

HOPE COLLEGE OF ARTS & SCIENCES STUDENT HANDBOOK



HOPE COLLEGE
OF ARTS & SCIENCES

[2018 – 2019]

“Come Joint the Hope of Tomorrow”

**PROVISIONS OF HOPE COLLEGE OF ARTS & SCIENCES
STUDENT HANDBOOK
“DOVE’S FLIGHT GUIDE”
2018 - 2019**

The provisions of this handbook do not represent a contract, expressed or implied, between any applicant, student, or employee and Hope College of Arts & Sciences (HCAS) or its Board of Directors. HCAS and the Board of Directors reserve the right at any time, to change fees, calendars, procedures, services, programs, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students and to those already enrolled, as well as to organizations and/or entities. While every effort is made to guarantee accurate and up-to-date information, HCAS does not assume responsibility for any misrepresentation which might arise through error in the preparation of this student handbook, or through failure to give notice of changes in its requirements, policies, procedures, fees, services, programs and other matters affecting students or others, including but not limited to, organizations, entities, off-campus vendors, and other suppliers and/or contractors (commercial or non-commercial). This handbook was assembled and updated, as appropriate, by the Student Services Office in consultation with the College departments and areas noted herein. For further information, please call (954) 532-9614, email studentservices@hcas.edu , or visit Student Services Office located at 1200 SW 3rd Street, Pompano Beach, FL 330069.

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 This student handbook supersedes all prior HCAS student handbooks and remains in effect until superseded by a subsequent handbook.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

Hope College of Arts & Sciences is accredited by the Accrediting Council for Independent Colleges and Schools (750 First St NE #980, Washington, DC 20002) to award Associate degrees and Practical Nursing Diploma. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information.

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President's Message

Dear Prospective Students, Doves, Supporters and Friends:

On behalf of the entire Hope College of Arts & Sciences family, welcome! We are pleased you have chosen Hope College of Arts & Sciences to pursue your education in the healthcare field.

I have a vision for HCAS, which ensure that this College continues to be recognized as a leaders in health care education locally, nationally and globally. Since 2011, Hope College of Arts & Sciences has been an essential part of the South Florida community. Here, you will find a nurturing, yet stimulating environment in which our administration, faculty, staff and staff are committed to helping you accomplish your educational dreams and professional goals.

Being a “Dove” means many things to many people. Here at Hope College of Arts & Sciences, our ‘doves’ are successful students who have been equipped with the purpose and skill set to impact lives and leave a lasting mark in the healthcare field. At Hope College of Arts & Sciences, you will find that we are focused on you, the student, and our community.

Discover Hope College of Arts & Sciences’ remarkable story and rich experiences in the classrooms, the laboratory or even at our newly established Learning Resource Center located in Naples, FL. Like the campus located in Pompano Beach, FL, our Learning Resource Center is also functioning to provide student resources such as tutoring, career advisement, and job placement from the beginning of your program through completion.

Hope College of Arts & Sciences is a special place. As we countdown to our five year anniversary in 2016, we do so knowing that Hope College of Arts & Sciences has made a significant contribution to our community through our steadfast commitment to our core values which embody service through scholarship and social responsibility.

This is our legacy, to be a beacon of healthcare HOPE in our community. I truly believe in our College motto: *The Hope of Tomorrow Begins Today, With You!*

I invite you to explore the many benefits our College has to offer through our website or a personal visit to our campus. I look forward to seeing you.

With Purpose,

Chantal Desir, RN, MSN, MBA, Ed.D
President

General Information

History

Hope College of Arts & Sciences (HCAS) was established in 2011 in Pompano Beach, Florida to

prepare individuals seeking a career in nursing with quality evidenced-based education to practice safely as an entry-level nurse. The candidate who has successfully completed the program will have satisfied the prerequisite for obtaining a Practical Nursing diploma, degree in Associate of Science in Nursing (ASN) and Bachelors of Science in Nursing to be prepared to sit for the National Council Licensure Examination (NCLEX).

Philosophy

The philosophy of the college is based upon the faculty's collective beliefs about the person, health, environment, nursing, learning-centered education, and nursing education. The philosophy serves as the foundation for development of all program curricula, including program outcomes, learning objectives, teaching and learning activities, student assessment, faculty professional development, and selection of learning resources. Student-centered learning forms the foundation of this philosophy.

Vision

Our vision is to reach and equip the underserved population to professionally excel in the competitive healthcare field through the impact of research, educational programs and professional partnerships

Mission

The mission of Hope College of Arts & Sciences has always been comprehensive to include the development of additional nursing programs. It is our intent that with the development of the BSN and PN program, Hope College of Arts & Sciences can be instrumental in preparing a greater number of qualified entry-level and professional nurses to work in diverse healthcare setting within the South Florida community and beyond. In alignment with the mission statement, both the BSN and the PN programs provide challenging education that with develop the logical, critical thinking and problem solving skills to ensure that when students have completed the program, they are skilled enough to make sound clinical decisions; communicate effectively; and to integrate knowledge, skills, values, and professionalism in the delivery of high-quality health care.

Core Values

Hope College of Arts & Sciences holds the following values fundamental to the attainment of the College's mission:

- Scholarship
- Respect & Civility
- Social responsibility

- Professionalism
- Service & Leadership
- Integrity/Ethics

- Excellence
- Flexibility
- Service & Leadership

- Accountability
- Diversity
- Innovation

HCAS Motto

“The Hope of Tomorrow Begins Today, With You!”

HCAS Mascot



The Dove(s)

HCAS Colors

Aqua & White

Office of Student Services

The Office of Student Services (OSS) is committed to enhancing the quality of the student experience at Hope College of Arts & Sciences. At HCAS, the responsibilities of this office

include: academic counseling and assistance through tutoring services, career counseling, provide jobs search options, computer lab services, library access, student email access, and student activities. While we make every effort to assist, Hope College of Arts & Sciences does not guarantee employment placement to students. HCAS does not promise or imply any specific market or job availability amounts. [Rule 6E-1.0032(6) (j), F.A.C.]

Office of Student Service Contact Information

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

CONTACT:	Ms. Olivia Morris-Ford Dean of Student Services <i>Email:</i> studentservices@hcas.edu <i>Telephone:</i> 954-532-9614
ADDRESS:	Office of Student Services Hope College of Arts & Sciences 1200 SW 3 rd Street Pompano Beach, FL 33069
HOURS OF OPERATION	Monday – Friday Time: 9:30a.m.-5:00p.m. Or By Appointments

Overview of the Finance Department

There are several areas that the OSS can provide assistance through your matriculation.

Academic Counseling

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

- Prospective Students: During the admission process
- Current Students: During your educational matriculation n

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

Career Services

The OSS office will assist students with career services such as: resumé preparation, interview skills and job searching techniques. There are many written materials relating to interviewing, writing resumés, and cover letters that are available to all students in the OSS.

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

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

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

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

Tutoring Services

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

Student Email System

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

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

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

All email communication between faculty and students is done through the college’s internal email system which can be accessed at our website www.hcas.edu. It is not permitted to use personal email accounts.

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

Student Facilities

Laboratories

HCAS offers two laboratories for student use:

- Computer Labs
- Clinical Labs

Computer Lab

The computer lab is open during regular school hours to allow students to access the Internet and other computer programs to facilitate and enhance their educational experience.

Clinical Lab

HCAS has an onsite fully functional clinical laboratory to facilitate laboratory exercises. These exercises provide first-hand experience with the structures and processes to prepare site to enter the clinical field.

Library

The library is available to all students during regular school hours. The library has an open shelf arrangement that facilitates direct access to the collection and encourages browsing in the available fields of interest. The library staff offers students general reference assistance and provides specialized help with complex research questions.

The library subscribes to The Library Information Resources Network (LIRN). Users can access the library from anywhere with an Internet connection any time. LIRN supplies academic data base information via the Internet to college students, faculty and staff. The books 24/7 module contains over 30 thousand books and videos. In addition, LIRN provides access to ProQuest Health and medical complete, and the nursing and allied health source module.

Student Lounge

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

Classrooms

There are a myriad of classrooms established for instructional learning. Students also uses these spaces to facilitate study groups and tutoring sessions between class schedules. Students are encouraged to find a quiet area

External Classroom Assessments & Examinations

In addition to in-class required classroom examinations, students are expected to take other

assessments and examinations to better equip them for the workforce.

HESI Core Nursing Entrance Assessment

The HESI Core Nursing Entrance Assessment is a basic aptitude **test** designed to identify students who would succeed in nursing school and who have the ability to think like a nurse.

Wonderlic

The Wonderlic Cognitive Ability Test is used to assess the aptitude of prospective students for learning and problem solving. It is a requirement during the admissions process.

Exit Examination

Exit Assessment is used to evaluate a student's readiness for their NCLEX-RN or NCLEX-PN exams.

Scheduling Assessments & Evaluations

All scheduling of assessments and evaluations must go through the email. No exceptions will be made. With the exception of the assessments during the admissions process, a request must be submitted to studentesrvices@hcas.edu from your official HCAS school account to sit for your assessments. As some assessments are done on a weekly basis, students are expected to select a date and time for their assessments. Students will sign an agreement to honor this date and time which they selected. It is the student responsibility to be available.

Office of Finance (Finance Department)

The Office of Finance, also known as the Finance Department handles all financial matters concerning students. Finance is responsible for billing the students on a monthly basis, accepting payments from students, and resolving any financial questions or concerns that students may have.

Office of Finance Contact Information

Below you will find the contact information for the Office of Finance.

CONTACT:

Mr. Sebastien Gaspard
Finance Officer
Email: finance@hcas.edu
Telephone: 954-532-9614

ADDRESS:

Finance Department
Hope College of Arts & Sciences
1200 SW 3rd Street
Pompano Beach, FL 33069

HOURS OF OPERATION

Monday – Friday
Time: 9:30a.m.-5:00p.m.
Or By Appointments

Overview of the Finance Department

Below are some aspects the Finance Department addresses with students.

Deductible Transfer Credits

At the start of the admissions process, applicants are provided with a review of their transcript for the courses that are approved and accepted for transfer into the program, including the credited amount of the each course. For courses credited, the credited amount is deducted from the total cost of the program based on the current tuition cost of the course.

Student Contract

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

Enrollment Agreement

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

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

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

Payment Plans

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

Financial Assistance

Scholarships

Hope College of Arts & Sciences offers scholarships to students who qualify. The Scholarship Committee will evaluate all applications and determine the awards. Scholarships currently offered are listed:

Scholarship	Amount	Description
<i>Robert St. Brice Scholarship</i>	\$500	This scholarship is for students who hold an unencumbered occupational license (e.g. LPN, Respiratory Therapist, EMT) toward their tuition on an annual basis. Four (4) applicants will be chosen to be awarded \$500 each.
<i>Elita Joseph Scholarship</i>	\$1,000	This scholarship is offered to students to assist with tuition costs on an annual basis. Two (2) applicants will be chosen to be awarded \$1,000 each.

To apply for any of the above scholarships, the following requirements must be met:

- Must be degree seeking
- Demonstrate leadership abilities and commitment to their community
- Exhibit financial need

Required Documentation for Scholarship Applicants

- Complete and signed a scholarship application
- Submit a 500-word essay stating their reasons for applying for the scholarship.
- Maintain a 3.0 GPA or greater in all course work.
- Selected students must signed an agreement to complete 40 hours of community service if received full scholarship and students receiving partial scholarships are required to complete 20 hours of community service per quarter.
- Two letters of recommendation.
- Copy of last income tax

Scholarship Process of Selection

Students applying for either of the above scholarships is required to apply by the appointed deadline. Once an application is completed and all required documentations are attached, the application will be presented to the Scholarship Committee. The Scholarship Committee will evaluate each applicant, which will include individual before final selection and approvals. Students will be notified in writing of their award and the necessary requirements in order to receive and maintain their scholarships. **Scholarship applications can be picked up in the Student Services office. Applications must be received by the application deadline in order to qualify. Please remit your packets to:**

Student Services Office

ATT: Scholarship Committee
1200 SW 3rd Street Pompano Beach, FL 33069

Tuition Payments

Hope College of Arts & Sciences' tuition payment is due on the first day of each month. The student is responsible to pay at least the minimum monthly tuition payment set forth in the contract. In the event a payment is not received by the Finance Department on or before the 5th of the month, the student's account will be assessed a late fee in the amount of \$50.00 on the 6th of the month. Late fees will continue to accrue until the student's account is in good standing.

Program Advancement

Prior to any student advancing to the final course of the program, the student is required to meet 90% of the contracted financial amount. In the event that the student's account does not reflect 90% satisfaction, the student will not be eligible to enroll in the course for completion of the program.

Cancellation and Refund Policy

In the event a student's enrollment is terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. 1st week of class (if submitted in writing)
2. Cancellation after attendance has begun, through 50% completion of the semester, will result in a pro rata refund computed on the number of hours completed to the total semester hours
3. Cancellation after completing more than 50% of the semester will result in no refund.

Withdrawal from individual courses: refund policy

During add/drop period

Students who drop individual courses during the drop/add period specified in the Academic Calendar and below will receive a total refund for the tuition and fees for the course. This will be during the first week of class.

After add/drop period

Students who drop individual courses after the drop/add period specified in the Academic Calendar and in the graph below will receive a refund for the tuition and fees for the courses as specified below.

Procedure

To drop an individual course or courses but remain enrolled in the College, students must obtain a withdrawal of course(s) form from the Office of the Registrar, complete it and file it with the Office of

the Registrar and Financial Department.

Withdrawal from the college: refund policy

Students who register but do not attend classes or who withdraw from the College for any reason after attending classes will receive fund or credit according to the graph below.

Procedure

Students withdrawing from the College must do so officially by obtaining a withdrawal form from the Office Student Services and Academic Affairs and by making the following arrangements:

- Take the Withdrawal form to their Academic Coordinator or Director for his/her signature.
- Request a Certificate of Compliance from the Library to make sure there are no pending overdue book charges, etc.
- Go to the Academic Coordinator or Director to amend the records accordingly as per the Withdrawal Form.
- Take the Withdrawal Form and the Certificate of Compliance to the Office of the Registrar.
- File a Refund Petition with the Office of the Registrar and Financial Department. The effective date of withdrawal will be the date on which the notice is received by the Registrar.

Tuition and fees will be refunded

Last date of attendance as % of the payment period for which the student was obligated	Portion of tuition and fees obligated and charged that are eligible to be retained by the institution
1st week of class (if submitted in writing)	0%
Cancellation after attendance has begun, through 50% completion of the semester, will result in a pro rata refund computed on the number of hours completed to the total semester hours	Pro Rata
Cancellation after completing more than 50% of the semester will result in no refund.	100%

For purposes of determining the percentage of refund, the first week of classes will be considered the start of the semester. All refunds here under shall be made by the College within thirty (30) days of the date that the College determines that the student is eligible for a refund. Student must claim refunds within one calendar year.

- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- Refunds will be made within 30 days of termination or receipt of Cancellation notice.

If a student reapplies within one academic school year, the student will not have to pay the application fee. However, all other fees will apply.

- If a student makes any payment in the form of a check and the check is returned to us by our

Banking Institution as “Insufficient Funds”, there will be a fee of \$50.00 in addition to the amount of the Check.

- There will be a late fee penalty of \$50.00, when tuition payments are not paid on the due date.
- If a student fails a course, he or she must re take the failed course, before be ineligible to continue to the next designated class. The cost of a course retake will be 100% of the full course cost. The grade is recorded permanently on the student’s academic record. Both grades will appear on the academic transcripts.

Office of Financial Aid

The Office of Financial Aid is a student-centered division of HCAS which consistently strives to provide our diverse population of students with financial resources through quality service

Office of Financial Aid Contact Information

CONTACT:	Ms. Robertina Richard Director of Financial Aid Email: financialaid@hcas.edu Telephone: 954-532-9614
ADDRESS:	Office of Financial Aid Hope College of Arts & Sciences 1200 SW 3 rd Street Pompano Beach, FL 33069
HOURS OF OPERATION	Monday – Friday Time: 9:00a.m.-5:00p.m. Or By Appointments

Overview of the Office of Financial Aid

Hope College of Arts & Sciences (HCAS) participates in Federal and State financial aid programs. The college also offers a number of institutional grants & scholarships to eligible applicants. The Office of Financial Aid monitors, implements and coordinates all financial aid programs provided by the US Department of Education, states & Hope College of Arts & Sciences College. For state financial aid programs, the Office of Financial Aid (OFA) encourages students and parents to contact their home state's higher education office for more information.

Mission of the Office of Financial Aid

It is the mission of the Financial Office to provide the financial resources for students to attend Hope College of Arts & Sciences, and in doing so exhibit the highest level of quality and proficiency in the service we offer. This mission adheres to and supports Hope College of Arts & Science's mission of preparing qualified entry-level and professional nurses to work in diverse healthcare settings. Partnerships with members of the southeast Florida healthcare community are essential to the mission's success. The programs accomplish their mission by providing a challenging education that prepares students to think logically, critically, and analytically in order to problem-solve effectively and make sound clinical decisions; communicate effectively; and to integrate knowledge, skills, values, and professionalism in the delivery of high-quality health care.

Student Eligibility for Financial Aid

To be eligible for federal financial aid programs, a student must complete a Free Application for Federal Student Aid (FAFSA) at <https://fafsa.gov/>

Once completed, students must:

1. Be accepted for admission;
2. Be enrolled as a regular student, attending classes in a degree or certificate program;
3. Be a U.S. citizen or eligible non-citizen;
4. Meet the financial aid satisfactory academic progress policy;
5. If you are male; be registered with the Selective Service
 - a. To register or verify registration (obtain registration number): go to www.sss.gov, male students may also register when completing FAFSA.
6. Not be in default on a student loan or owe a repayment of Title IV federal financial aid funds. (A repayment occurs if the student receives financial aid funds, and then withdraws within the first 60% of the term, officially or unofficially, from the College.
7. Meet specific criteria for a particular financial aid program.

Federal Aid Offered

HCAS offers various federal aid:

1. Federal Pell Grant Program
2. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
3. William D. Form Federal Direct Loan Program (unsubsidized)
4. William D. Form Federal Direct Loan Program (subsidized)
5. Federal Direct PLUS Loan Program (Parent Loans)

In addition to the programs cited above, students should explore private sources of financial assistance. HCAS will certify a private student if requested to do so by a student and/or lender. Private loans will be disbursed in equal disbursements throughout the academic year.

Types of Financial Aid

Following is a list of aid programs in Hope College of Arts & Sciences participates and a brief explanation of each. Hope College of Arts & Sciences participates in federal and state financial aid programs. Hope College of Arts & Sciences also offers a limited number of institutional grants and scholarships for students who meet specific award criteria. Please note: Not all students will be eligible for all aid programs.

Eligibility for Federal aid is restricted to U.S. citizens or eligible non-citizens with a valid Social Security Number. Applicants must have a high school diploma or a General Education Development [GED] Certificate, or have met other approved state standards for completing high school. Enrollment in an eligible program as a regular student seeking a degree or certificate is required and male students between the ages of 18-25 must register (or have registered) with the U.S. Selective Service. All applicants must have a valid FAFSA to be eligible for any federal aid.

If the student does not use his/her grant to pay tuition and books, the balance will be forwarded no later than 14 calendar days after a balance occurs on the student's account. Should the necessary financial aid forms not be submitted to the Financial Assistance Office by the 14th day, an electronic funds transfer to Higher One will be forwarded to the student after any remaining tuition and fees have been subtracted from the student's award.

Federal Pell Grant Program

The eligibility for a Federal Pell Grant is determined by the Federal Department of Education. The Department documents the students eligibility by the Expected Family Contribution (EFC) number reported on the Student Aid Report (SAR). The Pell Grant is adjusted according to the student's enrollment status (full-time, three-quarter time, half-time or less than half-time). Grants, such as the Pell Grant, do not have to be repaid.

HCAS has modular summer terms that when combined comprise our summer term of 12 weeks (as a term-based school, we may count each week that a day of instruction occurs as a week toward our term length). A student's summer award is calculated by using the same formula used to calculate the payment for the fall, winter, and spring terms.

If the student does not use his/her entire grant to pay tuition and books, the balance will be forwarded no later than 14 days after a balance occurs on his/her account. Should the necessary financial aid forms not be submitted to the Office of Financial Aid by the 14th day, an electronic funds transfer will be issued to the student after any remaining tuition and fees have been subtracted from the student's award.

A student's Pell award will be recalculated only when there is a change in enrollment status up to the end of the 100% refund period. HCAS utilizes one Pell calculation/census date per term. Change in student enrollment levels that occur following the census date (for a student enrolled as of the calculation date) will not have an effect on the student's Pell grant. An exception to this policy would be noted when a student does not begin attendance in a scheduled course.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

To be eligible for an FSEOG award at HCAS, a student must:

- Not have earned a baccalaureate degree.
- Have applied for Federal aid and have been determined eligible for a Federal Pell Grant with expected family contribution (EFC) of 0.
- Have an enrollment status of at least half-time.
- Awards are made by order of file completion.

Federal Direct Loans

Hope College of Arts & Sciences adheres to "Scheduled Academic Year "regulations in administering student loans. Regulations require that Direct Loan/PLUS fees be included in a student's cost of attendance for loans. HCAS' policy is to calculate the loan fee (if applicable) at

the time of loan certification and add the cost to the borrower's student budget. The following steps outline the Direct student loan process at HCAS:

1. Students must file a FAFSA, and have been marked "File Complete" on the ORBUND system. Results of this need analysis must be received by the college before a loan application can be filed.
2. Students must complete the Master Promissory Note (MPN), Institutional Loan Adjustment Request form, and Entrance Counseling electronically through the www.studentloans.gov website.
3. OFA staff system determines the cost of attendance, expected family contribution, enrollment status, and satisfactory academic progress standards on whether or not the student is eligible for a Direct Stafford Loan and what amount they can borrow.
4. OFA Advisors enters the loan information on the ORBUND system which is transmitted manually to COD.
5. Loan funds will be disbursed as per the request of the Director of Financial Aid. Students who are borrowing for the first time through the Direct Stafford loan program must wait 30 days after the beginning of their loan period prior to receiving a loan disbursement.
6. Prior to disbursement of the Direct Loan funds, the normal processes will be performed by the OFA to verify student eligibility. Once verified, the funds are applied to the eligible student account and an email is sent to students notifying them of loan disbursements.
7. Credit balance funds that are available after paying any student account charges for the current term will be sent electronically to students according to federal regulation.
8. Students who are not making satisfactory progress or have withdrawn from classes prior to the loan disbursement date will have their loan cancelled.

Within 30 days of graduating, withdrawing, or failing to return to a subsequent semester a student is notified that he/she must complete exit counseling. Students are mailed an exit letter with instructions to complete Exit counseling through an online session via www.studentloans.gov. Each applicable student borrower is notified of exit counseling and it is documented on the ORBUND system.

Federal Direct PLUS Loan Program (Parent Loans)

The Direct Federal Parent Loan for Undergraduate Students (**PLUS**) allows credit worthy parents of dependent students to borrow needed funds to cover the cost of education **after** all funds received from other sources do not cover the student's COA. Parents may borrow annually and defer repayment until the student graduates or is registered less than a half-time (less than six [6] credits). When a parent is approved for a Direct PLUS Loan, they must also complete a Master Promissory Note (PMPN) to secure funds and ensure their disbursement.

A notice will be sent to the parents when the loan funds are received by Hope College of Arts & Sciences College. This notice will list any obligations the parent must meet before the funds can be credited to the student's account. All refunds due a parent from the PLUS will be mailed to the borrowing parent in the form of a paper check **after** the monies have been disbursed to the student's account in the Hope College of Arts & Sciences Finance (Business) Office. The Finance Office does an audit of the student's account to determine the amount of the refund.

Dependent students whose parents are denied a PLUS Loan are eligible to receive additional Unsubsidized Direct Stafford loan funds. Check for current interest rates.

To learn more or to apply: www.StudentLoans.gov

****When submitting a PMPN for a Direct Parent PLUS Loan, parents must sign in using their information (their social security number, date of birth, first two letters of their last name, and their FAFSA PIN number).****

Institutional Aid

Hope College of Arts & Sciences offers scholarships to students who qualify. The Scholarship Committee will evaluate all applications and determine the awards. Scholarships currently offered are listed:

Scholarship	Amount	Description
<i>Robert St. Brice Scholarship</i>	\$500	This scholarship is for students who hold an unencumbered occupational license (e.g. LPN, Respiratory Therapist, EMT) toward their tuition on an annual basis. Four (4) applicants will be chosen to be awarded \$500 each.
<i>Elita Joseph Scholarship</i>	\$1,000	This scholarship is offered to students to assist with tuition costs on an annual basis. Two (2) applicants will be chosen to be awarded \$1,000 each.

To apply for any of the above scholarships, the following requirements must be met:

- Must be degree seeking
- Demonstrate leadership abilities and commitment to their community
- Exhibit financial need

Required Documentation for Scholarship Applicants

- Complete and signed a scholarship application

- Submit a 500-word essay stating their reasons for applying for the scholarship.
- Maintain a 3.0 GPA or greater in all course work.
- Selected students must signed an agreement to complete 40 hours of community service if received full scholarship and students receiving partial scholarships are required to complete 20 hours of community service per quarter.
- Two letters of recommendation.
- Copy of last income tax

Scholarship Process of Selection

Students applying for either of the above scholarships is required to apply by the appointed deadline. Once an application is completed and all required documentations are attached, the application will be presented to the Scholarship Committee. The Scholarship Committee will evaluate each applicant, which will include individual before final selection and approvals. Students will be notified in writing of their award and the necessary requirements in order to receive and maintain their scholarships. **Scholarship applications can be picked up in the Student Services office. Applications must be received by the application deadline in order to qualify. Please remit your packets to:**

Student Services Office
ATT: Scholarship Committee
1200 SW 3rd Street Pompano Beach, FL 33069

Alternative Loans

An Alternative Loan, also referred to as a private loan, is a viable source of funding that help students meet college costs. These loans are offered by banks and other lending institutions to credit worthy applicants. Most alternative loans are borrowed in the student’s name, but some students may only be eligible with a credit worthy co-signer.

Professional Judgment

Hope College of Arts & Sciences financial aid award packages are based upon the federally defined calculation of financial need. Hope College of Arts & Sciences has an appeal process in place to allow for a possible recalculation of financial need based on special or unusual circumstances. These circumstances could include your family’s loss of income, unemployment, unusual medical expenses, tuition expenses, or other difficult situations. Not all changes in circumstance will result in an adjustment to financial aid eligibility. The determination of the FA office is final.

Appeal Process Termination of Aid

Extenuating/Special Circumstances

The following may be considered as extenuating/special circumstances under the terms of DOE mandate:

1. Improved performance (e.g., your GPA significantly improved during the first two years).
2. Change of major (i.e., if you realize after a semester of study that your talents lay elsewhere, and you do better in your new course of study).
3. Allowance for one bad semester (e.g., you have three semesters of 2.00 GPA and you subsequently get a 1.0 in one semester for reasons other than illness, etc.).
4. Other unusual circumstances that are documented by the Student Financial Aid Office or other administrator (s) (i.e., Academic Dean, Dean of Students, professors, etc.).

Awards and Funds

As stated in *Funding Education beyond High School: the Guide to Federal Student Aid* published by the United States Department of Education (DOE), all financial aid awards are based on the total Cost of Attendance (COA) of the college. COA is the total amount it will cost a student to attend school. It is determined using rules established by the federal law. The COA includes tuition and fees; room and board (on or off campus); with allowances for books, supplies, transportation, loan fees, personal expenses and dependent care, if applicable. A student's financial aid package cannot exceed the total COA.

For academic purposes, **undergraduate full-time status is at least 12 credit hours half- time status is 6 credit hours**. Generally, an undergraduate student is awarded based on the assumption that they are full time unless informed otherwise. Students are encouraged to discuss award amounts if necessary with the OFA so they know their eligibility limits per semester and academic year, especially if summer funding will be needed. Students have the option of accepting or declining any portion of their awards. When the financial aid the student has been awarded has been accepted, the student has given his/her permission for accepted awards to be disbursed and credited to the student's account at Hope College of Arts & Sciences College.

Financial aid programs, rules, and regulations are subject to change. Federal funds are conditional upon congressional appropriations. The Office of Financial Aid reserves the right and is sometimes required to adjust or cancel awards because of changes in financial or academic status, change of academic programs, or other extenuating circumstances. Each Award is contingent on the receipt of funds by the college. Students must regularly attend classes to receive financial aid.

Students should always notify the Office of Financial Aid if any awards such as scholarships, assistantships, or other types of assistance are not listed on the award letter. These funds must be counted as a funding resource toward the cost of attendance. When a student receives funds after being notified of or receiving the original financial aid award, adjustments to the original financial aid award may be required. Budgets may be adjusted based on individual need i.e. (Study Abroad programs offering course credits). Federal regulations require the college to prevent over awarding a student's financial aid need and/or cost of attendance.

Verification

Students are selected for verification by the Federal Student Aid Central Processing System (CPS). Institutions must verify the information submitted on the (FAFSA) by the student, student and parent/s, or student and spouse before an official award can be offered.

Students who are selected for verification will be sent a Missing Information Packet including a Verification Worksheet (to be completed and signed by both the student and at least one parent for a dependent student or just the student if independent (a spouse's signature is optional), a copy of the student's and parent's or spouse's IRS Tax Transcript. Other documentation may be requested for clarification.

Based on the verification information, if corrections are required the OFA will submit the corrections to CPS. The student will receive a Revised Student Aid Report (SAR). Delays in response or submission of verification documentation will delay the offer of a student's award package.

It is very important to respond promptly to all OFA documentation requests for verification due to the limitation of some Federal funding.

Outline for the New Student Award Process

1. Student is accepted by Hope College of Arts & Sciences Admissions Office
2. Student completes the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
 - a. Uses Hope College of Arts & Sciences School Code **XXXX** in part 6 of the FAFSA
 - b. Should be done whether student is filing the FAFSA for the first time or is updating an earlier form
3. Student receives a Inst Student Aid Report (ISAR) via email in 3-4 business days
4. Office of Financial Aid (OFA) receives a ISAR in 3-4 business days and reviews the student's aid eligibility
5. Once reviewed, there can be 2 possible results:
 - a. The FAFSA is valid and has not been selected for verification: the student is ready to package
 - i. Once packaged the FAO send out an award packet listing all aid for which the student is eligible
 - b. The FAFSA is invalid, incomplete or selected for verification
 - i. A missing information packet or letter is sent explaining what is required
 - ii. Once the FAO receives there quested documentation, corrections will be sent to the Department of Education (DOE).
 - iii. Student and school receive an updated Inst Student Aid Report (ISAR) via email in 3-4 business days. The student is now ready to

package & the FAO send out an award packet listing all aid for which the student is eligible.

6. The student & family will receive copies of their award package. The others will be place in students file.
7. FAO sends instructions to complete a Direct Stafford Loan form(MPN)& Entrance Loan Counseling (ELC) at www.studentloan.gov
 - a. If the student declined the Direct Loan, this step will not happen
8. At this point, the student and family must determine how to pay any outstanding balance for the academic year
 - a. The options include a Direct Parent PLUS Loan (PLUS); an Alternative Loan; a Payment Plan or to pay the school out-of-pocket
 - i. Parent applies for the PLUS at www.studentloan.gov, if approved the FAO will certify the loan; if not the family will need to make other arrangements
 - ii. The student applies for an Alternative Loan at a local bank, credit union or anywhere else approved the FAO will certify the loan; if denied the student may try again using a co-signer or the family will need to make other arrangements
 - iii. The Payment Plan and/or out-of-pocket options are handled through the Finance Office Business Office.

Returning Student Award Process

1. Student completes a Renewal Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
 - a. Use Hope College of Arts & Sciences School Code **042517** in part 6 of the FAFSA
2. Student & Financial Aid Office (FAO)receive a (ISAR)via email in 3-4 business days
 - a. FAO reviews the student's aid eligibility
3. Once reviewed there can be 2 possible results
 - a. The FAFSA is valid & has not been selected for verification: the student is ready to package
 - i. After Spring Semester grades have been submitted to the Registrar's Office (@ early May) the FAO sends out an award letter listing all aid for which the student is eligible
 - b. The FAFSA is invalid, in complete or selected for verification
 - i. A missing information packet or letter is sent explaining what is required
 - ii. Once the FAO receives there quested documentation, corrections will be

- sent to the Department of Education (DOE).
- iii. Student & FAO receive an updated (ISAR) via email in 3-4 business days. The student is now ready to package. After Spring Semester grades have been submitted to the Registrar's Office (early May) , the FAO send out an award letter listing all aid for which the student is eligible
 4. The student & family will receive copy of their award package, to the FAO the other for their records
 5. Award Student Based On: Original Matrix (year student was admitted); SAP-If On Warning; packaged for 1-semester: Order of Eligibility; 1 PELL; 2-Institutional Aid (Merit & Need Based Grant); 3 – Direct Loan Stafford-Sub/Unsub;
 6. At this point the student & family must determine how to pay any outstanding balance for the academic year
 - a. The options include a Direct Parent PLUS Loan (PLUS); an Alternative Loan; a Payment Plan or to pay the school out-of-pocket
 - i. Parent applies for the PLUS at www.studentloan.gov,if approved the
 - ii. FAO will certify the loan; if not the family will need to make other arrangements
 - iii. The student applies for an Alternative Loan at www.elmselect.com, if approved the FAO will certify the loan; if denied the student may try again using a co-signer or the family will need to make other arrangements
 - iv. The Payment Plan&/or out-of-pocket options are handled through the Finance Office

Return of Title IV Policy

When a student is officially or unofficially withdrawn from the College, and the student's last day of attendance occurs before completing more than 60% of the semester, federal regulations require the College to recalculate financial aid eligibility. The funds must be returned to the following sources in a specific order until the total amount of the school's responsibility has been satisfied. The order is:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. FSEOG
7. Other Title IV Assistance

After receiving notification that a student has withdrawn, the Finance Office will perform the Return of Title IV calculation (R2T4) using the Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program Worksheet. The Student Financial Aid Office will then return the appropriate funds as determined by the R2T4 calculations.

Title IV funds must be returned within **30 days** of the Date of Determination of a student withdrawal.

Date of Determination:

Official Withdrawals: The date of determination is the last day of attendance the date of notification of withdrawal by the student, whichever is later.

Unofficial Withdrawals: The date of determination is the date that the College became aware that the student has ceased attendance **but** no later than 14 days **after** the last day of attendance.

If a student begins attendance but does not earn a passing grade in at least one course, the College must assume that a student has unofficially withdrawn. Withdrawal date is the last day of attendance.

Policy on Secondary Confirmation FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who

use TDD may use the [Federal Relay Service](#).
Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Repeat Courses - Limited Eligibility for Title IV Funding

New regulations effective 07/01/11 prohibit a student from receiving Title IV funding for more than one graded repeat attempt of a course which has previously been completed with a non-failing grade. Only one additional graded attempt of a course which has been previously completed with a non-failing grade will be considered eligible for Title IV funding. Any attempts in excess of the one additional graded attempt allowed by regulations will be viewed as ineligible for Title IV funding. Exceptions may be made for cases where the student's program requires enrollment in same course on a continuing basis over several semesters, with each attempt having significantly different course content.

Office of the Registrar

This office assists with the processing of student applications and maintains the academic record of each student from the acceptance in a program through graduation. The Office distributes course schedules, processes course adds, drops, and withdrawals, maintains grade records, fulfills transcript requests, processes changes of address, and provides information and assistance for international students regarding the maintenance of non-immigrant (F-1) (M-1) student status. After graduation, the student's records are kept on file and students may continue to request transcripts as needed.

Office of the Register Service Contact Information

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

CONTACT:	Office of the Registrar Email: registrar@hcas.edu Telephone: 954-532-9614
ADDRESS:	Office of the Registrar Hope College of Arts & Sciences 1200 SW 3 rd Street Pompano Beach, FL 33069
HOURS OF OPERATION	Monday – Friday Time: 9:30a.m.-5:00p.m. Or By Appointments

Withdrawal Policy

Student may officially withdraw from school by notifying the Office of the Registrar in writing or in person. The withdrawal date will be the student's last date of attendance. The cancellation and refund policies outlined in the academic catalog shall apply in the event that a student withdraws, is suspended or is terminated from school. Students who wish to withdraw from a program after enrollment must submit a written request to the Academic Department. Students, who withdraw without permission or after the final withdrawal date as indicated in the academic calendar, will receive a failing grade in each course dropped.

Leave of Absence

If a student wants to withdraw or delay his/her education for one or more terms, he/she should submit a written request for a leave of absence to the Academic Department for approval. Students must complete the Leave of Absence form, proceed to the Academic Department for approval, and submit the completed form to the Registrar for processing.

Criteria for Program Dismissal

The school may dismiss students from the program for any of the following reasons:

1. Unsatisfactory academic performance
2. Unsatisfactory clinical performance
3. Unsatisfactory behavior
4. Academic dishonesty
5. Breach of ethics.

The instructor and the program director will make a recommendation for dismissal collaboratively.

Transcripts

Official transcript may be requested by completing an Official Transcript Request Form. Upon completion of program and all financial obligations, students will receive a complimentary official transcript with their diploma. Any additional transcripts will be issued for a fee of \$20 per transcript.

- Regular transcript requests are processed in 7-10 business days
- In accordance with the Federal Educational Rights and Privacy Act of 1974, a signature is required to release any information, including official transcripts
- A separate request is required for each transcript requested
- Transcripts are not issued until all financial obligations are met
- Only Hope College of Arts & Sciences' transcripts will be issued; transcripts from other schools must be requested from the original source
- Transcripts will not be released to a second party without written permission from the student and photo identification.

Other Policies & Expectations

Ready to Take the Board Examinations

Below you will find the process that you must follow:

Process to Have Your Application Submitted to the Florida Board of Nursing	
Step 1	You must successfully complete all Core Nursing Classes
Step 2	Take and pass the college's Exit Examination
Step 3	HCAS will assist you in submitting your application to Florida Board of Nursing and your name will be submitted via the school list directly to Florida Board of Nursing as having fulfilled the college's requirements to sit for the NCLEX exam.
Step 4	Once your application has been approved by the Florida Board of Nursing, HCAS will assist also assist you in completing the process with Pearson VUE.

It is our sincere desire to assist all of our students in becoming professional licensed nurses. With this goal, we are putting you on the path to success. At every stage of your education at Hope College of Arts & Sciences you will know where your strengths and weaknesses are and will be able to build on them. If you have any questions or concerns, please contact studentservices@hcas.edu.

Testing Procedures

For all HCAS examinations students are expected to adhere to the following:

- You must have headphones to take the test
- Students are not allowed to bring purses, cell phones, tablets, pagers, or other electronic devices inside the testing room. If you have these items, they may be stored in a cabinet at the front desk by the receptionist. (We are not responsible for your personal belongings)
- Friends, relatives, or children are not allowed to wait for you or contact you while you are taking your test.
- Occasionally, technical problems may require rescheduling of your exam. If circumstances arise causing you to wait more than 30 minutes after your scheduled appointment time or a restart delay last longer than 30 minutes, you will be given the choice of continuing to wait or rescheduling your appointment without an additional fee.

Students who violate these procedures will not be allowed to test and will have to reschedule and pay for another test.

HCAS Assessment & Examinations

All classes including Nursing Clinicals, Community Nursing and Nursing Leadership & Practicum must be completed before the scheduling Exit Exam. You must also receive clearance from the finance department.

Criteria for Graduation

- All course requirements must be completed with a minimum grade of “C” (77%).
- The Comprehensive Final Exam will be administered at the end of NUR 4370 Practicum and Nursing Leadership and Management. The minimum passing score is 77%. If the student does not achieve the minimum passing score, the student will remediate and retake the exam. In the event that the student does not score the minimum passing score on the second attempt, the student will be required to complete a Florida Board of Nursing approved remediation course. In addition, the student’s final grade in NUR 4370 will reflect an “I” grade.

Upon completion of the approved remediation course, the student may submit the documentation stating successful completion. The student must pay the cost of retesting to retake the exam a third time. If the student does not achieve the minimum passing score on the third attempt, the grade of “I” will be changed to “F” and the student will be required to repeat NUR 4370. A personal remediation plan will be developed for the student during the wait period for the next available NUR 4370 course to begin.

- The Comprehensive Exit Exam will be administered following the completion of the Comprehensive Final Exam. The minimum passing score is 77%. The student has one attempt to successfully pass this exam. In the event that the student does not score the minimum passing score on the attempt, the student will be required to complete a Florida Board of Nursing approved remediation course.
- The student’s program status is considered incomplete until both the Comprehensive Final and Comprehensive Exit Exams have been successfully completed.
- Prior to the student signing up for the Comprehensive Final Exam, he/she must have satisfied all financial obligations.
- At the time of the nursing pinning ceremony and graduation, if the student has not successfully completed the exams, but has completed all of the program and clinical requirements, he/she may attend the ceremony and graduation.
- Students are required to take and pass the NCLEX examination within 3-6 months of graduation.

- To ensure that our students will be well prepared to successfully pass the NCLEX examination, HCAS is requiring past and current students who have completed their nursing program of study and have not taken the NCLEX within 6 months, to take a preparatory course from ATI Nursing Education before HCAS submits, their application to Florida Board of Nursing to sit for the NCLEX examination. In addition, current students who have not taken courses in more than 6 months are required to successfully complete the ATI Educational program.

Progression Requirements

Progression through the nursing programs requires:

1. Cumulative GPA minimum grade of “C” (77%) in all courses required in the curriculum
2. Fulfillment of all course prerequisites and co-requisites
3. Satisfactory level of mental and physical health including current immunizations
4. Hepatitis B vaccinations, yearly TB testing, and ability to meet Medical Requirements set forth by Admissions
5. Current CPR certification for healthcare providers
6. Minimum score of 90% on a dosage calculation examination in each nursing class prior to completion of clinical rotations
7. Satisfactory urine drug screen and criminal background check.

Students who do not meet progression requirements must withdraw from the college program and apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. Completion of “Request to Re-enter” form,
2. Space availability in the nursing program,
3. Academic eligibility:
 - a. 2.0 cumulative grade point average;
 - b. No more than three failing grade (less than or equal to 76%) in a nursing course (whether the course is the repeated course or a different course). If a student has been dismissed from clinical and/or the nursing program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis;
 - c. Successful completion of a nursing course with a clinical component within the past 12 months;
 - d. No longer than 36 months lapse from initial admission term to date of graduation.
4. Completion of a learning contract which will require:

- a. Minimum passing score of 90% on a drug calculation exam; the student is allowed one attempt;
 - b. Successful demonstration of practicum skills from all previous courses that were completed successfully by the student during a clinical check-off session;
5. Ability to meet and comply with the standards and policies in the current Institutional Handbook, including the ability to meet the core performance standards and physical requirements;
 6. Completion of a urine drug screen (10-panel) and a Florida Department of Law Enforcement (FDLE) background check at the cost of the student.

General College Information and Policies

Hope College of Arts & Sciences reserves the right to establish and modify the scheduled hours of class meetings or business office hours.

Change of Name or Address

Any change of name or address should be reported to the Office of the Registrar as soon as possible. Address changes include the following:

- Local address
- Home address
- Email address
- Telephone number

If the student's name change is based on a marriage or divorce, the change request must be accompanied by legal documentation that provides authorization of such change (e.g., Social Security card that reflects the new name).

Bulletin Boards

Bulletin boards serve the purpose of providing the most current up-to-date information to students. Bulletin boards are the property of the College. If a student wishes to post a notice on the bulletin boards, the student must submit the notice to the Assistant Campus Director for approval. Faculty members have office hours posted on the bulletin board. Students should interact with faculty members during these posted times and utilize the proper channels to schedule appointments as needed.

Facilities

The College provides designated areas for students to eat and drink. Eating and drinking are prohibited in all labs and classrooms.

Transportation

Students are responsible for providing their own mode of transportation. In the event students should carpool to class meetings or clinical rotations, and one student in the carpool is required to leave early, regardless of the reason, the other students in the carpool are required to complete class or clinical as scheduled.

Professional Appearance and Uniform Guidelines

Students are required to be in uniform at all times during theory class meetings or clinical activities. Uniform appearance is expected to be neat and professional at all times. The appearance of nursing students must conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. At any time a student does not meet the standards set forth, the student may be dismissed until the standards are met. Specific information regarding the uniform and grooming guidelines is available in the Student Handbook under the Student Code of Conduct section.

Smoking

Hope College of Arts & Sciences is committed to providing a safe and healthy working and learning environment for students, faculty, and staff on its campus; therefore, it hereby adopts a smoke-free policy which includes prohibition of the use of cigarettes, e-cigarettes, cigars, pipes, and hookah pipes.

Textbooks

Students are required to purchase their own textbooks. The Library keeps on hand reference materials that are available to facilitate the educational experience.

School Equipment and Property

The College provides students with essential resources and tools to facilitate their academic experience. Equipment and property may not be removed from the building at any time. Students may use the equipment during scheduled lab periods or open lab hours under the supervision of a faculty member.

Sexual Harassment

Hope College of Arts & Sciences is committed to maintaining an environment free of discrimination or forms of harassment that unreasonably interfere with security, well being, or academic experience of any member of the community. Sexual harassment on campus or in other school associated settings related to employment or enrollment, is unlawful, as well as unethical, and will not be tolerated. The College will respond promptly to formal complaints of sexual harassment, and, where it is determined that sexual harassment has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Federal and state laws define and prohibit sexual harassment in employment and in the provision of educational services to students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic status, participation in the College's activities or programs, or affects the measure of a student's academic performance; or,
- b. Submission to or rejection of such conduct is used as the basis for a decision affecting academic status, participation in the College's activities or programs, or the measure of a student's academic performance; or,
- c. Such conduct has the purpose or effect of unreasonably interfering with academic opportunities, academic performance or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following, when they occur with the circumstances as indicated above:

- a. Use of gender-based verbal or written language, including electronic communications offensive or degrading to a person of that gender, whether or not content is sexual;
- b. Inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
- c. Use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
- d. Unwelcome requests or demands for sexual favors or unwelcome sexual advances;
- e. Inappropriate nonconsensual touching of another's body, including but not limited to, kissing, pinching, groping, fondling, or blocking normal movement.

Sexual harassment is prohibited by Hope College of Arts & Sciences. The College will take appropriate action against any person found to be in violation of this policy.

Note: A person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state and federal law.

Drug-Free Schools and Workplace

Statement of Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Hope College of Arts & Sciences has a longstanding

commitment to providing a safe, quality-oriented, and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of HCAS staff, our students and to the security of our facilities. For these reasons, HCAS is committed to the elimination of drug and/or alcohol abuse in the workplace and College community. HCAS is committed to maintaining an alcohol and drug free workplace and College community.

The College is also committed to rigorous enforcement of applicable laws and policies and to support those trying to cope with alcohol or drug related problems.

Illegal drug use and alcohol abuse can seriously injure the health of employees, adversely impact the performance of their responsibilities, and endanger the safety and well-being of fellow employees. In addition, illegal drug use and alcohol abuse by our students can lower academic achievement, diminishing student success at HCAS.

Individuals who wish to obtain information on drug and alcohol abuse prevention programs may contact the U.S. Department of Health and Human Services, the Substance Abuse & Mental Health Services Administration's (SAMHSA) National Clearinghouse for Alcohol & Drug Information (Web site, toll free: 800-729-6686, and TDD toll free: 800-487-4889) or the Hope College of Arts & Sciences Student Services or Business Office at 954-532-9614. Information and referrals to treatment centers in your local community may be obtained by calling the National Institute on Drug Abuse Hotline at 800-662-4357.

For its employees, HCAS has retained the services of Human Resources Associates, an employee assistance provider, that provides awareness, counseling, and rehabilitation referrals related to the abuse of alcohol and drugs.

HCAS will assist and support employees and students who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other HCAS policies.

Drug Abuse Program

In an effort to provide our students with information on drug abuse, the College has materials published by the National Institute on Drug Abuse and other organizations. Brochures are available in the Student Services office. In addition, information about local resources available to assist in treatment, prevention, and education of drug abuse.

The Pompano Beach campus has information on The Starting Place located in Hollywood, FL (954) 925-2225. The Starting Place website states that "The purpose of The Starting Place is to provide education, rehabilitation and referral to those individuals and families whose lives have been adversely affected by behavior problems frequently as a result of substance abuse." The College also has information on the House of Hope and Stepping Stones, which is dedicated to recovery from alcohol and drug dependency.

Annual Crime Report/Clery Act

HCAS provides the institution's annual security report via publication. The report is published within the college's Academic Catalog each year. Notice that this publication has been made available is provided to students and current employees each academic year via direct e-mail.

Substance Abuse

Students seeking admission to the Nursing programs are required to undergo mandatory drug testing as part of the admission process.

- Directions for completing the admission drug test are provided to the student by the admission representative.
- Prospective students who have a drug test positive for non-prescribed drugs will not be admitted to the nursing program.
- Any candidate who declines to be drug tested will not be considered for admission. A student who is taking a prescribed legal drug which could affect his or her performance is responsible for notifying the Dean of Student Services or the Director Nursing and providing the following at the time of drug testing and/or at anytime such drugs are prescribed for the student during the course of the student's enrollment:
 - Disclosure of prescribed medications supported by prescription documentation.
- Behavioral indicators of prohibited substance use may include, but are not limited to the following:
 - deterioration in personal grooming or school performance, euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse sweating, seizures, slurred speech, emotional mood swings, smell of alcohol on breath or other observable signs of alcohol or substance abuse.
- If a faculty or staff member of the school or clinical site observes any of these symptoms, the faculty or staff member will document them in writing. One or more of the following actions will occur:
 - Immediate blood alcohol level testing and/or urine drug screen testing at the student's expense.
 - Immediate removal from the clinical site or educational setting pending drug testing results.
 - Immediate suspension from the school pending drug testing results
 - If any substance abuse test reveals that student is engaging in the illegal use of drugs, is otherwise impaired as a result of engaging in any substance use and is unable to perform one or more essential functions of nursing with or without reasonable accommodation as may be required by law, or poses a direct threat to the health or safety of others, the student will fail the nursing course and be dismissed from the program.
- Students who fail or refuse to take a required drug test will be dismissed from the nursing program.

Academic Policies and Procedures Learning Criteria

Hope College offers General Education courses online and on-grounds to provide students with an alternative and convenient mode to complete these courses. General Education courses may be completed 100% on-ground, 100% online via Moodle, or partially on-ground and partially online (hybrid format), at the discretion of the college. Course objectives, content, and assessment are typically the same, regardless of the mode of delivery. No additional fees are required. The list of courses that follow this format can be found in our catalog on page 48 under course description. Hope College of Arts & Sciences is committed to educating students in the field of nursing who will enhance the nursing profession. The college is currently offering courses online for the ASN and BSN programs. As the college gains more experience with offering entire curriculums online, it is expected to expand the online offerings.

In addition to having access to all campus administrative resources (including the library's full text online databases Library Internet Resource Network), online students have 24-hour Help Desk assistance to resolve any connection or technological issues. At HCAS the nursing courses online use the MOODLE as the web-learning management system. Prior to taking their first online course, students must complete a three-hour noncredit online workshop that measures their motivation, discusses the time needed for online learning, introduces them to MOODLE, discusses effective strategies for success online, and describes the hardware and software students are required to have at home.

Learning Management System (LMS) is used for the general education classes; LMS is used for the nursing courses. These LMS systems enable educators to manage course materials and to communicate with students. With MOODLE students can take surveys, quizzes, and tests; send and receive course mail; post messages to thread discussions and chat rooms; and upload assignments using online drop boxes. They can check their progress and grades at any time during a course and can create groups and teams for project or committee work.

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

1. Students are directed to learn how to access the online course rooms, which use Moodle in the general education courses. The Administrator provides course information and training.
2. Students are required to follow the course syllabi, which are posted in the Introduction of every course. Online course instruction will follow the syllabi.
3. Attendance is recorded by the time and dates of student log-ins. The course period is five (5) weeks, and the number of hours and credits are reflected on the top of the first page of the syllabi. The following reflects student hours of attendance:
 - a. Completion of a test or quiz by the due date that is posted;
 - b. Participation in weekly Discussion Boards by the due date posted;
 - c. Responding to messages the instructor posts in the Announcement Board;

- d. On-campus meeting with faculty directly related to the course and any concerns the student is having, including the need for additional tutoring assistance.
4. Course weeks are set as follows:
- a. The course opens at 1:00 a.m. on Monday of each week;
 - b. The course week closes at 11:59 p.m. on Sunday of each week.

Online Attendance

In online or e-learning courses, instructors define expected interaction between themselves, students, and the class learning management system. Inconsistent interaction and/or inconsistent use of the learning management system or course materials, regardless of cause, reduce the opportunity for learning. Online or e-learning students who do not participate in classes as defined by the course syllabi may be withdrawn for non-attendance. For further details about online attendance, refer to each class's syllabus and to the Distance Learning information in this catalog

Grading/Examination Process

Grade Posting

Grades are posted in a designated area and will be listed by the students' college identification numbers. Students enrolled in an online course may view their grades at any time through the Moodle. Students' grades are not available to be viewed by anyone but the student and the instructor in the online course room.

Examination

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

Course Evaluation

Hope College of Arts & Sciences requires that the students evaluate all courses and faculty. A standardized evaluation form will be provided to the students, in an envelope specified for that purpose, and a Lead Student assigned to distribute the forms to the class, gather them upon completion, place them in the envelope, and return them to the Student Service's office. An attachment for student comments is provided on the form. The faculty member must not be present during the evaluation process. Course evaluations must be done on the last day of class.

Grade Reports

Faculty shall complete and submit grade reports to the Program Directors. Final grades may be submitted via email to the Program Directors for finalization before being submitted to the

Registrar for input into the College system. Every instructor is to assign grades, which are fair and objective. The grading policy is published in the course syllabus and cannot be changed during the course. Clinical evaluation of students must be placed in students' files upon completion of the course.

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

Grading System

Scholastic Standards

Hope College of Arts & Sciences utilizes the following grading criteria in general education courses:

Letter Grade	Percent Range	Standards
A	90-100%	Excellent
B	80-89%	Good
C	75-79%	Fair
F	≤ 74%	Fail
I	Incomplete	NA
W	Withdrawal	NA

Hope College of Arts & Sciences utilizes the following grading criteria in nursing theory courses:

Letter Grade	Percent Range	Standards
A	90-100%	Excellent
B	80-89%	Good
C	77-79%	Fair
F	≤ 76%	Fail
I	Incomplete	NA
W	Withdrawal	NA

Hope College of Arts & Sciences utilizes the following grading criteria in laboratory and simulation courses:

Letter Grade	Standards
P	Pass
F	Fail

Hope College of Arts & Sciences utilizes the following grading criteria in clinical courses:

Letter Grade	Standards
S	Satisfactory

U	Unsatisfactory
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Transfer Credit is coded as (CR), which is given for credit. The Transfer Credit units are not included in the GPA calculations.

Experiential Learning credit is coded as (EC), which is given for credit. The Experiential Learning credit units are not included in the GPA calculations.

No credit is given for the following designations: no credit (NC), withdrawn (W), and incomplete (I). These are not included in the GPA calculations. Students who repeat and pass a course will be given a grade and an “R” to indicate course retake.

Code	Definition
CR	Transfer Credit
EC	Experiential Learning Credit
NC	No Credit
W	Withdrawn
I	Incomplete
R	Repeated

Experiential Learning

HCAS utilizes Experiential Learning to recognize the academic value of what students have learned through experiences prior to attending the college. Experiential Learning may result from work experience, employment-related training, other health care programs such as EMTs, licensed practical nursing, respiratory therapy, and military service. If students have gained HCAS course equivalent knowledge, competencies, and/or skills as a result of experiential learning, academic credit may be earned. The assessment process for assigning experiential learning credit will be done by the Director of Nursing and the Director of Education. Assessment will evaluate one or more of the following: student certificates and licenses, and/or interviews with faculty members.

Incomplete Grades

Incomplete grades are given at the discretion of the instructor for work not completed because of a serious problem not caused by the student’s own negligence. An “Incomplete” must be made up as quickly as possible. A copy of the initial “Incomplete” should be placed in the student’s

file explaining the work the student must complete. This documentation will provide clarification of the incomplete grade if the faculty member is not available and any question arises. If the Incomplete is not satisfied within the time frame agreed on with the instructor, the grade will automatically become an “F”. Should the student be unable to convert the Incomplete to a passing letter grade, the student is mandated to repeat the course.

Course Withdrawals

Students who wish to withdraw from a course after registration must submit a written request for approval to the Academic Department. Students, who withdraw without submitting a withdrawal request or who withdraw from a course after the drop period will receive a failing grade in each course dropped.

Withdrawal Type	Final Grade
Withdrawal Before Drop/Add Deadline (One weeks after the start of the course)	If a student withdraws from a course, voluntarily or otherwise, before the drop/add deadline, the student will receive a “W” for that course. <i>If the student re-enrolls, all course work with a “W” grade must be repeated and student will be charged the full price of tuition and fee(s) for the course(s) enrolled.</i>
Withdrawal After Drop/Add Deadline (After first week of class)	If a student withdraws from a course, after the drop/add deadline, the student will receive an “F” for that course (GPA is affected). <i>If the student re-enrolls, all course work with an “F” grade must be repeated and student will be charged the full price of tuition and fee(s) for the course(s) enrolled.</i>
Approved Late Withdrawal After Drop/Add Deadline (After first week of class)	If a student withdraws from a course, after the drop/add deadline, the student will receive a “W” for that course if the student have been approved for late withdrawal (GPA not affected). The student must complete a Late Course Withdrawal / Drop Petition Request Form and provide supporting documentation. <i>If the student re-enrolls, all course work with a “W” grade must be repeated and student will be charged the full price of tuition and fee(s) for the course(s) enrolled.</i>
Withdrawal Due to Unexcused Absences	A student with 3 unexcused absences is considered withdrawn from the course. An “F” grade will be issued and included in the cumulative grade average.
Withdrawal Due to Unexcused Tardy	A student with 5 or more unexcused absences is considered withdrawn from the course. An “F” grade will be issued and included in the cumulative grade average.
Incomplete	An “I” indicates that the student was passing the course, but failed to complete all required course work. The instructor, in his/her discretion, may grant an “I” grade instead of an “F”, pending the completion of the course work by the student within a specified time arranged by the instructor and told to the student (up to a year). It is the student’s responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the “I” grade will become an “F” grade.

Note: If a student withdraws from a program, the student’s maximum time frame to complete program is not affected. However, the student’s financial obligations must be satisfied. Students re-entering after withdrawing are subject to new tuition and fees as applicable.

Academic Jeopardy

Students in academic jeopardy will be notified in writing through Academic Counseling and provided with a course of action plan for successful completion of the course. The student will be provided with a copy of the counseling form upon completion and the original will be placed in the student's file. Grade Report and Academic Counseling Forms will not be available to students via mail or electronic mail.

Laboratory and Simulation Grading Policy

Clinical, laboratory, or simulation experiences are considered clinical course hours. A letter grade is not given for clinical course hours. Clinical performance will be rated "passing" or "failing" where a standard of "P" is issued for passing and "F" for failing. A "passing" standard must be met in order to pass the course. The clinical instructor shall have conferences with each student periodically and at the end of each course to discuss the student's progress in the clinical area. The conference is recorded on the clinical performance checklist, clinical checklist, objectives checklist, or counseling record where comments and signatures are required of the student and instructor. Clinical performance evaluations, clinical checklist, objectives checklist, and counseling records are filed in the student's record.

Clinical Grading Policy

Clinical, laboratory, or simulation experiences are considered clinical course hours. A letter grade is not given for clinical course hours. Clinical performance will be rated "satisfactory" or "unsatisfactory" where a standard of "S" is issued for satisfactory and "U" for unsatisfactory. A "satisfactory" standard must be met in order to pass the course. The clinical instructor shall have conferences with each student periodically and at the end of each course to discuss the student's progress in the clinical area. The conference is recorded on the clinical performance checklist, clinical checklist, objectives checklist, or counseling record where comments and signatures are required of the student and instructor. Clinical performance evaluations, clinical checklist, objectives checklist, and counseling records are filed in the student's record.

Attendance Policy

Hope College of Arts & Sciences recognizes the correlation between attendance and student retention and achievement. Students are expected to attend all scheduled classes regularly and on time to achieve the learning goals in their program of study. Any class session or activity missed, regardless of the cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. It is the responsibility of the student to arrange to make up all course work or clinical hours missed due to legitimate class absence, and to notify the instructor when the absence will occur. Students have 24-48 hours to make-up any missed exams or quizzes from the date and time that the student returns to campus. It is the instructor's discretion to administer an alternative exam.

Excused Absences

The College identifies the following absences as excused:

1. Illness of self, spouse or a child with a physician's written verification unless waived by the instructor,
2. Death in the student's immediate family. This includes the death of a parent, child, sibling, spouse, partner, or grandparent.

Although the above absences are identified as excused, the student remains responsible for communicating with the instructor and completing any missed course work, assignments, exams, quizzes, within 24-48 hours of returning to school and scheduling a make-up session for clinical course hours missed.

Early Departures

Every two (2) unexcused early departures and/or unexcused tardies will be recorded as an unexcused absence by the school attendance official. These unexcused absences will be counted toward the total number of unexcused absences allowed each student per this attendance policy.

Clinical Attendance

Clinical, laboratory (lab), and simulation experiences are considered clinical course hours. Specific guidelines are included in the course syllabi. It is expected that the student attend all sessions timely. Punctuality to clinical, laboratory, and simulation sessions is mandatory. Tardiness is defined as arriving one minute later than the assigned time. The following is required of all nursing program students:

1. Attendance is required for the total scheduled clinical/lab/simulation time. Students will be counted absent if they leave clinical/lab/simulation for any reason.
2. Clinical/lab/simulation absences of greater than two clinical days in a course will result in failure of the course. This includes absence from scheduled make-up sessions.
3. The instructor keeps a documented record of attendance.
4. A "no-call/no-show" event is an incident of not calling or coming to clinical/lab/simulation. One "no-call/no-show" event equals two absences.
5. Two tardies equal one absence.
6. A student may be in jeopardy of failure if absent more than 10% of the clinical/lab/simulation experience.
7. Students must present to clinical/lab/simulation fit for duty.
8. Sleeping during clinical hours is strictly prohibited and is considered a critical incident.
9. Cell phone use during clinical hours is strictly prohibited.

10. In the event a student will be absent or tardy for clinical/lab/simulation, the student is required to contact the instructor and the assigned unit at least 30 minutes prior to the scheduled time of the clinical/lab/simulation experience.

Medication Calculation

The lower division nursing courses include content on calculating drug dosages for patients across the life span. Students will take a medication calculation proficiency exam during the first week of each course. Students that do not pass the exam are required to complete an individualized remediation plan and successfully pass the make-up exam. The minimum passing score is 90%. The student is allowed three attempts to successfully pass the exam. The score of the exam is not included in the course grade.

Examination/Testing Policy

The number of exams and quizzes vary from course to course. Pharmacology and clinical dosage calculation questions may be included in any exam or quiz. It is an instructor's discretion and based on the standards of the course the percent weight of each exam or quiz. It is the instructor's discretion to administer a cumulative final exam. Students are ultimately responsible for all course material as outlined in the course syllabi.

Examination Procedure

Students are expected to arrive on time for all tests. If a student is tardy, he/she may take the test within the remaining time without penalty or the student may take the test on the same day, after class, in an area designated by the instructor. If the student elects to take the test after class on the same day, it is considered a late take and the instructor will follow the points-deduction guideline.

Notices of absences and plans for make-up test must be made with the instructor in advance; otherwise, a 10-point penalty will be applied to the test grade. More than one excused make-up will require full nursing faculty approval. A missed test must be made-up within 24 hours unless the instructor provides an extension. An unexcused absence will result in a "zero" for that test.

Students are expected to comply with the following examination rules:

- Students may not have any textbooks, notebooks, cell phones, or other electronic devices on the desk at any time during an exam. All books, coats, backpacks, and other belongings will be placed at the front or sides of the classroom prior to the exam.
- No hats or sunglasses are allowed.
- Students may use calculators during exams. Use of calculators is allowed and is provided by the college. Students are not permitted to share calculators.
- Students are required to come prepared for exams, including writing apparatuses and paper. Faculty and staff will not provide students with essential supplies. Student may not share or borrow supplies during the testing period.

- It is the instructor's discretion to assign seats during the testing period. Students are expected to comply with the seating assignment.

Nationally Scored Testing

Nursing students will be required to take nationally scored tests throughout the curriculum and to achieve a satisfactory score on each test. These tests serve the purpose of student assessment based on the national averages in the area of nursing. If a student does not score a Satisfactory, he/she will be required to follow the remediation process as provided by the examination platform.

Uniform Dress Code

Students are required to present in uniform for theory class and clinical activities. The uniform for students is as follows:

A. Female:

- a. White scrub top with the Hope College of Arts & Sciences insignia embroidered on the left chest.
- b. Turquoise blue uniform pants. No stirrup pants or jeans are permitted.
- c. All uniforms must be of ample size and length to adequately cover the student and look professional.
- d. Clean, plain white shoes and shoelaces without insignia and white socks or white hosiery must be worn.
- e. Name Badge to be worn on the left side of chest.
- f. White uniform lab coat (optional) is to be the same length or slightly longer than the scrub top.

B. Male

- a. White scrub top with the Hope College of Arts & Sciences insignia embroidered on the left chest.
- b. Turquoise blue uniform pants. No slacks, workpants, or jeans are permitted.
- c. All uniforms must be of ample size and length to adequately cover the student and look professional.
- d. Clean, plain white shoes and shoelaces without insignia and white socks must be worn.
- e. Name Badge to be worn on the left side of chest.
- f. White uniform lab coat (optional) is to be the same length or slightly longer than the scrub top.

Specific Regulations while in Uniform

While in the clinical/lab/simulation setting, all students are required to comply with the following:

1. All uniforms and lab coats should be clean and wrinkle free.
2. Students will be neat, clean, and well groomed by performing impeccable personal hygiene.
3. Hair should be clean and manageable. If it is longer than shoulder length, it must be held back and tied away from the face.
4. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.

5. Natural nails should be maintained reasonably short. Neutral colored nail polishes are acceptable if maintained in good condition. The application of artificial nails is strictly prohibited, including, acrylic nails, acrylic tips, acrylic coating, silk wraps, gel nails, and extenders. Gloving hands is not an alternative.
6. No ponytails, fancy bows, barrettes, hanging curls, “punk” cuts, or “punk” colors.
7. Perfume, scented hair products, or any strong odor is prohibited.
8. Undergarments must be worn, but should not be visible through clothing.
9. Students are allowed one piercing in each earlobe. All other body piercings, including tongue piercing, are not permitted. Students may use a clear spacer if the piercing cannot be removed completely.
10. Smoking is prohibited on campus and/or at clinical site.
11. The school picture ID must be worn at all times.
12. The only jewelry permitted is small post earrings; one necklace may be worn that is no longer than 17”, no bracelets with stones, the only rings that may be worn are engagement rings or wedding rings.
13. Excessive makeup is discouraged.

Additional Requirements

Students are required to purchase and bring the following items to clinical/lab/simulation at all times:

- Watch with a second hand (not digital)
- Bandage scissors
- Regulation stethoscope
- Black ink pen
- Black Sharpie® marker
- Clinical packet as indicated by course syllabi
- Laboratory kits as indicated by course syllabi

Students' Code of Conduct

Students of Hope College of Arts & Sciences are expected to behave in a responsible, ethical, and professional manner at all times. The following policies are approved for students of the nursing program by the Administration of the College, and they reflect the rules and regulations as set forth by the Florida Board of Nursing.

I. Classroom Etiquette

- a. Classroom conversations are to be in English at all times.
- b. Cell phones are prohibited from use in the classrooms. The use of cell phones (calls, texting, photos, etc.) in the classroom or computer lab is strictly prohibited. The school phone number **(954-532-9614)** may be given out for use in case of an emergency, and the student will be notified by school staff of any calls. If a student wants make a phone call, he or she must ask to be excused from the classroom to do so, and should only occur if absolutely necessary.
- c. Please do not gossip. Not only do you hurt yourself with this demeaning behavior, it is unproductive and hurtful to others.
- d. Behavior that is aggressive, threatening, or violent will not be tolerated. You need to be mindful that you are in the healing profession, so your behavior needs to reflect that at all times while you are on campus or in the clinical settings.
- e. As a professional, please be mindful that respect of the staff, faculty, and your fellow students will reflect positively on you. In turn, you will be respected by staff, faculty, and fellow peers.

II. Ethical Behavior

- a. Your behavior as a student must be ethical at all times. Unethical behavior cannot be tolerated and will result in disciplinary action, which may include dismissal from the program.
- b. Be honest at all times regarding your personal information regarding the College, and any actions you have taken while attending the College. Do not lie to any employee of the College.
- c. Cheating is not a positive reflection of you, the student. It is not permitted, and if it is determined that you cheated, you may be dismissed from the College. Cheating includes, but is not limited to, talking during a test, looking at or copying another student's answers, or providing test information or answers to another student. Helping someone else cheat is still cheating.
- d. Plagiarism is considered not only cheating, but stealing as well. Plagiarism is using another person's written information and putting it in your work as if it was your own. Whenever you obtain information on a subject from a source, whether it is the Internet, a textbook, an article, a magazine, or any other written or digital source, you must provide appropriate citations in your work to accurately reflect the source of the information. Hope College of Arts & Sciences uses and teaches APA

formatting, and clear instructions on how to cite sources is provided in the classrooms.

III. Tardiness

Punctuality is the hallmark of the professional. Students are expected to attend classes and clinical on time. If you have two unexcused tardies to class, it will count as one absence. Two unexcused absences will result in an automatic **failure** of the course and co-requisite(s) if applicable. Being punctual will enhance your learning because you will not miss important information in lecture.

IV. Absences

- a. Excessive absences contribute to poor grades and reflect poorly on you as a student, as well as on the school. Attendance will be taken at the beginning of each class and clinical. Personal appointments need to be scheduled for time you are not required to be in either the classroom or the clinical site. Violation of this policy may result in disciplinary action.
- b. If you have two unexcused tardies to class, it will count as one absence. Two unexcused absences will result in an automatic failure of the course.
- c. It is the student's responsibility to notify the instructor and the school office 60 minutes before the start of class or clinical. Failure to do so will result in an unexcused absence. If your call is not answered, leave a message and try again later. Students will not be allowed to make up or receive credit for quizzes, tests, and/or homework missed during an unexcused absence. Either an email or a text message to the instructor's phone is acceptable.
- d. It is your responsibility to arrange for makeup of all tests and homework missed on the day/s you return from an excused absence. The instructor will arrange a time for the makeup of any exams, and the exams will be different from the ones that were given during your absence.
- e. A written statement from a licensed physician, nurse practitioner, or physician's assistant is required for excused absences. Routine appointments are not considered excused.

The following are considered unexcused absences:

- f. Failure to notify the instructor (clinical or class) of an impending absence at least 60 minutes before the start of class;
- g. Unprofessional behavior in a clinical setting that results in being asked to leave the facility;
- h. Incomplete preparation for clinical assignments resulting in being asked to leave the facility;

All clinical time must be completed. Only one clinical day may be missed.

V. Jewelry

The only jewelry permitted is small post-type earrings, and only one pair of earrings may be worn while in uniform. No necklaces longer than 17 inches are permitted. In addition, you may not wear bracelets with stones; rings with stones (with the exception of a woman's engagement ring), and you may not have visible body pierces or tattoo. Your appearance must be professional whenever you are in uniform, either in the classroom or at clinical.

VI. Grooming

- a. Women may not wear excessive or extremely colorful makeup.
- b. Both men and women must keep their fingernails short, to the end of the finger, and clean. No acrylic or false nails may be worn, nor is nail jewelry permitted. Clear nail polish is permitted.
- c. You may not wear cologne, perfume, or aftershave in the clinical area. This rule is to allow for patients and others with allergies to avoid an allergic reaction.
- d. While in clinical facilities, eating and gum-chewing will not be permitted in any locations other than the designated non-patient areas for staff.
- e. Hair is to be clean and neatly groomed at all times. When in the clinical setting, hair is to be kept off of the shoulders and the collar. Both your safety and the patient's safety may become a serious issue should the patient attempt to clutch your hair if it is long and easily grabbed.

VII. Bulletin Board and Student Messages

Notices are posted on the bulletin board in the student lounge. Be sure you regularly check it for messages and other important information. In addition, there is an alphabetical file by last name at the reception desk that has information for individual students. Please check the file regularly for any important messages.

VIII. Requests Directed to the Staff and/or Faculty

- a. Students are not to ask the staff or faculty to duplicate materials related to class or clinical assignments. Copies may be made for a minimal charge. Advise the Front Desk that you need papers copied and arrangements will be made for your request.
- b. If you have an emergency, ask to use the College telephone. It is available to students only in the event of an emergency.
- c. Please do not ask to borrow office supplies. You are responsible for all of your study aids while attending class; thus, you need to be prepared with all of the appropriate supplies.

IX. Behavior in the Clinical Setting

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

X. Disciplinary Action

Refer to the Academic Catalog for the policy regarding disciplinary actions that can be taken should a student violate any of the policies of the college.

Key Contact Information at Hope College of Arts & Sciences

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

Question About:	Department/Contact	Contact Information
<ul style="list-style-type: none"> • General Questions • Placement 	Student Services	studentservices@hcas.edu
<ul style="list-style-type: none"> • Evolve Elsevier Technical Questions 	Evolve Elsevier Technical Support	800-202-9570
<ul style="list-style-type: none"> • Balance Request • Payment • All financial matters 	Financial Services	finance@hcas.edu
<ul style="list-style-type: none"> • Financial Aid Hold • Financial Aid Clearance Forms 	Financial Aid Department	financialaid@hcas.edu
<ul style="list-style-type: none"> • Transcript Request • Enrollment Concerns • Class Schedule 	Registrar Department	registrar@hcas.edu
<ul style="list-style-type: none"> • HCAS Policies • Student Complaints 	Compliance Department	compliance@hcas.edu
<ul style="list-style-type: none"> • Grade Appeals • Tutoring for General Education classes 	General Education Department	generaled@hcas.edu
<ul style="list-style-type: none"> • Academic Concerns • Exit Exams • Externship/Clinical • Grade Appeals 	Nursing Department	nursing@hcas.edu
<ul style="list-style-type: none"> • Online Classes (Moodle Account) • HCAS Email Account • HCAS Password Reset 	Technical Support	techsupport@hcas.edu

Adherence Agreement

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

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

Student Signature

Date

Print Student Name

Date

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

Date

Witness

Date