specific group.

### NUR540

Health Promotion, Disease Prevention, and Project Development

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR538

Concurrent Prerequisite: None

Co-Requisite: None

This course will enable the students to become competent assessing the health status of individuals, aggregates, and communities. Methods of health promotion, depending on the individual or group needs, will be analyzed based on the need for education, styles of learning, psycho-social, cultural, religious, and ethnic uniqueness of the individual or aggregate in focus.

### NUR542

Curriculum Assessment, Development, Design, Planning, Implementation and Competency Evaluation

Method of Delivery: Online

Credits: 3 credits

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: NUR540

Concurrent Prerequisite: None

Co-Requisite: None

The course will assist students in assessing, development/design, planning, implementing, and evaluating instructional sessions geared toward a student population while considering the learners age group, culture, readiness to learn, and barriers to learning.

#### NUR544

Capstone Immersion Practicum (Nursing Education) and Project Report

Method of Delivery: Blended

Credits: 3 credits

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: NUR500, NUR502, NUR504, NUR506, NUR508, NUR510, NUR532, NUR534, NUR536, NUR538, NUR540, NUR542

Concurrent Prerequisite: None

Co-Requisite: None

During this coursework, each student will complete practicum hours in an approved clinical setting. Knowledge previously gained in this program will be integrated into the final scholarly project and final practicum competencies. Each student will be responsible to assess a learning need, implement an evidence-based solution related to the target population, and evaluate the impact on direct patient care and the interprofessional healthcare team. At the end of the practicum, the student will submit a report addressing the project and present a poster disseminating the information. \*\*\* (Each student will choose a setting in which they will complete 90 hours at a clinical setting and will work with a preceptor. 45 hours must be in direct patient care. This will also include 15 hours of seminar).

#### PN100

Nursing Fundamental

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 226

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: PRQ

Concurrent Prerequisite: None

Co-Requisite: PN101

This course provides an introduction to the nursing profession and technical instruction towards mastery of entry level nursing skills and competencies. Subject matter includes: Nursing history and trends, transcultural nursing & health (spiritual and cultural diversity), human needs and wellness, community health, therapeutic communication, nurse client relationships, terminology and abbreviations, legal-ethical issues in nursing, safety and emergency preparedness, admissions, transfer and discharge, feeding and

elimination, pain management, body mechanics, infection prevention and control; Nursing Process (inclusive of data collection / assessment and basic charting), medical and surgical asepsis, Nutrition, Anatomy and Physiology as well the Geriatric Patient. The following are the skills competencies in this course; hand-washing, vital signs, body mechanics / personal hygiene, enemas, Foley insertion, sterile gloving and dressing, insertion and management of nasogastric and percutaneous feeding tubes, tracheostomy management and tracheostomy suctioning. This course also provides theory content and nursing skills competencies on care of the adult, older adult / geriatric client. Subject matter includes: Care of the adult early, middle, late; care settings; effects of aging on the systems of the body; risk factors; assessment and interventions in providing holistic care; effects of losses; elder abuse; diagnostics test and procedures, mini mental assessment; dementia; legal-ethical issues as related to the older adult. The Nursing Process is utilized as the foundation for all nursing interventions. This course also provides theory content and skills related to basic nutrition; special diets and nutritional need of the compromised clients. Subject matter includes: Basic precepts and guidelines of nutrition; cultural, social and religious influences; Excesses and deficit in nutrition; therapeutic diets, house diets, modified diets; special nutritional needs and nutritional support, as it relates to nursing. This course, as well, provides instruction as relate to anatomy and physiology. Subject matter includes: Overview of Body Systems and Body functions; Integumentary system; Musculoskeletal system; Gastrointestinal system, Genitourinary system; Reproductive Systems; Respiratory System; Cardiovascular System; Blood & Lymph and Immune Systems; Endocrine System; Neurological System and Sensory System.

Co-requisite: PN 101 Nursing Fundamentals - Clinical/Skills



#### PN101

Nursing Fundamental Clinical/Skills

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 0

Lab Hours: 144

Clinical/Externship/Practicum: 80

Prerequisite: PRQ

Concurrent Prerequisite: None

Co-Requisite: PN100

This course provides detailed education and training, and application of theory and nursing skill competencies in the clinical setting; direct client / patient interaction and care in a clinical / work based experience setting, long term care facility. Direct patient care of different age spectrums is provided, focusing on the client's / patients individual needs for the adult client / patient. The Nursing Process is utilized as the foundation for all nursing interventions.

#### PN200

Introduction to Pharmacology

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 32

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Term 1

Concurrent Prerequisite: None

Co-Requisite: None

This course provides introduction to the basic principles of pharmacology content, drug regulations, and classification as it relates to the different body systems and diseases, categories, factors affecting medication administration, abbreviations and symbols, systems of measurements, delivery systems, calculations for drug administration, principles and methods of drug administration. The course encompasses review of Anatomy and Physiology as related to the effects of drugs to specific organ systems. The specific and in depth mechanisms of actions and Nursing care are incorporated in Medical Surgical organ system disease topics and course.

#### PN201

Medical-Surgical I - Theory

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 154

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: PN200

Concurrent Prerequisite: None

Co-Requisite: PN202

In this course, emphasis is placed on the study of specific medications, administration and treatment related to general conditions and specific organ systems and diseases. Subject matter includes: Inflammation, Infection, Immunity, Fluids and Electrolytes, Pain management, Surgical Care, First Aid, Emergency Care and Disaster Management, Shock, Delirium, Dementia, Incontinence, Falls, Fractures, Amputations, Care of the client with Skin Disorders, Immunologic Disorders, HIV, Cardiac Disorders, Diabetes Mellitus, Hypoglycemia, and Acute and Chronic Respiratory Disorders. The Nursing Process is utilized as the foundation for all nursing interventions.

PN202

Medical Surgical Clinical I

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 0

Lab Hours: 50

Clinical/Externship/Practicum: 214

Prerequisite: PN200

Concurrent Prerequisite: None

Co-Requisite: PN201

This course provides detailed education, training, and application of theory and nursing skill competencies in the clinical setting; direct client / patient interaction and care in a clinical / work-based experience setting, long term care facility and Simulation laboratories. Direct patient care is provided focusing on the adult client's / patient's individual needs. Emphasis is placed on medication administration and individualized care and treatment related to organ systems discussed in theory courses. The Nursing Process is utilized as the foundation for all nursing interventions.

PN300

Maternal and Newborn – Theory

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 32

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Term 2

Concurrent Prerequisite: None

Co-Requisite: PN301

This course provides theoretical instruction on care of the women during the stages of pregnancy and care of the newborn. Subject matter includes: Prenatal care, assessment of normal pregnancy, fetal development, discomforts of pregnancy, prenatal teaching, preparation of childbirth, normal labor and delivery, nursing care of the newborn, post-partum care, possible complications, high risk pregnancy, high risk labor and delivery, high risk newborn, inclusive of concepts applicable to basic needs and support of the family during the period of change. The Nursing Process is utilized as the foundation for all nursing interventions. Course includes classroom and lab time.

PN301

Maternal and Newborn Clinical

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 0

Lab Hours: 16

Clinical/Externship/Practicum: 16

Prerequisite: Successful completion of Term 2

Concurrent Prerequisite: None

Co-Requisite: PN300

This course provides detailed education, training, and clinical / work-based experience; direct patient care, in a variety of acute, sub-acute and / or long term care facilities. Care is provided focusing on the individual's needs across the life span inclusive of the Maternal /Newborn client. The Nursing Process is utilized as the foundation for all nursing interventions.

### PN302

Pediatrics - Theory

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 32

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Term 2

Concurrent Prerequisite: None

Co-Requisite: PN303

This course provides detailed instruction on the care of the pediatric client, subject matter includes: Growth & Development, Care of the child with acute and chronic childhood diseases and disorders from infancy through adolescence. Assessment of: Health maintenance and wellness, interventions for acute and chronic disorders and diseases, and children with special needs.

### PN303

Pediatrics Clinical

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 0

Lab Hours: 16

Clinical/Externship/Practicum: 16

Prerequisite: Successful completion of Term 2

Concurrent Prerequisite: None

Co-Requisite: PN302

This course provides detailed education, training, and clinical / work-based experience; direct patient care, in a variety of acute, sub-acute and / or long term care facilities as well as Pediatric clinics. Care is provided focusing on the individual's needs across the life span inclusive of the pediatric client. The Nursing Process is utilized as the foundation for all nursing interventions.

### PN304

Medical-Surgical Nursing II - Theory

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 146

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Term 2

Concurrent Prerequisite: None

Co-Requisite: PN305

In this course, emphasis is placed on the understanding of the disease process and the care related to clients with specific organ system diseases as well as the medication utilized in treatment. The Nursing Process is utilized as the foundation for all nursing interventions. Subjects include: conditions related to reproductive systems, sexually transmitted infections, connective tissue disorders, upper and lower gastrointestinal tract disorders, liver, pancreatic and biliary tree disorders, endocrine disorders, urologic disorders and neurologic disorders. This course also covers the study of human behavior with emphasis on emotional and mental abnormalities and disorders; behavior therapy and psychiatric medications; coping mechanisms and nursing responsibilities, mental health teams and centers; therapeutic communication defense mechanisms; psychiatric disorders, treatment and nursing interventions; substance abuse and addictions; assessment of mental functioning, effects of illness/hospitalization, interventions for mental health disorders and abuse and dependencies, including evaluation of outcomes.

PN305

Medical-Surgical Clinical II

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 0

Lab Hours: 80

Clinical/Externship/Practicum: 328

Prerequisite: Successful completion of Term 2

Concurrent Prerequisite: None

Co-Requisite: PN304

This course provides detailed education and training, and application of theory and nursing skill competencies in the clinical setting; direct client / patient interaction and care in a clinical / work-based experience setting, long term care facility and Simulation laboratories. Direct patient care is provided focusing on the adult client's / patient's individual needs. Emphasis is placed on medication administration and individualized care and treatment related to the organ systems discussed in the theory courses. The Nursing Process is utilized as the foundation for all nursing interventions.

PN306

Professional Development

Method of Delivery: Residential

Credits: This program is a clock-hour program

Lecture Hours: 38

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful Completion of all prior courses

Concurrent Prerequisite: None

Co-Requisite: None

Study of the importance of professional growth. This course provides instruction on the changing roles and skills needed for successful transition from student practical nurse to licensed practical nurse. Subject matter includes: Role transition, legal-ethical requirements, practice acts, rules and regulations, leadership qualities and styles, management styles, career pathways, job seeking skills, NCLEX-PN preparation and successful passing of a proctored exit exam.

#### PNPRQ

Practical Nursing Prerequisite

Method of Delivery: Online

Credits: This is a clock hour course

Lecture Hours: 80

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Passing this course is a requirement for admission to the Practical Nursing Diploma Program. The course assists in identifying at-risk students who may not succeed in the Practical Nursing Diploma Program. The course also provides an opportunity to advise students and develop plans of action, including but not limited to changes in study habits, goal setting, study guide development, and tutoring. The course helps students and faculty assess students' study skills, learning preferences, organizational skills, ability to follow directions, maintain attendance, be punctual, and pass quizzes in a fast-paced academic environment which mirrors that of the Practical Nursing Diploma Program. Topics covered include study skills, critical thinking, identification of learning preferences and the impact on study skills, Nursing education levels and the role of an LVN, communication in health care, web-based nursing resources, dosage calculations, and medical terminology related to a basic overview of primary systems (Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, and Nervous). The course consists of 80 hours of instruction typically completed in 2.5-3 weeks. As an avocational course, this prerequisite course is not vocational in nature and does not lead to initial employment. This course is not eligible for Federal Financial Aid. Students receive a transcript upon successfully completing this course (not a Certificate of Completion, Diploma or Degree). This course is excluded from the institution's grant of accreditation by ABHES. Students must complete this course with a cumulative score of at least 75% to pass. If a student fails this course, the student may be provided an opportunity to retake it one time. Students must receive approval from the Chief Academic Officer in order to take the course a 3rd time. Students may be required to pay all costs associated with retaking the course. Students wanting to retake this course should discuss their situation with an Admissions Advisor

#### PTA112

Human Anatomy w/ Lab

Method of Delivery: Residential

Credits: 4

Lecture Hours: 45

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

Study of the human body, with emphasis on the structure of each of the body's essential organ systems.

#### PTA114

Introduction to Physical Therapy

Method of Delivery: Residential

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: None

Co-Requisite: None

In this initial program course, students explore the history and development of the physical therapy profession and the American Physical Therapy Association (APTA). This course provides the framework for understanding the role of the physical therapist assistant (PTA), the interaction between the PT and PTA and the interrelationship of these individuals to the current health care delivery system and in different practice settings. Scope of practice issues concerning direction and supervision are introduced as well as the concepts of state practice acts, licensing, and legal and ethical responsibilities. Students begin to build communication and documentation skills and to develop self-awareness and a sensitivity to patients' rights and cultural diversity. This course introduces students to performing a professional literature search.

#### PTA122

Applied Kinesiology

Method of Delivery: Residential

Credits: 4.5

Lecture Hours: 45

Lab Hours: 45

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Semester 1

Concurrent Prerequisite: None

Co-Requisite: None

Through integrated lecture and laboratory, this course teaches the science of human movement. Structure and function of the lower extremity, upper extremity, head, neck and trunk are covered in-depth. Topics include descriptive terminology associated with kinesiology, an expanded study of the musculoskeletal system, normal and dysfunctional joint motion, and principles of physics for biomechanics with an introduction to posture and ambulation. Assessment activities include palpation, range of motion and end feel, goniometric measurements, manual muscle testing, and normal / abnormal posture and gait analysis.

#### PTA123

Human Physiology

Method of Delivery: Residential

Credits: 4

Lecture Hours: 60

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Semester 1

Concurrent Prerequisite: None

Co-Requisite: None

Functioning of the human body with emphasis upon major organ systems. Medical and athletic examples are used to illustrate important concepts.

PTA124

Pathology

Method of Delivery: Residential

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Semester 1

Concurrent Prerequisite: None

Co-Requisite: None

This course explores current concepts related to maintaining wellness and encouraging prevention. It also investigates the etiology of disease and dysfunction as related to the onset of disability. Topics concerning heredity, immunology, nutrition, and lifestyle issues are discussed. Pathophysiology is taught using a cellular and organ system approach and covers the lifespan. Disability is viewed through functional limitations and the inability of an individual to participate in a major life activity.

PTA127

Medical Terminology

Method of Delivery: Online

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of Semester 1

Concurrent Prerequisite: None

Co-Requisite: None

This course is an introduction into the unique language used in medical settings. Students will learn the meaning of prefixes, suffixes and root words. Emphasis is placed on correct spelling, pronunciations and proper clinical usage of medical terms.

PTA132

Therapeutic Exercise

Method of Delivery: Residential

Credits: 4

Lecture Hours: 30

Lab Hours: 60

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 2 courses

Concurrent Prerequisite: None

Co-Requisite: None

In this course a comprehensive understanding of the theoretical concepts, related assessments and practical applications of therapeutic exercise is emphasized. Measurements for segmental length, girth and volume are included. The exercise concepts of strength, resistance, endurance, relaxation and overuse are instructed in relationship to the implementation of treatment programs.

### PTA133

Pharmacology

Method of Delivery: Residential

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 2 courses

Concurrent Prerequisite: None

Co-Requisite: None

Pharmacology is the study of the origin, properties, and effects of drugs. An overview of the over-the-counter and prescribed drugs frequently used by individuals receiving physical therapy and the effects these drugs have on physical therapy treatment is presented. This course requires a working understanding of physiology and pathophysiology. Lecture topics include the use of drugs in the treatment of chronic diseases, the impact of pharmacotherapeutic agents on exercise, and the susceptibility of the elderly to drug related problems.

### PTA134

Therapeutic Procedures I

Method of Delivery: Residential

Credits: 4

Lecture Hours: 45

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 2 courses

Concurrent Prerequisite: None

Co-Requisite: None

As the first of two procedures courses, Therapeutic Procedures I focuses on safely performing basic patient assessment and management skills as well as presenting a practical approach to functional activities. Topics included in lecture and laboratory are infection control procedures, basic wound management, vital signs and anthropometrical characteristics, patient handling, transfers, mobility, and assistive devices. An introduction to architectural barriers, range of motion and teaching/learning theories is also incorporated. The course continues to build upon the communication and documentation skills introduced in PTA106 Introduction to Physical Therapy

### PTA137

PTA Seminar I

Method of Delivery: Residential

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 2 courses

Concurrent Prerequisite: None

Co-Requisite: None

This is the first of two seminar classes in the PTA curriculum. This class builds on information first introduced in the Introduction to Physical Therapy course, with topics including PT and PTA ethics and standards of practice, professionalism in the field of physical therapy, and APTA structure and professional association benefits. The healthcare delivery system is also discussed during this class. Additional topics highlighted throughout this course include: reporting suspected cases of abuse to vulnerable populations, reporting suspected cases of fraud and abuse related to utilization of and payment for PT services, reviewing health records, APTA Value Based Behaviors and review of the ICF model of functioning disability and health.



PTA138

Modalities

Method of Delivery: Residential

Credits: 4.5

Lecture Hours: 45

Lab Hours: 45

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 2 courses

Concurrent Prerequisite: None

Co-Requisite: None

This course explores the theories and therapeutic applications of mechanical devices and physical agents. Students will develop an understanding of the physiological effects that occur with modalities using massage, heat, cold, water, light, sound, traction, compression, electrical stimulation and biofeedback. Students will practice administering skilled interventions using various apparatus in the laboratory. Emphasis will be placed on students understanding the rationale and gaining the knowledge and skills to apply, in a safe and effective manner, the modalities frequently used in clinical settings

PTA240

PTA Seminar II

Method of Delivery: Residential

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 3 courses

Concurrent Prerequisite: None

Co-Requisite: None

This second of two seminar courses course builds on the cumulative academic and clinical knowledge gleaned from previous PTA courses. Students are given the opportunity to explore current issues affecting the delivery of physical therapy services in a dynamic U.S. health care industry. An overview of practice settings and specialty areas in physical therapy is presented in conjunction with the impact of current legislation affecting service delivery and reimbursement. Professional, legal and ethical issues are also reviewed and updated. This course includes a unit on negotiation and conflict resolution and a project researching the impact of culture on health care delivery.

PTA242

Applied Orthopedics

Method of Delivery: Residential

Credits: 4.5

Lecture Hours: 45

Lab Hours: 45

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 3 courses

Concurrent Prerequisite: None

Co-Requisite: None

This course synthesizes the musculoskeletal information presented in anatomy and physiology and kinesiology in order to enhance students' knowledge of orthopedic conditions and dysfunction throughout the lifespan. In the accompanying laboratory sessions, assessment tests and measurement techniques and therapeutic exercise regimens for the orthopedic client are instructed using a regional approach.

PTA243

Applied Neurology

Method of Delivery: Residential

Credits: 4.5

Lecture Hours: 45

Lab Hours: 45

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 3 courses

Concurrent Prerequisite: None

Co-Requisite: None

Through integrated lecture and laboratory this course introduces the neuroscience and motor control concepts necessary for students to provide directed interventions and administer tests and measures for a variety of clients with neurological involvement. Neurological treatment approaches including PNF, Rood, Bobath, Brunnstrom and the motor learning approaches of Carr and Shepard are discussed, with an emphasis on performing appropriate treatment interventions for different stages of neurological rehabilitation. In addition, students will learn to implement activities for balance and coordination dysfunction. The course includes both pediatric and adult disorders.

PTA244

Therapeutic Procedures II

Method of Delivery: Residential

Credits: 4

Lecture Hours: 45

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 3 courses

Concurrent Prerequisite: None

Co-Requisite: None

This course expands the knowledge and skills gained from previous courses while investigating techniques used in specialty areas of physical therapy practice. This course explores cardiovascular and pulmonary conditions, burn care, mastectomy, amputation and lymphedema. Information regarding compression garments, prostheses and orthoses are included in conjunction with the required measurement and mobility assessments. Conditions often associated with women's health such as pregnancy, osteoporosis, fibromyalgia and pelvic floor dysfunction are also addressed. Lecture and laboratory sessions provide students with the knowledge, observation, test and measurement skills to perform directed interventions in the above mentioned areas.

PTA246

Clinical Affiliation I

Method of Delivery: Residential

Credits: 3

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 135

Prerequisite: Successful completion of all Semester 3 courses

Concurrent Prerequisite: None

Co-Requisite: None

In the first of three clinical affiliations, students are expected to complete 135 hours of clinical education working under the direct supervision of a licensed physical therapist and/or physical therapist assistant. Students are assigned to contract sites representing a variety of practice settings that may include hospitals, outpatient clinics and extended care facilities among others. This introduction to clinical practice provides basic exposure to physical therapy environments and allows students to practice and document elementary assessment measurements, patient management activities and therapeutic procedures that are in a plan of care. Students will also have the opportunity to build communication skills with clients and members of the health care delivery team.

PTA255

Capstone

Method of Delivery: Residential

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: Successful completion of all Semester 4 courses

Concurrent Prerequisite: None

Co-Requisite: None

This course consists of review for and completion of a comprehensive final examination in preparation for the national licensure examination.

PTA256

Clinical Affiliation II

Method of Delivery: Residential

Credits: 6

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 270

Prerequisite: Successful completion of all Semester 4 courses

Concurrent Prerequisite: None

Co-Requisite: None

In the second clinical affiliation, students expand upon their previous clinical experience and incorporate the knowledge and skills from additional academic coursework. The affiliation is full time (40 hours per week). Emphasis is placed on students assuming a more active role in the delivery of care under the supervision and direction of a clinical instructor.

PTA257

Clinical Affiliation III

Method of Delivery: Residential

Credits: 6

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 270

Prerequisite: Successful completion of all Semester 4 courses

Concurrent Prerequisite: None

Co-Requisite: None

Clinical Affiliation III is the terminal clinical education experience and requires that students perform as a physical therapist assistant entry-level practitioner by the completion of the assignment. Under the supervision of a licensed physical therapist and/or physical therapist assistant, students will explore in greater depth physical therapy specialty areas of practice such as geriatrics, pediatrics, sports medicine, cardiopulmonary rehabilitation, or women's health. Increasing exposure to complex neurological and rehabilitation clients occurs. Students are also expected to recognize factors within the health care system that impact the delivery of care and to maintain ethical standards of practice.

#### PVN105

Introduction to Practical Nursing

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: None

Concurrent Prerequisite: BIO200, BIO200L, MCT100

Co-Requisite: None

This course introduces students to the foundations of practical nursing as a profession. Content includes nursing history (including trends, transcultural nursing, and cultural/spiritual sensitivity and competence), nursing theory, clinical judgement, and the nursing process. Health care settings, community health, and healthcare system issues, trends, and policy applicable to practical nursing will also be covered. The concepts of evidence-based practice, self-care decision making, and safety/preparedness and human caring science will be utilized throughout this course.

#### PVN115

Fundamentals of Nursing Practice I

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105

Concurrent Prerequisite: PVN105, BIO215, BIO215L

Co-Requisite: None

This course introduces the foundations of practical nursing with an emphasis on patient care. Situational, developmental, and cultural influences on client health are discussed. Content includes a foundation for the care of clients across the wellness illness continuum. Health assessment of adults, as well as nursing concepts and measures for patient care safety, ergonomics, and hygiene will be covered. Health care team communication and collaboration including admission, transfer, discharge, recording, and reporting are also discussed. The concepts of health promotion, wellness, & disease prevention and human caring science will be utilized throughout this course.

#### PVN120

Introduction to Practical Nursing Skills Lab

Method of Delivery: Residential

Credits: 2

Lecture Hours: 0

Lab Hours: 60

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100,

Concurrent Prerequisite: PVN105, BIO215, BIO215L

Co-Requisite: PVN115

The focus of this course is demonstration of the foundations of practical nursing with an emphasis on patient care across the wellness-illness continuum. Physical assessment of adults, as well as nursing concepts and measures for patient care safety, ergonomics, hygiene, and documentation will be covered, as students prepare to enter the clinical setting. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN125

Fundamentals of Nursing Practice II

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120

Concurrent Prerequisite: None

Co-Requisite: PVN135, PVN150, PVN151

This course expands on the principles foundational to practical nursing and patient care. Topics include principles of basic human needs, elimination, and specific care needs of the aging adult. Pain, tissue integrity, stress and coping, as well as end-of-life care are also covered. The concepts of cultural and spiritual patient care across different healthcare systems are utilized throughout this course.

### PVN135

Pharmacology & Medication Math I

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120

Concurrent Prerequisite: None

Co-Requisite: PVN125, PVN150, PVN151

This course introduces basic principles of pharmacology content to maximize health and wellness. Throughout this course, key points about medication such as the mechanism of action, routes of administration, indication for use, cautions, contraindication, drug interaction, adverse effects, side effects of selected drugs, and specific nursing responsibilities when administering a medication are explored. Content includes systems of measurements and calculations for drug administration to dosage calculation. The concepts of the nursing process and pharmacology as well as patient teaching will be utilized throughout this course in preparation for clinical and lab. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN145

Pharmacology & Medication Math II

Method of Delivery: Blended

Credits: 2

Lecture Hours: 30

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN150, PVN151

Concurrent Prerequisite: None

Co-Requisite: PVN155, PVN160, PVN161

This course further examines principles of pharmacology content to maximize health and wellness. Throughout this course, key points about medication as it relates to the different body systems and diseases, categories, factors affecting medication administration, abbreviations and symbols, systems of measurements, delivery systems, calculations for drug administration are covered. The concepts of the nursing process and pharmacology as well as patient teaching will be utilized throughout this course in preparation for clinical and lab. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) are utilized throughout this course.

### PVN150

Practical Nursing Skills Lab I

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120

Concurrent Prerequisite: None

Co-Requisite: PVN125, PVN135, PVN151

The focus of this course is demonstration of the foundations of practical nursing with an emphasis on patient care across the lifespan. Content includes physical assessment of adult clients with an emphasis on geriatric populations. Nursing concepts include tissue integrity & maintenance, intake and output, specimen collection, and post-mortem care. Dosage calculation and drug administration (oral, topical, rectal) are also covered as students prepare to enter the clinical setting. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN151

Practical Nursing Clinical I

Method of Delivery: Residential

Credits: 2

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120

Concurrent Prerequisite: None

Co-Requisite: PVN125, PVN135, PVN150

In this course, students will begin implementing the nursing process as a foundation of practical nursing with an emphasis on patient care across the wellness-illness continuum. Students will begin to develop clinical-judgement and communication with patients and interdisciplinary team members in various health care settings. Nursing concepts applied in the clinical setting will include but are not limited to physical assessment of adults, patient care safety, ergonomics, hygiene, documentation, tissue integrity & maintenance, intake and output, specimen collection, and post-mortem care. Dosage calculation and drug administration (oral, topical, rectal) are integrated as well.

### PVN155

Medical/Surgical Nursing Care I

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN150, PVN151

Concurrent Prerequisite: None

Co-Requisite: PVN145, PVN160, PVN161

This course introduces the foundations of medical-surgical nursing. Topics include anatomy and physiology, diagnostic assessments, and nursing interventions of all body systems. This course also explores mental health needs assessment and care. Students will have the opportunity to continue their understanding of their role as healthcare team member. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN160

Practical Nursing Skills Lab II

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN150, PVN151

Concurrent Prerequisite: None

Co-Requisite: PVN145, PVN155, PVN161

The focus of this course is continued demonstration of the foundations of practical nursing. Content includes nursing interventions for the neurological, respiratory, integumentary, gastrointestinal, and genitourinary conditions. Sterile fields, dosage calculation and drug administration (subcutaneous, intradermal, intramuscular) are also covered as students prepare to enter the clinical setting. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN161

Practical Nursing Clinical II

Method of Delivery: Residential

Credits: 2

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 90

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN150, PVN151

Concurrent Prerequisite: None

Co-Requisite: PVN145, PVN155, PVN160

In this course, students will continue implementing the nursing process as a foundation of practical nursing with an emphasis on patient care across the wellness-illness continuum. Students will further develop clinical-judgement and communication with patients and interdisciplinary team members in various health care settings. Nursing concepts applied in the clinical setting will include but are not limited to nursing interventions for the neurological, respiratory, integumentary, gastrointestinal, and genitourinary conditions, and preparing sterile fields. Dosage calculation and drug administration (subcutaneous, intradermal, intramuscular) are integrated as well.

### PVN225

Maternal/Newborn Nursing Care

Method of Delivery: Blended

Credits: 1.5

Lecture Hours: 22.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151, PVN155, PVN160, PVN161

Concurrent Prerequisite: None

Co-Requisite: PVN255, PVN285, PVN260, PVN261

This course focuses on the development of nursing concepts and skills related to the care of women during all stages of pregnancy as well as the care of newborns. Topics include an introduction to maternal care, nursing care of women during pregnancy, labor and birth, and nursing management of pain during labor and birth. Complications and high risks during pregnancy, labor, birth, and after birth are also covered. This course also covers stages of fetal development and newborn care. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN235

Pediatric Nursing Care

Method of Delivery: Blended

Credits: 1.5

Lecture Hours: 22.5

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN265, PVN295, PVN270, PVN271

This course focuses on the development of nursing concepts related to the care of the pediatric patient. Topics include an introduction to pediatric care, assessment of growth and development, as well as health promotion and maintenance from birth to adolescence. Physiological, emotional and behavioral conditions, and nursing interventions for acute and chronic disorders of the pediatric patient are also covered. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN255

Medical/Surgical Nursing Care II

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN225, PVN285, PVN260, PVN261

This course further examines the foundations of medical-surgical nursing. Content includes pathophysiology, nursing management, emergency care, medication, nutrition, and psychological response to illness for the central and peripheral nervous system, sensory system, respiratory system, cardiovascular system and renal system. Students will have the opportunity to continue their understanding of their role as healthcare team member in preparation for clinical and skills lab. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN260

Practical Nursing Skills Lab III

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN225, PVN255, PVN285, PVN260, PVN261

The focus of this course is further demonstration of the foundations of practical nursing. Content includes application of the nursing process for the cardiovascular and hematologic systems as well as the obstetric and newborn patient. Dosage calculation, intravaginal drug administration, IV insertion and management are also covered. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.



### PVN261

Practical Nursing Clinical III

Method of Delivery: Residential

Credits: 2.5

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 112.5

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN225, PVN255, PVN285, PVN260

In this course, students will further implement the nursing process as a foundation of practical nursing with an emphasis on patient care across the wellness-illness continuum. Students will further develop clinical-judgement and communication with patients and interdisciplinary team members in various health care settings. Nursing concepts applied in the clinical setting will include but are not limited to the application of the nursing process for the cardiovascular and hematologic systems. Dosage calculation, intravaginal drug administration, IV insertion and management are also covered. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN265

Medical/Surgical Nursing Care III

Method of Delivery: Blended

Credits: 3

Lecture Hours: 45

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN235, PVN295, PVN270, PVN271

In this course, students continue to explore the foundations of medical-surgical nursing. Throughout this course, students will review pathophysiology, nursing management, emergency care, medication, nutrition, and psychological response to illness for the hematologic system, gastrointestinal system, endocrine system, musculoskeletal system, integumentary system, and reproductive system. In addition, students will discern the individualized care needs of oncological and surgical patients. Students expand upon concepts to develop their role as a healthcare team member in preparation for clinical and skills lab.

### PVN270

Practical Nursing Skills Lab IV

Method of Delivery: Residential

Credits: 1

Lecture Hours: 0

Lab Hours: 30

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN265, PVN235, PVN295, PVN271

The focus of this course is further demonstration of the foundations of practical nursing. Content includes application of the nursing process for the pediatric and perioperative patient. Dosage calculation by weight and body surface as well as ophthalmic and otic drug administration are also covered. Students demonstrate the application of patient nutrition principles to support individualized care needs. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN271

Practical Nursing Clinical IV

Method of Delivery: Residential

Credits: 2.5

Lecture Hours: 0

Lab Hours: 0

Clinical/Externship/Practicum: 112.5

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN265, PVN235, PVN295, PVN270

In this course, students will demonstrate proficiency of the nursing process as a foundation of practical nursing with an emphasis on patient care across the wellness-illness continuum. Students will exemplify clinical-judgement and communication with patients and interdisciplinary team members in various health care settings. Nursing concepts applied in the clinical setting will include but are not limited to the application of the nursing process for the pediatric and perioperative patient. Dosage calculation and demonstration of the principles for ophthalmic and otic medication administration are also covered. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course

### PVN285

Transition to Professional Practical Nursing II

Method of Delivery: Blended

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN225, PVN255, PVN260, PVN261

In this course, students will begin to prepare for their transition from a practical nursing student to practical nursing professional. Students will reflect on the attainment of decision making, evidence informed practice, client-centered care, population-focused nursing, leadership, self-directed learning, informatics and collaboration. The NCSBN NCLEX test plan will help guide preparation for licensure. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

### PVN295

Transition to Professional Practical Nursing II

Method of Delivery: Blended

Credits: 1

Lecture Hours: 15

Lab Hours: 0

Clinical/Externship/Practicum: 0

Prerequisite: BIO200, BIO200L, MCT100, PVN105, BIO215, BIO215L, PVN115, PVN120, PVN125, PVN135, PVN145, PVN150, PVN151. PVN155, PVN160, PVN161, PVN255, PVN285, PVN260, PVN261

Concurrent Prerequisite: None

Co-Requisite: PVN235, PVN265, PVN270, PVN271

In this course, students will continue to prepare for their transition from a practical nursing student to practical nursing professional. Students will further reflect on the attainment of decision making, evidence-informed practice, client-centered care, population-focused nursing, leadership, self-directed learning, informatics and collaboration. The NCSBN NCLEX test plan will help guide preparation for licensure. The concepts of Watson's Caring Science and Human Caring Theory, and Quality and Safety in Education Nurses (QSEN) will be utilized throughout this course.

## TUITION & FEES

### TUITION AND FEES 2025

The total program cost outlined below are all-inclusive and are reflective of pricing at the time of the catalog publication and are subject to change at any time.

#### Medical Assisting - (Boise, Idaho Falls & Murray)

Charge	Medical Assisting
<b>Total Program Cost</b>	\$14,861.84

#### Physical Therapist Assistant (Provo)

Charge	Physical Therapist Assistant
General Education	\$10,378.60 (\$518.93/ Credit)
Program Core	\$33,631.92 (\$600.57/ Credit)
<b>Total Program Cost</b>	\$44,010.52

#### Practical Nursing - All Campuses

Charge	Practical Nursing
<b>Total Program Cost</b>	\$29,237.28

#### Bachelor of Science in Nursing Program (Boise & Idaho Falls)

Charge	Bachelor of Science in Nursing (BSN)
General Education	\$20,005.13 (\$487.93/ Credit)
Program Core	\$60,683.85 (\$768.15/ Credit)
<b>Total Program Cost</b>	\$80,688.98

#### Bachelor of Science in Nursing Program (Murray, Layton & Provo)

Charge	Bachelor of Science in Nursing (BSN)	RN-BSN
General Education	\$20,817.75 (\$507.75/ Credit)	\$4,447.66 (\$203.53/ Credit)
Program Core	\$53,674.97 (\$679.43/ Credit)	\$8,344.73 (\$203.53/ Credit)

<b>Total Program Cost</b>	\$74,492.72	\$12,822.39
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### Master of Science in Nursing Programs (Boise, Idaho Falls & Murray)

Charge	MEPN	MSN (All Tracks)
<b>Total Program Cost</b>	\$74,781.93 (\$1,024.41/ Credit)	\$20,100.96 (\$558.36/ Credit)

\* General Education Course Enrollment for MEPN: \$451.36/ per credit and book charges may apply.

#### Additional Fees:

- Commencement Fee: \$50.00\*
- Vaccination Fees: Estimated \$300.00
- Physical Therapist Assistant Admissions Assessments: \$50.00\*
- Transcript Request Fee: \$5.00\*
- NCLEX-RN Exam Registration Fee: \$200.00^

\*Fee cannot be paid from Title IV financial aid funds.

^Fee is reimbursed upon successfully passing NCLEX-RN Exam on first attempt. Graduate is responsible for submitting reimbursement request within 30 days of passing exam. Documentation must be provided at time request is provided.

## STUDENT FINANCE POLICIES

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Student responsibilities for applying for & receiving financial aid at the college are as follows:

1. Complete all requested forms for financial aid accurately
2. Use all financial aid received solely for expense related to attending the college
  - Students that apply for financial aid understand that costs related to attending school are defined in the cost of attendance budget
3. Submit in a timely manner all additional documentation requested by Financial Aid
  - These documents can include tax forms & household information

#### Student Financial Aid Rights

1. the right to know how financial need was determined
2. the right to know how financial aid will be distributed
3. the right to request an explanation of programs in the financial aid package
4. the right to refuse any aid offered
5. the right to request an explanation of the College's refund policy
6. The right to know what portion of financial aid must be repaid & what portion is a grant

- If a loan has been received, have the right to know the interest rate & loan repayment options and procedures
7. The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid
- Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted

## Eligibility Requirements

To be considered for Federal financial aid, a student must:

1. Be past the age for compulsory school attendance in the student's state, and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED.
2. Have proof of any of the following:
  - US High School Diploma or transcript from a state approved or US Department of Education approved school
  - E.D. certificate
  - Associate's, Bachelor's or Master's Degree obtained from a US Department of Education Accredited school
  - Foreign HS Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or Master's Degree Transcript evaluated to be the equivalent of a US High School
3. Be a US citizen, national or eligible permanent resident of the United States.
4. Be enrolled or admitted to a degree or diploma program at the college that is eligible for Federal Financial Aid.
5. Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to the college.
6. Maintain Satisfactory Academic Progress as defined by the college's Standards for Academic Progress and published in the catalog.

## Program Availability

The college makes financial aid resources available to its students including federal & alternative loans or payment plans. Some funds are need-based, meaning the funds go to the most financially needy students who qualify first. There are also non need-based funds that are available to any students who qualify for the programs regardless of their income or that of their parents. Need-based programs that the college currently offers include the Federal Pell Grant & Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, & some scholarships.

Students considered for financial aid must apply using the Free Application for Federal Student Aid (FAFSA) found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-college scholarships, although all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Prior to release of any eligible FSA Title IV funds & at the time awards are to be paid the Financial Aid Office will check a student's enrollment & continued eligibility through the Registrar's Office. Changes in a student's enrollment or program may cause delays or removals of any scheduled disbursement(s). All awards will be posted to the student's account at the college, and, any monies that are posted above the student's outstanding current school charges will be sent directly to the students address on file in check format via standard post. Should a student not wish to receive the payment via standard post to the address on file they must notify the business office in writing at [businessoffice@unitekcollege.edu](mailto:businessoffice@unitekcollege.edu). It is important to keep the Business Office, the Registrar & the Financial Aid Office updated on with current addresses on all student accounts. Money will NOT be requested for payment of tuition or other charges earlier than three days after the start of the payment period. A student's financial aid award is based on enrollment level as of census date per semester, & any changes made prior to the census date must be addressed in financial aid prior to release of any pending FSA awards. If a student has a late-starting class due to a late enrollment it will be verified & adjusted as final attempted credits are tallied & any other such changes that may be made if deemed necessary.

### **Packaging**

Financial aid funds usually come from more than one source. This combination of financial resources is referred to as packaging. State programs are always subject to an approved State budget. Financial aid funds may be categorized into four basic sources: federal, state, institutional, & private. Because there are too many outside private sources to list here, only Federal sources are listed below:

- Federal Pell Grant
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parental Loan for Undergraduate Students (PLUS)
- Campus Based Programs (SEOG & Federal Work Study)

### **Applying for Financial Aid**

The procedures required to apply for financial aid are published in this Catalog & additional information can be obtained by visiting the Financial Aid Office. There are many forms which may be required to evaluate student aid eligibility. However, a student need only apply for admission & file the Federal Application for Federal Student Aid (FAFSA) to begin application process. Additional documents may be requested to complete processing of the aid request. Students will be notified via e-mail or phone/message if additional documents are required.

- Proof of citizenship
- Marriage certificate
- Verification Worksheet
- Tax returns (parent & student and/or spouse)

### **Verification**

If your FAFSA application is selected by the U.S. Department of Education for a process called

verification you will be required to submit additional information to the Student Financial Services Office in order to receive federal student aid. This selection is based on information that you provided on your FAFSA. This documentation will need to be submitted within 30 days of selection. Failure to submit this documentation will result in Title IV funding being suspended. Without the funding your tuition & fees will not be paid & you can be dismissed from your program.

### Disclosure Information

Additional consumer and disclosure information regarding placement rates, median loan debt, cost of programs, etc. is at the college's website:

- [eaglecollege.edu/disclosures/](http://eaglecollege.edu/disclosures/)
- [eaglecollege.edu/consumerinfo/](http://eaglecollege.edu/consumerinfo/)
- [provocollege.edu/why-provo-college/disclosures/](http://provocollege.edu/why-provo-college/disclosures/)
- [provocollege.edu/consumerinfo/](http://provocollege.edu/consumerinfo/)

### Need-Based Eligibility

To be eligible to receive need-based Federal assistance, a student must:

1. Be enrolled in an eligible program of study as part-time or full-time
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
3. Maintain satisfactory academic progress in their course of
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
5. Demonstrate financial

### Definition of Financial Need

Students are packaged for financial aid based on the student's financial need. Financial need is determined by subtracting student's Expected Family Contribution (EFC) from to the college's Cost of Attendance (COA). Aid from most Federal aid programs is awarded on the basis of financial need. The information a student reports on their Free Application for Federal Student Aid (FAFSA) is used to calculate each specific student's "Expected Family Contribution" (EFC). Eligibility for the Pell Grant Program is determined by the student's EFC. If the student's EFC is too high students, would not be eligible for Pell Grant. To ensure compliance with federal regulations, the college defines the neediest students as those whose  $EFC = 0$ .

Financial aid packages are awarded as follows:

- The Pell Grant is awarded to students who meet the federal criteria including the student's EFC. Award amounts
- The Federal Direct Subsidized & Unsubsidized Loans are awarded to all eligible students based upon the academic grade level, the amount of eligibility available for the student(s) based on prior borrowing, & the remaining need.

### Cost of Attendance

Cost of Attendance (COA) components are composed of direct & indirect costs which establishes the student's unmet need for attending the college. Below is a list of cost categories utilized in calculating the full cost of attendance at the college.

<b>Direct Costs</b>	<b>Indirect Costs</b>
Tuition & Fees	Room & Board Living Expenses
Books & Supplies	Personal & Miscellaneous Expenses
Lab & Technology Fees	Transportation Costs

Direct costs are all expenses associated with direct program costs including tuition, fees, books & supplies.

Indirect costs are living expenses associated with attending school and are calculated using a monthly cost allocation for each living expense category. The school utilizes the cost of living indexes from the region and comparable costs recommended by other colleges and universities in the area. Based on this information the recommended monthly cost of attendance allocations to determine the true cost of attendance for each student. This amount is based on the student's living situation & length of the program. The student's indirect expenses may change.

To view your full cost of attendance for your program with living expenses, please go to the college's website and view the Net Price Calculator and cost of attendance allocation at:

- [provocollege.edu/financial-aid-admissions/net-price-calculator/](http://provocollege.edu/financial-aid-admissions/net-price-calculator/)
- [eaglecollege.edu/financial-aid-admissions/net-price-calculator/](http://eaglecollege.edu/financial-aid-admissions/net-price-calculator/)

### **Disbursement**

All Financial Aid is received by the Financial Aid Office & disbursed through the Business Office. Eligible Title IV & other Financial Aid funds will first reduce any tuition a student owes the college and, depending on the method by which the student selects, a refund of any overages will be returned by check. Checks will be mailed to the mailing address on file with the school.

Students who are Pell Grant eligible will have disbursements as follows: the first disbursement will be after the add/drop period & the second disbursement will be the first day of the following term/semester. The first disbursement will be 50% of the student's Pell Grant eligibility & any scholarships you may have been awarded. The remainder of the student's financial aid (loans, SEOG, etc.) as well as the other 50% of the student's Pell Grant will be disbursed the first day of the following semester. As students become eligible for additional aid, Unitek College will process the updates & notify the business office of the additional funds. The business office will produce refund checks on Friday of each week & all checks will be mailed to the mailing address on file with the school.

The U.S. Department of Education requires that for all first-time loan borrowers a 30-day delay from the start of semester be put in place. For alternative loans, the loan is disbursed once per term/semester.



## Withholding Aid

The college reserves the right to withhold aid from any student, at any time, who has:

- Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards;
- Not completed mandatory entrance counseling and signed the MPN/Plus MPN
- Not performed satisfactorily at the published minimal academic standards, or, due to an attendance pattern, appears to abuse the financial assistance programs. For example, financial aid could be withheld from any student who, withdraws from all classes two consecutive semesters, or, who has previously attended two or more institutions & who has not progressed satisfactorily, or, who does not appear to be pursuing degree/diploma completion, etc.

## Documentation of Citizenship

To be eligible to receive Title IV, Higher Education Act assistance a student must:

1. Be a citizen or national of the United States, or
2. Provide evidence from the US Immigration & Naturalization Service that they are:
  - A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards
  - Classified as one of the eligible non-citizen categories:
    - Refugees
    - Victims of human trafficking
    - Persons granted asylum
    - Persons paroled into the US for at least one year
    - Some persons under the Violence against women act
    - Cuban Haitian entrants

## Misrepresentation & Fraud

Any student found or suspected to have misreported information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face loss of participation in federal financial aid programs for the current academic year and/or the remaining semesters of enrollment.

The college will investigate any allegations of misrepresentation. As per federal regulation 668.14(g), a case of fraud will be referred to the Office of the Inspector General of the Department of Education, & if appropriate, to the state or local law enforcement agency having jurisdiction to investigate the matter.

Financial Aid Administrators of Title IV programs & funds are obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office has procedures for handling actual or suspected cases of fraud or abuse. Individuals who submit fraudulent information or documentation to obtain financial aid funds will be investigated & all cases of fraud & abuse will be reported to the proper authorities. Regulations require only that the college refer the suspected case

for investigation, not that a conclusion be reached about the propriety of the conduct.

### **Procedures for Fraud**

If a Financial Aid Officer suspects or determines intentional misrepresentation of facts, false statements, or altered documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for review & possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Financial Officer, School President, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

The Financial Aid Office must identify & resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Needs analysis documents e.g. Institutional Student Information Records (ISIRs,) Student Aid Reports (SARs)
- Federal income tax returns
- Documents & information related to a student's citizenship
- School credentials - e.g. high school diploma
- Documentation of the student's Social Security Number (SSN)
- Compliance with the Selective Service registration requirement
- Other factors related to students' eligibility for Title IV funds

Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General (OIG): Inspector General's Hotline:

1-800-MIS-USED

<http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-1510

### **Payment Methods**

Accepted payment methods are: cash, check, credit card, Financial Aid or private bank loans.

## **Student Loan Repayment**

Students are responsible for the re-payment of loans plus any interest accrued. If students fail to repay any loans, income tax refunds can be withheld. Students may not be eligible to receive another student loan, financial aid or government housing assistance until the loan is paid. Semesters & schedules of loan repayment will be disclosed & discussed with the student once the lender is determined.

## **Delinquency & Default**

Students who experience a financial hardship and/or have difficulty making their monthly student loan payments are advised to contact the Direct Loan Servicing Center immediately to discuss their financial situation, other repayment options & determine eligibility for loan deferment or forbearance. Payments received after the due date will be considered delinquent. Default occurs when delinquent payments are not received for 270 days. Students who default on a federal student loan are not eligible for additional federal financial aid, the entire unpaid amount is due immediately, & the default(s) are reported to the national credit agencies; additional repercussions could occur.

## **Federal Work Study (FWS)**

FWS enables students who demonstrate financial need to earn aid to pay for their education expenses. Students earn at least the current hourly minimum wage by working at the college, for nonprofit agencies or for-profit businesses. The college helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year's expected family contribution calculations. Funds are allocated annually on July 1st & are limited. Due to the nature of this program, FWS awards are offered on a first-come, first-serve basis. To be considered for FWS, students must complete a FAFSA application, have an unmet need & show an interest in working part-time to be considered for FWS funds. Award ranges from \$200 to \$4500 per academic year. If interested in participating, please inquire with your Financial Aid Administrator about the program. Depending on funds availability & your qualifications, you will need to provide a resume & employment application to be considered for an interview.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG (Federal Supplemental Educational Opportunity Grant) is a campus-based federal aid awarded to Pell recipients with the most financial need. Financial need is based on a student's Expected Family Contribution received off of the student ISIR. The college will award FSEOG to those students with the lowest EFC's starting at zero.

## **Student Direct Loans - Subsidized & Unsubsidized**

Once the FAFSA has been completed, & an EFC value defined, individual financial need will be established, & for students enrolled at least half time, they may apply for student loans. Students must maintain half-time enrollment in order to remain eligible for loans. Those with unmet financial need may receive subsidized loans (government pays interest while in school); those without need may receive unsubsidized loans (student pays interest while in school). Loan limits are federally established & may never exceed a student's cost of attendance. Student loans are deferred for six months after graduating or dropping below half-time status. An entrance & exit counseling session is required for all students who receive loans. Semesters of the promissory note, avoidance & consequences of default, student notification & responsibilities are very clearly explained. Contact the

Financial Aid Office for further information.

### **Financial Responsibility**

Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest less the amount of any refund. Students must repay loans even if they do not complete their educational programs or are unable or choose not to get jobs after graduation. Students who fail to repay a loan will be considered in default. The federal & state government or a loan guarantee agency may take action against such a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid. Students receiving federal financial aid may be entitled to a refund of moneys not paid from federal financial aid funds.

### **Collection of Fees**

In the case of a student being delinquent on payments, the following may occur:

- Phone call regarding late payment;
- Alert regarding late payment;
- If no payment arrangement has been made within 14 days of the original payment due date, the student may be withdrawn from the program.

The student is responsible for satisfying all financial obligations to the College, which may have accrued in the student's account, including amounts from prior education. The College reserves the right to terminate a student's enrollment if the student fails to meet any past, present and/or future scheduled financial obligations to the College. The College shall not be held liable if a student fails to secure any third-party funding source. Student acknowledges their financial obligations are strictly the responsibility of the student and/or any co-signer but never the College. Furthermore, the College is not responsible to provide a student with reminders and/or invoices of upcoming due dates for payments on a student's account. Any invoices and/or reminders sent to a student by the College are sent as a nonobligatory courtesy.

### **Progress toward Completion of Degree or Diploma**

For purposes of calculation of standard program length, all college preparation courses required of the student will be in addition to the credit courses that apply toward a degree or diploma.

A student who repeats courses or withdraws frequently and is not making satisfactory progress toward graduation is subject to loss of eligibility for financial aid. Additional charges will be added for those courses that are repeated by the student.

Students on financial aid warning (FAW) are eligible to continue receiving federal financial assistance. Students who have been suspended or dismissed are no longer active students of the College and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only if a student's appeal results in readmittance. Refer to the Satisfactory Academic Progress section of this catalog for all policies related to academic progress and financial aid eligibility.

### **Career Loan Programs**

Career loans are available to students who are seeking funding to supplement the Title IV Stafford loans. Loan applications can be obtained in Financial Services. The College will always provide students with the most available funding from federal sources prior to considering a career loan application. Students are not required to use any of the affiliated lenders and may seek another lender of their choice. The College does not maintain a preferred lender list.

### **Private 3rd Party Funding**

The school may partner with third-party organizations (e.g., healthcare facilities, etc.) to allow those organizations to provide financial assistance to students who meet the eligibility requirements set by those organizations. Such eligibility requirements are defined and controlled solely by the third-party organization. Additionally, students enrolled through these third-party organizations may be charged a different tuition rate or fees based on the terms included in the respective third-party contracts.

## **FINANCIAL AID**

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The Financial Aid (FA) Department strives to provide excellent service to deliver financial aid information to prospective, current & former students and their families. Information includes federal, state, institutional and private aid options to cover educational cost. FA Staff assist in the completion of required documents and processes all financial aid awards. The focus of the FA Office is helping students attend the college by alleviating or eliminating financial barriers and maximizing all available resources to help meet each student's financial needs. FA staff assist students in a variety of ways throughout the enrollment process and while attending school. The college recognizes that each student is an individual with unique needs and barriers. The FA Office strives to provide information to increase awareness of available financial resources, and to provide information on how to access resources by reaching out to students, parents, and the general public. The FA Office recognizes that financial barriers are not always long term and significant but can also be short term and only involve small amounts of funds.

Financial Aid is money that can be used to cover the costs associated with attending the college. Financial Aid funds are provided by U.S. taxpayers to ensure that all those who want a college education have the financial ability to pay for their college expenses. This money can be in the form of grants, scholarships & federal loans. All loans & some grants must be repaid.

We understand that the rules that govern the financial aid programs can sometimes be complicated. However, the staff at the college's Financial Aid Office are available to answer questions & provide special assistance as needed.

All financial aid at the college is administered in accordance with the policies & procedures of the U.S. Department of Education. The basis of such programs is that students & their parents have the primary responsibility to meet educational costs & that financial aid is available only to fill the gap between the families and/or student's contribution & allowable educational expenses. The amount of

expected student or family contribution is determined by an analysis of financial strength: income & net assets, which the family may have versus the allowable expenses. Educational expenses that are considered a basis for establishing student need include nonresident tuition, fees, books & supplies, room, board, transportation, & personal expenses. The Financial Aid Office has established standard student budgets to reflect the costs of each of these items based on a statewide cost survey & local cost data.

The Financial Aid Office is available to assist federal loan borrowers with student loan questions or concerns. If an issue exists, borrowers should first attempt to resolve the issue by contacting the Financial Aid Office. If the borrower has made a reasonable effort to resolve the issue through normal processes & has not been successful, s/he should contact the Federal Student Aid (FSA) Ombudsman. The FSA Ombudsman will informally research a borrower's issue & make suggestions for resolution. The FSA Ombudsman contact information is listed below:

Online: <https://studentaid.gov/feedback-ombudsman>

Telephone: 877.557.2575

Fax: 606.396.4821

Mail: FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633

### **Federal Student Loan Information**

Federal regulations require all first-time Federal Direct Student Loan borrowers participate in Entrance Loan Counseling before receiving the first disbursement of their loan proceeds. To complete an on-line Entrance or Exit Loan Counseling please visit the following links:

Entrance Counseling Session: [www.studentloans.gov](http://www.studentloans.gov)

Exit Counseling Session: [www.nsls.ed.gov](http://www.nsls.ed.gov)

Follow the instructions carefully, complete all sections, & email the completed counseling session to the Financial Aid Office at [financialaid@unitekcollege.edu](mailto:financialaid@unitekcollege.edu)

Students and/or students' parents applying for & receiving a federal student loan under the Title IV student financial assistance programs & the Higher Education Act (HEA) will have their information reported to the National Student Loan Data System (NSLDS) & this information will be accessible by guaranty agencies, lenders & schools determined to be authorized users of the data system.

### **Private Lending Options**

Private loans are available to students through various lending institutions to help pay educational

expenses. Private loans, which are not insured by the federal government, have repayment terms that vary depending on the lender from which you borrow. The college encourages students to explore federal & state grants & loans, & to consider the anticipated monthly loan payments along with expected future earnings before considering a private education loan. Federal student loans are required by law to provide a range of flexible repayment options & loan forgiveness benefits, which private student loans are not required to provide. Generally, private loans require that the borrower is a U.S. Citizen, a U.S. national, or a permanent resident & must be creditworthy. International students are eligible with a creditworthy cosigner (who must be a U.S. Citizen or permanent resident) & appropriate U.S. Citizenship & Immigration Service documentation. If the student has no credit or a poor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower. Most lenders expect you to have a qualified co-borrower before they will approve the loan. Interest rates & repayment terms vary between private lenders.

The college does not make any recommendations regarding private lender selection for students who decide to pursue private loan options. Students may borrow from any lender. Be sure to research & review each lender's terms & conditions before making a final decision. Please contact your selected lender to determine if the college is an eligible institution. If the college is approved, we will gladly certify your loan with your lender.

Eagle Gate College and Provo College participate in the following financial aid programs:

- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant Program (FSEOG)
- Federal Work Study
- Federal Direct Loan Programs: Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and Federal PLUS Loan
- Institutional Loans
- Career Loans
- Scholarships

## **CANCELLATION POLICY**

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1. The student has the right to cancel and obtain a refund of charges paid (as described in the Refund Policy section) through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later.
2. "Enrollment" as stated in No. 1 above is defined as the execution of an enrollment agreement signed by all required parties.
3. To provide all students in the same class with equal time to cancel after beginning the educational program, the College extends the cancellation period and requires that students exercise the right to cancel by the seventh (7th) calendar day after their scheduled program start date.
4. Students may withdraw from the School at any time after the cancellation period and may receive a pro rata refund as described in the Refund Policy section.
5. Cancellation shall occur when the student provides notice of cancellation at the address of their respective campus. This can be communicated by mail, email or hand delivery.



6. A cancellation notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
7. A cancellation notice need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
8. Upon cancellation, if the student has received Federal Student Financial Aid funds, the student is entitled to a refund of monies not paid from Federal Student Financial Aid program funds.

**Termination:** A student may terminate enrollment at any time by giving notice to the Academic Dean/Program Director or the Registrar's office.

**Rejection:** A student whose application for enrollment is rejected by the College is entitled to a refund of all monies paid minus the registration fee.

## REFUND POLICY

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### Federal Financial Aid Refunds

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a "Return to Title IV" (R2T4) even if a credit balance has already been issued. At the time of enrollment, the student must indicate via the Authorization of Credit Balances form which authorization a student is giving the college as it relates to excess funds. The choices include the following:

- The appropriate lender to reduce the student's loan debt (within 14 days of the completion of the Withdrawal Calculation)
- Return any credit balance to the student (within 14 days of the completion of the Withdrawal Calculation)

The college is required to complete an R2T4 calculation *even if* a credit balance was already issued. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded.

For more information on refund policies relating to Title IV funding see [www.nslds.ed.gov/nslds\\_SA](http://www.nslds.ed.gov/nslds_SA).

### Return of Title IV Funds

*For students eligible to receive Title IV Federal Student Financial Aid*

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a "Return to Title IV" (R2T4) even if a credit balance has already been issued. At the time of enrollment, the student must indicate via the Authorization of Credit Balances form which authorization a student is giving the college as it relates to excess funds. The choices include the following:

- The appropriate lender to reduce the student's loan debt (within 14 days of the completion of the



Withdrawal Calculation)

- Return any credit balance to the student (within 14 days of the completion of the Withdrawal Calculation)

The college is required to complete an R2T4 calculation *even if* a credit balance was already issued. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded. For more information on refund policies relating to Title IV funding see [www.nslds.ed.gov/nslds\\_SA](http://www.nslds.ed.gov/nslds_SA).

The following refund distribution order is to be used for all students due a refund:

<ul style="list-style-type: none"> <li>· Federal Unsubsidized Stafford Loan</li> <li>· Federal Subsidized Stafford Loan</li> <li>· Federal PLUS Loan</li> <li>· Federal Pell Grant</li> </ul>	<ul style="list-style-type: none"> <li>· Federal Academic Competitiveness Grant</li> <li>· FSEOG</li> <li>· Other federal sources of aid</li> <li>· Institution aid</li> <li>· Student</li> </ul>
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Any refunds due will be calculated and credited to the appropriate fund source within forty-five (45) days from the date of determination of a student’s withdrawal from school.

### Institutional Refund Policies

*For the Medical Assisting (MA) program at all locations:*

Chromebooks which have been removed from their original packaging, regardless of condition, can not be returned for a refund and/or adjustment.

*For students enrolled in the MA program prior to June 30, 2020:*

When a student withdraws or is dismissed, the College shall refund unearned tuition and fees for each charging period as set forth below (the following is based on a weekly, pro-rata tuition charge):

<b><u>For Withdrawal During:</u></b>	<b><u>Refunded</u></b>	<b><u>Amount Retained</u></b>
First 60% of Charging Period	% Weeks Not Attended	% Weeks Attended
Beyond 60% of Charging Period	0%	100%

standard term start and end dates are advised that the refund calculation is computed based upon the last date of attendance. The calculation is determined by the full length of the standard term charging period.

*For semester-based programs:*

When a student withdraws or is dismissed from a semester-based program, the College shall refund unearned tuition and fees for each charging period for classes attempted as set forth below:

<b><u>For Withdrawal During:</u></b>	<b><u>Refunded</u></b>	<b><u>Retained</u></b>
First week of the Charging Period	100%	0%
Second week of the Charging Period	75%	25%
Third week of the Charging Period	50%	50%
Beyond the third week	0%	100%

### **Additional Policies for VA Students**

For purposes of policies related to VA students, a “Covered Individual” is any individual entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

This institution **will** inquire about each veteran’s previous education and training, and request transcripts from all prior institution’s, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate.

The college will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution, or
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web

site at <https://www.benefits.va.gov/gibill/>) (Ch.30) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

The college will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

To qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## **CALIFORNIA STUDENT TUITION RECOVERY FUND**

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### **California Students Only**

*For California students enrolling in Eagle Gate College or Provo College programs in the states of Utah and Idaho.*

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before

the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

No claim can be paid to any student without a social security number or taxpayer identification number.

## **SCHOLARSHIPS & DISCOUNTS**

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### **College Merit Scholarship**

The Merit Scholarship is offered in the amount of \$500.00 and is available to three-quarter time and fulltime students who have demonstrated merit and financial need. First-year students may apply upon successful completion of two terms. The scholarship award will be paid in the second academic year and will be scheduled in even amounts per term. Second-year students in a program longer than six quarters or four semesters in length may apply upon successful completion of five terms. The scholarship award will be paid in the third academic year and will be scheduled in even amounts per term. The scholarship = applies to tuition only and is limited to 20 students per year per campus.

A minimum cumulative grade point average (CGPA) of 3.5 and a cumulative attendance of 80% are required. Recipients may qualify for a Merit Scholarship for a total of two academic years, with the minimum or maximum amount extended for each academic year award.

Students must submit a completed application to the Financial Services department, including a letter of recommendation and a personal essay of 150-300 words explaining why the applicant is interested in his/her chosen career field. Applicants can obtain an application from the College website or Financial Services department.

The Merit Scholarship submission deadlines are:

<b>Eligibility Dates</b>	<b>Total Awards</b>	<b>Application Deadline</b>
Summer (April 16-June 30)	3	June 30
Fall (July 1-September 15)	5	September 15
Winter (September 16-November 15)	4	November 15
Early Spring (November 16-January 30)	4	January 30
Spring (January 31-April 15)	4	April 15

### **Bachelor of Science in Nursing Alumni Scholarship: MA-BSN**

This scholarship is available to graduates of Eagle Gate or Provo College’s MA Diploma program who enroll in Eagle Gate or Provo College’s Bachelor of Science in Nursing (BSN) program: This scholarship is awarded based on financial need and requires the completion of the Free Application for Federal Student Aid (FAFSA). Financial need is defined as (Cost of Attendance – Estimated Financial Assistance – Expected Family Contribution). This scholarship cannot be used in conjunction with any tuition reduction programs. Applications for this scholarship will be completed during the enrollment process into the BSN program. The maximum amount of this scholarship is \$2,000.00 and it will be paid out at the beginning of each semester starting in semester two at \$250.00 per semester.

### **Bachelor of Science in Nursing Alumni Scholarship: PN-BSN**

This scholarship is available to graduates of Eagle Gate or Provo College’s PN Diploma program who enroll in Eagle Gate or Provo College’s Bachelor of Science in Nursing (BSN) program: This scholarship is awarded based on financial need and requires the completion of the Free Application for Federal Student Aid (FAFSA). Financial need is defined as (Cost of Attendance – Estimated Financial Assistance – Expected Family Contribution). This scholarship cannot be used in conjunction with any tuition reduction programs. Applications for this scholarship will be completed during the enrollment process into the BSN program. The maximum amount of this scholarship is \$5,000.00 and it will be paid out at the beginning of each semester.

### **Unitek Learning Tuition Forgiveness Program**

The nine prerequisite courses required for entry into the MEPN program are eligible for tuition forgiveness if taken at Eagle Gate College or Provo College. As part of the Unitek Learning (UL) Family of Schools, students of Eagle Gate College and Provo College who complete prerequisite courses for entry into the MEPN program will qualify for Tuition Forgiveness as long as they agree to enroll in the MEPN program at Eagle Gate College or Provo College. Additional details of this tuition forgiveness program are available from your Admissions Representative.

Key elements:

- Nine prerequisite courses are required (see below)

- Tuition balance deferred and cleared upon enrolling in MEPN program
- Repeats will be charged as described below

<b>Prerequisite Courses</b>	<b>Semester Credits</b>	<b>1st Attempt Charge</b>	<b>Repeat Charge, Per Credit</b>
Microbiology	3	\$ 0	50% of General Education Tuition
Psychology	3	\$0	50% of General Education Tuition
Cultural Anthropology or Introduction to Sociology	3	\$0	50% of General Education Tuition
English Composition	3	\$0	50% of General Education Tuition
Speech/Public Speaking	3	\$0	50% of General Education Tuition
Statistics	3	\$0	50% of General Education Tuition
Nutrition	3	\$0	50% of General Education Tuition
Human Anatomy w Lab	4	\$0	50% of General Education Tuition
Human Physiology w Lab	4	&0	50% of General Education Tuition
<b>Total Prerequisite Credits</b>	<b>29</b>	<b>\$0</b>	50% of General Education Tuition

## **Grant Programs**

### **Yellow Ribbon Institutional Grant**

The Yellow Ribbon Institutional Grant is offered in the amount of \$1,500.00 per Veteran's Administration (VA) academic year (August 1 to July 31) and is available exclusively to students approved for federal assistance by the Department of Veterans Affairs under Chapter 33. The VA will match the same amount as the institutional grant and remit payment directly to the College. The award is offered on a first-come first-serve basis and is limited to three awards per campus per VA academic year. This institutional grant is made available by the College through funds appropriated in

the operational budget and approved by the Executive Committee. The applicant must submit a copy of the VA Certificate of Eligibility to the Financial Services department. This grant is applicable to Utah campuses only.

### **Military Grant**

The Military Grant program is available exclusively to qualifying service members and their immediate family members. Immediate family members (dependent children as defined by the Department of Education or spouse) of a service member may be eligible. An individual may not receive dual benefits. This institutional grant is made available by the College through funds appropriated in the operational budget and approved by the executive committee. The applicant must provide documentation distinguishing the type of eligible service as well as an honorable standing or discharge. Valid documents include a Form DD-214 or a Statement of Service along with a valid Military ID. Individual disbursements will be scheduled in even amounts throughout the length of the program and will be applied to tuition, books, and fees. The institution may not award a stipend to any grant recipient and reserves the right to reduce the grant award amount based upon the financial need of each individual student. For the purposes of this grant, financial need is calculated by subtracting the total direct institutional costs from all other available aid. Students requesting additional loans for personal use and expenses may not be eligible to receive this grant. Eligible recipients may not receive other sources of institutional aid. A student is required to maintain satisfactory academic progress as required for federal student aid and as defined by the College SAP policy to continue receiving additional aid. Grant amounts are:

	<b>Associate Degree Program</b>	<b>Bachelor's Degree Program</b>
<b>Active Duty</b>	\$2,000	\$4,000
<b>Veterans</b>	\$1,500	\$3,000
<b>Dependent</b>	\$1,000	\$2,000

### **ADMISSIONS POLICIES**

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The College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex (including pregnancy, childbirth and related medical conditions), disability (physical or mental), age (40 and older), citizenship status, genetic information, military or veteran status, marital status, sexual orientation, gender identity and gender expression, AIDS/HIV, medical condition, political activities or affiliations, or status as a victim of domestic violence, assault or stalking regarding college admission, access, treatment, or employment in any of its activities or programs. All admitted students must be able to read, write and understand English (all courses at the college are taught in English and no translation services are provided). A student may be enrolled in only one educational

program at a time.

The College reserves the right to deny admission or re-entry to any applicant or student based on the following:

- Applicant or student is unlikely to benefit from its programs;
- Applicant or student discloses or is found to possess an adverse background that disqualifies them from:
  - participation in clinical/practicum or externship experiences required in a program; or
  - employment opportunities in the field for which the program is intended to prepare them; or
- An applicant or student's presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to students, faculty and/or staff.

For certain programs, applicants or students may be eligible to gain clearance from program-specific oversight boards/agencies as it relates to adverse background issues. In the event an applicant or student is cleared by an authorized board/agency, they must provide evidence of clearance from program-specific boards prior to admission into the program of study.

Regardless, all students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others within the college community.

### General Admissions Requirements

Once an applicant has completed and submitted the application packet and required documentation, the school reviews the information and informs the applicant if eligible for admission. If an applicant is not accepted, all fees paid to the school are refunded. The school follows an open enrollment system.

The following criteria must be met before the student's start date:

- An applicant must be at least 17 years of age, and if an applicant is 17 years of age at the time of enrollment, a parent or legal guardian must co-sign the enrollment agreement. **Note:** Students must be 18 years of age at the start of any clinical or externship activity as required by their program of choice.
- Provide proof of completion of 12th grade level education (see "Proof of High School Graduation" section below).
- Provide valid ID (Military IDs are prohibited).
- Must self-declare as a U.S. citizen or an eligible non-citizen as classified by the U.S. Department of Homeland Security.
- Must have a valid social security number or Federal Tax ID number (for pre-licensure programs, nursing pre-requisite courses, and/or for federal Title IV financial aid eligibility).
- Achieve the program's passing score on any required entrance exam(s), as applicable.

### General Admissions Procedures

The College requires all applicants to complete the following process prior to admission:



1. Complete an Application for Admissions.
2. Attend a live or virtual planning session, which includes both career and academic goals, with an Admissions Representative. Admissions Representatives ensure that applicants meet the following criteria before recommending for enrollment:
  - Applicant's career goals are in line with the programs available.
  - Applicant is motivated and has capacity to successfully meet the academic and career expectation in the field.
  - Applicant has the ability to attend class regularly and succeed academically.
  - Applicant has strong desire to seek employment and progress in their chosen field.
3. Take and pass any required program testing requirements, as applicable.
4. Complete a financial aid interview to develop a financial plan.
5. Complete the enrollment agreement with an Admissions Representative to include collecting all necessary documentation.
6. Meet with an appropriate Department Director to discuss any unusual enrollment circumstances or accommodations needed to successfully complete the program, as applicable.

Once all requirements have been completed, the Director of Admissions, Campus Director and/or applicable Academic Management review the application package for approval, and applicants are notified of their acceptance promptly.

The College reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented.

All prospective students are highly encouraged to review the College Catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review any performance documentation which is provided prior to signing an enrollment agreement.

### **Proof of High School Graduation**

All students must show proof of completion of 12th grade level education in order to complete the enrollment process. Acceptable forms of proof include:

- Copy of a US High School Diploma or transcript from a state approved or US Department of Education approved school\*
- Copy of a G.E.D. certificate
- Copy of homeschooling completion certificate
- Copy of an Associate's, Bachelor's, Master's Degree or Doctorate obtained from a school with accreditation recognized by the U.S. Department of Education
- A foreign Transcript at the High School, Associates Degree, Bachelor's Degree, Master's Degree or Doctorate levels evaluated by a recognized agency to be the equivalent of a U.S. High School Diploma. Applicants wishing to submit documentation evaluated by an approved agency take full responsibility to acquire and provide such documentation. Applicants not providing satisfactory documentation at the time of application may forfeit the privilege of starting their desired program, even if they have met all other admissions criteria. The College will not pay any fees that may be incurred by an applicant in order to submit such proof.

\*If the applicant’s diploma or transcripts are unattainable, the College will verify directly with the applicant’s high school via the use of a Verification Form for Proof of High School Graduation signed by the high school’s Registrar or other high school official.

All foreign documents submitted for proof of education or transcripts for credit granting must be evaluated by an acceptable service in order for the applicant submitting such foreign documents to complete the enrollment process. The College will accept only evaluations completed by Academic and Credential Records, Evaluation and Verification Services, AACRAO’s International Education Standards Council, Validential or by members of either the Association of International Credential Evaluators or the National Association of Credential Evaluation Services. Any evaluation completed by another agency will not be accepted for completing the admissions process.

Association of International Credential Evaluators (AICE)	<a href="http://www.aice-eval.org/members/">www.aice-eval.org/members/</a> See website for list of approved evaluators
National Association of Credential Evaluation Services (NACES)	<a href="http://www.naces.org">www.naces.org</a> See website for list of approved evaluators
Academic & Credential Records, Evaluation & Verification Services (ACREVS)	<a href="http://www.acrevs.com">www.acrevs.com</a>
AACRAO’s International Education Standards Council ( AACRAO IES)	<a href="http://www.aacrao.org/aacrao-solutions/aacrao-international/home">http://www.aacrao.org/aacrao-solutions/aacrao-international/home</a>
Validential	<a href="https://validential.com/">https://validential.com/</a>

**For applicants to Nursing degree programs:**

Applicants wishing to submit their foreign Associate’s, Bachelor’s, or Master’s Degree Transcripts, or transcripts for prerequisite courses, must have them evaluated by the Commission on Graduate of Foreign Nursing Schools (CGFNS). All foreign transcripts evaluated by any other evaluation service will not be accepted as part of the enrollment process. Admissions documentation for students from foreign countries is to be translated and certified to be at least equivalent to the credential required by the school’s admissions criteria. CGFNS contact:

Commission on Graduate of Foreign Nursing Schools

3600 Market Street, Suite 400

Philadelphia, PA 19104-2651

(215) 222-8454

[www.cgfns.org](http://www.cgfns.org)

**Physical Conditions**

The program in which a student enrolls may be physically demanding. Students are expected to participate in all program components, including lecture, lab, clinical & externship sessions to earn grades in the corresponding courses. Failure to do so will result in a failing grade for the course(s)

and/or being dropped from the program. If a student has a physical condition that could reasonably prevent his or her participation in all program activities at time of enrollment or during the program, the student must provide a note of release from a licensed physician, licensed physician's assistant or nurse practitioner as a condition to enroll and participate in the program without restrictions. In the event such a physical condition causes an interruption in the student's attendance, the school will require a similar note of release to return to school. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school prior to the leave.

Applicants concerned about the physical demands of a program are encouraged to speak with their Admissions Representative, Program Director or Academic Dean. Examples of possible physical demands are:

- one (1) to four (4) hours of intermittent sitting
- four (4) hours of intermittent standing
- three (3) hours of intermittent walking in an average eight (8) hour day
- Squatting, bending, kneeling, reaching, & twisting are frequently required fifty percent (50%) of the time along with an occasional need for ladder climbing, exposure to changes in temperature & humidity; exposure to dust, fumes, or gasses
- Frequent lifting/carrying of twenty-five (25) to fifty (50) pounds
- Pushing/pulling up to one hundred (100) pounds

### **Online Readiness**

Online courses are delivered synchronously or asynchronously (depending on the course) through the college's online learning management system. Students admitted to a program with online courses will complete an online readiness course and participate in Online Orientation.

Applicants admitted to degree programs with online courses must confirm prior to starting their program that they have personal access (outside of school) to a computer with internet access.

Applicants admitted to the Medical Assisting program will be issued a Chromebook as part of their "inclusive tuition" but may opt out of paying for and receiving a Chromebook as described in the Medical Assisting admissions policies.

### **Course Enrollments**

The college allows enrollment in stand-alone courses, without Federal Financial Aid. A common scenario for such enrollments is when students need some General Education courses as pre-requisites to qualify for enrollment into a degree program. Applicants must meet the school's general admissions requirements prior to enrolling in stand-alone courses, and once enrolled all of the school's policies apply to such students as they would to students enrolled in any program.

### **Applicants with a Deferred Action for Childhood Arrivals (DACA) Immigration Status (C33)**

As of the date of this publication, current laws in the states of Utah and Idaho allow individuals with a Deferred Action for Childhood Arrivals (DACA) immigration status (C33) to apply for or become licensed in the state. Therefore, DACA recipients are eligible to enroll in educational programs at all

Eagle Gate and Provo College campuses which lead to professional state licensure. However, Eagle Gate and Provo Colleges cannot guarantee that the laws will remain the same during the duration of your program or upon graduation. In addition, most states currently prohibit DACA recipients from becoming licensed; therefore, if you leave Utah or Idaho, the probability is high that you will not be able to be licensed in the state you choose to move to.

### **Entrance Exam Retakes & Timelines**

Unless otherwise stated in the Program-Specific Admissions Policies section, programs requiring an entrance exam for admission follow the following process:

- An applicant failing the first attempt may retake the exam seven (7) or more calendar days from the first attempt.
- An applicant failing the second attempt may retake the exam beginning sixteen weeks (16) from the first.
- An applicant failing the third attempt may re-apply to the college after one full year from the first attempt.
- An entrance exam attempted after one full year from the first attempt will be treated as a new “first attempt” such that the retake policy will apply from step 1 again.

### **Purchasing Books & Supplies**

Please note that for many programs, eBooks are utilized instead of physical textbooks. For programs that require physical books, the college purchases physical books (and supplies as needed) from various vendors, often at volume discounts, and includes them by default within the total fees charged to students. This is called “inclusive tuition” and reduces the burden on students to find and purchase the required books and supplies. Students may opt out of paying for physical textbooks within the inclusive tuition by initialing the applicable section in their enrollment documents, which will obligate them to purchase all necessary books and appropriate computing devices by the scheduled first day of class. By opting out of inclusive tuition and agreeing to purchase such items themselves, the total fees charged to the students by the college at the time of enrollment will be reduced by the then-current total costs paid by the college to acquire the textbooks. Please note that the option to “opt out” only applies to textbooks. Students may not opt out of paying for other supplies.

Please note that some eBooks come with a perpetual access license, while others have access licenses that expire after a period of time. Students interested in the access period of particular eBooks should discuss this with the school.

## **DETERMINING STUDENT LOCATION**

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Determining student location is essential to ensure compliance with federal and state regulations. Out-of-state educational activities are subject to the regulations of states and territories within which they occur. Professional licensure requirements also vary by location and disclosures to students are required when a program does not meet the requirements within the student’s location.

Student location is determined at time of enrollment and is based on the current address on the

government-issued ID submitted by the student. Student location is used for state authorization purposes and may differ from the student's residence. Subsequent to initial identification, student location will only be updated after a formal receipt of a change of location. Formal receipt is when a student provides notice to a college employee, either verbally or in writing.

Additionally, and at a minimum, the College will perform an annual check of the locations for out-of-state students to determine whether updates are needed.

Students seeking enrollment for a program in a licensure or certification are made aware of any restrictions to licensure or certification through the general disclosures which are included on the College's website and during the enrollment process. These disclosures include:

1. States for which the program's curriculum meets licensure requirements;
2. States for which the program's curriculum does not meet licensure requirements; and
3. Link to contact information for state boards of licensure so students can perform their own research and determination.

Students who are not located in a state in which a Unitek Learning institution is authorized to enroll distance education students or otherwise exempt from authorization will not be enrolled. Additionally, the College does not enroll prospective students who are physically located in a state where the College has determined a program does not meet the state educational requirements for licensure or credentialing.

If an enrolled student relocates to a state where the College has determined that the program's curriculum does not meet licensure or credentialing requirements, the College will directly disclose to the student that completion of that program will not be sufficient to meet licensure or certification requirements within 14 calendar days after a determination that the student's location has changed to another state. The College will also directly disclose to students, within 14 calendar days, if it has determined that the program no longer satisfies the original determination of meeting state requirements made at the time of enrollment.

## **ONLINE READINESS**

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### **Online Readiness**

The school's online courses are delivered by way of the Learning Management System (LMS) called Canvas™. Students who are prepared for and enrolled in any online program or course of study will receive orientation, training, and support on the use of the Canvas LMS. Canvas is known for its user-friendly online environment and ability to easily connect our faculty with our students both in and out of the classroom. Canvas offers discussion boards for asynchronous and synchronous discussions, chat rooms for live discussions, centralized email (Canvas Conversations), so students can stay in touch with their instructors, communicate with other students, submit assignments and take exams.

The college uses two assessments to determine an applicant's readiness for online learning:

1. Basic Computer Literacy (BCL) – an objective computer skills assessment consisting of 25 common computer/software tasks

2. Distance Learning Profile (DLP) – an assessment consisting of six questions about the applicant’s personal readiness and resources for online learning

Prior to beginning any program containing online courses, an applicant must:

1. achieve a score above 75% on the Basic Computer Literacy (BCL) assessment, and
2. have no Risk Factors indicated on the Distance Learning Profile (DLP) assessment.

The following hardware and software are needed to complete online courses:

### Hardware

- PC, Mac, or Chromebook that is less than 5 years old (see operating systems below)
- Processor: Intel Pentium or better
- Hard drive: 100 GB or higher
- Free disk space (must be available at all times to support updates): 250 MB
- PC, Mac free RAM (must be available at all times to support updates): 6 GB or more
- Chromebook RAM (must be available at all times to support updates): 4 GB or more
- Monitor Display: A minimum of 1024×768 at 16bit color
- Speakers or headphones
- Microphone
- Webcam

### Software

- Operating Systems: Windows 10 or higher, macOS 10.11 or higher, Chrome 58 or higher
- JavaScript (recommended to enable automatic updates)
- [Adobe Acrobat Reader](#)
- Office 365 productivity tools (Word, PowerPoint, Excel, and Outlook)
- Antivirus software: strongly recommended

### Internet Speeds

- Highspeed internet access (Cable, DSL, or equivalent)
- Ping response less than 100 ms
- Upload speed: 2 Mbps
- Download speed: 10 Mbps

### Browser Settings

- Google Chrome (up to date) is the recommended browser for Canvas and most third-party integrations
  - [Update your Google Chrome](#)
- JavaScript must be enabled

- Font downloads must be enabled
- Pop-ups must be enabled for approved websites that are part of the course design (i.e. Canvas Learning Management System, publisher sites, and more)

Mobile devices may support some, but not all, content. A computer is required. An iPad is not considered a computer and therefore, will not support all functions required for programs.

It is the student's responsibility to maintain current contact information with instructors and the schools' Office of the Registrar.

Students are provided a school-based email account, which needs to be checked frequently since it is required for participation in most components of online education. Use your student email account for ALL school communication.

There may be specific software requirements for individual courses - this information will be in your course syllabus or course website.

Applicants admitted to the Medical Assisting program will be issued a Chromebook as part of their "inclusive tuition" but may opt out of paying for and receiving a Chromebook as described in the Medical Assisting admissions policies.

## **PROGRAMMATIC ADMISSION POLICIES**

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### **ADMISSIONS: ALLIED HEALTH PROGRAMS**

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#### **Medical Assisting**

The College utilizes a hybrid delivery model (combination of online and on-ground instruction) in the Medical Assisting (MA) program. To participate in the online education platform, students must use an appropriate desktop computer, laptop, or tablet. Students beginning the MA program with start dates after July 1, 2020 will be billed for the cost of a Chromebook as part of the program's "inclusive tuition" but may opt out of purchasing a Chromebook from the college as described below.

The college purchases Chromebooks for students enrolling in the Medical Assisting program, often at volume discounts, and includes them by default within the total fees charged to students. This is called "inclusive tuition" and reduces the burden on students to find and purchase an appropriate computing device. Students may opt out of paying for Chromebooks within the inclusive tuition by initialing the applicable section in their enrollment documents, which will obligate them to purchase appropriate computing devices by the scheduled first day of class. By opting out of inclusive tuition and agreeing to purchase such items, the total fees charged to the student by the college at the time of enrollment will be reduced by the then-current total costs paid by the college to acquire the Chromebooks. Please note that the option to "opt out" only applies to Chromebooks. Students may not opt out of paying for other books or supplies.

Students enrolling in this program will be required to take the "Scholastic Level Exam - Q" (SLE-Q) assessment prior to starting the program. This exam is not an admission requirement, but is used as an early indicator of any academic resources that may be helpful. A passing score is not required for admission / enrollment, but students failing to take the exam prior to starting the program will have



their enrollment cancelled.

## **ADMISSIONS: PRACTICAL NURSING PROGRAM**

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### **Practical Nursing Program**

1. A score of at least 17 on the “Scholastic Level Exam - Q” (SLE-Q).
2. A clear criminal background check\*
3. Completion of an interview with the Program Director or Designee with a passing score
4. A physical examination, including immunizations and TB testing, must be completed within the three (3) months prior to the start date of the first clinical rotation in Semester 2 of the program. The examination must be conducted by a licensed physician, licensed physician’s assistant or nurse practitioner establishing sound health.
5. Attendance into two academic orientations sessions prior to the programs start date.

**Please note:** A student enrolled in the PN program must attend all mandatory orientation sessions which will be scheduled prior to beginning the program. If a student does not attend these sessions, the student’s enrollment will be cancelled. Details regarding academic orientations attendance are available from your Admissions Representative.

\* In rare cases, the completion of a background check may be delayed after its timely submission to the relevant agency, through no fault of the student or the school. In such cases the school may choose to admit the student whose background check is delayed based on the understanding that the agency is continuing to process the request. Such students understand, through written acknowledgment, that their enrollment will be cancelled, or they will be withdrawn, if the background check is returned without being deemed “clear”.

## **ADMISSIONS: PHYSICAL THERAPIST ASSISTANT PROGRAM**

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In addition to the general admissions requirements applicable to all programs, this program has the following admissions requirements:

1. Prospective applicants are required to meet with an Admissions Representative.
2. Document the completion of admission criteria with the minimum achievement levels listed below.
3. Required to speak and write the English language in a clear, concise manner.
4. Applicants must meet the TEAS entrance exam requirements below to enroll in the program.

### **Background Check and Drug Screen**

In order to comply with clinical or employment requirements, students will be required to undergo a criminal background check and drug screening. Clearance for a student’s admission to the PTA program will not be obtained if the student receives a positive drug test or the background check identifies a felony conviction. A misdemeanor, pending case, or uncompleted deferral/diversion for any crime related to the following in the past ten years may also prevent admittance into the PTA program:

- Misdemeanors for sexually related offenses, drug-related offenses, or
- Misdemeanors for any offense involving moral turpitude



The College maintains the discretion to deny enrollment based on background check results outside of the areas outlined above. A student's inability to obtain criminal background clearance at any time throughout their enrollment may prohibit intern/externship, clinical site placement, program completion, and/or career placement after graduation.

#### First TEAS Attempt

To enroll in the program, applicants must attempt the TEAS examination and achieve a minimum composite score of 59%. Scoring above this minimum does not guarantee entry into the program due to the overall admissions process. Applicants scoring below 59.0 may reattempt once within seven days from their first attempt.

Please note that if an applicant has previously taken a TEAS exam, the TEAS exam score is applicable if taken within twenty-four (24) months of the tentative program start date. TEAS exams taken at any authorized ATI-proctored location will be valid for review according to the Admission Requirements.

#### Second TEAS Attempt

Applicants reattempt on the TEAS must achieve a minimum composite score of 59%. Scoring above this minimum does not guarantee entry into the program due to the overall admissions process. Applicants that achieve a TEAS composite score from of 54.3 to 58.9 may be admitted to the program if space is available but will be required to take ATI's SmartPrep® online course during the first semester of the program. Applicants scoring 54.2 or below are not admitted to the program. Such applicants are encouraged but not required to take ATI's SmartPrep® course at their own cost in preparation for their next TEAS attempt.

#### Third TEAS Attempt Following Required SmartPrep® (enrolled students)

A third attempt of the TEAS is required upon the successful completion of the first attempt at the ATI SmartPrep® course. Students that reattempt the TEAS following ATI SmartPrep® must achieve a minimum composite score of 59% to remain enrolled in the program. Students that achieve a TEAS composite score below 59% are administratively withdrawn from the program. Students that are administratively withdrawn may be eligible for reconsideration at the next available cohort.

#### ATI SmartPrep® ® Requirement

The ATI SmartPrep® course is designed to strengthen Reading, Math, Science, and English skills to better prepare students for rigorous course work. Students required to take ATI's SmartPrep® course during the first semester of the program must pass the course. Students who are unsuccessful at completing all ATI SmartPrep® requirements will be administratively withdrawn from the program.

For specific details on the ATI SmartPrep® online course (e.g., course subjects, minimum passing score, etc.), please speak with the Program Director or Associate Dean.

*\*SmartPrep is not available to students enrolled in the first cohort of a new OTA or PTA program.*

#### Payment for ATI SmartPrep®

The cost of the ATI SmartPrep® course for applicants that are required to complete the course as a term of enrollment is included in the cost of tuition. Applicants who are denied admissions but encouraged to complete the course are required to make arrangements to self-pay.

## Immunizations/Vaccinations

Please see Immunizations/Vaccination section of catalog for a list of immunization requirements.

## Background Check and Drug Screen

In order to comply with clinical or employment requirements, students will be required to undergo a criminal background check and drug screening. Clearance for a student's admission to the PTA program will not be obtained if the background check identifies a felony conviction. A misdemeanor, pending case, or uncompleted deferral/diversion for any crime related to the following in the past ten years may also prevent admittance into the PTA program:

- Misdemeanors for sexually related offenses, drug-related offenses, or
- Misdemeanors for any offense involving moral turpitude

The College maintains the discretion to deny enrollment based on background check results outside of the areas outlined above. A student's inability to obtain criminal background clearance at any time throughout their enrollment may prohibit intern/externship, clinical site placement, program completion, and/or career placement after graduation.

## ADMISSIONS: BACHELOR OF SCIENCE IN NURSING (BSN)

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In addition to the school's general admissions policies, applicants to the pre-licensure Bachelor of Science in Nursing program must meet the following requirements. Applicants seeking admission into the BSN Advanced Placement Option should see section below.

- Official or unofficial high school transcript/diploma with a cumulative GPA of 2.75 or one of the following official high school equivalency test results and minimum scores:
  - General Equivalency Diploma (GED®): Minimum score: None
  - High School Equivalency Test (HiSET®): Minimum cumulative score: 80 or above
  - Test Assessing Secondary Completion (TASC™): Minimum score: 500 in all subject areas and at least two on the written essay
  - California High School Proficiency Exam (CHSPE): Passing in all subjects
- A cumulative college GPA of 2.75 or higher with at least 12 college credits from an institution accredited by a regional or national accrediting body or an agency recognized by the Council for Higher Education (CHEA) will be accepted in lieu of a high school GPA score requirement. College credit is defined as credit for courses that lead to a degree or program of study that leads to a degree.
  - **Prior graduate benefit:** GPA requirements will be waived if a student is a graduate of a healthcare program from Eagle Gate College, Provo College, Unitek College, Unitek Training, or Brookline College.
  - A signed transcript release form for all colleges and universities attended if the college GPA is to be used in the admission decision. The official or unofficial transcripts for the high school and all colleges or universities attended must be provided if used for the admission decision.
  - Transcripts must be submitted within seven calendar days of the first day of class to remain enrolled.

- Foreign transcripts: Please refer to the section on Credit for Prior Education in this catalog.
- GPA requirements will be waived if a student is a graduate of a healthcare programs at Eagle Gate or Provo College.
- Meet the minimum Admissions Entrance Exam score:
  - A weighted composite score of 60% on the HESI A2 Admissions Exam with minimum GPA or high school equivalency minimum test requirements met, or weighted composite score of  $\geq$  75% (GPA will be waived), or graduate of a healthcare program from Eagle Gate or Provo College.

### TEAS Exam (Prior to 12/16/24)

**On 12/16/24 the college will replace the TEAS exam admissions process for new applicants with the HESI A2 Exam process as described below (see HESI A2 Exam).**

Please note that if an applicant has previously taken a TEAS exam, the TEAS exam score is applicable if taken within twenty-four (24) months of the tentative program start date. TEAS exams taken at any authorized ATI-proctored location will be valid for review according to the Admission Requirements. Applicants with a TEAS passing score of 58.7 or higher may be admitted to the BSN program.

### HESI A2 Exam as of 12/16/24

A minimum weighted composite score of 60% on the HESI A2 Admissions Exam combined with a minimum high school, or achieve a minimum high school equivalency test result (please refer to ADMISSIONS: BACHELOR OF SCIENCE IN NURSING section in this catalog), or college cumulative GPA of 2.75 is required for our BSN program. GPA requirements will be waived if HESI A2 weighted composite score is  $\geq$  75% or if the applicant is a graduate of a healthcare program from Eagle Gate, Provo College, Unitek College, Unitek Training, or Brookline College. GED's are also accepted.

The HESI A2 exam will assess basic knowledge in Science, Reading Comprehension, Math and Vocabulary.

The college uses a weighted scoring system to calculate the composite score:

Subject	Weight
Anatomy and Physiology	5%
Reading Comprehension	35%
Vocabulary and General Knowledge	35%
Math	25%

### HESI A2 Retake Option Through the College:

- Applicants scoring below 60% on their first HESI A2 attempt may re-take the HESI A2 exam as a second attempt 7 or more calendar days after their first attempt.
- Applicants scoring 60% or higher on their second attempt may be admitted to the BSN program

combined with a minimum cumulative high school or college GPA of 2.75.

- Applicants scoring below 60% on their second attempt are not admitted to the program
- A third attempt may be offered 16 weeks or more after the first attempt.
- A fourth attempt may be offered 12 months from the first attempt.
- The weighted scoring system will be applied **to each attempt**.

### **Total Retake Options Through the College:**

- **The college will allow no more than three total test attempts (TEAS and HESI A2) through the college. As an example, if the College administers the first entrance exam attempt on the TEAS exam and the second exam attempt is on the HESI A2 exam, these will be considered two attempts.**

### **Admissions: BSN Advanced Placement Option**

1. A prospective student with an active, unencumbered, nursing-board-approved Vocational Nursing License or Practical Nursing License may apply for Advanced Placement (AP) option, which includes a credit granting application for the PN or VN license.
2. Students seeking the AP option, admission requirements include:
  1. Proof of an active, unencumbered, nursing-board-approved Vocational Nursing or Practical Nursing License
  2. Successful completion of a nursing-board-approved Vocational Nursing or Practical Nursing training program.
  3. Copy of Government-Issued Photo ID
  4. Test of Essential Academic Skills, with a minimum TEAS score of 58.7%, or minimum weighted composite score of 60% on the HESI A2 Admissions Exam combined with a minimum high school, or achieve a minimum high school equivalency test result (please refer to ADMISSIONS: BACHELOR OF SCIENCE IN NURSING section in this catalog), or college cumulative GPA of 2.75 is required for our BSN program. GPA requirements will be waived if HESI A2 weighted composite score is  $\geq 75\%$  or if the applicant is a graduate of a healthcare program from Eagle Gate or Provo College. GED's are also accepted..
  5. General education courses successfully completed at another accredited institution, and with comparable content, may be evaluated for credit.

### **Background Check Attestation**

Attestation of no misdemeanor or felony conviction, with the understanding that a Criminal Background Check deemed to be "clear" will be initiated no later than the first day of core RN courses in the program. A clear criminal background check is required to attend core clinical courses. Students failing to obtain a clear criminal background check may be terminated from the program.

### **Immunizations**

The clinical and immunization requirements for the Bachelor of Science in Nursing (BSN) Program assist in decreasing risks and ensuring student and patient safety. During the program, students will be rotating at a clinical site that requires completion and supporting documentation of the certain

requirements. There are no exceptions to these clinical and immunization requirements.

All students must provide proof of clinical and immunization requirements before their on-ground course start date. Failure to comply with the clinical and immunization requirements may result in losing your seat in the BSN Core Program.

## **ADMISSIONS: RN-TO-BSN**

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### **RN-BSN Online Program**

Applicants to the Bachelor of Science in Nursing Degree Completion Program must meet the following criteria to be eligible for enrollment:

**STEP 1:** Complete Advisory phone call with BSN Admissions Representative

**STEP 2A:** Complete the Admissions application

**STEP 2B:** Submit all of the following documentation:

1. Proof of current, unrestricted license as a Registered Nurse
2. Proof of Education

Provide proof of education from option 1, 2, or 3 below. US Transcripts must be from an accredited institution approved by the US Department of Education. Courses on foreign transcripts for which credit is sought must be evaluated by a recognized 3rd party evaluator & deemed equivalent to coursework from an accredited institution approved by the US Department of Education. All transcripts submitted will undergo thorough evaluation by the college's nursing department to determine if all course requirements are met to enter the RN-to-BSN program. This proof can be presented in the following manner:

**Option 1:** Provide sealed official transcripts from an Accredited Institution recognized by the US Department of Education demonstrating completion of an Associate of Science in Nursing degree with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than "C" (2.0) in any course (as calculated by the granting institution).

**Option 2:** Provide sealed official transcripts with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than "C" (2.0) in any course (as calculated by the granting institution) in all courses required for Associate or bachelor's level degree completion, as well as for the specific courses listed below:

<b>REQUIRED GENERAL EDUCATION AND PRE-REQUISITE COURSES</b>	<b>SEMESTER UNITS</b>
Human Anatomy & Physiology with Lab	8
English, Reading & Composition (College level)	3
Math: Intermediate or College level Algebra or higher	3

Chemistry	3
<b>TOTAL GENERAL EDUCATION UNITS: 17 UNITS</b>	

### Option 3: Military or Foreign Degrees

A military or foreign degree must be evaluated by a recognized 3rd party evaluator prior to submission to the college. Transcripts that have been translated will not be accepted.

## **ADMISSIONS: MASTER OF SCIENCE IN NURSING (MSN)**

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In addition to the general admissions requirements applicable to all programs, this program has the following admissions requirements:

- Hold a Bachelor of Science Nursing Degree from a school accredited by an agency recognized by the Council of Higher Education Accreditation or the U. S. Department of Education. An academic transcript to evidence the baccalaureate must be submitted prior to matriculation in the program.
- Minimum cumulative GPA of 2.5 on a 4.0 scale in completed BSN program. Applicants with cumulative GPA between 2.0 and 2.49 may be admitted at the discretion of the Chief Academic Officer if a review of applicant's records is requested.
- Current, active unrestricted Registered Nursing license in the student's state of residence.

## **ADMISSIONS: MASTERS ENTRY PROGRAM IN NURSING (MEPN)**

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In addition to the general admissions policies applicable to all programs, the MEPN program requires:

- Proof of prior education which is credit-equivalent to the prerequisite courses described below
- Cumulative GPA of 3.0 on a 4.0 scale in all pre-requisite courses
- Submission of completed physical examination form
- Evidence of personal health insurance
- Evidence of current Basic Life Support (BLS) CPR certification (American Heart Health Care Provider)
- Criminal background check deemed "clear"
- Negative chemical/drug screening
- Pass the entrance exam as described below
- Bachelor's or master's degree from a school with accreditation recognized by the U.S. Department evaluated to be the equivalent of a U.S. bachelor's degrees by an evaluation agency approved by the National Association of Credential Evaluation Services (<http://www.naces.org/members>)

### TEAS Exam (Prior to 12/16/24)

On 12/16/24 the college will replace the TEAS exam admissions process for new applicants with the HESI A2 Exam process as described below (see HESI A2 Exam).

Please note that if an applicant has previously taken a TEAS exam, the TEAS exam score is applicable if taken within twenty-four (24) months of the tentative program start date. TEAS exams taken at any authorized ATI-proctored location will be valid for review according to the Admission Requirements. Applicants with a TEAS passing score of 58.7 or higher may be admitted to the BSN program.

### HESI A2 Exam as of 12/16/24

A minimum weighted composite score of 60% on the HESI A2 Admissions Exam combined with a minimum high school, or achieve a minimum high school equivalency test result (please refer to the Admissions: Masters Entry Program in Nursing (MEPN) section in this catalog), or college cumulative GPA of 2.75 is required for our BSN program. GPA requirements will be waived if HESI A2 weighted composite score is  $\geq 75\%$  or if the applicant is a graduate of a healthcare program from Eagle Gate, Provo College, Unitek College, Unitek Training, or Brookline College. GED's are also accepted.

The HESI A2 exam will assess basic knowledge in Science, Reading Comprehension, Math and Vocabulary.

The college uses a weighted scoring system to calculate the composite score:

Subject	Weight
Anatomy and Physiology	5%
Reading Comprehension	35%
Vocabulary and General Knowledge	35%
Math	25%

### HESI A2 Retake Option Through the College:

- Applicants scoring below 60% on their first HESI A2 attempt may re-take the HESI A2 exam as a second attempt 7 or more calendar days after their first attempt.
- Applicants scoring 60% or higher on their second attempt may be admitted to the MEPN program combined with a minimum cumulative high school or college GPA of 2.75.
- Applicants scoring below 60% on their second attempt are not admitted to the program.
- A third attempt may be offered 16 weeks or more after the first attempt.
- A fourth attempt may be offered 12 months from the first attempt.
- The weighted scoring system will be applied **to each attempt**.

### Total Retake Options Through the College:

- **The college will allow no more than three total test attempts (TEAS and HESI A2) through the college. As an example, if the College administers the first entrance exam**



**attempt on the TEAS exam and the second exam attempt is on the HESI A2 exam, these will be considered two attempts.**

### MEPN Prerequisite courses

Applicants must provide proof of completion of the following courses, or credit-equivalent prior education (as evaluated by the college) to enroll in the MEPN program:

- Microbiology – 3 semester credits
- Psychology – 3 semester credits
- Cultural Anthropology or Introduction to Sociology – 3 semester credits
- English Composition – 3 semester credits
- Speech/Public Speaking – 3 semester credits
- Statistics – 3 semester credits
- Nutrition – 3 semester credits
- Human Anatomy\* – 4 semester credits
- Human Physiology\* – 4 semester credits

\*must include a lab Human Anatomy and Human Physiology may be combined courses in a 2-part sequence, or separate courses: Human Anatomy + Human Physiology, or Human Anatomy and Physiology I + Human Anatomy and Physiology II.

### IMMUNIZATIONS / VACCINATIONS

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Based on the program of interest, additional immunization verification after enrollment may be required. Evidence of the following vaccinations is not an admissions requirement but is due prior to beginning any externship/practicum/clinical site rotation. Verbal confirmation of immunization status is not acceptable, written documented proof from a healthcare provider will be required. Please consult your campus Nursing Dean or Program Director for specific immunization requirements. Immunizations required may include, but are not limited to:

- Physical Examination Form \* ***For Nursing programs only.***
- Two MUMPS, MEASLES and RUBELLA vaccinations or positive titers showing immunity.
- Two VARICELLA vaccinations or a positive titer showing immunity. (*A history of chicken pox does not satisfy this requirement.*)
- Positive HEPATITIS B surface antibody titer. If negative, three Hepatitis B vaccines completed, must be followed by a titer after last vaccination.
- Tdap/DTAP within ten (10) years.
- Negative PPD (TB) or a negative chest X-ray if previously tested positive
- Flu & H1N1 immunization record documented for the current season. (*Current vaccines are usually available between August through March*)



- COVID-19 vaccination (all applicable doses).
- Hepatitis C, negative screening (if required by clinical sites). If positive, you must have Doctor's clearance to attend the program and care for patients. \* **For Nursing programs only.**

### **COVID-19 & Flu Vaccination Requirement:**

During the program, you will be rotating at externship/practicum/clinical sites which require the COVID-19 and/or Flu vaccination. Therefore, you must be fully vaccinated for COVID-19 (all applicable doses) as well as the Flu vaccination and be able to show proof of such at least 4 weeks prior to beginning your first scheduled rotation. If your assigned site requires vaccination and you have a legitimate medical or religious reason for not getting vaccinated, you may apply for an exemption by submitting a completed Student Vaccine Exemption Request Form; however, approval of this exemption does not guarantee placement. Please see your Nursing Dean or Program Director for details and how to obtain the exemption request form.

### **BACKGROUND CHECKS & DRUG SCREENING**

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A criminal background may prevent an individual from participating in clinical training or externship placement, obtaining licensure or certification and/or obtaining employment in their chosen field. When a criminal background must be fully investigated by a licensure or certification board, it may take up to one year or longer in order to obtain a decision. For programs which lead to licensure or certification, applicants will be required to initiate and undergo a background check verification upon enrollment and/or prior to clinical or externship placement. Applicants or students with a criminal background must immediately notify the applicable Program Director or Academic Dean and must check with the relevant licensure or certification board for their stance towards various criminal background situations. For some state licensure boards, a more formal verification process may be available to determine whether an individual's criminal background will pose challenges regarding licensure. For those campuses in states where this formal verification process is available, applicants and/or students will be asked to engage the respective licensure board through this formal process prior to enrollment, when possible, and/or prior to clinical placement. Please consult your Program Director or Academic Dean to determine if you are in a state where this formal verification process is available.

A positive background check may include, but is not limited to, any of the following:

- Any and all felony convictions or pending charges
- Misdemeanor convictions or pending charges involving the following:
  - Assault or battery
  - Sexual offense or sexual assault
  - Weapons possession
  - Fraud or theft
  - Child or elder abuse

- Driving while under the influence (DUI)
- Drug Violations
- Active probation (for any offense, including offenses not listed above)

If any criminal conviction(s) appear on a student's background check, the student's enrollment may be cancelled or the student withdrawn, and the student may be responsible for charges incurred up to their last date of attendance. A criminal charge without disposition or conviction will be reviewed and considered on a case-by-case basis. These issues will be discussed with the individual applicant or student in a confidential manner.

Students may be subject to additional background checks and drug screening at any time if requested by the College, a clinical facility, employer, or externship site. During a student's enrollment they may undergo multiple checks within a year and failure to pass any background check or drug screen requested by the College, a clinical facility, employer, or externship site may prevent a student from going to that externship or clinical site, may put their program completion at risk, and/or may be grounds for termination from the program. A student may be denied access to clinical facilities based on offenses appearing on the criminal record even though such offenses may have occurred more than seven years ago and/or any offenses that may occur during a student's enrollment. Should a student's educational progress be interrupted, a new background check will be required upon readmission to the program.

## **ACADEMIC POLICIES**

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### **CREDIT FOR PRIOR EDUCATION**

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All applicants to the College are eligible to apply for credit-granting. Applicants wishing to have their prior education assessed for credit granting must document their prior education and training, including military training, traditional coursework, and vocational training during the enrollment process. All requests must be received on or before the official start date of the program. For veterans and military students, evaluations will occur in accordance with 38 CFR 21.4253(d)(3).

*Veterans seeking to use the GI Bill® [GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)] can obtain more information about education benefits offered by at the official U.S. government website <https://www.benefits.va.gov/gibill>.*

Students who request to transfer credits from previously attended institutions are required to submit official transcripts to the Registrar's Office via electronic submission, or sealed official transcripts sent from the originating institution to the campus/campus designee, prior to the first day of class. To be considered official, transcripts must be sent directly from the originating institution.

Upon receipt of official transcripts, credit will be granted in accordance with this policy. Academic credit will be evaluated by the College for courses appearing on an official transcript from a school, college, or university accredited by an agency recognized by the US Department of Education or the Council for Higher Education Accreditation (CHEA) with a minimum grade of 'C', or as outlined in specific program policies relating to transfer credit. In addition to official transcripts, copies of course descriptions, school catalogs, and course syllabi may be requested for evaluation purposes.

*International transcripts must be accompanied by an evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).*

Students are required to either submit official transcripts by their start date or waive their option to bring in transfer credits. If students are in progress (IP) in a current course at another institution, they must provide proof of this on their official transcripts prior to their start date. Students must then submit new official transcripts within 30 days of course completion to receive transfer credit for the IP course. In the event a transferring institution does not include IP courses on their official transcripts, the student may provide unofficial transcripts in the interim until final official transcripts are available showing the completed course. Students who fail to submit official transcripts prior to the final day of the first term/semester may be denied transfer credit.

Please note that course schedules based on unofficial transcript evaluations are subject to change if information contained in the official transcript differs from the unofficial transcript.

Transfer credit based on a different unit of credit than the one prescribed by the College is subject to conversion before being transferred. Transfer credit for paired courses must meet the requirements for both courses. No credit(s) shall be granted for partial courses. Additionally, the level of course accepted for transfer must be equal to, higher or within one level below the College's offered course. For example, if an applicant requests transfer credit for the College's English 300 course, the applicant's previously completed course must be a level 200 or higher to be considered for transfer credit. Please see the table below for more examples:

UL Course Levels	Course Accepted Levels
400 level	Accept 400 and 300 level courses only
300 level	Accept 400, 300, and 200 level courses only
200 level	Accept all levels
100 level	Accept all levels

The College does not evaluate credit based on life or work experience, except as noted within this policy.

\* Credit for Relevant Military Education and Experience Individuals who present with relevant military education and experience equal to but not limited to Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) are eligible for advanced placement in a prelicensure nursing program. Students must demonstrate validation of the previously acquired knowledge/skills. ^

*^Validation of previously acquired knowledge/skill is established by presenting of a current and valid, unencumbered LVN or PVN license.*

### **Review & Acceptance of Transfer Credits**

The school reserves the right to reject applicants' requests for transfer credit if the items listed below

are not successfully provided and/or completed. Any transcripts showing three or more withdrawals or attempts at general education pre-requisite courses will not be eligible for transfer. This may result in admission being denied. Applicants are encouraged to write a letter explaining the circumstances & why they feel they should be admitted.

### **Methods by which Tuition & Fees are Adjusted for Credits Granted**

Upon being awarded transfer credits, student tuition is calculated to charge for only scheduled courses.

### **Transfer Credit Application Requirements**

#### **All programs:**

Students must submit the following information for transfer credits to be evaluated, at a minimum:

- Completed Transfer Credit Request Form
- Sealed official transcripts
- Official course descriptions may be required (e.g., from syllabi or a school catalog)

#### **Core Allied Health Programs:**

Students must have met the following requirements in all applicable transfer credit courses for the applicable Allied Health Programs:

- Occupational Therapy Assistant and Physical Therapist Assistant programs do not allow students to transfer in core courses.
- Minimum Grade of "C" as calculated by the granting institution will be accepted.
- All core courses must be taken within the last five (5) years to be eligible for transfer credit. This only applies to allied health programs that accept core course transfer credits.

#### **Core Practical Nursing Diploma Program:**

- Minimum Grade of "C" as calculated by the granting institution will be accepted.
- All core courses must be taken within the last five (5) years of program enrollment to be eligible for transfer credit.

Courses that may be acceptable for transfer credit include:

- Vocational/practical nursing courses
- Certified nurse assistant courses
- Psychiatric technician courses
- Registered nursing courses
- Relevant Military Education and Experience\*
- Successfully completed courses that are equivalent to courses in the program as determined by the program director

#### **Core Bachelor of Science in Nursing Degree Programs:**

- Minimum Grade of “C” as calculated by the granting institution will be accepted for general education courses.
- Students with an active LPN/LVN license who are accepted for enrollment into the BSN program are eligible to receive credit granting for the NRG225, NRG225C, NRG230, and NRG230C Fundamentals of Human Caring Nursing classes, which equal 7 credits.
- Core nursing courses with a clinical component are not eligible for transfer credit.
- All non-clinical core courses must be taken within one (1) year of program enrollment to be eligible for transfer credit.
  - Syllabi will be required for core nursing course transfer credit evaluation.
  - Courses possibly accepted include:
    - Comparable courses from an accredited institution
    - Relevant Military Education and Experience\*^

### Core Master’s Degree Programs:

Students must have met the following requirements in all applicable transfer credit courses for the Master’s Degree Programs:

- Minimum Grade of “B” as calculated by the granting institution will be accepted.

### Recency Rule Calculations

Recency rules for certain general education courses may vary by program. The required recency rules and retake allowances are detailed below for each program type. Exceptions to the recency time periods included in the chart below may be considered for review on a case-by-case basis and will be approved only if academically sound and in the best interest of the student.

A “calendar year gap” is defined as the whole-number difference between the calendar years of 2 events. For example, the “calendar year gap” between December 31, 2020, and January 1, 2021 is 1 year, while the “calendar year gap” between Jan 1, 2021 and Dec 31, 2021 is zero years.

All other general education courses are eligible for credit granting & will be considered upon receipt of official transcripts.

### Courses with Recency Rules by Program

**BSN & MEPN (all courses listed below may not apply; refer to catalog for list of applicable courses for each program)**

Course #	Course Name	Recency (in years)	Allowed Retakes
BIO200	Anatomy & Physiology I	5	1
BIO200L	Anatomy & Physiology I Lab	5	1
BIO215	Anatomy & Physiology II	5	1

BIO215L	Anatomy & Physiology II Lab	5	1
BIO225	Pathophysiology	5	1
CHM215	General Chemistry	N/A	2
CHM215L	General Chemistry Lab	N/A	2
ENG100	English Composition	N/A	2
ENG115	Public Speaking	N/A	2
ENG300	Advanced English Composition	N/A	2
ETH400	Ethics	N/A	2
FYE100	Foundations of Success	5	2
MIC215	Microbiology	5	1
MIC215L	Microbiology Lab	5	1
MTH100	Intermediate Algebra	N/A	2
MTH215	Statistics	N/A	2
NUT100	Nutrition	5	1
PHI350	Critical Reasoning	N/A	2
POL300	Political Science	N/A	2
PSY100	Introduction to Psychology	N/A	2
PSY115	Lifespan Development	N/A	2
SOC100	Introduction to Sociology	N/A	2

\*FYE100 is a course designed to introduce students to the rigors of college learning, including the ability to successfully navigate the online learning environment. Unitek recognizes that some students may have sufficient academic background to satisfy this course through appropriate transfer credit or completion of a Unitek Learning college program. See below for eligibility requirements:

- Single Course Transfer: Comparable course completed at another institution.
- 12 Transferable Credits: Students with 12 or more transferrable credits.
- Unitek Learning Program Completion: Students who have completed a Unitek Learning college program within 5 years of enrollment.

Students who meet the requirements to satisfy FYE100 through transfer credit or completion of a Unitek program may elect to take the FYE100. Students electing to add FYE100 to their schedule will need to request this addition in writing with their admissions advisor prior to beginning the program.

## Practical Nursing

Course #	Course Name	Recency (in years)	Allowed Retakes
BIO200	Anatomy & Physiology I	5	1
BIO200L	Anatomy & Physiology I Lab	5	1
BIO215	Anatomy & Physiology II	5	1
BIO215L	Anatomy & Physiology II Lab	5	1
MCT100	Medical Terminology	5	1
NUT100	Nutrition	5	1
PSY115	Lifespan Development	N/A	2

**OTA AAS, PTA AS and AAS, MLT AAS, ST AAS, AH AAS, HCA BS, HW BS, (all courses listed below may not apply; refer to catalog for list of applicable courses for each program)**

Course #	Course Name	Recency (in years)	Allowed Retakes
BI165	Introduction to Biology	5	1
BIO200	Anatomy & Physiology I	5	1
BIO200L	Anatomy & Physiology I Lab	5	1
BIO2015	Anatomy & Physiology II	5	1
BIO215L	Anatomy & Physiology II Lab	5	1
CHM215	General Chemistry	5	1
EN144	English Composition	N/A	2
ENG100	English Composition	N/A	2
ENG115	Public Speaking	N/A	2
HA100	Medical Terminology	5	1
MCR130	Introduction to Microbiology	5	1
MH140	College Algebra	N/A	2
MTH100	Intermediate Algebra	N/A	2
PSY100	Introduction to Psychology	N/A	2

PSY135	Introduction to Psychology	N/A	2
PSY137	Human Growth and Development	N/A	2
PSY115	Lifespan Development	N/A	2
SOC100	Introduction to Sociology	N/A	2
SOC170	Introduction to Sociology	N/A	2

## Maximum Transfer Credits or Hours

### Allied Health Programs:

- **Diploma & Associate Degree Programs (Physical Therapist Assistant)** - A maximum of 25% of the total credits within the program may be granted.
  - Credit for externship/practicum courses will not be granted.
- **Physical Therapist Assistant (PTA) Associate Degree Programs** - A maximum of 25% of the total credits within the program may be granted.
  - Only credits for general education courses will be transferable.

### Nursing Programs:

- **Practical and Vocational Nursing Diploma Program:** A maximum of 29% of the program credits may be granted, including general education and nursing credits.
- **Bachelor of Science in Nursing (BSN) Program:** A maximum of 50% of the program credits may be granted towards the completion of the program, with no more than 45% being general education credits and no more than 5% being core nursing credits.
- **Master's Entry Program in Nursing (MEPN):** A maximum of 50% of the program credits may be granted towards the completion of the program, with no more than 45% being general education credits and no more than 5% being core nursing credits.

### Credit by Exam

The credit by exam policy is not applicable to diploma level students.

Students may transfer credits via the following nationally recognized college-equivalency examinations:

- College Level Examination Program (CLEP)
- DSST Subject Standardized Tests

Below is the process for evaluation of examinations:

1. Students must request an official copy of their result report be sent to the Registrar.
2. Minimum scores must be achieved for any exam to receive credit.



### CLEP Examinations approved for transfer:

Exam Title	Minimum Passing Score
College Composition	50
Introductory Psychology	50
Human Growth & Development	50
Introductory Sociology	50
Calculus	50
College Algebra	50

### DSST Examinations approved for transfer:

Exam Title	Minimum Passing Score
Principles of Statistics	400
Lifespan Development Psychology	400
Fundamentals of College Algebra	400
Principles of Advanced English Composition	400

## **TRANSFERABILITY OF HOURS/CREDENTIALS EARNED**

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The transferability of credits or credentials you earn at the college is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this school will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the college to determine if your degree, diploma or certificate will transfer.

*A note on Regional vs National accreditation:*

You may encounter schools, employers, or other entities with policies relating to their acceptance of credits / credentials earned at schools labeled as “regionally accredited” vs. “nationally accredited”.

The “regional” and “national” labels were used for many years until, in 2019, the US Department of Education removed them, effectively making all approved accrediting agencies “national” (i.e. unrestricted to certain geographic regions). Unfortunately, some schools, employers, and other entities still have policies based on these outdated categories. It is important to understand that while the acceptance of credits / credentials is always up to the receiving entity, the use of “regional accreditation” and “national accreditation” are no longer valid on their own. Specific accrediting agencies should be identified by any entity using the regional/national distinction as a criteria for accepting or not accepting credits or credentials.

## **ATTENDANCE POLICY**

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Attendance is required of each student and is necessary for the successful completion of each program of study. Attendance records are reported daily for each class. Absences are reported regardless of reason. All absences are considered in applying the attendance policy. Any student not in attendance for 14 consecutive days may be withdrawn from the College. Students may be dismissed from the College if absences become excessive in all classes in which the student is enrolled. Individual programs may have specific requirements.

### **Add/Drop Period**

All students must be enrolled into their respective programs by the scheduled start date of the program cohort. The College allows new and continuing enrolled students in degree programs to add or drop courses within the first seven (7) calendar days of the beginning of a term or semester. Students must submit their request to add or drop a course or courses to their Student Services Representative or Admission Representative on or before the last day of the add/drop period. All requests to add must be approved by the campus Program Director or Academic Dean. If, during the add/drop period, a student academically fails a course, the student will receive an “F” grade for the course. There is no add/drop period for non-degree programs or individual course enrollments.

### **Allied Health Diploma Programs**

Termination will result when a student’s total time absent from the program becomes more than 20% of the expected program length. In other words, termination from the program will occur when a student is unable to attend at least 80% of the expected program length.

**School Discretion:** Students may be dismissed from class for a day, or longer, if the student’s continued presence is determined to be either disruptive (e.g. due to a violation of the Student Code of Conduct) or a serious health risk to others present. Such determination can be made by an Instructor, Program Director, and/or a Supervisor or Preceptors at one of the school’s Clinical or Externship sites. Absences due to such a determination will be recorded and will count towards the student’s attendance record.

### **Clinical Rotations in Pre-Licensure Nursing Programs**

Clinical rotations occur throughout the program while the didactic portion is being taught. Specific assignments & locations are provided to students prior to the rotations beginning. Length of shifts & sites of clinical rotations vary and include applicable meal breaks; there are required morning,

afternoon, evening, & weekend clinical experiences that may change with limited notice. Students are responsible to have dependable transportation to meet the demands of clinical rotations. Please refer to the nursing handbook & program calendars provided on the first day of class for specific guidelines. Please note that clinical assignments are based on educational criteria, not carpooling or other considerations; it is the student's responsibility to have reliable transportation to attend all clinical assignments.

### **Practical Nursing (PN) Program**

Class attendance is critical to student academic success. Attendance is an important aspect of professionalism and is essential to mastering the theory and skills required to achieve competency as a licensed nurse. Good attendance is defined as completing graded activities in an asynchronous learning environment and as being physically present and mentally alert during lecture, group activities, skills practice, simulation, and clinical experience. Arriving late or leaving early on a regular basis can result in attendance difficulties, and excessive absenteeism can be grounds for dismissal from the program.

The Practical Nursing (PN) Program consists of three (3) Semester, and students are required to make up any and all clinical absences in their current semester before starting the next semester. Due to the complexities involved in scheduling off-campus clinical instruction, the College cannot guarantee a student's ability to make up such "clinical absences". There are no excused absences in the program.

### **Online Asynchronous Education in the PN Program (Does not apply to live/synchronous online education)**

Students beginning a program for the first time by taking a single online course will have their program enrollment cancelled or be withdrawn if they do not participate via Substantial Interaction in that particular course within the first 7 calendar days after the program or course start date.

Students beginning a diploma or degree program for the first time by taking multiple online courses, and who successfully participate via Substantial Interaction in some courses but fail to participate in others within the first 7 calendar days after the program or course start date, shall be withdrawn from those courses in which they failed to participate while remaining enrolled in those courses in which they successfully participated. Note that this could lead to a change in financial aid due to reduced credit load.

Absence in online asynchronous courses is defined as not completing graded assignments. If for any reason a student has a personal circumstance that will likely limit online participation, they must notify the Instructor and the Associate Dean/Program Director of Online Academics or the PN Program Director to discuss their options.

A student taking an online asynchronous course or a blended course (online and on ground) who fails to significantly participate in courses, as evidenced by online assignment completion and on ground course attendance during the first seven (7) calendar days of the program will be canceled from the course.

### **Residential (On Ground) Attendance Policy**

### Classroom Attendance

Students are expected to attend all scheduled on-campus classroom sessions. There are no excused absences in the program and missed work must be made up. Students must notify the instructor in advance of an anticipated or unanticipated absence. Students enrolled in the PN program who do not attend at least 80% of the scheduled synchronous (on ground) lecture hours will not pass the course and must retake the course regardless of the grade received.

### Clinical Experiences (Direct Patient Care)

Students attending clinical courses must meet the required hours as defined by the curriculum. Students must notify the instructor in advance of an anticipated or unanticipated absence. Required clinical hours must be made up prior to the end of the course or, if there is a semester break, within one week of the course end date provided that clinical spots are available. Students missing more than one (1) scheduled clinical experience within the same course may not pass the course and may be withdrawn from the program. If a student is absent, all course objectives and course hours must be completed.

### Laboratory Attendance

Students are expected to attend all scheduled on-campus classroom sessions. There are no excused absences in the program and missed work must be made up. Students must notify the instructor in advance of an anticipated absence. Students must notify the instructor in advance of an anticipated or unanticipated absence. Students enrolled in the PN program missing more than one (1) scheduled synchronized laboratory may not pass the course and must retake the course regardless of the grade received. If a student is absent, all course objectives and course hours must be completed.

### Simulation Attendance

Students are expected to attend all scheduled on-campus simulation sessions. There are no excused absences in the program and missed work must be made up. Students must notify the instructor in advance of an anticipated or unanticipated absence. Students enrolled in the PN program missing more than one (1) scheduled synchronized (on ground) simulation experience may not pass the course and must retake the course regardless of the grade received.

### Late Arrivals

Students who arrive late or leave early from an on-campus theory, direct patient care clinical, laboratory, or simulation experience will be marked absent for the time missed and will be required to complete make-up. If a student is late, all course objectives and course hours must be completed. Late Arrival: Student will be allowed one 10-minute grace period for on-campus theory, direct patient care clinical, laboratory, or simulation courses per 8-week session.

### Overall Attendance Summary

*On Campus Theory:* Maximum of 20% per 8-week course session

*Clinical:* No more than 1 absence per 8-week course session

*Simulation:* No more than 1 absence per 8-week course session

*Laboratory (Skills):* No more than 1 absence per 8-week course session

*Note:* Absences due to extenuating or emergency situations will be reviewed by the Program Director. The Program Director can determine whether an exception is warranted

### **Online Asynchronous Education** (Does not apply to live/synchronous online education)

Students beginning a program for the first time by taking a single online course will have their program enrollment cancelled or be withdrawn if they do not participate via Substantial Interaction in that particular course within the first 7 calendar days after the program or course start date.

Students beginning a diploma or degree program for the first time by taking multiple online courses, and who successfully participate via Substantial Interaction in some courses but fail to participate in others within the first 7 calendar days after the program or course start date, shall be withdrawn from those courses in which they failed to participate while remaining enrolled in those courses in which they successfully participated. Note that this could lead to a change in financial aid due to reduced credit load.

Absence in online asynchronous courses is defined as a lack of participation via Substantial Interaction, which includes uploading required assignments and engaging in the various online functions required for each course. This is in addition to completing any assignments by the assigned due date. If for any reason a student has a personal circumstance that will likely limit online participation, they must notify the Instructor and the Associate Dean/Program Director of Online Academics to discuss their options.

Attendance is captured for students attending asynchronous online courses by completing at least one course related activity within the online learning management system. Such interactions include:

- Submissions to an assignment, quiz or exam
- Substantial participation (posts or replies) in an introduction or discussion post within the course
- A submission to an assignment of either the “online” or “external tool” submission type. Submissions of the “external tool” type must have the external tool pass back submission for students via the LTI standard to be considered a qualifying attendance event. Examples of external tool types: MindTap, Connect, ALEKS

### **Allied Health Diploma Programs**

Termination will result when a student’s total time absent from the program becomes more than 20% of the expected program length. In other words, termination from the program will occur when a student is unable to attend at least 80% of the expected program length.

## **ACADEMICS: GRADING**

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### **Grading**

Faculty post grades within 72 business hours of receiving assignments (24 business hours is preferred).

Final grades for courses are provided to the Program Director within 3 working days after their completion. The Program Director will ensure that grades are posted in a timely manner.

## Student Individual Conference

Students may request individual conference times with faculty members to review exams/assignments and receive feedback and referrals. Conferences should be scheduled within one week of the exam or assignment. All conferences must be scheduled prior to the end of the course. All faculty will have posted office hours and may be available by appointment.

## Remediation

Please see program-specific remediation policies provided by Faculty after the start of a program

## Course Completion / Incomplete Grades

An Incomplete (I) grade is only intended to be used as an interim course mark. A grade of "I" signifies that not all of the required coursework was completed to allow for a final grade to be determined at the end of a course. An Incomplete (I) grade may be assigned in situations where a student is in good academic standing, completed at least 75% of the course requirements, but has a permissible reason for not completing all requirements prior to grade reporting time. Students who have been granted an Incomplete (I) grade will have seven (7) calendar days from the last day of the course to complete all required coursework. If the student does not submit the required course work within the allotted time, the final course grade will be reverted from an "I" grade to the "F" grade. An Incomplete (I) grade may also be assigned in situations where a student has failed his/her exit exam. Students will be given twelve (12) weeks from the last day of the Professional Development course to remediate and retake the exit exam.

## Make Up Work

A student is responsible for all work assigned and missed during an absence, and it is the responsibility of the student to contact the faculty member for any available make-up work; in periods of extended absence contact should be attempted prior to the missed classes. A student anticipating an absence, for any reason, should notify the appropriate academic administrator to ensure they are eligible for make-up work. For the nursing programs there are additional criteria, please see the nursing student handbook for further details.

### • Allied Health Diploma Programs:

- **Theory:** Make-Up Policy – A student is permitted to attempt only one (1) make-up exam per course. Make-up attempts are only allowed for extenuating circumstances and are only applicable for unit theory exams. The final exam is not part of this policy. It is the responsibility of the student to communicate a request for a make-up exam. Requests should be made in writing via email directly to the course instructor.
- **Lab:** Make-up Policy: A student is permitted to attempt only one (1) make-up day per course. Makeup attempts are only allowed for extenuating circumstances. Students are only eligible for one make-up lab day per course if they notify the instructor of their absence. A student who does not call, email or text is ineligible for a make-up lab. The instructor sets the make-up lab day. Covid is treated like any other illness.
- **Late:** Assignments may be submitted up to three days after the initial due date. Any assignment submitted late is subject to a 10% per day late penalty. The discussion assignments and week 4 assignments are not included in this policy. Once the module ends, no extensions

will be allowed.

**Standard grading scale applies to all courses/modules except as noted in the program specific grade scales listed below:**

Grades are earned in each course and recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific course objectives. At the beginning of a course, the instructor provides students with a syllabus detailing these objectives and the basis upon which grades are determined. Refer to program pages for additional requirements and information. Students who fail a course may continue if they make satisfactory progress towards graduation.

The grade given in a course is the instructor's evaluation of the student's performance, achievement, competency, and understanding in the subject as covered in class.

Letter grades are assigned as follows:

- **AS Physical Therapist Assistant**

- Required minimum passing grade: 75%

- **BS Nursing**

- Required minimum passing grade for General Education: 75%
- Required minimum passing grade for Nursing Core: 77%

- **Practical Nursing Diploma Program**

- Required minimum passing grade: 75%

<b>Letter Grade</b>	<b>Percentages</b>	<b>Grade Point</b>
A	94-100	4.00
A-	90-93.99	3.70
B+	87-89.99	3.50
B	84-86.99	3.30
B-	80-83.99	3.00
C+	77-79.99	2.50
C	75-76.99	2.30
C-	70-74.99	2.00
D+	67-69.99	1.50
D	64-66.99	1.00
D-	60-63.99	0.70

Letter Grade	Percentages	Grade Point
F	0-59.99	0.00

### Medical Assisting Program

Courses contain various scoring parameters such as professional development, class participation (e.g. oral Q&A sessions and projects), skills demonstrations, quizzes, and exams. The maximum possible score in each category may differ based on the program or course. At the completion of a course or program the total score earned by a student is divided by the maximum possible score to arrive at the percentage received by that student. This percentage is converted to a letter grade using the scale below:

PERCENTAGES	GRADE	GRADE POINTS
90% & Above	A	4.0
80% - 89.99%	B	3.0
70% - 79.99%	C	2.0
69.99% or below	F	0
Pass	P	*
Non-Pass	NP	*
Withdrawal	W	*

At the end of each course, students receive a cumulative grade point average (CGPA) which is the average of the grades for all courses completed in the program. The equivalent grade points from the grading table above are used to calculate the CGPA. For example, if a student completes 3 courses with grades of A, A, and C, the CGPA is calculated as follows:  $CGPA = (4.0 + 4.0 + 2.0) / 3 = 10/3 = 3.33$

Students who are unable to meet classroom requirements with a minimum average grade of 70% (C) or who receive an unsatisfactory performance evaluation in clinical will fail the course & may consequently be withdrawn from the program.

Late work may be accepted when the student makes previous, acceptable arrangements with the instructor. Late assignment submission must be graded by the Instructor & will be penalized 10% for every day that last assignment is not turned in.

**Note:** \*\*\* Not computed in GPA

**W** (Withdrawal) is given when a student attends more than 0% and up to 60% of the course. A “W” counts toward credits attempted but does not impact GPA. When a student is withdrawn after 60% of course completion, the student will be awarded the earned letter grade based on work complete. The awarded grade will count toward credits attempted and does impact GPA.



If a student requests and is approved for a LOA to commence during a course or module, the student will receive a “W” grade for that course or module regardless of the percentage of work completed in that course or module. The “W” grade will not be included in credits earned but will be included in credits attempted. Additionally, the “W” grade will not be included in the student’s cumulative GPA but will be included in the student’s Pace of Completion calculation. Courses for which a student receives a grade of “W” due to an approved LOA will not count toward the school’s course retake limit.

**TC** (Transfer Credit) is an indication of a transfer credit allowance. A **TC** grade has no effect on the GPA but is calculated in the rate of progress (ROP) as both completed and attempted hours.

**NS** (Not Submitted) is indicated when a grade has not been submitted by the instructor. The indication of **NS** has no effect on the GPA. The College does not award incomplete grades. If a student fails to complete a required segment of a course by the end of the term due to an emergency or mitigating circumstance and believes that with additional time she/he could reasonably pass the course, the student should approach his/her instructor and request the grade of NS (Not Submitted). The decision to grant this request is at the discretion of the Academic Dean/Program Director.

When the grade NS is granted, both the student and instructor must agree on provisions for the makeup work. The grade NS cannot extend beyond three weeks following the end of a quarter course or nine weeks following the end of a semester course, except for externship/internship courses. When the work is completed in a satisfactory manner, the instructor will fill out the Official Grade Change Authorization form and the NS grade will be changed to the grade earned. Failure to complete the work will result in failure of the class, at which time the NS will be changed to an F. The F grade will be computed in the GPA.

**AC** (Audit Course) indicates the student has taken a course for non-graded credit. **AC** is not included in the CGPA.

**RW** (Retake Withdrawal) is given when documented extenuating circumstances cause a student to withdraw family member, death of immediate family member, or active military duty. The student must appeal for this grade. An **RW** has no effect on GPA.

**R** (Repeat Course) indicates the student has repeated a course for graded credit. An **R** has no effect on the GPA (refer to Repeat Policy).

**P** (Pass) is not included in the GPA.

**NP** (Non-Pass) is not included in the GPA.

### **Grade Rounding**

The college does not round grades to the nearest decimal point.

### **Grade Changes**

Once recorded by the Registrar’s office, no final grade may be changed except to correct the permanent record when an error has been made or as the result of an appeal. When such corrections need to be made, an Official Grade Change Authorization form must be completed and sent to the Registrar’s office. Students may appeal a final grade prior to the end of the subsequent term. Appeals

procedures are outlined in this catalog.

## Grade Point Average

A student's term and cumulative grade point averages (GPA) are computed on residence courses taken at the College. The GPA is computed by dividing the weighted cumulative total residence grade points accumulated by the total number of credit hours attempted in residence (see Grading System—all grades are calculated into the GPA except grades with a grade value of \*\*\*).

## Repeating Courses

Previous grade(s) from the same courses will not be dropped but will show on the transcripts as a part of the student's permanent record marked with an "R." Failing grades will not be calculated into the GPA once the class has been successfully completed.

Students will be charged according to the current cost in the tuition section of the catalog. Repeat courses may be eligible for Title IV funding if the student is required to repeat the course for graded credit. Students who wish to repeat a course to improve a passing grade may be able to utilize Title IV funds the first time a course is repeated. For Title IV purposes, pass means any grade higher than an "F."\*

Students should contact Financial Services to determine the financial aid eligibility of a repeated course.

Courses for which a student receives a grade of "W" due to an approved LOA will not count toward the school's course retake limit.

\*This policy does not apply to the Medical Assisting program, for which tuition is not charged for repeating failed courses.

## LATE WORK POLICY

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### LATE SUBMISSIONS, QUIZZES AND EXAMS

In our commitment to fostering a supportive and inclusive learning environment, Unitek Learning institutions recognize that students may encounter unforeseen challenges that impact their ability to meet deadlines. We uphold the principle of accountability while also promoting empathy and understanding. Our late work policy is designed to provide flexibility and clarity, ensuring that all students have equitable opportunities to demonstrate their knowledge and skills.

### Treatment of Late Assignments

#### General Guidelines

##### Point Deductions:

- 5% will be deducted per day for a late submission of an assignment or quiz for up to three (3) days, during which the ability to complete the assignment or quiz will remain open.

- After three (3) days, late assignments and quizzes will receive a zero. Students are still encouraged to complete the work for knowledge.
- No assignments or quizzes will be accepted after the end of a course.
- Make-up exams must be approved by the campus Dean or Program Director. All make-up exams must be completed within seven (7) days of the missed exam. Failure to make up the work within this time will result in a zero.

### **Documented Extenuating Circumstance**

- If approved by the Instructor, Dean or Program Director, students may submit late work without penalty up to seven (7) days after the due date.
- **Documentation supporting the circumstance must be provided.** Examples of documented extenuating circumstances include but are not limited to:
  - **Medical Emergencies:** Serious illness or injury affecting the student or an immediate family member.
  - **Mental Health Issues:** Significant mental health crises requiring immediate attention.
  - **Natural Disasters:** Events such as floods, hurricanes, or wildfires that disrupt living conditions or access to resources.
  - **Family Emergencies:** Death or serious illness in the family, or other significant family crises.
  - **Military Deployment:** Unexpected military obligations or active-duty requirements.
  - **Jury Duty:** Mandated service that conflicts with assignment deadlines.
- Lack of internet or reliable computer(s) are not considered extenuating circumstances as this is a requirement of all students upon enrollment.
- If a student experiences technological issues accessing, submitting an assignment, taking or submitting a Quiz or Examination, the student **must** notify the CANVAS helpdesk and get a ticket number at [coursesupport@unitek.com](mailto:coursesupport@unitek.com). Emailing course faculty does not serve as obtaining CANVAS technical support and getting a ticket number. No Assignment, Exam or Quiz will be reset without a thorough review of the case.

### **Specific Assignments**

- **Discussion Posts:** Late discussion posts will not be accepted after the due date. Students should plan accordingly and participate early and often.
- **For Medical Assisting Diploma students:** Only one (1) lab day per module can be made up if prior arrangements have been approved by instructor.

### **Final Notes**

- All late work policies are enforced consistently across all programs, students and sections.
- This combined policy for all courses and programs aims to create a balanced approach that supports students while maintaining academic integrity and standards.

### **RESUBMISSION POLICY: GENERAL EDUCATION**

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Unitek Learning is committed to helping every student achieve their educational goals. We work to

provide a positive and engaging learning environment that considers the need for additional opportunities to master new skills.

This policy allows students to resubmit any general education course assignment after receiving tutoring services and making substantial improvements to the assignment based on the tutoring services received (except for assignments due the last week of class). The process must be student-driven and must fall within the stated timelines.

Remediation services must fall under the approved categories and must be documented so that the instructor is able to see details about the type of services received. Additionally, students must submit the proof of remediation services with the revised assignment in the Canvas Learning Management System. This policy only applies to general education courses as identified in the college catalog for the student's program of study.

### **Procedures and Responsible Parties**

The following student and instructor responsibilities detail the specific actions that must be taken to support this policy.

#### **Student Responsibilities**

- The student is responsible for initiating the request for resubmission.
- Once a grade has been posted for an assignment (not including quizzes, exams, or discussions) a student will have 5 days to do the following:
  - Obtain remediation related to the assignment, topic, or instructor feedback.
  - Revise the assignment based on the remediation received (revisions must be substantial enough to be evident to the instructor).
  - Submit proof that remediation was conducted or completed within the allotted timeframe along with the revised assignment to the Canvas LMS.
- Remediation may include the following:
  - Brainfuse tutoring or writing lab services.
  - Unitek Learning writing lab services.
  - Unitek Learning math lab services.
  - Tutoring from a faculty member who teaches the subject within the Unitek Learning family of colleges.
- Proof of remediation may include the following:
  - Direct instruction from the faculty member teaching the class with notes added into the Canvas gradebook.
  - Email receipt(s) from the Unitek Learning writing lab or math lab with a summary of the tutoring services provided and amount of time spent in tutoring.
  - Downloaded receipt(s) documenting participation in Brainfuse tutoring or writing lab services.
- **No assignment resubmissions will be accepted past the final day of the course.**

#### **Instructor Responsibilities**

1. The instructor will regrade the student's resubmission within 7 days of when it was received,

except at the end of the course, which requires regrading before final grades are due.

1. Any assignments that must be regraded before final grades are due at the end of the course will be returned to students before final grades are due.
2. Instructors are not required to accept any resubmissions past the final course deadline for all assignments.
2. Offer to provide tutoring services to the student or offer additional opportunities for tutoring including the Unitek Learning writing lab, math lab, or Brainfuse tutoring services.
3. Collect proof of the tutoring services received along with the resubmitted assignment.
4. Note: there is no additional deduction on the assignment; the purpose of the policy is to partner with students on their success and improvements throughout the course of their studies.

## **Definitions**

Remediation is defined as any one or more of the following. Anything that falls outside of the list below will not be accepted.

- Brainfuse tutoring or writing lab services.
- Unitek Learning writing lab services.
- Unitek Learning math lab services.
- Tutoring from a faculty member who teaches the subject within the Unitek Learning family of colleges.

Proof of remediation is defined as any one or more of the following. Anything that falls outside of the list below will not be accepted.

- Direct instruction from the faculty member teaching the class with notes added into the Canvas gradebook.
- Email receipt(s) from the Unitek Learning writing lab or math lab with a summary of the tutoring services provided and amount of time spent in tutoring.
- Downloaded receipt(s) documenting participation in Brainfuse tutoring or writing lab services.

General Education Courses are defined as those specifically identified as general education for the program of study within the college catalog.

## **EXTERNSHIPS & CLINICAL TRAINING**

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Externships/practicums/clinical experiences may be scheduled to meet any day, Monday through Sunday based upon site assignment. Externships and practicums are typically only scheduled during the day. Evening and/or weekend externs/practicums are not typically available or scheduled. Externships/practicums/clinicals are scheduled to meet on at least a weekly basis, has an assigned instructor, and is directly supervised by the College.

Arrangements for externships/practicums/clinicals may also be made such that the student will be required to commute in excess of three (3) hours each way. In extreme circumstances, the student may be required to commute up to five (5) hours each way. The College is not responsible for housing costs, transportation costs, such as gas, mileage, meals, and/or other fees that might be associated with the student completing the required externship/practicum/clinical. Because they are

developed and scheduled as part of the academic program, externships/practicums/clinical are arranged and scheduled by the college. Students are expected to attend as scheduled by the college or assigned site. Any questions should be directed to the Program Director, Director of Clinical Education, or Dean of Nursing.

If a student is dropped from externship/practicum/clinical for unprofessional conduct, the student may be dismissed from the College. In some cases, students may be removed from sites and, if available, placed at a second externship/practicum/clinical. Any previously completed externship/practicum/clinical contact hours may need to be repeated at the new site. A retake fee may be charged for failing the first externship/practicum/clinical site.

### **Healthcare Insurance**

- Students are responsible for their own health and medical expenses. It is required that each student carry health insurance and provide evidence a minimum of six (6) to eight (8) weeks prior to the first clinical course. Students must upload the front and back of the health insurance card into the College-designated clinical compliance portal.
- Students who do not currently have health insurance may obtain information about free or low-cost health care from the Student Wellness Coach by contacting the Student Services Department. If a student is injured during a clinical experience, the student must immediately inform the clinical instructor and complete the appropriate agency incident report and the College Incident Report. Neither the clinical facility nor the College is financially responsible for care provided to a student who becomes ill or injured during clinical experiences.
- Students who do not have health insurance may not be able to attend clinical experiences when the clinical site requires proof of insurance as entry into that clinical affiliation site.

### **Professional Liability Insurance**

While students are participating in assigned clinical experiences, students are covered related to liability in patient care under the College's General Liability Policy. Students are covered only in assigned clinical activities. The fee for this insurance is included in the cost of tuition and provided by the College, which provides a student blanket policy with a major insurance carrier. The policy does not cover students who are injured at the facility. Students may opt to obtain additional liability insurance at their own expense.

## **ACADEMICS: HONORS PROGRAM**

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The College supports academic achievement and is pleased to recognize students whose performance merits such attention. Honors are bestowed as recognition of outstanding academic/attendance achievement. Program Honor status (Cum Laude, Magna Cum Laude, Summa Cum Laude) are automatically added to the official student transcript. In some instances, a student will receive a certificate, Honor cord, and/or stole.

### **Definitions**

- **Cumulative Grade Point Average:** a calculated non-weighted value assigned to all summative assessments encompassing all courses attempted by a student within an academic program.
- **Discipline Related Absence:** an absence from a class that is related to a documented Code of Conduct violation.
- **Evaluation Period:** a period of time used to evaluate eligibility to earn an Honor award.
- **Grade Point Average:** a calculated non-weighted value assigned to all summative assessments at the end of a module or semester.
- **Honor Board:** A visible location on campus where the names of Honor recipients are posted.
- **Perfect Attendance:** zero (0) minutes absent from a course.
- **Term:** the period of time between the first day of a module/semester and the last day of a module/semester.

### Valedictorian and Salutatorian

This award designation is for graduates who attend the graduation ceremony and satisfy the ranking criteria. Only students confirmed to attend the graduation ceremony are evaluated for this award.

Ranking Criteria:

1. GPA: highest earning CGPA (*documented in CampusVue*)
2. Attendance: least amount of absences (*minutes*)
3. Exit Exam Scores (*applied to programs that use an Exit Test*)

Graduates with the same outcomes on all evaluated criteria will require the recommendation of the Faculty to distinguish between the Valedictorian and Salutatorian.

### Semester/Module Academic Honor Award

This award designation is for students who earn at least a 3.5 grade point average (GPA) on coursework within a single semester/module. The names of award recipients are posted to the campus Honor board after all course requirements are met and a final course grade is entered to CampusVue. A physical award may be provided by the Campus Team. Courses with a Pass/Fail grade are not considered.

Final Course Grade Criteria and Award Naming Convention:

- *Dean's List with Distinction:* GPA of 95% – 100%
- *Dean's List:* GPA of 90% – 94.99%

### Perfect Attendance

For students who attend 100% of all courses spanning two consecutive terms (semesters or modules). Discipline related absences from a course, including a withdrawal (of any nature) disqualifies a student from eligibility.

### Program Honors

This award designation is conferred at the time of program completion, after all program



requirements are met and the student status changes to 'Graduate' in CampusVue. An Honors designation is added to the official transcript. A physical award may be presented during a graduation ceremony. Students who have not graduated but are permitted to attend the graduation ceremony are not eligible to receive a Program Honor award. The 'Graduate' status is required for this honor.

Naming Conventions:

- Summa Cum Laude: awarded to a graduate for earning a cumulative GPA of 4.0 or higher
- Magna Cum Laude: awarded to a graduate for earning a cumulative GPA of 3.700-3.999
- Cum Laude: awarded to a graduate for earning a cumulative GPA of 3.500-3.699

As part of the Honors program, the College may post a student's name on the campus Honors Board in a visible showcase, on campus, within five days of a term end date. If you wish to withhold your name from the list, please notify your program director in writing. Additionally, the campus may announce your award status as either Summa Cum Laude, Magna Cum Laude, or Cum Laude in the printed graduation program or during the graduation ceremony. Again, if you wish to be excluded from the Honors program, please notify your program director in writing.

## **MEDICATION MATH EXAM POLICY**

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The medication math exam policy is in place to ensure that students are receiving the proper instruction and meeting the competency of dosage calculations and safe medication administration practices before administering medications in the clinical setting. Additionally, this policy will help faculty and students understand the expectations for medication math assessment across the curriculum.

### **Medication Math Exam Requirements**

The following requirements will ensure that students are knowledgeable about medication administration and are able to safely participate in a variety of clinical experiences throughout the program:

- Students are required to take at least one medication math exam as defined within the course syllabi.
- Students must pass the medication math exams before they will be permitted to attend clinical experiences.
- The practice assessment is required prior to taking the first medication math exam in class.
- Remediation is required before students will be able to sit for a second or third attempt or the proctored exams.
- Students will have 3 attempts to pass the med math exams at a 90% achievement level. If they do not pass within the 3 attempts, then **students will fail the class.**

### **Medication Math Exam Format**

The medication math exams from ATI will be used throughout the curriculum. Students will take certain subject areas alignment within the curriculum.

Each ATI assessment includes 35 items, but only 25 of those items are graded (10 items are used for



research and development and do not count towards the final score). Students must successfully answer 23 out of the 25 scored items in order to pass the medication math exam at the 90% achievement level that is required.

Students must take the practice assessment prior to taking the proctored assessment. The practice assessment may be taken online or may be proctored depending on the structure of the class.

Assessments will be offered with in the following timeframes:

- Practice assessment available on day 1
- Proctored assessment first attempt offered within the first week of class
- Second attempt offered between 1-5 days after the first unsuccessful attempt (remediation required to sit for the second attempt)
- Third attempt offered between 1-5 days after the second unsuccessful attempt (remediation required to sit for the third attempt)
- All three attempts must be completed by 2 weeks after the course start date (except in semester 1).
- Students will receive scrap paper or a white board (depending on campus discretion) while completing the exam in the proctored setting and must show the work associated with each problem (when applicable) during the assessment.

Students who pass the assessment with a 90% or greater on the first attempt will not be permitted to sit for retakes. Retakes will be scheduled outside of regular class time.

### **Remediation Requirements**

Remediation is required after each proctored assessment for all students who do not achieve the required 90% to pass the medication math exam.

Remediation may include one or more of the following options:

1. Direct instruction from the faculty member teaching the class with email confirmation of content reviewed during tutoring session and/or notes added into the Canvas gradebook.
2. Tutoring session with NCLEX faculty coach with email confirmation of content reviewed during tutoring session.
3. Brainfuse tutoring session with email receipt uploaded as proof of completion.
4. Completion of at least one of the ATI dosage calculation modules associated with the test assigned to that module. The module post-test must be completed. The individual report with time spent and post-test scores serves as proof of remediation.

### **Scoring**

The medication math exams will not be counted toward the overall course grade for the lab/clinical courses in which they are assigned, but they are required to pass the class.

Students will be graded based achieved of the required 90% benchmark:

- Passed with 90% or greater on the first attempt = Pass
- Passed with 90% or greater on the second attempt = Pass

- Passed with 90% or greater on the third attempt = Pass
- Did not pass with 90% or greater on any of the three allotted attempts = Class Failure

## **DISMISSAL, WITHDRAWAL & READMISSION**

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### **Academic Dismissal**

Students who have been readmitted following suspension who fail to bring their CGPA and/or ROP into the acceptable range by the end of the first academic term after readmittance or are unable to successfully continue according to an approved academic plan, will be dismissed from the College. Students who have been dismissed are not eligible for readmittance into the program from which they were dismissed unless they successfully complete a period of non-regular status as set forth below.

### **Non-regular Status**

Students who have been dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as a non-regular status under the following conditions:

- The student is allowed to continue in a non-regular status for a period not greater than 30% of the normal program length.
- The student is not eligible for student financial aid.
- Time in non-regular status is counted toward the maximum time frame.
- The student is obligated to pay tuition, according to the established tuition schedule, for any courses in which the student is enrolled.
- While a student is on non-regular status, he/she is to be working toward coming into compliance with the standards of satisfactory academic progress. If, by the end of the maximum period allowed on non-regular status, the student has improved his/her academic standing to the FAW range, she/he will be readmitted on a FAW status. If, by the end of the maximum period allowed on non-regular status, the student has not improved his/her academic standing to the FAW range, she/he will be dismissed.

Students in non-regular status who have been dismissed because they attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program will never be eligible for readmittance to regular status in the program from which they were dismissed but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. These students are not eligible for graduation and cannot receive degrees from their programs but can receive a certificate for the credits they successfully complete.

### **Withdrawal**

Students are admitted under the premise that they will remain enrolled until the end of the term unless unforeseen circumstances necessitate withdrawal from the College. Should a student need to withdraw, she/he must contact the Registrar's office to complete the necessary paperwork.

Students withdrawn from a course after attending more than 0% and up to 60% of the course will receive a "W" grade. A "W" counts toward credits attempted but does not impact GPA. When a

student is withdrawn after 60% of course completion, the student will be awarded the earned letter grade based on work complete. The awarded grade will count toward credits attempted and does impact GPA. Students may be withdrawn from the College for violations of College policy, including Student Conduct, Attendance and Non-payment.

Official withdrawal occurs when a student notifies the Registrar’s office of intent to discontinue enrollment or is dismissed. All other withdrawals are considered unofficial. In all instances, the refund is based on and computed from the last day of attendance and is not a condition of official or unofficial withdrawal notification. For this purpose, the last week of attendance shall be deemed to be the week in which the last date of attendance occurs, regardless of whether the withdrawal is official or unofficial, and regardless of any notice of withdrawal.

### Medical Assisting Program

Students who withdraw from a course or program will have the status of “Withdrawal” (W) recorded on their transcript. Students who withdraw after the Last Date to Withdraw will receive a Letter Grade. If a student completes 75% or more of the course upon withdrawal, their grade is an “F”. If a student completes less than 75% of the course upon withdrawal, their grade for the incomplete course will be a “W”. Upon withdrawal, students will be Unregistered from any courses for which they had been registered but not yet attended. Withdrawal status remains on a student’s transcript. Students contemplating withdrawing from a course are cautioned that:

- Time spent enrolled in class up to the withdrawal counts towards the maximum program completion time;
- They may have to wait for the appropriate course to be offered again;
- They must repeat the entire course from which they withdraw to receive a final
- Financial aid and/or tuition costs may be affected

Students who withdraw while registered in a set of Paired Courses (e.g. MA110ASYNC & MA110LAB in the Medical Assisting program) will receive the following results:

<b>Paired Course 1 Attendance</b>	<b>Paired Course 2 Attendance</b>	<b>Outcome Upon Withdrawal</b>
75% or more	>0%	“F” for both courses
>0% & <75%	>0% & <75%	“W” for both courses
None (0%)	>0% & <75%	Unregistered for Course 1, “W” for Course 2
None (0%)	75% or more	Unregistered for Course 1, “F” for Course 2

If a student chooses not to complete a scheduled course after the add/drop period (see Add/Drop Period), she/he must withdraw from the course through the Registrar’s office. A student cannot withdraw from a five-week course after the fourth week of the course; or from a ten-week course after the eighth week of the course; or from a 7.5 week course after the sixth week of the course; or from a

15-week course after the twelfth week of the course. Students should be aware that withdrawal from any course could adversely affect their rate of progress (ROP) and their financial standing.

## Re-Entry

Students who have been terminated or have voluntarily withdrawn may apply for re-entry by contacting the campus or by going to our website and completing the student re-entry form:

- <https://app.smartsheet.com/b/form/8f7fb252b66c4d3ebdb253ca73d489b3>

Students who previously attended Eagle Gate College or Provo College and are petitioning to re-enter are considered re-entering students. Re-entering students must apply for reinstatement through the Academic offices and meet all current requirements for admission. Students seeking to re-enter more than 12 months after their most recent withdrawal date from Eagle Gate or Provo College must contact the Admissions department to complete new enrollment paperwork. Students who re-enter may be required to enter a new version of their previous program (if applicable) or retake some of their courses. Nursing students who have been out of school for more than twelve (12) months will be required to retake any nursing courses with clinical or lab components. Non-nursing students who have been out of school for more than six (6) months may also be required to retake any courses with clinical or lab components. Students with an outstanding account balance may be required to pay that balance prior to re-entry. Students re-entering after 180 days must sign a new Enrollment Agreement (EA) and will be held to the terms, policies, and fees of the new EA which may differ from the EA previously signed.

## Ranking System for Reentry to Externship

The College utilizes a ranking system when evaluating students' reentry to externship. The purpose of this ranking system is to evaluate and determine students' eligibility for reentry into an externship program based on their academic performance, attendance, and conduct. The system applies to students who have previously dropped or withdrawn from an externship course. The Program Director is responsible for evaluating student records and assigning a reentry rank.

Once a rank is assigned, returning students are given a return date based on the rank and placed in a queue according to the established date sequence. The ranking criteria include specific requirements for academic GPA, attendance, satisfactory academic progress, and adherence to the code of conduct. Students meeting the criteria for Rank 1 are enrolled in the next available externship start date, while those meeting the criteria for Rank 2 and Rank 3 are placed on hold until all pending externs and higher-ranking returning students are assigned.

Students failing to meet the criteria for any rank, including those with a low academic GPA, performance issues, failed background checks, unsatisfactory academic progress, or code of conduct violations, are denied reentry. The code of conduct encompasses various factors such as attendance, punctuality, communication skills, ability to follow instructions, performance evaluations, and adherence to the externship site's policies and procedures.

## Refresher Courses

An Eagle Gate College or Provo College graduate can return and audit course offerings from the College. Eligible courses must be in the program from which the student graduated and are limited to the programs and courses currently being offered. The graduate must be in good standing with the

Business Office. No tuition will be charged; however, there will be a \$50 fee for each class or partial class. The graduate will need to purchase textbooks used in the courses. The graduate is required to adhere to current school policies governing attendance and dress. No credit will be given for these courses, nor will they appear on any grade report or transcript.

### **Termination Based on Failed Courses (non-Nursing Programs)**

For diploma programs, students will be terminated (dismissed) if they accumulate the number of course failures indicated for each program below. For degree programs, termination (dismissal) will occur based on either the total number of course failures or based on any number of failures which account for 25% or more of the program’s total credits. The table below provides the credit and course failure thresholds for each program.

<b>Diploma Programs</b>	<b>Total Program Credits</b>	<b>Course Fails Resulting in Termination</b>	<b>Same-Course Fails Resulting in Termination</b>
Medical Assisting (MA)	28	3	2
<b>Degree Programs</b>			
	<b>Total Program Credits</b>	<b>25% of Total Credits</b>	<b>Same-Course Fails Resulting in Termination</b>
Physical Therapist Assistant (AS) at Provo College	76	19.0	2

### **ACADEMICS: SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the College throughout the academic year.

**Academic Year:** The academic year at the College consists of three quarters of at least 10 weeks each or two semesters of at least 16 weeks each. For Title IV payments the student must comply with all standards for satisfactory academic progress before they can receive further Title IV payments. All periods of enrollment count toward SAP, including when a student has not received Title IV aid. There are no variances in SAP processes or procedures by academic term.

Satisfactory academic progress is measured using maximum timeframe, the student’s rate of progress (ROP) toward completion of the academic program (quantitative measure) and cumulative grade point average (CGPA) standards (qualitative measure). These standards are outlined below and are considered minimum requirements.

**SAP Processes:** College staff monitors SAP at the end of each academic term.

**SAP Standards:** The College requires students to maintain satisfactory academic progress (SAP) to continue to matriculate at the College and to continue to be eligible to participate in the federal government’s Title IV financial aid programs. All students must comply with the following standards:

**For Medical Assisting:** SAP is evaluated at the end of the 5th module and upon graduation. SAP is also

reviewed for academic progress advising at the end of the 3rd module & prior to externship.

### **Maximum Time in Which to Complete**

A student is not allowed more than 1.5 times, or 150%, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150%, the number of credits in their program of study. The maximum time frame for a program of study is calculated by multiplying the total number of credits in a program by 1.5, (e.g.  $120 \times 1.5 = 180$ ).

The student's maximum time for his/her program of study will include the credit hours attempted with respect to each course that the student took at the school and/or at any other Eagle Gate College or Provo College campus when the student: a) was enrolled in that program of study; and b) was enrolled in a different program of study, if the subject matter of that course is substantially the same as any course in his/her current program of study or that course counts toward or satisfies any of the coursework requirements of his/her current program of study (whether program core, general education, or college core). If a student chooses to change his/her program of study or seek an additional degree from the College, similar courses within the student's previous program will be included in calculating satisfactory academic progress.

If a SAP review shows that a student cannot complete the program within 150% of the normal program length, all Title IV aid will stop even if the student has not yet attempted the maximum 150% of the total program credits.

### **Rate of Progress (ROP) Toward Completion Requirements (Quantitative Measure)**

A student must successfully complete at least 67% of the credits attempted to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. Rate of progress (ROP) is calculated as the cumulative number of credits successfully completed divided by the cumulative number of credits attempted for all courses. ROP will be reviewed at the end of each academic term after grades have been posted to determine if the student is progressing satisfactorily. Students not meeting minimum ROP requirements at the completion of the academic term will be placed on Financial Aid Warning (FAW).

### **Cumulative Grade Point Average (CGPA) Requirements (Qualitative Measure)**

Students are required to achieve a cumulative grade point average (CGPA) of at least a 2.0 to be considered making satisfactory academic progress. CGPA will be reviewed after grades have been posted at the end of each academic term to determine if the student meets CGPA requirements. Students not achieving minimum CGPA requirements at the completion of the academic term will be placed on Financial Aid Warning (FAW).

### **Course Incompletes, Withdrawals, Repetitions, Remedial Courses and/or Transfers of Credit**

Course incompletes, withdrawals, repetitions and/or transfers of credit from other institutions affect a student's maximum timeframe, CGPA and/or ROP as follows:

- The College does not award incomplete grades.

- Non-punitive grades have no effect on GPA but are calculated in maximum timeframe and ROP.
- Withdrawals have no effect on the GPA but are calculated in maximum timeframe and ROP.
- Repeated courses have no effect on the GPA but are calculated in maximum timeframe and ROP.
- Transfer credits have no effect on the GPA but are counted in the maximum timeframe and ROP calculations as both completed and attempted hours.
- Pass/Non-Pass grades have no effect on GPA but are calculated in maximum timeframe and ROP.

### **Changing Programs, Earning an Additional Credential**

If students choose to change programs or return to earn an additional credential, previous credits attempted and grades earned will count toward the new program of study regarding rate of progress and GPA.

### **Effect of Grade Change on SAP**

In the event a grade change is submitted outside the normal grade change period, a recalculation of SAP may be performed.

### **Satisfactory Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the college.

Students should read the SAP standards carefully and refer any questions to Academic or Financial Services personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, ROP requirements, maximum completion time restrictions, FAW provisions, suspension and dismissal procedures, appeals procedures, and FAP provisions.

Students on FAW are considered as maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance for one payment period. Students who have been suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or if a student appeal results in readmittance. A student readmitted on FAP is eligible to receive federal financial assistance for one payment period. While on FAP, the student may be required to fulfill a specific academic plan. The student can qualify for federal financial assistance for additional payment periods if the student meets SAP or meets the requirements of the academic plan.

### **Financial Aid Warning and Suspension**

At the end of the academic term, after grades have been posted, each student's CGPA and ROP are reviewed to determine whether the student is meeting the requirements above. Students will be placed on Financial Aid Warning (FAW) when the CGPA and/or the ROP do not meet ROP and/or CGPA requirements. During the period of FAW students are making satisfactory progress for both academic and financial aid eligibility. Students will remain on FAW for one term/semester. Students who have not achieved satisfactory academic progress after one term on FAW will be placed on suspension and withdrawn from school. Students placed on suspension are no longer eligible to receive financial aid. Students may appeal suspension (see Appeals Procedure).



## Readmittance Following Suspension and Financial Aid Probation

Students who have been suspended may apply for readmittance to the College (see Appeals Procedure). Students readmitted at this point are placed on Financial Aid Probation (FAP) and must bring their CGPA and ROP into the acceptable range by the end of the first academic term after being readmitted, or meet the requirements of an approved academic plan, in order to remain eligible for financial aid. If it is mathematically impossible for the student to bring their CGPA and/or ROP into the acceptable range by the end of the first academic term after readmittance or meet the requirements of an approved academic plan, the student will not be readmitted. Students will remain on FAP for one term/semester. Students must participate in academic advising with their Program Director for the duration of their FAP period and meet the requirements of their academic plan. For students who meet the requirements of the academic plan but do not meet the CGPA requirements and/or ROP requirements, these students may have their Probation extended into additional semesters. Students remain on this status until CGPA and ROP requirements are met. Students must participate in academic advising with their Program Director for the duration of their probation period, and while on an academic plan. If, at any time while on probation, the student does not meet the requirements of their approved academic plan, the student will be dismissed from the College.

## LEAVE OF ABSENCE (LOA) POLICY

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This policy applies to all enrollments in programs which lead to a diploma or degree at the college and does not apply to enrollments in individual courses outside of a program.

The College acknowledges there are circumstances in which a student's program may be interrupted due to situations not within the student's control. If an emergency situation arises making it necessary for a student to interrupt his/her training, the school, at its' discretion, may permit a student to take a Leave of Absence (LOA). Any LOA request must be approved by Academic management prior to the LOA commencement date. Students will be advised of any effects the LOA may have on their academic progress and financial status. In addition, students must be in good academic standing and be meeting Satisfactory Academic Progress (SAP) at the time of the LOA request. Any student who fails to return from an approved LOA will be dropped from the program.

If a student requests and is approved for an LOA to commence during a course, the student will receive a "W" grade for that course regardless of the percentage of work completed in that course. The "W" grade will not be included in credits earned but will be included in credits attempted. Additionally, the "W" grade will not be included in the student's cumulative GPA but will be included in the student's Pace of Completion calculation. Courses for which a student receives a "W" grade due to an approved LOA will not count toward the school's course retake limit.

### Length & Timing of an LOA

Students may be granted multiple leaves of absence as long as the total number of days for all leaves combined does not exceed 180 days within a 12-month period. The 12-month period begins on the first day of a student's initial LOA. Students may request an extension of an existing LOA as long as



the total LOA time does not exceed 180 calendar days within a 12-month period.

Students may request an extension of an existing LOA as long as the total LOA time does not exceed 180 calendar days within a 12-month period. The LOA extension request must be submitted and approved on or before the original scheduled LOA return date.

An LOA will not be granted during a student's first didactic course/module (for modular programs) or during a student's first course taken upon starting his/her program at Unitek College (for semester programs). Additionally, any student who fails to return from an approved LOA on the scheduled return date will be dropped from the program.

### **Allowed Reasons for an LOA**

The following situations may be considered for a student's Leave of Absence:

- Medical reasons (including pregnancy) affecting a student or member of the student's immediate family
- Military service requirements
- Jury duty
- Family tragedy (i.e., death in the immediate family)
- Other circumstances deemed appropriate by the Program Director and Corporate Compliance

### **LOA Processing**

A student who wishes to request a Leave of Absence must obtain an LOA Request Form from their Program Director or from the Campus Registrar. The request must be made in writing using the form, must be accompanied by any applicable supporting documentation, and must be reviewed and approved on or before the expected LOA start date. Students who wish to request an LOA must do so timely and prior to 14 consecutive calendar days of absence to avoid being withdrawn from the program.

## **ADMINISTRATIVE LEAVE OF ABSENCE (ALOA) POLICY**

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The College acknowledges that there are circumstances in which a student's educational program may be interrupted due to administrative reasons and not for personal reasons. These administrative reasons may occur when a student fails a course or a schedule change occurs which results in a student not being able to immediately begin his/her next course. As a result, the College may place a student on an Administrative Leave of Absence (ALOA) for a period not to exceed forty-five (45) calendar days. The student will be notified that he/she has been placed on an Administrative Leave of Absence (ALOA) status and will be provided with the start date of his/her next required course. Failure to attend the next required course may result in termination from the program. In the event the next required course is not available within 45 days of the end date of the failed course, the student will be dropped from the program and may re-enter on the start date of the next available course.

## **STUDENTS TRAVELING OUTSIDE OF THE COUNTRY**

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## Students Traveling Outside of the Country

Active students attending courses and programs are encouraged to maintain consistent engagement with course activities and assignments, even when temporarily traveling outside of the United States. The College has established procedures and responsibilities for students in such situations.

Students intending to be out of the United States while enrolled in classes must notify the College at least three (3) weeks in advance. As such, notification should be submitted through [studentservices@unitek.com](mailto:studentservices@unitek.com) at least three (3) weeks prior to departure. The notification must include name, student ID number, and contact information; duration of absence; reason for being out of the country; and country or countries of travel. Students will not be granted access for more than a 30-consecutive-day period.

Upon receipt of the notification, the College's Student Services Department will review the request for completeness and eligibility. Students enrolled in on-ground courses will need to meet with Student Services to discuss adherence with applicable policies prior to approval. Access to online systems will be denied for students traveling outside of the United States to a country sanctioned by the Office of Foreign Assets Control (OFAC).

If approved and while abroad, students must ensure access to necessary technological resources (e.g., reliable internet connection); adhere to course deadlines, participation requirements, and academic integrity standards; and maintain communication with instructors and respond to college communications promptly. Additionally, students are responsible for understanding any potential limitations or restrictions that may affect their ability to fully participate in classes while abroad, such as time zone differences and internet access.

Students must comply with local laws and regulations of the country they are visiting, including visa requirements and internet usage policies. The college reserves the right to revoke approval if there is a breach of policy, if continued participation in classes from abroad is deemed impractical or disruptive, or the student does not return to the United States in the allocated time period.

## GRADUATION REQUIREMENTS

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To graduate from the College, a student must meet the following requirements:

- All required coursework must be completed satisfactorily within the maximum program length (150% of the program total credits).
- An overall cumulative grade point average (CGPA) of 2.0 must be obtained for all programs except Master of Science in Nursing (MSN) program.
- An overall cumulative grade point average (CGPA) of 3.0 must be obtained for the MSN program.
- A 70% ("C-") or better\* must be earned in all program core courses.
- A 60% ("D-") or better\* in all courses outside of proficiency and program core must be earned except for those programs that have specific graduation requirements.
- All program-specific graduation requirements must be met (see individual program pages).

*\*Not applicable to Nursing or Physical Therapist Assistant programs; see program pages for specific*

*requirements.*

Fifty percent of a program's total credit hours must be earned in residence at Eagle Gate College or Provo College to earn the associated degree or diploma from Eagle Gate College or Provo College.

Graduates are encouraged to participate in commencement ceremonies held in recognition of their achievement. There is a commencement fee for students who wish to participate in the commencement ceremony. The fee covers expenses including cap and gown.

Graduates are encouraged to participate in commencement ceremonies held in recognition of their requirements for occupational licensing, as applicable. Educational programs may or may not meet licensing requirements or be approved in other states. Students considering relocation post-graduation should contact their Program Director and/or Career Services to determine eligibility for out-of-state professional licensure, as applicable.

## **STUDENT RECORDS & TRANSCRIPTS**

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### **Retention of Student Records**

Student records are maintained at the school for five years from the last date of attendance. Transcripts are maintained permanently and are available for all currently and formerly enrolled students. The school protects students' admissions, academic and financial records against loss by storing such records in multiple secure locations both physical and electronic. The school maintains all financial records of students, including but not limited to Financial Aid Disbursements, Financial Aid Retail Agreements, Tuition and Fee payments, and Tuition Refund records, as digital copies for at least 6 years.

### **Transcripts**

Requests for transcripts should be submitted in writing to the Registrar's office. The College offers one transcript at no charge upon meeting all graduation requirements. There is a \$5.00 transcript fee for all other transcript requests. All transcripts produced are official copies. A change of address, name, or phone number should also be directed to the Registrar.

## **STUDENT SERVICES**

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Student Services includes Student Services Advising, Wellness Coaching, faculty advising, NCLEX Success Coaching, tutoring, career advising, placement assistance, online library, learning resource center, technical support, course support, and academic record support.

### **Student Services Advising**

Every student is supported by a Student Services Advisor who specializes in their program of study. Student Services Advisors are available by phone, email, video chat and text to support students from the moment they enroll through their graduation. Student Services Advisors can help students in a

variety of areas including time management skills, study skills, test taking skills, understanding school policy and procedure, locating available resources at the campus, connecting students with faculty and other campus staff, and locating available resources outside of the institution that supports their success in school.

Student Services can be reached by calling the toll-free number 1-888-979-4474 or by emailing [studentservices@unitek.com](mailto:studentservices@unitek.com)

### **Student Wellness Coaching**

Students experiencing personal life challenges that are impacting their success at school may meet with a Student Wellness Coach over the phone or video conferencing to receive coaching and guidance. Wellness Coaches can provide students with external resources for mental health concerns, low-cost medical care, personal financial challenges, housing, and family or domestic concerns. Wellness Coaches are not licensed professionals but are equipped to coach and guide students towards professional services if needed.

Students may contact a Wellness Coach by reaching out to Student Services Advising at 1-888-979-4474 or by emailing [studentservices@unitek.com](mailto:studentservices@unitek.com)

### **Tutoring**

After school tutoring is available on campus for students in the college's pre-licensure programs. Tutoring for other programs may also be available at certain campuses, & students may request such services from their Instructor. It is the Tutor's responsibility to answer questions & clarify information students receive during lecture, using the provided textbooks as resources as well as any handouts provided by the Instructor. Tutoring does not replace lecture, & Tutors are responsible for tutoring to the lesson plan objectives since they will not have access to the exam.

### **Library/Learning Resource Center**

Each College campus has a Library/Learning Resource Center (LRC), which supports the educational and professional needs of the students. Hours of operation are posted at each facility. The LRC provides a place where students can study, research information, and work on projects for their classes.

LRCs provide a wide range of core reference materials such as online databases and search engines, instructional and resource CDs, books, and pertinent trade, professional and academic periodicals. In addition, LRCs are equipped with computers featuring a variety of software and a high-speed Internet connection, giving students access to a multitude of tools and information to assist them in all aspects of their education.

The Library/Learning Resource Center's electronic resources may be accessed online. Instructions and passwords for access to these resources are changed regularly, with students being updated accordingly. These resources are available and required for completing research assignments online.

Each LRC is staffed with a professionally trained librarian who not only maintains the LRC inventory, but also assists students and conducts orientations designed to train them to effectively find, retrieve and integrate the information they need to solidify their learning.

If desired, students may check out books from the LRC (with the exception of reference books), with the understanding that they are financially responsible for any books borrowed. If books are not returned, the cost will be charged to the student's account.

The ultimate goal of faculty and staff at Brookline College is to help students successfully complete their academic program and support the students in whatever way possible to achieve that goal. Here are some of the services Brookline College provides as well as other student information:

There are many things that can impact a student's success while in school. We we strive to offer whatever support we can to assist students. This may include tutoring, referring students to community agencies, and bus passes at discounted prices, depending on the campus location. Students are strongly encouraged to meet with the Student Services Coordinator, Director of Education, Program Chair, Program Director/Dean, and/or Extern Coordinator if they are encountering difficulties.

### **Online Student Identity Authentication and Privacy**

The College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

## **CAREER SERVICES**

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A Career Services team member assists students and/or graduates with enhancing their professional skills and career-readiness to successfully obtain employment in their chosen field. Students' success in this relationship depends largely on:

1. Attendance at all one-on-one sessions, meetings, seminars or workshops to which a student is invited by Career Services staff
2. Submitting a resume as requested by the Career Services staff
3. Demonstration of professional conduct and appearance

Students and graduates may receive employment assistance tailored to their individual circumstances and needs, which may consist of any of the following:

1. Career development planning, career coaching and interviewing skills
2. Preparation of resumes, cover letters and thank-you letters
3. Establishing references

4. Career Development seminars and workshops
5. Communication and Public Speaking skills
6. Job search techniques and networking skills
7. Professional development in a business setting
8. Reviewing “dress for success” strategies
9. Volunteer opportunities
10. Electronic and “Hot” Job leads

The Career Services staff is here to assist students and/or graduates but cannot and do not guarantee employment. To qualify for employment assistance after leaving school, students must have successfully completed their education program and satisfied all financial obligations with the College.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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### **STUDENT CODE OF CONDUCT**

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As a member of the College community, it is your responsibility to understand and adhere to the codes and policies that govern acceptable student behavior. Students who engage in unacceptable conduct are subject to sanctions up to and including dismissal from the College.

Professional conduct is behavior that reflects favorably on the student, the College, and the profession for which the student is training. All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of the College. Certain activities are not considered appropriate on a campus and are prohibited by the administration of the College.

Please note as a Federal Title IV approved college under the United States Department of Education, the College must adhere to all federal Laws. Therefore, the use of marijuana is illegal by federal Law and students found positive will be withdrawn from the program with or without a medical marijuana prescription.

This Code of Conduct applies to any written or verbal communications on or off campus, including the internet or social media.

#### **Disciplinary Actions for Violations of the Student Code of Conduct**

The College will be the sole judge of the quality of evidence revealed during the investigation and the sole judge of what constitutes unprofessional conduct. A student who is determined by the College to have violated the standards of professional conduct will be disciplined or withdrawn, as applicable to the severity of the violation. A student may be suspended while the College conducts an internal investigation or cooperates with an investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected. Students are expected to comply with requests for interview which arise during any investigation proceeding. Refusal to do so may result in disciplinary action, up to and including dismissal from his/her program and expulsion from the College. Additionally, student representatives (e.g., family members, friends, attorneys, etc.) are not permitted to attend investigative meetings or inquiries.

All decisions regarding disciplinary actions are made by the College’s Leadership team and are final.

Students who are withdrawn due to violation of the Code of Conduct policy may be eligible for re-entry; however, the College reserves the right to deem a student ineligible for re-entry based on the severity and/or number of violation(s).

## **BEHAVIORAL MISCONDUCT**

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The College expects students to adhere to behavioral standards that support an environment that is conducive to learning. All students are expected to conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of the College.

The following list of behavioral misconduct is not inclusive of all behaviors that can lead to disciplinary action under the Student Code of Conduct. It is at the discretion of faculty, program management and/or campus management to identify and determine behaviors disruptive to the on-line or classroom learning environment.

- Disruption of the learning environment
  - Verbal and physical altercations
  - Threats of violence and intimidation
  - Bullying, harassment, and threats
  - Inappropriate on-camera behavior (includes but is not limited to driving, completing personal tasks, and distracting or disruptive environment)
- Theft or larceny
- Property damage
- Creation of a potential health and/or safety issue
- Sexual harassment, discrimination and/or retaliation
- Possession of weapons or illegal drugs
- Using or being under the influence of illegal drugs or alcohol on school property, college events or when participating in any college connected activity\*
- Any action that violates state/federal law or the policies of an externship or clinical facility
- Falsification of documents and/or knowingly providing false information to the institution
- Failure of a required drug screen or health screen
  
- Other behavior deemed inappropriate by the College in an on-campus, clinical or externship setting, including public displays of affection, inappropriate touching or groping, etc.

\*Please note as a Federal Title IV approved school under the United States Department of Education, the college must adhere to all Federal Laws. The use of marijuana is illegal by Federal Law and students found positive will be withdrawn from the program with or without a medical marijuana prescription.



This code of conduct applies to any written or verbal communications on or off campus, including the internet or social media.

## **BULLYING & HARASSMENT**

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The college believes that a safe & healthy school environment increases student attendance, promotes student engagement, and supports academic achievement. Accordingly, no student should engage in any form of behavior that interferes with the academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of College programs or services. Bullying or harassment will not be tolerated at the College.

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act, including electronically transmitted acts (i.e., cyberbullying, through the use of internet or cell phone) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. The motivation for such acts is irrelevant, but these types of acts may be motivated by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy.

By means of example only, bullying and harassment can take the following forms:

1. Physical: pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product.
2. Verbal/Written: ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual’s known intellectual or physical vulnerabilities.
3. Nonverbal: directing threatening gestures toward a person or invading personal space after being asked to move or step away.
4. “Cyber bullying”: bullying using an electronic form, including, but not limited to, the Internet, interactive & digital technologies, or mobile phones.

The scope of this policy includes the prohibition of every form of bullying, harassment, & cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of the College program.

Students who are the target of bullying or students, instructors, & staff who have witnessed bullying should report the abuse to the class or clinical instructor & also to the Campus Director, Program Director, and/or the Academic Dean. Instructors receiving a complaint or witnessing bullying are



required to make a report to the Campus Director, Program Director, and/or the Academic Dean. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Oral reports shall also be considered official reports. If a student or staff member feels that he or she is the target of cyberbullying, the student or staff member is encouraged to save & print any messages or other posts sent to them that they feel constitutes cyberbullying & to include that as evidence. Students reporting bullying or harassment should be directed to contact WellConnect if they are experiencing any emotional or physical distress.

Upon receiving a report either directly from the target of bullying, a witness of bullying, or from a teacher or staff member, the Campus Director, Program Director, and/or Academic Dean must initiate a prompt & diligent investigation. All interviews of witnesses, the victim, & the accused shall be conducted separately. During an investigation, all individuals involved must, to the extent reasonably possible, maintain the confidentiality of the proceedings & the names of the complainant & students involved.

The Campus Director, Program Director, and/or Academic Dean shall decide the appropriate way to address the bullying behavior if the investigation has proven that a student has engaged in bullying or harassment in violation of this policy. Interventions & consequences will be equal to the severity of the violation. The intervention & discipline plan will be based on the particular characteristics of the situation to ensure that the plan remedies the bullying, decreases chances of retaliation, & helps rehabilitate the student who has engaged in bullying behavior, if appropriate. Consequences & appropriate remedial actions for a student who commits an act of bullying may range from behavioral interventions & education up to & including probation, suspension, dismissal from the program, and/or referral to law enforcement.

Intentionally false reports, illegitimate use of the complaint process, or making knowingly false statements to defame a fellow student or staff member will result in disciplinary consequences. Additionally, retaliation against a complainant or any individual involved in the investigation of a bullying situation, either by the student who has allegedly engaged in bullying behavior, the friends of the student who allegedly engaged in bullying behavior, or any other individual, is strictly prohibited & is grounds for discipline.

Students who are found to have engaged in bullying may appeal the finding by filing a complaint with the Grievance Committee as per policy.

## **STUDENT NON-FRATERNIZATION POLICY**

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This policy is intended to avoid conflicts of interest between students and employees; reduce favoritism or even the appearance of favoritism; prevent personal conflicts from affecting the learning environment; and decrease the likelihood of sexual harassment and/or gender discrimination in the workplace.

The relationship between Unitek Learning employees and students should be one of professional cooperation and respect. It is imperative that students and employees maintain the boundaries between their professional and personal lives. All employees and students have a responsibility to conduct themselves with dignity and propriety, in a manner that will maintain an atmosphere conducive to learning and free from the perception of preferential treatment. In addition, employees

and students must not conduct themselves in a manner which reflects negatively on Unitek Learning and its Colleges.

Employees are permitted to engage in pleasant and polite conversation with students, related to their course of study and their motivations and obstacles in pursuing their education. However, the potential for the appearance of an improper relationship increases when these conversations become frequent and stray from topics related directly to the student's education.

It is Unitek Learning policy to prohibit any type of close non-academic relationship between a college employee and an active or prospective student that may reasonably be perceived as unprofessional, including, but not limited to, the perception of a romantic relationship. College employees shall not entertain students, socialize with students, give or receive transportation, or spend an excess amount of time with students in such a manner as to reasonably create the impression to their family, staff, other students, or the public that an unprofessional relationship exists.

It is also Unitek Learning policy to prohibit any type of sexual relationship, sexual contact, or sexually nuanced behavior between a college employee and an active or prospective student without regard to the student's age. This includes internet chat rooms, social media sites, cell phones, and all other forms of electronic or other types of communication. This prohibition applies to all employees and students regardless of gender. It also applies regardless of whether the student or the college employee initiated the sexual behavior, and whether the student consents to the sexual behavior and/or reciprocates the attention.

If an employee shows interest in socializing beyond the professional limit, the student should politely and promptly decline this interaction, and report the situation to their Program Director, Academic Dean or Campus Director.

Employees and students or prospective students with pre-existing relationships should disclose the relationship to the employee's immediate supervisor and to the Director of Admissions before the student is enrolled. The Program Director/Academic Dean will determine how to proceed to maintain academic integrity.

Failure to comply with this policy will result in disciplinary action for students and/or employees, up to and including termination.

## **RULES GOVERNING CLASSROOMS/LABS**

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When students are in class or in a lab setting, electronic devices may not be used without the express consent of the instructor. These devices must be turned off or put on silent or vibration mode, as applicable. Text messaging is not permitted in class or in a lab setting without the expressed consent of the instructor.

When students are in a lab setting, no food or drinks are allowed. Food and drinks are never allowed in a "patient contact" or computer lab area. Food and drinks in a didactic class setting may be allowed as long as it is not an offensive odor to the rest of the class. Items should be limited to small items, such as a sandwich or other quick items that can be consumed without disturbing the learning environment. Drinks must have a lid that is secure and prevents spills.

Children are not to accompany students to classrooms or labs. In addition, children may not be left unattended on the campus or the campus grounds, if you have issues with childcare needs that may disrupt your ability to attend class please notify your instructor, so we can help on finding a solution.

## **BREAKS**

During breaks students must abide by the rules and regulations of both the State and the college , which include but are not limited to the following:

- Breaks should be limited to designated locations on campus
- Any visitor to the campus must check in with the front desk administrator
- The school is not responsible for any personal items.

## **DRESS CODE**

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This dress code applies to students on campus, at externship sites, or at clinical facilities. Students are considered to be on campus while on college property, including parking & social areas. Students must wear the uniform designated by the College for their enrolled program, which is consistent with the type of apparel required in the field. If no uniform is assigned, students are expected to dress in a neat, clean, & professional manner (i.e. “business casual”).

Violation of the dress code may result in grade reduction, probation, or dismissal from class resulting in the student being marked absent for the day. Absences can result in termination from a program or course due to failure to satisfy the attendance policies of the program or course.

**Uniforms:** Students in programs which assign uniforms/scrubs or which otherwise specify student apparel must wear the assigned/specified apparel at all times for all events on campus. All apparel must be clean & in good repair. Pants must be hemmed so they do not touch the floor. Cuffing of pants or cutting on the side is not permitted.

**Outerwear:** A solid-colored (white, blue, black, or gray), non-logo jacket or sweater may be worn. Although outerwear may be hooded, hoods may not be pulled up. **Head Covering:** Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Headwear is only approved for documented religious beliefs.

**Shoes:** White, black, or brown shoes, leather/leather like material are permitted without logos & decorations. Canvas, sandals, open-toed or open-heeled shoes, clogs, & flip-flops are unacceptable. Socks or stockings are to be worn at all times & are to cover the ankle. Socks/stockings should be white or neutral in color.

**Underwear:** Should not be visible. White t-shirts/undershirts may be worn with scrub tops but must be tucked in & not hang below the hem of the scrub top. Knitted thermal garments are not acceptable for wear at the clinical site.

**Hair/Nails:** Hair should have a professional appearance and be clean and short or, if long, restrained so as not to fall forward into the individual’s face or the work/patient space. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, extreme red, etc.) Beards and/or

mustaches must be neat. Nails must be clean & trimmed close to the fingertips (approx. ¼ inch past fingertips). Artificial nails of any type and nail polish (including clear) are not permitted for the safety/health reasons per Center for Disease Control (CDC) guidelines.

Please note: All pre licensure BSN students must pass a 'mask-fit test', which might require shaving of facial hair.

**Jewelry:** Only a minimum amount of jewelry should be worn. One small, single earring (stud or dime-sized loop) may be worn in each ear lobe. Jewelry other than a wedding band & wristwatch is not permitted, including bracelets of any style. Fingernail, facial, tongue & nose jewelry are unacceptable. Body piercing jewelry cannot be visible, e.g. tongue, eyebrow, nose, lip jewelry/studs. Necklaces are not permitted. Religious articles worn as necklaces' are not permitted unless a = high neck undergarment covers them. Please note: Infection Control Policies at individual clinical facilities may prohibit the use of ANY jewelry.

No Jewelry is permitted in the Surgical Technology program. All Jewelry must be removed prior to all ST courses (including extern).

**Tattoos:** Tattoos must be completely covered at all times on campus & at externship / clinical sites.

**Fragrance:** Perfumes, colognes, perfumed lotions, & body odors (including smoking) are not permitted in the classroom, clinical sites or skills lab. This is a strict no scent policy due to the high incidence of reactive airway disease & allergies.

**ID:** Photo identification badges provided by the school are required at all times on campus & at the clinical site. Badges must be clean, in very good condition & free of any decorative items.

## **DRUG & ALCOHOL FREE ENVIRONMENT**

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### **Drug-Free Schools Policy**

The use of illicit drugs and abuse of alcohol are dangerous to students, associates, and the general welfare of the College. The College maintains a drug and alcohol-free environment and considers the dangers of drug and alcohol abuse a serious concern.

Students may be subject to drug and/or alcohol screening at any time if requested by the College, a clinical facility, employer, or externship site due to reasonable suspicion. A positive drug or alcohol screening will, in most circumstances, result in immediate termination from the program, and the student will be financially responsible for the testing cost and all tuition costs incurred up through the last day of attendance.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

Standards of Conduct: As a matter of policy, the College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and associates on its property and at any school activity.

Sanctions: Any violation of this policy will result in appropriate disciplinary actions, up to and including

expulsion (in the case of students) and termination (in the case of associates), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities may be notified. Legal sanctions, health risks of drug and alcohol abuse, as well as drug and alcohol counseling information and resources are detailed in the complete Drug-Free Schools Policy available from the Academics department or any College associate.

As a Federal Title IV approved school under the United States Department of Education, we must adhere to all Federal Laws. The use of marijuana is illegal by Federal Law and students found positive will be terminated, with or without a medical marijuana prescription. The College will be the sole judge of the quality of evidence revealed during the investigation and the sole judge of what constitutes unprofessional conduct. A student who is determined by the College to have violated the standards of professional conduct will be terminated.

## **SMOKING & TOBACCO FREE ENVIRONMENT**

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Smoking, including the use of electronic smoking devices, and the use of smokeless tobacco products are prohibited on all property locations owned, leased, licensed, or otherwise controlled by the college. Smoking, including the use of electronic smoking devices and smokeless tobacco products, are prohibited in all vehicles owned by the college and at any event or activity on campus property. Furthermore, the use of nicotine products or nicotine delivery systems that have not been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product are prohibited in all spaces where smoking and tobacco use are prohibited. Products covered under this policy include, but are not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic smoking devices such as electronic cigarettes and electronic hookahs, chewing tobacco, spit tobacco, snus, snuff, and dissolvable tobacco products.

Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, or community areas. Smoking and the use of tobacco products shall also be prohibited outdoors on all campus property, including, but not limited to, parking lots, paths, fields, and any sports/recreational areas, unless otherwise designated. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

“Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Vaping includes the use of an electronic smoking device such as an electronic cigarette (e-cig, or e-cigarette), personal vaporizer or electronic nicotine delivery system (ENDS) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device that delivers “e-liquids” or other potentially harmful chemicals.

Cessation

For individuals interested in quitting smoking or smokeless tobacco use, free cessation resource information and services will be made available. Additionally, for help quitting contact the California Smokers' Helpline at 1-800-NO-BUTTS or [www.californiasmokershelpline.org](http://www.californiasmokershelpline.org), or the Nevada Tobacco Quitline at 1-800-QUIT-NOW (800-784-8669) or [www.nevadatobaccoquitline.com](http://www.nevadatobaccoquitline.com).

## **ACADEMIC INTEGRITY**

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The Colleges are committed to academic excellence built on honesty, moral integrity, trust, and respect. All academic community members depend upon the integrity of work that is submitted for academic credit. The Colleges support and promote academic honesty, personal integrity, and intellectual responsibility. Any form of academic dishonesty is not acceptable and will be subject to disciplinary action, up to and including withdrawal from the course or program.

## **VIOLATIONS OF ACADEMIC INTEGRITY**

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Violations of Academic Integrity include but are not limited to the following:

- Plagiarism – intentional or unintentional
  - Purchasing materials or papers
  - Reproduction of another's work
  - Failure to quote or cite
  - Self-plagiarism/dove- tailing
- Cheating
  - Submitting work completed by another party
  - Completing work for another student
  - Purchasing materials or papers for submission
  - Selling course materials
  - Distributing course materials (test answers, completed assignments)
  - Collusion

## **Consequences of Academic Dishonesty**

The consequences of any of the actions above or similar actions deemed as plagiarism include being given a grade of zero for the exam or assignment in which the infraction occurred, and counseling by the course faculty member. If a student commits a second act of academic dishonesty, they will be given a grade of zero for the exam or assignment in which the infraction occurred. A teacher will escalate the second offense of plagiarism to their direct supervisor (Program Director/Assistant Dean/Associate Dean/Dean) and the student will be counseled by the supervisor.

It is at the discretion of the Program Director/Assistant Dean/Associate Dean/Dean if this second infraction warrants disciplinary actions including but not limited to withdrawal from the program. If a student commits a third act of academic dishonesty, he or she will be withdrawn from the program

and the College.

The College uses third-party proctoring services, such as Proctorio, under certain circumstances. These third-party proctoring services use technology which detects irregularities which may be representative of cheating. If the College is alerted to these irregularities regarding a student's testing activities, the College will investigate to the fullest extent, using the evidence provided by the third party. If that evidence confirms, based on the preponderance of evidence standard, that any form of cheating occurred, disciplinary actions will be taken in accordance with the Student Code of Conduct, up to and including withdrawal from the program.

The processes described above are general guidelines and subject to change depending on the severity of the infraction(s). All acts of academic dishonesty are recorded in the student academic record. A student may appeal their dismissal/withdrawal from the College for academic dishonesty by following the grievance and appeals policy detailed in the catalog.

## **PLAGIARISM POLICY**

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### **Examples of Academic Dishonesty**

Forms of academic dishonesty include but are not limited to (refer to the appendix for definitions of key terms):

- Academic dishonesty through deliberate or unintentional plagiarism
- Self-plagiarism
- Cheating on an examination or assignment
- Distributing copies of examinations
- Video or audio recording of examination information
- Taking screenshots or documenting exam questions and answers, assignments, and/or answer sheets in any way with the express purpose of sharing the information with other students
- Passing off anyone else's work as one's own
- Not disclosing the use (and extent) of generative artificial intelligence in the creation of graded work
- Aiding one or more students in the completion of any of the above acts or any other act that violates the *Student Code of Conduct*
- Sharing student log in and password to intentionally compromise the integrity of student identity

### **80/20 Rule**

The Colleges use the 80/20 rule for the determination of plagiarism. At least 80% of any assignment, discussion post, or other work must be in a student's own words. Direct quotes/re-quotes and/or a bibliography/reference page(s) should account for no more than 20% of the assignment, discussion post, or other work. This 80/20 rule also applies to all work previously submitted by the student in which the student was the original creator. Self-plagiarism is included in this rule. Students are not



permitted to resubmit any previous work in another context without citing that it was used previously, and any previous work that the student includes and properly cites falls under the 80/20 rule.

Violations of the 80/20 rule can be separate into 2 parts.

1. **Violating the 80/20 rule by exceeding the 20% threshold using correctly cited material.** students should use judgment when deciding when to quote. Students should quote only when an author/source material has expressed an idea better than the student could express it in his or her own words. The purpose of the 80/20 rule is for students to demonstrate a clear understanding of the subject matter, as teachers wish to read the student's work written in their own words. Violations of the 80/20 for correctly cited source materials will follow the grading rubric of that course.
2. **Violating the 80/20 rule by exceeding the 20% threshold without correct citations.** This is considered obvious plagiarism or similar act of academic dishonesty, as it is passing off another's work as one's own. The work will be given a grade of zero for the exam, assignment, or paper, in which the infraction occurred. Offenders will be counseled by the course faculty member.

## Appendix - Definitions

- **Plagiarism:** The use of one's own or another's ideas, programs, or words without proper acknowledgment.
  - **Deliberate plagiarism** focuses on the issue of intent. If a student deliberately claims another's language, ideas, or other intellectual or creative work as their own, they have engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties including dismissal from the program and the College.
  - **Unintentional plagiarism** often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.
  - **Self-plagiarism** is the use of one's own previous work in another context without citing that it was used previously. This occurs when a student submits papers, assignments, etc. presented for another course where he or she was the original creator, whether for another department or school. All forms of self-plagiarism are subject to the plagiarism policy and procedures.
- **Collusion:** The improper collaboration with another in, but not limited to preparing assignments, computer programs or in taking examinations.
- **Cheating:** Giving improper aid to another, receiving such aid from another, or from some other source.
- **Falsifying:** The fabrication, misrepresentation or alternation of citations, written products, experimental data, laboratory data or data derived from other empirical methods.
- **Copyright:** The exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.



- **Student Code of Conduct:** The Student Code of Conduct sets the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in disciplinary actions or withdrawal from the program. The Student Code of Conduct is available in the college catalog.

### Use of generative artificial intelligence tools:

1. **Types of AI-Generated Work:** AI-generated work may include written, visual/video, and audio content.
2. **Discouragement:** Students are discouraged from using AI generative tools for their coursework unless they receive direct encouragement from faculty to do so.
3. **Responsibility:** If students choose to utilize AI generative tools for their assigned work, they must be aware of and willing to take full responsibility for any misleading or false information generated by AI technology. It is important to acknowledge that AI technology may produce inaccurate or misleading information in some cases.
4. **Transparency:** Students using AI generative tools for any aspect of their coursework must clearly and explicitly indicate which part of the work was generated by the AI tool and specify which AI tool was employed. Students should cite their work using APA style and must include both in-text citations and references. (see “How to Cite ChatGPT” <https://apastyle.apa.org/blog/how-to-cite-chatgpt>) [this same information can be applied to generative AI resources other than ChatGPT].
5. **Plagiarism:** A student intentionally presenting language, ideas, or other intellectual or creative work as their own when such work was not substantively generated by the student constitutes an act of intellectual deception. Such deception is treated as academic dishonesty and subject to the school’s code of conduct policy.

Note: this portion of the policy was adapted from College Unbound under the [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#).

## COPYRIGHT POLICY

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### Copyright and Peer-to-Peer File Sharing

The College recognizes and complies with all copyright and fair use guidelines and regulations regarding ownership, use, and control of copyrightable materials. Students are required to comply with all copyright and fair use guidelines and regulations regarding peer-to-peer file sharing of copyrighted material, distribution of others’ copyrighted works, and illegal downloading. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). Unauthorized peer-to-peer file sharing of copyrighted material, distribution of others’ copyrighted works, and illegal downloading violate federal copyright law.

Students found violating the College’s copyright policies are subject to civil and criminal penalties and disciplinary action up to and including dismissal from the College. Penalties for copyright infringement can include the following civil and criminal penalties:

- Actual or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed
- Damages of up to \$150,000 per work infringed for “willful” infringement
- Court costs and attorney’s fees
- Criminal penalties, including up to five years in prison and fines up to \$250,000 per offense

More information can be found in Title 17, United State Code, Sections 504, 505 and at [www.copyright.gov/help/faq.\\_Legal](http://www.copyright.gov/help/faq._Legal) alternatives to unauthorized downloading can be found at <http://www.educause.edu/legalcontent>.

## **POLICY ON RECORDING OF LECTURES AND OTHER EDUCATIONAL CONTENT**

The College recognizes the potential benefits to students of the ability to revisit all or part of a lecture. It further recognizes the benefits for groups of students, ( e.g., those with certain learning difficulties or those whose first language is not English). The College permits Instructors to record lectures or other academic content (e.g., visual depictions, charts, graphs, PowerPoint slides, etc.) for their own use or student use, but the decision to record is at the sole discretion of the instructor and is not mandated for each course. Additionally, students are never allowed, under any circumstances, to record lectures or other academic content.

Federal law states that students with documented disabilities should be allowed access to recorded classroom activity. The College’s ADA Coordinator will determine if classroom recording is an appropriate academic adjustment, auxiliary aid, and/or service with respect to each individual student’s documentation. Students without documented disabilities may also request that instructors record classroom activity, if not already doing so; however, in such instances, the instructor has the sole discretion to determine if recording will be allowed. In all cases, students cannot record lectures on their own and any recording performed by the instructor is to be used solely for the personal use of the student. All recordings are the property of the College, and the student may not re-publish, distribute, post to social media, or share the recordings without the instructor’s explicit permission. Additionally, as related to both non-disabled and disabled students, Instructors have the authority to spontaneously, or in advance, prohibit recording of personal student information. Unless otherwise explicitly agreed to by the instructor, the recordings will be destroyed or stored by the instructor at the end of the semester, term and/or course.

Under no circumstances shall classroom recordings be used in the evaluation or sanctioning of instructors and/or students. Any alleged violations of the College’s Recording Policy as stated herein, including bullying and cyber-bullying based on the recording content, will be referred to Academic Management for investigation and may result in the offending student’s termination from his/her program.

## **POLICY ON RECORDING OF ACADEMIC AND CONDUCT ADVISEMENT MEETINGS AND OTHER PERSONAL CONVERSATIONS**

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Students may not record conversations with campus staff, faculty or other students without their full knowledge and consent. This includes conversations, phone calls, images or meetings inside or outside of the classroom. All participants must provide explicit consent, there must be a legitimate purpose for the recording, and the recording device must be in plain view. Violations to this policy may result in corrective action, up to and including withdrawal from the College.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) & PERSONALLY IDENTIFIABLE INFORMATION (PII)**

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The Family Educational Rights & 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:

1. The right to inspect & review the student’s education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access & notify the student of the time & place where the records may be inspected.
2. 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 have records amended should submit a written form, available from the Registrar, clearly identifying the part of the record the student wants changed & specifying why it should be changed. The student should also identify the school official responsible for the record, if known. If the College decides not to amend the record as requested, the College Registrar will notify the student in writing of the decision & the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Personally Identifiable Information: the right to provide written consent before the university discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. the College may disclose 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 College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel & health staff); a person serving on the board of trustees; 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 the College who performs an institutional service of function for which the school would otherwise use its own employees & who is under the direct control of the school with respect to the use & 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 in order to fulfill his or her professional responsibilities for the College.

Under FERPA, the College may also disclose PII from the education records to the following parties

without obtaining prior written consent of the student for the following purposes:

- Information the school has designated as “Directory Information” to the general public;
  - Other schools to which a student is transferring or seeks to enroll;
  - Specified federal or state officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid for the student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations carrying out their functions;
  - Appropriate officials in cases of health & safety emergencies;
  - Appropriate parties in order to comply with a judicial order or lawfully issued subpoena; State & local authorities, within a juvenile justice system, pursuant to specific state law;
  - The parent or legal guardian when the student is a dependent, when the student is under the age of 21 & is in violation of any laws governing the use of alcohol or a controlled substance, or when the student is accompanied by their parent to a meeting with a college official;
  - Appropriate parties, including parents, when a significant threat to the health or safety of a student or other individuals exists;
  - The final results of a disciplinary hearing based on a crime of violence or a non-forcible sex offense, under certain circumstances.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name & address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202
  2. **The right to limit the release of Directory Information.** “Directory Information” is information contained in a student’s education record which would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, the College may release Directory Information about its students. The following is information that the college considers Directory Information:
    - Name
    - Student Identification Number
    - Address
    - Phone Number
    - Email Address
    - Birthdate
    - Enrollment Status
    - Date of Graduation
    - Degrees & Honors Received
    - Major or Field of Study
    - Attendance Dates
    - Most Recent School Attended

- Participation in Officially Recognized Activities
- Photographs

You have the right to limit the disclosure of Directory Information. Please follow the instructions through your Student Portal or ask the Registrar for assistance. The College must receive your request to limit the disclosure of Directory Information within 45 days of the start of your course or program. However, please carefully consider the consequences of any decision to limit disclosure. For instance, if you choose to withhold disclosure of your name or degree, your information will not appear in the commencement program or honor rolls. Should you later choose to release this hold, you may do so at any time.

## **NON-DISCRIMINATION, SEXUAL HARASSMENT, TITLE IX**

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### **Non-Discrimination**

To the extent provided by applicable law, including Title IX, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any education program or activity sponsored by or conducted by the College on the basis of race, color, national origin, ancestry, religion, sex (including pregnancy, childbirth and related medical conditions), disability (physical or mental), age (40 and older), citizenship status, genetic information, military or veteran status, marital status, sexual orientation, gender identity and gender expression, AIDS/HIV, medical condition, political activities or affiliations, or status as a victim of domestic violence, assault or stalking. Additionally, the College treats a student's gender identity as the student's sex for Title IX purposes, and the College does not treat a transgender student differently from the way it treats other students of the same gender identity. The requirement not to discriminate in the education program or activity extends to admission and employment, and any inquiries regarding the application of Title IX may be referred to the College's Title IX Coordinator, to the Assistant Secretary for Postsecondary Education, or both.

Additionally, the College is committed to creating an inclusive and accessible environment for pregnant and parenting students. Under Title IX regulations, pregnant students cannot be excluded from participating in any part of an educational program. Students who are pregnant, or have a pregnancy-related condition, are entitled to reasonable accommodations to allow the student to continue their educational pursuits as long as such accommodations do not create an undue hardship on the program/department or fundamentally alter the nature of the program. Therefore, reasonable accommodations will be provided to allow a pregnant student to fully participate in educational opportunities. Please speak with your Campus Academic Leadership team to discuss the options and reasonable accommodations and complete the necessary documentation.

### **Sexual Harassment**

The college will respond promptly upon actual knowledge of sexual harassment against a person in the United States in an education program or activity in a manner that is not deliberately indifferent.

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- A College employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (otherwise known as a *quid pro quo*);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined under the Violence Against Women Act (VAWA).

The college considers harassment a serious offense, and any violation of this policy which is determined through the investigation process will constitute cause for disciplinary action. Investigations are conducted by individuals who receive training on the issues related to sexual harassment, domestic violence, dating violence, sexual assault and stalking. Specific disciplinary action will be based on the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay, and termination. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

The college is committed to preventing acts of sexual harassment and encourages any student or employee to report such acts immediately. Any person can report sexual harassment or discrimination (whether or not the person reporting is the alleged victim) in person, by mail, telephone or by email, using the contact information for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed. Along with taking these allegations very seriously, the college has also established procedures which provide a person accused of harassment the opportunity to respond to allegations.

Upon receiving a formal or informal complaint of sexual harassment, the college will treat complainants and respondents equitably by offering supportive measures to a complainant, and by following the grievance process detailed on the subsequent pages of this Annual Security Report before imposing any disciplinary sanctions or other actions which are not supportive measures against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

If the college determines that there is an immediate threat to the physical health or safety of any students or other individual arising from the allegation(s) of sexual harassment, the College may remove the respondent from the educational program or activity. If this occurs, the respondent will be provided notice and an opportunity to challenge the decision immediately upon removal. In the event the respondent is a non-student employee, the college may place the employee on administrative leave during the investigative process.

### **Awareness & Prevention of Dating Violence, Domestic Violence, Stalking & Sexual Assault**

In accordance with the provisions of Title IX of the Education Amendments of 1972 & the Clery Act as it was amended in the Violence Against Women Reauthorization Act of 2013, the college strongly prohibits acts of dating violence, domestic violence, stalking, & sexual assault & is committed to

fostering an environment of awareness & prevention. To that end, the College will investigate and/or execute disciplinary actions for all offenses of dating violence, domestic violence, stalking & sexual assault, regardless of location, when the institution is made aware of such an occurrence.

If you become the victim of a sexual assault or domestic violence, you should consider calling the police & seeking medical attention immediately. Additionally, if you fear for your safety or others around you, filing a protective order may be a good idea. We also encourage victims to report the offense to the college’s Title IX Coordinator to provide you with support & resources, including assistance with notifying local law enforcement authorities, if so desired.

The college’s Title IX Coordinator is:

Briana Gamble

1401 Dove Street, Suite 340, Newport Beach, CA 92660

(602) 858-6305

[bgamble@unitek.com](mailto:bgamble@unitek.com)

The College has assigned Title IX Responsible Employees to coordinate with the Title IX Coordinator and assist victims with the reporting of these offenses.

**The Title IX Responsible Employees at each campus are listed below:**

Campus	Name	Telephone	Email
Boise	Dr. Kerrie Downing	(208) 738-9478	<a href="mailto:kdowning@eaglecollege.edu">kdowning@eaglecollege.edu</a>
Boise	Pete Traxler	(208) 738-9477	<a href="mailto:ptraxler@eaglecollege.edu">ptraxler@eaglecollege.edu</a>
Idaho Falls	Rochelle Mertz	(208) 701-6019	<a href="mailto:rmertz@eaglecollege.edu">rmertz@eaglecollege.edu</a>
Idaho Falls	Christopher Dixon	(208)701-6019	<a href="mailto:cdixon@eaglecollege.edu">cdixon@eaglecollege.edu</a>
Layton	Kempe Nicoll	(385)262-9628	<a href="mailto:knicoll@eaglecollege.edu">knicoll@eaglecollege.edu</a>
Layton	Michelle Whiteley	(385) 262-9628	<a href="mailto:mwhiteley@eaglecollege.edu">mwhiteley@eaglecollege.edu</a>
Murray	Christine Anderson	(385) 262-9640	<a href="mailto:canderson@eaglecollege.edu">canderson@eaglecollege.edu</a>
Murray	Lisa Harper	(385) 262-9601	<a href="mailto:lharper@eaglecollege.edu">lharper@eaglecollege.edu</a>
Provo	Angela Lindley	(385) 262-9648	<a href="mailto:Alindley@provocollege.edu">Alindley@provocollege.edu</a>
Provo	Marie Staker	(385) 324-8624	<a href="mailto:MStaker@provocollege.edu">MStaker@provocollege.edu</a>

**Student Health and Safety**

The College is committed to providing an environment that protects the health and safety of all students. Students should immediately report to a College staff or faculty member any instance where the student feels he/she has been threatened, harmed, harassed, discriminated against, or otherwise mistreated at the campus. The College will take appropriate measures in accordance with applicable campus procedures to ensure student safety and address any issues brought forth.

As a part of the campus safety program, students are required to wear Student IDs in plain sight whenever on campus. The campus issues Student IDs to all students upon matriculation at the College. Lost Student IDs will be replaced at no cost to students. A Campus Security Report is published and distributed annually. The most current annual report is posted on campus and on the



College website.

## **STUDENTS WITH DISABILITIES**

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Students with Disabilities should make arrangements to meet with the Program Director and/or our onsite ADA Coordinator prior to the start of class to review facilities and required accommodations. Reasonable assistance is provided through a variety of services tailored to particular students' needs in an effort to equalize educational opportunities for students. Support services are provided on an individual needs basis and should be discussed with the ADA coordinator. Note: *All nursing students must be cleared by their healthcare provider to participate fully in the clinical setting.*

Additionally, the College is committed to creating an inclusive and accessible environment for pregnant and parenting students. Under Title IX regulations, pregnant students cannot be excluded from participating in any part of an educational program. Students who are pregnant, or have a pregnancy-related condition, are entitled to reasonable modifications to allow the student to continue their educational pursuits as long as such modifications do not create an undue hardship on the program/department or fundamentally alter the nature of the program. Therefore, reasonable modifications will be provided to allow a pregnant student to fully participate in educational opportunities. Please speak with your Campus Academic Leadership team to discuss the options and reasonable modifications and complete the necessary documentation.

Subsequent to pregnancy and/or upon a student's return to class, the College provides access to lactation space and time. The lactation space at the College is:

- A clean space other than a bathroom
- Private and shielded from view
- Free from intrusion from others
- Accessible by the students for expressing breast milk, as needed.

It is the student's responsibility to meet with their instructor upon returning to class to discuss and create a workable and reasonable schedule to allow the student time and space for lactation outside of the student's normal break times. The student will need to notify the instructor prior to the need, must still meet all academic requirements for the course, and will be responsible for making any arrangements to recover missed information while away from class. Please note the College cannot guarantee that the clinical/externship sites will abide by these modifications/requests, as the site partner process is separate from the College process and decisions are made solely by the site partners. It will be the student's responsibility to request this information from the clinical/externship partner.

### **Rehabilitation Act & Americans with Disabilities Act (ADA)**

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the college abides by the regulation that "no otherwise disabled individual" shall be excluded from participation in programs and services offered by the college "solely by reason of the disability." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the ADA Coordinator has consulted with the student and



determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

The college is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or would fundamentally alter the nature of the program, benefit, or service provided by the college. To request auxiliary aid or service, please contact the ADA Coordinator(s) for your school.

**The ADA Coordinators at each campus are listed below:**

<b>Campus</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Boise	Kerrie Downing (Primary)	(208) 738-9478	<a href="mailto:KDowning@eaglecollege.edu">KDowning@eaglecollege.edu</a>
Boise	Jamie Alvery (Primary)	(208) 701-6022	<a href="mailto:JAlvery@eaglecollege.edu">JAlvery@eaglecollege.edu</a>
Boise	Kristine Bailey (Primary)	(208) 225-8086	<a href="mailto:KBailey@eaglecollege.edu">KBailey@eaglecollege.edu</a>
Boise	Karie Hurber (Alternate)	(208) 738-9477	<a href="mailto:KHerber@eaglecollege.edu">KHerber@eaglecollege.edu</a>
Idaho Falls	Rochelle Mertz (Primary)	(208) 701-6019	<a href="mailto:RMertz@eaglecollege.edu">RMertz@eaglecollege.edu</a>
Idaho Falls	Jamie Alvery (Primary)	(208) 701-6022	<a href="mailto:JAlvery@eaglecollege.edu">JAlvery@eaglecollege.edu</a>
Layton	Michelle Whitely (Primary)	(385) 386-0125	<a href="mailto:MWhitely@eaglecollege.edu">MWhitely@eaglecollege.edu</a>
Murray	Lisa Harper (Primary)	(385) 262-9601	<a href="mailto:LHarper@eaglecollege.edu">LHarper@eaglecollege.edu</a>
Murray	Doug Syphus (Primary)	(385) 262-9597	<a href="mailto:DSyphus@eaglecollege.edu">DSyphus@eaglecollege.edu</a>
Murray	Jamie Alvery (Primary)	(208) 701-6022	<a href="mailto:JAlvery@eaglecollege.edu">JAlvery@eaglecollege.edu</a>
Online	Dena Robinson (Primary)	(986) 201-0264	<a href="mailto:DRobinson@eaglecollege.edu">DRobinson@eaglecollege.edu</a>
Provo	Angela Lindley (Primary)	(385) 262-9648	<a href="mailto:ALindley@provocollege.edu">ALindley@provocollege.edu</a>
Provo	Maria Staker (Primary)	(385) 324-8624	<a href="mailto:MStaker@provocollege.edu">MStaker@provocollege.edu</a>

Provo	Kristin Whipple (Primary)	(385) 230-6184	<a href="mailto:KWhipple@eaglecollege.edu">KWhipple@eaglecollege.edu</a>
Provo	Doran Sorensen (Alternate)	(385) 324-8629	<a href="mailto:DSorensen@provocollege.edu">DSorensen@provocollege.edu</a>

## **ACADEMICS: STUDENT GOVERNANCE**

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The college provides students the learning experience in a democratic form of Student Governance. Students have an active role in the governance of the program. Roles of the students in the governance of the program, (including students enrolled in online courses) include but are not limited to development, review, and revision of academic program policies. The Student Class Representative process is a student elected initiative where a class elected and votes on a class representative at the beginning of the program.

This elected Class Representative is the voice of the class in all matters concerning the program and the college. All Student Class Representatives must meet the minimum qualification standards and must participate in all Student Affairs Committee meetings.

The purpose of the Class Representative is to:

- Continuously improve the student learning experience in partnership with members of the school's Student Affairs Committee by helping create solutions to student concerns
- Provide feedback and evaluation of program/courses to faculty and administration
- Act as a communication channel between staff, students, and faculty

Duties and Responsibilities:

- Attend Student Affairs Meeting on the 1<sup>st</sup> and 3<sup>rd</sup> week of each month (day to be determined).
- Gather the collective opinions/concerns of students in the cohort and present these views during the Student Affairs Meeting.
- Communicate to staff and students about student concerns and develop solutions.
- Foster the relationship between faculty and students.

## **GRIEVANCE, APPEALS AND COMPLAINT PROCEDURES**

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### **ACADEMICS: APPEALS & GRIEVANCES**

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The College upholds the fundamental values of honesty, respect, fairness, and accountability, which fosters a learning environment with academic integrity at the forefront. The College also understands there may be instances when a student disagrees with an academic decision or action resulting from a violation of academic policy and/or standard of academic integrity. To address these grievances, the College allows a process for students to appeal the College's decision. An appeal may be made for

specific reasons defined by the College's Academic department, and all decisions made as a result of an appeal are final. Please note that student representatives (e.g., family members, friends, attorneys, etc.) are not allowed to participate in any of the processes described in the levels of appeal below.

An appeal for a final course or module grade must be submitted within 72 hours of the final grade being posted in Canvas and must be based on personal extenuating circumstances only. A student may not file an appeal on behalf of the class or other students and may only file one grade appeal per module or course. Additionally, disagreement with any established college policy is not a valid reason for grievance and appeal under any circumstances. Disagreements regarding individual assignment grades should be discussed informally and directly with the student's instructor and are not eligible for review through the following formal grievance and appeal process. Please note that a student who is disciplined or withdrawn for behavioral misconduct cannot contest the College's decision through the following process or any appeals process, as all decisions regarding disciplinary actions are made by the College's Leadership team and are final.

**Note:** For Level 2 through Level 4 appeals, the Student Appeal Form can be accessed at:

Eagle Gate College: [Student Complaint Process at Eagle Gate College.](#)

Provo College: [Student Complaint Process at Provo College.](#)

### **Level 1 - Informal Appeal**

- The student may initiate a **Level 1** appeal by contacting the faculty member or individual with whom the grievance arose as soon as the discrepancy has been identified.
- An effort to resolve the matter informally should be made.
- If the matter cannot be resolved at this level, the student may request a **Level 2** appeal in writing by completing the Student Appeal Request Form (ACA 5.0a) and providing the completed form to his/her campus Program Director/Academic Dean within two (2) business days.

### **Level 2 - Formal Appeal**

- The student may initiate a **Level 2** appeal by contacting the campus Program Director/Academic Dean, in the manner described above, if the grievance is not resolved at **Level 1**.
- The Program Director/Academic Dean will determine if the grievance and appeal request is in accordance with policy requirements.
- If the grievance and appeal request is determined to not be in accordance with College policy (invalid), the request will be denied, and the student will be notified by the Program Director/Academic Dean.
- If the grievance and appeal request is determined to be in accordance with College policy (valid), the Program Director/Academic Dean will enlist the respective faculty member(s) and/or the Team Lead to review the appeal request.
- The Program Director/Academic Dean will discuss the outcome of the **Level 2** review with the student and provide the completed form ACA 5.0a to the student within one (1) business day of the appeal request being received.
- If the matter cannot be resolved at this level, the student may request a **Level 3** appeal in writing by completing the Student Appeal Request Form (ACA 5.0a) and providing the completed form

within two (2) business days to the respective Regional Dean of Allied Health/Regional Academic Dean of Nursing.

### **Level 3 - Campus Appeal Hearing**

- A **Level 3** appeal may only be initiated if a **Level 2** appeal was attempted but did not resolve the grievance.
- The student may initiate a **Level 3** appeal by contacting the applicable Regional Dean of Allied Health/Regional Academic Dean of Nursing, in the manner described above, if the grievance is not resolved at **Level 2**.
- The Regional Dean of Allied Health/Regional Academic Dean of Nursing will investigate the request thoroughly, including interviewing all individuals involved and reviewing all documents that relate or may potentially relate to the student's grievance.
- The original decision will stand if, after review of the information, the Regional Dean of Allied Health/Regional Academic Dean of Nursing determines that the request for appeal was thoroughly addressed during the **Level 2** appeal process and the outcome was justified.
- If the Regional Dean of Allied Health/Regional Academic Dean of Nursing concludes that the student has grounds for a **Level 3** appeal, a Campus Appeal Committee Hearing will be scheduled as soon as possible but no later than one (1) business day from the receipt of the written appeal request. The Committee may consist of the following individuals but is subject to change based on the availability of staff and/or faculty members:
  - Academic Dean/Program Director (Presenter)
  - Regional Dean of Allied Health/Regional Academic Dean of Nursing
  - Campus Director
  - One full-time faculty member from the student's respective program (not involved in the Level 1 or 2 appeal)
  - One non-academic representative (Registrar, Student Services, Financial Aid, )

The details and result of the Campus Appeal Committee Hearing must be documented on Form ACA 5.0b – Campus Appeal Hearing Form.

**EXCEPTION:** Any appeal/grievance based on a violation of the attendance policy must be submitted to the respective National Academic Dean and the Vice President (VP) of Financial Aid Compliance for review before a final decision can be made.

- The Regional Dean of Allied Health/Regional Academic Dean of Nursing must submit the transcript of the campus deliberations and recommendations for review to the respective National Academic Dean and the VP of Financial Aid Compliance.
- The respective National Academic Dean and the VP of Financial Aid Compliance will review the documents and provide the final determination within two (2) business days of receipt, and the written decision will be sent to the Regional Dean of Allied Health/Regional Academic Dean of Nursing, the campus Program Director/Academic Dean, and the Campus
- Following the Committee's hearing and/or extended review as described in the "Exception" section above, the Regional Dean of Allied Health/Regional Academic Dean of Nursing will discuss the outcome of the **Level 3** review with the student and provide the completed forms ACA 5.0a

and ACA 5.0b to the student within one (1) business day of the hearing, including any advising/action plan determined by the Committee.

- As applicable, a copy of the signed advising/action plan is placed in the student's file and a copy is provided to the student. A scanned copy is uploaded to their CVUE file.
- If the matter cannot be resolved at this level, the student may request a **Level 4** appeal in writing by completing the Student Appeal Request Form (ACA 5.0a) and providing the completed form to the respective National Academic Dean within one (1) business day.

#### **Level 4 - Appeal to the National Academic Dean**

- A **Level 4** appeal may only be initiated if a **Level 3** appeal was performed but did not resolve the grievance.
- The student may request a **Level 4** appeal by contacting the respective National Academic Dean, in the manner described above, if the grievance is not resolved at **Level 3**.
- The National Academic Dean will investigate the request thoroughly, including interviewing all individuals involved and reviewing all documents that relate or may potentially relate to the student's grievance.
- The original decision will stand if after review of the information, the National Academic Dean determines that the request for appeal was thoroughly addressed during the **Level 3** appeal process and the outcome was justified.
- If the National Academic Dean concludes that the student has grounds for a **Level 4** appeal, the National Academic Dean will schedule an appointment with the student, and all information related to the appeal request will be reviewed. The student will be provided with the final decision and the completed form ACA 5.0a within one (1) business day of the review.
- All decisions made by the National Academic Dean are final, and **Level 4** appeal is the last step in the appeals process provided by the College.

If the final decision by the National Academic Dean does not resolve the grievance, the student may submit an appeal to the following applicable agencies:

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
Telephone 301-291-7550  
Facsimile 709-917-4109  
Website: [www.abhes.org](http://www.abhes.org)

A complaint form and description of ABHES complaint process is available online here: <https://complaintsabhes.com/>

Students enrolled at one of our campuses in Utah may also contact the Utah Division of Consumer Protection. All complaints considered by the Division must be in written form and submitted through the U.S. mail or by facsimile. All complaints are screened to determine whether it is a matter that can be handled by the Division. If it is something that the Division handles, the complaint will be assigned to an investigator who will determine what further action, if any, should be taken. For more details on the Division complaint process and their complaint form, go to:

<http://www.consumerprotection.utah.gov/complaints/index.html>

Please direct all inquiries to:

Utah Division of Consumer Protection 160 East 300 South Salt Lake City, Utah 84111 (801) 530-6601

Students enrolled at one of our campuses in Idaho may contact the Idaho State Board of Education at:

650 W. State St. #307

Boise, ID 83720-0037

Tel:208.332.1587

[boardofed.idaho.gov](http://boardofed.idaho.gov)

### Appeals of Academic Suspension

Students wishing to appeal suspension must do so in writing. The reason for the appeal must be the result of mitigating circumstances. The student must document in writing why they did not meet SAP and what in the student's situation has changed that will allow them to meet SAP according to a written academic plan. The appeal should be submitted to the Academic Dean/Program Director on a Student Appeal form.

If a student's appeal is granted, the student will be placed on Financial Aid Probation at the start of the following term/semester and will be required to fulfill the terms of an approved academic plan. If a student's appeal is denied, the student must remain out of school until one year after the term/semester in which the appeal was denied. The student can then request an additional appeal for reinstatement but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predicts success. Should a student have their appeal denied a second time, the student will be permanently dismissed from the College.

Following is a list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency

- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation available
- Documentation from a professional counselor

The Academic Dean/Program Director is responsible for determining the appropriateness of mitigating circumstance regarding severity, timeliness, and the student’s ability to avoid the circumstance. Any consideration of conditions outside this list should be discussed with the Campus Director. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Students may not appeal dismissals for violating the 150% maximum time to complete rule.

## **COMPLAINT PROCEDURE**

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The College takes concerns very seriously and is committed to addressing concerns timely and appropriately. These policies have been developed to foster a community of respect, collegiality, and professionalism. Based on the principles of adult communication and accountability, the following is the process for individuals wishing to make complaints, ask questions or raise concerns. Additionally, retaliation against a complainant or any individual involved, is strictly prohibited and is grounds for discipline.

### **Academic: Appeals & Grievances**

Individuals are encouraged to follow the Student Complaint procedure and Appeals & Grievance Policy as outlined in the Catalog.

### **Non-Academic Grievances**

- **Campus**

- Individuals are encouraged to seek resolution first by contacting the respective campus via the Program Director, Dean or Campus Director. Please see the “Management and Staff” section of the catalog.

- **Anonymous Reporting**

- The School also maintains an anonymous reporting portal to allow for the submission of a concern, issue, or incident anonymously: [www.unitek.ethicspoint.com](http://www.unitek.ethicspoint.com)

- **Accreditation and Oversight**

- For a list of accrediting agencies please see the “Accreditation & Approvals” section of the catalog.

### **General Complaint Procedure**

Anyone who is not an active student of the school, including the general public, may file a complaint with the appropriate Campus Director (see the “Management and Staff” section of the catalog). Members of the community with concerns are also encouraged to follow the steps in the Student Complaint Procedures, or may contact the appropriate agency.



## STUDENT COMPLAINT PROCEDURE

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The following is the process for students to make complaints, ask questions or raise concerns.

1. Students with questions/concerns are encouraged to speak to the individuals directly involved.
2. Students unable to discuss an issue with the individual involved are encouraged to follow the chain of command. If that is not possible or they are unsure of who this may be, students may contact their Program Director, Academic Dean or Campus Director for guidance.
  - If students approach staff who are not able to assist them, they will be directed to the appropriate staff person (i.e., if it is an academic issue, students are directed to the appropriate academic leader; if it is an operational issue, students are directed to the Campus Director). If necessary, the issue can be escalated to the Chief Operations Officer or Chief Academic Officer.
3. In addition, there is a secure & confidential suggestion box in each campus located in the main lobby where students can leave their suggestions, questions, or concerns. Each week the campus director will review the suggestion box contents. All concerns or complaints are logged and assigned to the appropriate individual and tracked for resolution.
4. Students who disagree with academic decisions or actions resulting from a violation of policy and/or standard of academic integrity are directed to follow the “Academic Appeals and Grievances” procedures as outlined in the school’s catalog.

The School also maintains an anonymous reporting portal for student concerns. Your instructors, program directors, and campus directors will remain your first line of contact but if you would feel more comfortable submitting a concern, issue, or incident anonymously, you can use our portal at [www.unitek.ethicspoint.com](http://www.unitek.ethicspoint.com).

Please watch the following video for more information on how the anonymous portal operates: <https://youtu.be/fdOin5EsfmM>. After you report a concern, please be sure to follow up using your report key and password within a week so that you can respond anonymously to any follow up questions we may have.

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools (ABHES). All complaints considered by ABHES must be in written form, with permission from the complainant(s) for ABHES to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct inquiries to:

Accrediting Bureau of Health Education Schools

6116 Executive Blvd., Suite 730

North Bethesda, MD 20852

Telephone 301-291-7550

A copy of the Accrediting Bureau of Health Education Schools’ Complaint Form is available at the College and may be obtained by contacting the Registrar’s office.

Students in Utah may contact the Utah Division of Consumer Protection. All complaints are screened



to determine whether it is a matter that can be handled by the Division. If so, the complaint will be assigned to an investigator who will determine what further action, if any, should be taken. All complaints considered by the Division must be submitted online.

For more details on the Division complaint process and to file a complaint go to:

<https://dcp.utah.gov/consumers/>

Utah Division of Consumer Protection

160 East 300 South

Salt Lake City, Utah 84111

(801) 530-6601

Students enrolled at our campuses in Idaho may contact the Idaho State Board of Education. For more details on the Idaho State Board of Education complaint process and their complaint form, go to:

<https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/>

Please direct all inquiries to:

Office of the State Board of Education

State Authorization Program Manager

PO Box 83720

Boise, ID 83720-0037

Nursing students and graduates may file complaints with:

The Commission on Collegiate Nursing Education (CCNE)

655 K Street, NW, Suite 750

Washington, DC 20001

202-887-6791 phone, 202-887-8476 fax

<https://www.aacnursing.org/CCNE>

Prospective students and parents, and enrolled students of the Physical Therapist Assistant program should address complaints about the PTA Program using the College student complaint procedure. Clinical education sites, employers of graduates and the general public may file a complaint about the PTA Program through the PTA Program Director or Campus Director. All complainants may also file a complaint about the program with:

The Commission on Accreditation in Physical Therapy Education (CAPTE)

3030 Potomac Ave, Suite 100

Alexandria, VA 22305

800-999-2782

<http://www.capteonline.org/Complaints/>

Additionally, PTA Program students and graduates may file a complaint with the:

Utah Department of Commerce, Division of Occupational and Professional Licensing

P.O. Box 146741

Salt Lake City, Utah 84111-6741

(801) 530-6628; toll free in Utah at (866) 275-3675; Fax (801) 530-6511

[doplweb@utah.gov](mailto:doplweb@utah.gov)

## **GENERAL COMPLAINT PROCEDURE**

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Anyone who is not an active student of the school, including the general public, may file a complaint with the appropriate Campus Director (see the “Management and Staff” section of this catalog). Members of the community with concerns are also encouraged to follow the steps in the Student Complaint Procedures, or may contact the appropriate agency.

## **MISCELLANEOUS POLICIES**

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### **Academic Advising**

When a student matriculates, assignment is made to a faculty academic advisor, usually the Program Director. Students are invited and encouraged to consult with the Academic Dean/Program Director, Student Services, and the Campus Director to discuss issues affecting student academic welfare and to seek advice and information on any matter of policy.

Student advising is limited to academic matters. Personal or therapeutic counseling is not provided, and such situations will be referred to appropriate agencies.

Confidentiality of records is maintained under current legal standards as outlined by the Family Educational Rights and Privacy Act (FERPA). Students receive information regarding FERPA guidelines during student orientation.

### **Student Orientation**

All new students will be notified of the time and date of the next orientation session. Attendance is required. During orientation, students will become acquainted with the pertinent rules and regulations of the College, familiarized with facilities, introduced to various faculty and staff members, and issued a class schedule. College orientation will also enable students to seek any additional advising from the Admissions department, Financial Services, or Academic department before classes start. Students completing courses/programs online are required to participate in Online Orientation.

## Use of Technology

In support of its educational mission the College provides a campus data network. It is the responsibility of students to use electronic services appropriately and in compliance with College policies and State and Federal laws / regulations. Actions that are unacceptable on the network and computing services are harassment in any form, failure to respect the property of others, forgery or other misrepresentation of one's identity, and displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others. In addition, these policies apply to the College network and electronic services:

- College systems and networks may only be used for legal purposes and to access only those systems, software, and data for which the user is authorized.
- College systems, networks and electronic services may not be used for private commercial or political purposes or for personal gain.
- Information resources licensed by the College for the use of its students, faculty or staff may not be retransmitted outside of the College.
- Electronic mail is a college resource, with no guarantee of privacy for electronic mail messages.

Persons who violate this or any other College policy are subject to discipline, up to and including expulsion for students and termination for associates.

## Distance Education Identity Verification and Privacy

Each distance learning faculty and student shall be assigned a user ID in the Canvas system and will create an alphanumeric password that uniquely identifies him/her in the distance learning environment. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit. To maintain a secure distance learning environment, users shall:

1. Accept responsibility for the security of their personal passwords
2. Maintain student information separate from others within the LMS and protected from outside intruders
3. Protect faculty information from student views within the LMS and from outside intruders
4. Take reasonable steps to protect the password when using public computers
5. Disclose a password compromise to college staff as soon as possible

In addition, online faculty and staff shall maintain familiarity with FERPA regulations and may not disclose confidential student information in an unauthorized manner. All student information in the LMS is confidential and access is granted only to a limited number of administrators.

## Written Arrangements

The Colleges have an Online Course Hosting and Technical Assistance Agreement with Instructure (Canvas), located at 6330 South 3000 East, Suite 700, Salt Lake City, UT, 84121, to provide the Colleges with its own instance on the Canvas platform Learning Management System (LMS) in which it will host online courses. Instructure assumes no responsibility, however, for the instruction of students in such courses. The portion of the educational program that Instructure provides is 0%. Students may incur the costs of purchasing a computer (est. \$750) and obtaining internet access

(est. \$30 per month), but such expense may not be required. There are no additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement.

The Colleges do not have any written arrangements with educational institutions or other organizations to offer any part of the Colleges' training programs on their behalf.

### Student Relocation

Students are expected to complete their program of study within the states of Utah or Idaho. Due to individual state and federal regulations, if a student relocates outside the states of Utah or Idaho before completing all program requirements they may be unable to continue to receive federal student aid and/or finish their current term and/or program of study at the College. The College does not guarantee that students wishing to complete an internship, externship, or clinical course outside of the states of Utah or Idaho will be able to do so. Students should plan on completing externship, internship or clinical portions of their courses while residing in Utah or Idaho. Students who are considering relocating while enrolled should contact the Academic Dean/Program Director or Campus Director to discuss how relocation could alter their eligibility. It is the student's responsibility to inform the College of their relocation.

### Weapons and Firearms

The College complies with state law regarding weapons on campus. Utah state law clearly states that a person may not possess a dangerous weapon, firearm, or sawed-off shot gun on school premises (Utah Code 76-10-505.5) except under certain conditions.

Any individual who fails to abide by this policy may be subject to disciplinary action up to termination and/or prosecution under appropriate city, state, or federal laws. Individuals should immediately report any knowledge they have regarding the use or display of weapons and firearms to the Campus Director.

### Knowledge of Rules and Regulations

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

## ACADEMIC TERMINOLOGY AND CLASSIFICATION OF STUDENT

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1. **Academic Term:** Classified as a quarter or a semester (see Academic Calendar); quarters are typically ten (10) weeks in length and semesters are typically fifteen (15) or sixteen (16) weeks in length.
2. **Academic Year:** A minimum of 36 credit hours and 30 weeks.
3. **Clinical/Practice:** A curriculum requirement served outside of the classroom setting.
4. **Clock Hour:** Fifty minutes of instruction with a ten-minute break for a total of sixty minutes.
5. **Co-requisite:** A course which must be taken concurrently with another course.
6. **Continuing Student:** A student who attended courses during the preceding term.
7. **Course:** A unit of academic study; listed by number and title under the course descriptions section of this catalog.

8. **Credit Hour (Quarter):** A quarter credit equals a minimum of 10 hours of classroom instruction, 20 hours of laboratory work, or 30 hours of externship. See Out-of-Class Learning Activities definition for additional credit hour requirements.
9. **Credit Hour (Semester):** A semester credit equals a minimum of 15 hours of classroom instruction, 30 hours of laboratory work, or 45 hours of clinical/practice. See Out-of-Class Learning Activities definition for additional credit hour requirements.
10. **Externship:** Typically, the final phase of curriculum served outside of the classroom setting.
11. **Field Experience Courses:** Courses listed as 'Internship/Externship' or 'Clinical/Practice' are considered field experience by the Veterans Administration under VA regulation-1426.5.
12. **Financial Aid Probation:** Conditional status which refers to students who have been readmitted after suspension due to failure to meet academic standards.
13. **Financial Aid Warning:** Conditional status which refers to students who are being monitored for failure to meet academic standards.
14. **Full-time Student:** A student registered for at least twelve (12) credit hours per term.
15. **Half-time Student:** A student who is registered for a minimum of six (6) credit hours and less than nine (9) credit hours per term.
16. **Less-than-half-time Student:** A student who is registered for less than six (6) credit hours per term.
17. **Lower-Division Courses:** Lower division courses are those numbered one hundred (100) through two hundred ninety-nine (299).
18. **Major:** Refers to the field of emphasis a student pursues in a degree or diploma program.
19. **New or First-Time Student:** A student who has not previously attended courses at the College.
20. **Out-of-Class Learning Activities:** At least two hours of outside reading and/or preparation are required for each classroom lecture period of not less than 50 minutes. Specific learning activities and assignments are provided by the instructor.
21. **Prerequisite:** Preparatory course which must be successfully completed before a student is eligible to enroll in a subsequent course or program of study.
22. **Program of Study:** A total set of course requirements which must be met to earn a degree or diploma.
23. **Re-entry Student:** A reinstated student who was previously withdrawn.
24. **Registered Student:** A student who has been issued a schedule of classes in which space has been reserved for that student.
25. **Residence Credit:** This is awarded for courses whose requirements are met while enrolled at or through special examinations administered by the College. Fifty percent of a program's credit unit requirements must be earned in residence for most degree or diploma programs.
26. **Three-quarter Student:** A student who is registered for a minimum of nine (9) credit hours and less than twelve (12) credit hours per term.
27. **Transfer Credit:** Credit hours earned at another institution and transferred to Eagle Gate College or Provo College or credit earned through College Level Examination Program (CLEP) examinations.
28. **Upper-Division Courses:** Upper division courses are those numbered three hundred (300) through four hundred ninety-nine (499).
29. **Graduate Level Courses:** Graduate level courses are those numbered five hundred (500) through five hundred ninety-nine (599).

### Classification of Students:

Students are classified according to the credit hours earned using the following scale:

<b>Quarter Credit Hours Earned</b>	<b>Classification</b>
1-36	Freshman
37-72	Sophomore
73-108	Junior
109-144+	Senior
<b>Semester Credit / Clock Hours Earned</b>	<b>Classification</b>
1-24 / 900 Clock hrs	Freshman
25-48 / 1589 Clock hrs	Sophomore
49-72	Junior
73-120+	Senior

### **Matriculated Students**

A student is considered matriculated when the student is officially admitted to the College and has declared a major field of study that will lead to the awarding of a degree or diploma.

### **Non-matriculated Status**

Students who are enrolled in courses with no degree or diploma objective are considered non-matriculated. If the non-matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will apply toward program requirements.

### **Active Out**

Students may be placed on Active Out status until the next available or scheduled block in cases where a class is unavailable in a 5- or 7.5-week block. Any schedule change must take place prior to the student ceasing attendance in the current block. Any student who would be absent for longer than a 5- or 7.5-week block at one time or who fails to return on the agreed upon date of the next block will be withdrawn from the College. Contact the Academic Dean/Program Director for more information.

### **Change in Program**

After admittance to the college, students may change their program of study if they obtain approval from the Academic Dean/Program Director. All credits applicable to the new program will be

transferred. To assure academic integrity and financial aid compliance, program changes take effect only at the beginning of a new term.

### **Transferring between Program Shifts**

Students can only transfer between day, evening, and online shifts at the end of a term, based on availability. A student seeking an exception for an individual course must be passing the course and have permission from the Academic Dean/Program Director and both instructors.

## **SUMMARY OF CHANGES**

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### **March 3rd, 2025**

- Updated Student Services
  - Removed 3rd Party Counseling (WellConnect)
  - Added Student Wellness Coaching
- Updated PTA Faculty

### **February 17th, 2025**

- Updated Accreditation and Approvals section to include ACEN accreditation status by campus
- Updated Transferability of Hours/Credentials Earned section to include a note regarding Regional vs National accreditation

### **February 4th, 2025**

- Updated Students with Disabilities to reflect new ADA Coordinators
- Updated Medication Math Exam Policy to include the use of a Whiteboard
- Updated Faculty
- Updated Management and Staff

### **January 17th 2025**

- Updated Management and Staff
- Updated Determining Student Location
- Updated State Authorization Regarding Distance Education
- Updated role to Student Wellness Coach

### **January 1st, 2025**

- Updated Catalog Effective Date to reflect 2025

- Updated the 'Late Submission and Extension Policy' to the 'Late Policy'
- Updated Campus Schedules:
  - Holidays
- Updated Credit for Prior Education
  - DSST Examinations approved for transfer: Removal of 'Ethics'

### **December 23th, 2024**

- Updated Programmatic Admission Policies – HESI A2 Exam Revised
  - Admissions: Masters Entry Program in Nursing (MEPN)
  - Admissions: Bachelor of Science in Nursing (BSN)
- Updated Admissions Policies:
  - Entrance Exam Retakes & Timelines

### **December 13th, 2024**

- Updated Programmatic Admission Policies – HESI A2 Exam Added
  - Admissions: Masters Entry Program in Nursing (MEPN)
  - Admissions: Bachelor of Science in Nursing (BSN)

### **December 3rd, 2024**

- Updated Student Code of Conduct

### **November 25th, 2024**

- Updated Tuition and Fees
  - 2025 Pricing

### **November 12th, 2024**

- Updated Attendance Policy
- Updated Admission Policy to the Practical Nursing Program
  - Attendance into two academic orientations sessions prior to the programs start date.
- Updated: Dress Code

### **October 7th, 2024**

- Updated Scholarships & Discounts
  - PN-BSN Scholarship added
- Updated: Students With Disabilities ADA Coordinators
- Updated Attendance Policy
  - Online Asynchronous Education
  - Practical Nursing



- Updated: Academics: Honors Program
- Updated Admission Policy to the Practical Nursing Program
  - Attendance into two academic orientations sessions prior to the programs start date.
- Updated: Dress Code

### September 5th, 2024

- Updated Online Readiness
- Updated Students with Disabilities
  - Lactation Policy
- Updated: Violations of Academic Integrity
  - 3rd Party Language
- Updated: Credit for Prior Education
  - Transcript Submission Instructions
- Policy on Recording of Academic and Conduct Advisement meetings and other Personal Conversations Added
- Updated: Attendance Policy
  - PN Attendance

### August 15th, 2024

- Updated: Tuition and Fees
  - PTA Program

### August 5th, 2024

- Updated: Academics Appeals & Grievances
- Updated: Idaho Falls PN Program moved to legacy section
- Updated: Admission Policies
- Updated: Student with Disabilities
- Updated: Determine Student Location
- Updated: Leave of Absence (LOA) Policy
- Updated: Credits for Prior Education
- Updated: Title IX Related Polices: Nondiscrimination, Sexual Discrimination, and Sex-Based Harassment
- Updated: PTA Prerequisites and Course Descriptions
- Updated: Student Code of Conduct
  - Disciplinary Actions for Violations of the Student Code of Conduct
- Updated: Make Up Policy for Allied Health Diploma Programs

### July 1st, 2024

- Updated: Students With Disabilities
  - ADA Coordinators
- Updated: 3rd Party Funding

### June 14th 2024

- Updated: Accreditation and Approvals
- Updated: Credits for Prior Education
  - VN/PN Maximum Transfer Credits or Hours
  - International Transcripts
- Updated: Management and Staff
- Updated: Admissions: Bachelor of Science in Nursing (BSN)
  - Advanced Placement option added
- Updated: Dismissal, Withdrawal & Readmission
  - Re-Entry Form Link Added

### June 2024

- Updated: PTA Admission requirements regarding positive drug test
- Management and Faculty updates
- Updated: Career Service
- Updated: Title IX Coordinators

### May 6, 2024

- Update: Behavioral Misconduct Policy
- Update: Management and Staff
- Update: Accreditation and Approvals – ACEN Candidacy added for Layton and Murray
- Update: Facilities Description (Murray)
- Update: Campus Schedule (Murray)
- Update: Physical Therapist Assistant Admission Requirements

### April 5, 2024

- Update: Boise, Murray, Layton and Provo PN program
- Update: VA Benefit Information
- Update: Additional Policies for VA Students
- Update: Late Submission and Extension Policy: BSN
- Update: BSN Grade Scale
- Update: Externships and Clinical Training (Health and Liability Insurance for Nursing Students)
- Update: Background Checks & Drug Screening

- Update: Admissions: Practical Nursing Program
- Removal: All references to PN PRQ
- Update: Credit for Prior Education

### **March 12,2024**

- Addition: Late Submission and Extension Policy: BSN

### **February 22,2024**

- Update: BSN Transfer Credit
- Update: Course Descriptions
- Update: Faculty list
- Removal: PN Inaugural scholarship
- Update: SAP policy clarification

### **February 9,2024**

- Update: BSN program (New curriculum)
- Update: BSN program moved to legacy
- Update: BSN Tuition
- Update: Course Descriptions for new BSN curriculum

### **February 6, 2024**

- Update: Transfer Credit Recency Rules
- Academic Policy: "Termination Based on Failed Courses (non-Nursing Programs)"
- Update: Grievance and Appeal policy clarification
- Update: Student Code of Conduct

### **December 27, 2023**

- Updated Holiday Schedule
- Updated Catalog Cover with 2024 dates

### **December 21, 2023**

- Updated Grading Scale added for PN
- Updated Course Descriptions
- Updated PN program offerings by location

### **December 11, 2023**

- Updated Admissions: Vocational/Practical Nursing Prerequisite Course
- Updated Admissions Policies: Applicants with a Deferred Action for Childhood Arrivals (DACA)

Immigration Status (C33) Added

- Update Academic Policies: Credit for Prior Education
- Update Student Finance Policy: Collections
- Update MEPN: Minimum grade requirements
- Update all MSN Programs: Minimum grade requirements

### **November 3, 2023**

- Updated Tuition – effective 01/01/2024
- Updated MEPN Scholarship information

### **October 13th, 2023**

- Updated Plagiarism Policy: AI Student Policy Added

### **October 2nd, 2023**

- Updated Tuition and Fees
- Updated Attendance: Online Asynchronous Education Attendance Single Course LDA
- Updated Immunizations / Vaccinations

### **September 5th, 2023**

- Updated Background Checks and Drug Screening
- Updated Management and Staff
- Removal of Grade Appeals
- Updated Repeating Course Retake Fees for Medical Assisting Program Clarified
- Updated Academics: Satisfactory Academic Progress: Frequency of SAP Evaluations for Medical Assisting Program Clarified
- Updated Grades: BSN
- Updated Academics: Appeals & Grievances: Grade Appeals

### **August 7th, 2023**

- Updated Private 3rd Party Funding

### **August 1st, 2023**

- Updated Campus Schedules

### **July 5th, 2023**

- Updated Physical Conditions Admission statement
- Updated ALOA Policy

### **June 20th, 2023**

- Updated Admissions: Bachelor of Science in Nursing (BSN): TEAS Exam
- Updated ADA Coordinators
- Updated Practical Nursing Prerequisite Course (PN PRQ)

### **June 5th, 2023**

- Added Ranking System for Reentry to Externship

### **May 15th, 2023**

- Updated Tuition and Fees – Practical Nursing Program
- Added Practical Nursing Program at Murray, UT
- Updated Admissions: Practical Nursing Program
- Updated Course Descriptions

### **May 5th , 2023**

- Removed Challenge Exam Information

### **May 1st, 2023**

- Updated Practical Nursing Prerequisite Course (PN PRQ) Retake attempts
- Updated Medical Assisting course code acronym to ASYNC/LAB
- Removed Legacy Program: Medical Assisting
- Updated Leave of Absence Policy

### **April 24th, 2023**

- Updated Add/Drop Period
- Added Medication Math Policy

### **April 3rd, 2023**

- Updated Administrative LOA Policy
- Updated Faculty
- Updated Management and Staff

### **March 6, 2023**

- Updated Externships & Clinical Training
- Added PTA Grading Scale
- Updated Physical Therapist Assistant Course Codes
- Updated Admission Policies

### **February 6th, 2023**

- Student Non-Fraternization Policy Added
- Updated Academics: Appeals & Grievances
- Updated Accreditation & Approvals

### January 20th, 2023

- Updated Tuition and Fees

### December 12th, 2022

- Updated Student Code of Conduct
- Updated Academic Integrity
- Updated Drug and Alcohol-Free Environment
- Updated Physical Therapist Assistant Courses
- Updated Management and Staff

### December 5th, 2022

- Updated Management and Staff

### November 15th, 2022

- Updated Tuition and Fees

### November 4th, 2022

- Updated Management and Staff
- Updated MEPN Course Descriptions
- Updated Admissions Polices:
  - Admissions: Bachelor of Science in Nursing (BSN)
    - TEAS Exam Retake Option
    - Removal of Conditional Enrollment via SmartPrep Course

### October 6th, 2022

- Updated Management and Staff
- Updated Student Finance Policies

### September 14th, 2022

- Updated Tuition and Fees: BSN program at Layton, Murray & Provo

### September 6th, 2022

- Updated Title IX Responsible Employees
- Updated ADA Coordinators

- Updated Tuition and Fees: BSN program at Boise & Idaho Falls

### September 1st, 2022

- Accrediting Bureau of Health Education Schools (ABHES) address updated

### July 13th 2022

- Updated Attendance Policy for Allied Health Diploma Programs
- Updated Student Services

### July 5th, 2022

- Updated Title IX Responsible Employee

### June 6th, 2022

- Updated Proof of Graduation Foreign Evaluation Services
- Updated Complaint Procedures

### May 20th, 2022

- Updated Family Educational Rights & Privacy Act (FERPA) & Personally Identifiable Information (PII)
- Updated Tuition and Fees
- Updated Admissions Polices to the TEAS test in the following programs:
  - Bachelor of Science in Nursing (BSN)
  - Physical Therapist Assistant Program

### May 1st, 2022

- Updated Refund Policy - Chromebook
- Updated General Education Course Descriptions for the PTA, BSN and RN-BSN programs.
- Resubmission Policy: General Education
- Late Submission and Extension Policy: General Education
- Updated Practical Nursing Grading Table
- EthicsPoint Added
- Updated Program section

### April 18th, 2022

- Updated Admission Policies: Practical Nursing - Background Check

### April 1st, 2022

- Updated NUR544 course description
- Updated VA G.I. Registered Trademark Logo

- Updated POG Requirement

### **March 11, 2022**

- Updated attendance policy for Online Asynchronous courses
- Updated Recency Rules regarding credit for prior education
- Updated Faculty Section

### **March 4, 2022**

- Updated Faculty section

### **March 1, 2022**

- Completion of SLE-Q exam required prior to start (not admission/enrollment) for Allied Health diploma programs.

### **February 21, 2022**

- Updated ADA Coordinators
- Updated Title IX Responsible Employees
- Clarification to Background Check process in BSN program
- Updated information on online asynchronous delivery of PRQ course
- Clarification on co-requisite courses in PN program
- Updated Student Code of Conduct

### **February 3, 2022**

- Updated Faculty
- Updated ADA Coordinators
- Updated Title IX Responsible Employees
- Eagle Gate and Provo College Academic Calendar update
- Removal of MEPN Scholarship Table

### **December 22, 2021**

- Plagiarism Policy updated
- Updated Title IX Responsible Employees

### **November 17, 2021**

- RN-BSN program indicated for Murray campus only
- Algebra I added to PTA Course Description

### **October 15, 2021**



- Updated Student with Disabilities Section
- Updated MEPN Scholarship
- Updated Physical Therapist Assistant Courses
- Updated Faculty Section

### **September 22, 2021**

- Updated Attendance Policy

### **September 15, 2021**

- Added CLEP / International Credits policy

### **September 10, 2021**

- COVID-19 vaccination (all doses) added to Immunizations Policy
- Updated Facility Description

### **August 31, 2021**

- Updated Credits for Prior Education Section

### **August 11, 2021**

- Added policy on Determining Student Location under Misc. Policies
- Updated MSN programs

### **July 30, 2021**

- Located Dress Code policy within Student Code of Conduct
- Added SLE-Q Admissions Exam policy for Idaho campuses (MA & PN programs)

### **June 2021**

- Removal of State Authorization Reciprocity Agreements (SARA) Participant
- Removal of BIO251 Microbiology and BIO252 Microbiology Lab from Physical Therapist Assistant Courses.
- MEPN Entrance Exam score correction
- Drug Screen Revision
- Credit for Prior Education
- RN to BSN Admissions Policies
- PN Program Admission Revision

### **April 2021**

- Plagiarism Policy updated to apply across all accredited schools under Unitek Learning

- PTA program description updated to reflect 75 instructional weeks instead of 80 (resulting from 15-week semesters instead of 16-week semesters)
- Inaugural Scholarship and updated tuition: Practical Nursing program in Idaho
- PN Program Admission Revision

### March 2021

- RN-BSN admissions requirement changed from prior GPA of 2.0 to prior GPA of 2.5
- LPN license no longer acceptable for NUR131 credit

### January 2021

- Added Idaho & Utah state-specific complaint procedures & agency contact info
- Removed references to Independent Study being allowed / approved
- Added details to Course Enrollment policy for stand-alone courses

## **LEGACY PROGRAMS**

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The following programs have ceased enrollment but have active students as of the date of this catalog. A program will be removed from this section after its last student graduates.

### **LEGACY PROGRAM PRACTICAL NURSING**

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Program Title	Practical Nursing (Idaho Campuses)
Credential Awarded	Diploma
Instructional Hours	1620
Program Length	46 Weeks
Instructional Method	Residential
Program Overview	<p>The Practical Nursing (PN) Program is designed to prepare students for employment in the healthcare field. Eagle Gate College focuses on providing students with the knowledge, skills, and practical experience necessary to become competent and compassionate licensed nurses to provide safe patient care. This comprehensive program combines theoretical classroom instruction with hands-on clinical training, practice tests, and test-taking strategies which prepare graduates to take the NCLEX-PN (National Council Licensure Examination for Practical Nursing) which leads to a rewarding career in nursing.</p> <p>The Practical Nursing (PN) program is a residential pre-licensure nursing program that prepares graduates to pass the NCLEX-PN exam and apply for licensure in the State of Idaho as a Licensed Practical Nurse (LPN).</p>

<p>Learning Outcomes/ Educational Objectives</p>	<p>Graduates will be able to:</p> <ul style="list-style-type: none"> <li>• Collaborate effectively with clients, families, health care team, and community resources to provide holistic care</li> <li>• Assist in the formulation of a systematic problem-solving approach to deliver basic nursing care to clients and implement approaches within ethical-legal limitations</li> <li>• Assist in the coordination of patient care as a member of the health care team within the organizational framework of a structured health care setting and standards of practice</li> <li>• Assume responsibility as a member of the nursing profession by demonstrating accountability for practice, promoting the practice of Practical Nursing and participating in health promotion.</li> </ul>
<p>Corresponding Occupational Outcomes</p>	<p>Graduates are prepared to gain employment as entry-level Licensed Practical Nurses (CIP code 51.3901, SOC code 29-2061.33)</p>
<p><b>Required Courses</b></p>	

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
<b>PN-100 Nursing Fundamental Theory</b>	Residential	226	0	0
<b>PN-101 Nursing Fundamental Clinical Skills</b>	Residential	0	144	80
<b>PN-200 Pharmacology</b>	Residential	32	0	0
<b>PN-201 Medical Surgical I Theory</b>	Residential	154	0	0
<b>PN-202 Medical Surgical 1 Clinical</b>	Residential	0	50	215
<b>PN-300 Maternal and Newborn-Theory</b>	Residential	32	0	0
<b>PN-301 Maternal and Newborn-Clinical</b>	Residential	0	16	16
<b>PN-302 Pediatric Nursing-Theory</b>	Residential	32	0	0
<b>PN-303 Pediatric Nursing-Clinical</b>	Residential	0	16	16
<b>PN-304 Medical Surgical II - Theory</b>	Residential	146	0	0
<b>PN-305 Medical Surgical II-Clinical</b>	Residential	0	80	328
<b>PN-306 Professional Development-Theory</b>	Residential	38	0	0

All course descriptions can be found in the “Course Description” section of the catalog.

**Paired Courses (Co-requisites)**

As noted in the Course Descriptions, certain courses are meant to be taken concurrently with other courses in pairs called “co-requisite courses”. Students must pass both paired courses in order to progress in the program (i.e. students failing one course of a co-requisite pair will automatically fail the other course in the pair).

Additional Information	<p><b>Practical Nursing (PN) Program Licensure Disclosure</b></p> <p>The curriculum for the Practical Nursing (PN) program at Eagle Gate College has been designed to meet the educational licensure requirements in Idaho as well as prepare students to apply to the Idaho Board of Nursing to sit for the NCLEX licensure exam in the State of Idaho (see <a href="https://ibn.idaho.gov/IBNPortal/">https://ibn.idaho.gov/IBNPortal/</a> for more information regarding licensure in Idaho). The nursing boards in each state are responsible for establishing the requirements for licensure for their state. Requirements may vary state to state and may change at any time. Students who intend to use their Eagle Gate College PN diploma to secure licensure in any state other than Idaho will need to review the professional licensure disclosures in that state pertaining to their program and consult with the applicable state nursing licensing board. For more information, see <a href="#">Nursing Board Contact Information by State or Territory – PN Program</a> for a listing of state nursing licensing boards and determinations made by the College by state of whether the PN curriculum meets licensure requirements, does not meet licensure requirements or where a determination has not been made. NOTE: Graduates who become licensed in Idaho may subsequently apply for licensure in another state. Ask your Academic Dean about Nursing reciprocity agreements.</p>
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## LEGACY PROGRAM: NURSING (BSN) PROGRAM

The program version below has ceased enrollment due to updates reflected in the currently-offered Bachelor of Science in Nursing program described in the main body of the catalog.

Program Title	Nursing (BSN) Program
Credential Awarded	Bachelor of Science
Semester Credits	120
Instructional Hours	2207.5
Program Length	135 Weeks
Instructional Method	Blended
Program Overview	<p>The Bachelor of Science in Nursing program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. Students are provided opportunities to develop knowledge, skills, and attitudes of baccalaureate generalist nursing practice through on-line and residential classroom instruction, virtual practice, and clinical nursing experiences.</p> <p>The graduate is prepared to sit for the NCLEX-RN licensure examination and practice as a registered nurse in a variety of settings including positions practicing in; long-term care, acute care, complex and critical care, school nursing, home health and community health nursing. Graduates are prepared for leadership and quality improvement positions.</p>
Learning Outcomes/ Educational Objectives	<p>The Bachelor of Science in Nursing Student Program Learning Outcomes support the mission and goals and are aligned to the current baccalaureate nursing competencies set forth by the American Association of Colleges of Nursing (AACN). Faculty in the BSN program recognize the following learning outcomes for students successfully completing requirements for the baccalaureate generalist nurse:</p> <ul style="list-style-type: none"> <li>• Base decisions in professional nursing practice on theories and concepts from nursing, arts, and sciences .</li> <li>• Demonstrate leadership and management skills to enhance patient safety and improve quality of patient outcomes.</li> <li>• Articulate the importance of self-directed learning and professional development in providing evidence-based, high-quality, safe nursing care.</li> <li>• Utilize informatics and technology to communicate and provide safe and effective nursing care.</li> <li>• Incorporate knowledge of health care policy, finance, delivery systems and regulatory environments, in critical decision making to meet the needs of patients and populations.</li> <li>• Collaborate and communicate effectively with patients and the interprofessional teams to provide high-quality and safe nursing care .</li> <li>• Collaborate with health care professionals and patients to prevent disease and promote health for diverse individuals and populations across the lifespan.</li> <li>• Demonstrate professional standards of moral, ethical, and legal nursing practice within the scope of the baccalaureate generalist nurse.</li> </ul>
Corresponding Occupational Outcomes	Graduates are prepared to gain employment as a registered nurse (CIP code 51.3801, SOC code 29-1141.00)
<b>Required Courses</b>	

<b>Program Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
NUR125 Foundations & Perspectives for BSN	Online	3.0	45.00		
NUR131 Fundamentals of Nursing	Residential	5.0	45.00	30.00	45.00
NUR145 Medical-Surgical Nursing I	Residential	6.0	52.50	15.00	90.00
NUR165 Pharmacology I	Residential	3.0	45.00		
NUR245 Medical-Surgical Nursing II	Residential	6.0	52.50	15.00	90.00
NUR265 Pharmacology II	Residential	3.0	45.00		
NUR276 Maternal/Newborn/Pediatric Nursing	Residential	6.0	60.00	15.00	67.50
NUR286 Mental Health Nursing	Residential	4.0	45.00		45.00
NUR310 Nutrition	Online	3.0	45.00		
NUR312 Health Assessment of Individuals & Populations	Online	3.0	45.00		
NUR320 Health Care Systems & Quality Outcomes	Online	3.0	45.00		
NUR322 Complex Nursing Care	Online	3.0	45.00		
NUR324 Health Care Ethics, Policy & Regulation	Online	3.0	45.00		
NUR330 Aging Populations	Online	3.0	45.00		
NUR332 Community Health	Online	3.0	45.00		
NUR334 Global Health	Online	3.0	45.00		
NUR340 Nursing Informatics	Online	3.0	45.00		
NUR342 Nursing Research & Evidence-based Practice	Online	3.0	45.00		
NUR344 Nursing Leadership	Online	3.0	45.00		
NUR345 Medical-Surgical Nursing III	Residential	6.0	45.00	10.00	120.00
NUR352 Senior Seminar	Residential	4.0	45.00		45.00
<b>General Education Courses</b>	<b>Method of Delivery</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship/ Clinical/ Practicum</b>
MTH100 Intermediate Algebra	Online	3.0	45.00		
ENG100 English Composition	Online	3.0	45.00		
BIO200 Anatomy & Physiology I	Online	3.0	45.00		
BIO200L Anatomy & Physiology I Lab	Online	1.0		30.00	
PSY100 Introduction to Psychology	Online	3.0	45.00		
BIO215 Anatomy & Physiology II	Online	3.0	45.00		
BIO215L Anatomy & Physiology II Lab	Online	1.0		30.00	
SOC100 Introduction to Sociology	Online	3.0	45.00		
MIC215 Microbiology	Online	3.0	45.00		
PSY115 Lifespan Development	Online	3.0	45.00		
CHM215 General Chemistry	Online	3.0	45.00		
ENG 300 Advanced English Composition	Online	3.0	45.00		
MTH215 Statistics	Online	3.0	45.00		
BIO225 Pathophysiology	Online	3.0	45.00		
ETH400 Ethics	Online	3.0	45.00		

**Nursing (BSN) Course Progression**

Nursing students must complete each course in each semester with an average of 75% or higher in order to progress to the next semester. Repeated failures in a single course or multiple courses shows the inability to master the required subject matter. Reaching one of the following failure limitations will result in dismissal from the nursing program:

Failure of three (3) different General Education courses

Failure of two (2) different Nursing Core courses

Failure of the same course two (2) times

Failure of three (3) total courses, GE and Nursing combined

All course descriptions can be found in the "Course Description" section of the catalog

**Bachelor of Science in Nursing (BSN) Licensure Disclosure**

The curriculum for the Bachelor of Science in Nursing (BSN) program at the College has been designed to meet the educational licensure requirements in Utah and Idaho as well as prepare students to apply to the Utah State Board of Nursing or the Idaho Board of Nursing to sit for the NCLEX licensure exam in the States of Utah or Idaho (see <https://dopl.utah.gov/> or <https://ibn.idaho.gov/IBNPortal/> for more information regarding licensure in Utah or Idaho). The nursing boards in each state are responsible for establishing the requirements for licensure for their state.

Requirements may vary state to state and may change at any time. Students who intend to use their Eagle Gate College BSN degree to secure licensure in any state other than Utah or Idaho will need to review the professional licensure disclosures in that state pertaining to their program and consult with the applicable state nursing licensing board. For more information, see [Nursing Board Contact Information by State or Territory – BSN and MEPN Programs](#) for a listing of state nursing licensing boards and determinations made by the College by state of whether the BSN curriculum meets licensure requirements, does not meet licensure requirements or where a determination has not been made.

NOTE: Graduates who become licensed in Utah or Idaho may subsequently apply for licensure in another state. Ask your Academic Dean about Nursing reciprocity agreements.

Failure to provide the following documentation may result in withdrawal from courses and/or program:

- submission of completed physical examination form;
- evidence of personal health insurance;
- evidence of the following vaccinations (vaccination fees are the responsibility of the student. All immunization records are due prior to clinical assignments):
  - TDaP within the past 10 years;
  - MMR titers showing immunity or two vaccines at least one month apart;
  - Twinrix or Hepatitis B completed series or titer within the last 10 years. Documentation that the Hepatitis B vaccinations series has been started must be provided before starting clinicals. Documentation that the Hepatitis B series has been completed must be provided within eight months following the first injection;
  - negative Two Step TB (PPD) within the last year. If previously tested positive, negative chest x-ray within past 2 years, or QuantiFERON Gold Test. TB test, chest x-rays and QuantiFERON tests must be renewed annually; and
  - Varicella Titer showing immunity or vaccination (2 doses if given after age 13).
  - COVID-19 vaccination (any applicable doses and boosters)
- evidence of current Basic Life Support (BLS) CPR certification (must be American Heart Health Care Provider)
- acceptable criminal background check and
- negative chemical/drug screening

A grade of "C" or higher is required to successfully pass each general education course. A grade of "C+" or higher is required to successfully pass each nursing core course. A grade of B- (80.00%) is required to successfully pass each lab and externship/clinical component of nursing core courses. The Institution acknowledges that there are circumstances in which a student may fail a course and need to repeat the course in order to gain mastery of the content. However, repeated failures in a single course or multiple courses shows the inability to master the required subject matter.

Reaching one of the following failure limitations will result in dismissal from the nursing program:

1. Failure of three (3) different General Education courses
1. Failure of two (2) different Nursing Core courses
1. Failure of the same course two (2) times
1. Failure of three (3) total courses, GE and Nursing combined

In an event a student is withdrawn for violating the above course failure limitations (and the student is permitted a reentry opportunity) the reentry student will be placed on an Academic probation. The Nursing Dean will outline the necessary academic requirements needed to reenter and continue in the program.

A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook.

A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program. Additional program policies and requirements are detailed in the Nursing Program Handbook.

Acceptance and successful progression through the nursing program does not ensure licensure eligibility. Each state agency overseeing Nursing licensure (e.g. the Idaho Division of Occupational and Professional Licenses, or the Utah Division of Professional Licensing) makes final determination on eligibility to sit for NCLEX exam(s) and issuance of a license to practice nursing. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact the relevant state agency mentioned above to discuss their eligibility to be licensed.