



# Stanbridge College



## STUDENT CATALOG

JANUARY 1, 2013 - DECEMBER 31, 2013



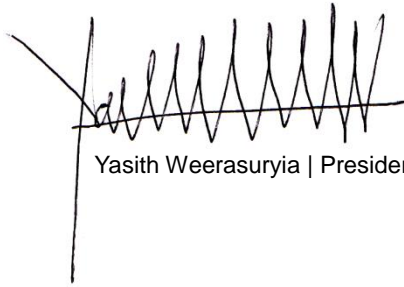


**We are as strong as you make us.**



## Letter from the President

For almost two decades, we at Stanbridge College have been working to provide quality education that bridges the gap between where people are and where they dream to be. As we rise to meet new challenges, we are reminded that it is our student body, beautifully diverse and unflinchingly bold, that makes our institution strong. Their stories, strengths and tenacity breathe life into our philosophy: that every person has the potential to soar, and when given the right tools, can learn to believe not only in themselves, but in others. This personal metamorphosis is what changes the world for the better, and we as educators are thrilled and honored to be a part of it.

A handwritten signature in black ink, featuring a series of sharp, vertical, sawtooth-like strokes that create a rhythmic, oscillating pattern. The signature is written over a horizontal line.

Yasith Weerasuryia | President & CEO

This catalog is current as of the time of publication and effective from January 1, 2013 to December 31, 2013 unless superseded. From time to time, it may be necessary or desirable for Stanbridge College to make changes to this catalog due to the requirements and standards of the school's accrediting body, other governmental agencies or the U.S. Department of Education, or due to market conditions, employer needs or other reasons. The catalog shall be updated and issued at least annually in accordance with the requirements of state regulations. Any updates may be made by the use of supplements or inserts accompanying the catalog.

Stanbridge College reserves the right to make changes at any time to any provision of this catalog, including academic programs and courses, course and program schedules, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. Stanbridge College will notify students of any of the foregoing changes via email at the time the changes are made and in accordance with the requirements of accrediting and governmental regulatory agencies. The catalog will be provided either in writing or electronically to a prospective student or to any person upon request. Any program specific brochures shall also be disclosed to any interested person upon request.

Stanbridge College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

This institution is a private Institution and has been approved to operate by the Bureau for Private Postsecondary Education. Stanbridge College is granted approval to operate under the terms of California Education Code (CEC) section 94890(a) (1) until April 1, 2014 per CEC section 94890(b). For more information, contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The Stanbridge College Occupational Therapy Assistant program has received program accreditation through the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) through 2018/2019. AOTA is located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Their website is <http://www.aota.org>.

Effective August 6, 2012, Stanbridge College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

ABOUT STANBRIDGE COLLEGE	
History	1
Mission Statement	1
Instructional Facility	1
ADMISSION	
Admission Policies	3
Admission Procedures	10
TUITION AND FINANCIAL AID	
General Information	12
Tuition Summary Chart	15
Tuition Guidelines	17
Cancellation and Refund	18
Student Tuition Recovery Fund	20
Cal Grant Policy	21
Federal Work Study Program	22
ACADEMIC CALENDAR	
Schedule of Programs, Clock Hour Conversion	24
Holidays, Class Hours	25
Student Records Retention Policy	26
POLICIES	
Attendance Requirement	27
Grading	32
Satisfactory Academic Progress	37
Leave of Absence	40
Probation and Suspension	41
Withdrawal and Dismissal	42
Graduation	45
Transcripts	45
Code of Conduct	46
Grievance Policy	48
Nondiscrimination and Harassment Policy/Fraternization Policy	49
ADA Policy	51
Campus Safety and Security Policies	51
STUDENT SERVICES	
Student Services	53
Learning Resource System	53
Career Services	55
ADMINISTRATION AND FACULTY	56
PROGRAMS AND COURSES	
Information Technology Programs (DIT, ASIT, BSIT, MSIT)	58
Occupational Therapy Assistant Program (OTA)	64
Catalog Supplement for OTA Students	65
Physical Therapist Assistant Program (PTA)	68
Catalog Supplement for PTA Students	69
Vocational Nursing (VN) Program	86
Catalog Supplement for VN Students	88
Bachelor of Science in Nursing Program (BSN)	93
Catalog Supplement for BSN Students	94
Master of Science in Nursing Program (MSN)	95
Hemodialysis Technician Program (HDT)	96
Catalog Supplement for HDT Students	97
Veterinary Technology Program	99
Course Descriptions	101

- Stanbridge College does not discriminate on the basis of race, color, sex, national origin, age, religion and disability. Stanbridge College is an equal opportunity provider.
- Stanbridge College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the US Department of Education as a recognized accrediting agency.

## HISTORY

Stanbridge College was founded in June of 1996 as Executive 2000. Our organization officially changed its name from Executive 2000, Inc. to Stanbridge College in August of 2004. We have operated from our present location since September 1997. Our curriculum began in 1996 with certificate programs in Information Technology and has since expanded to include programs in Nursing, Occupational Therapy Assistant and Physical Therapist Assistant as well as associate and baccalaureate degrees in Information Technology and Nursing.

## MISSION STATEMENT

Stanbridge College asserts that a high quality, accessible, and relevant education is the right of every individual. The central purpose of all programs and services offered by Stanbridge College is to prepare people for occupations and professions in technical fields. As such, we are dedicated to meeting the learning needs of our students. To these ends, we offer and commit to the allocation of resources in support of a variety of programs. These programs are offered in ways that recognize the needs of a diverse, changing population. Stanbridge College's programs provide an educational environment that allows students to meet their long-term learning needs. In a time of dynamic technological change, students are encouraged to address the impact of information systems on their academic and occupational planning.

## INSTRUCTIONAL FACILITY

The school's mailing address is:

2041 Business Center Drive, Suite 107  
Irvine, CA 92612

The school's physical address is: 2041 Business Center Drive, Suite 107, Irvine, CA 92612. In 2011, the campus expanded to include classrooms in another building in the complex, at 2021 Business Center Drive. The Learning Resource Center was relocated to a third building in the complex, 2061 Business Center Drive, in 2013. Our telephone number is (949) 794-9090. Our fax number is (949) 794-9094. The school's website is: [www.stanbridge.edu](http://www.stanbridge.edu)

### ADDRESSES WHERE INSTRUCTION IS OFFERED

Stanbridge College provides instruction for on-campus courses at 2041 and 2021 Business Center Drive, Irvine, CA 92612. The Learning Resource Center is located in 2061 Business Center Drive. The college provides instruction for clinical and fieldwork courses in off-campus facilities that are contracted by the college for this purpose.

Stanbridge College also offers online education not offered in real time. Coursework is completed at a location determined by the student. Stanbridge College delivers some courses in an online format with the first class session only held on campus.

### CLASSROOM/LAB CAPACITY

	Classroom 1	Classroom 2	Classroom 3	Classroom 4	Classroom 5	Classroom 6
Capacity	45 Students	40 Students	35 Students	24 Students	48 Students	40 Students
	Classroom 7	Classroom 8	Classroom 9	Classroom 10	Learning Resource Center	
Capacity	40 Students	45 Students	48 Students	48 Students	35 Students	
	Skills Lab	Simulation Lab	Therapy Lab 1	Therapy Lab 2	Therapy Lab 3	
Capacity	45 Students	20 Students	18 Students	18 Students	36 Students	



## **ABOUT STANBRIDGE**

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All of the classrooms contain the following at each student station: desk, chair, and desktop computer or laptop with appropriate hardware and operating system configurations to allow the use of lab scenario training and study resources. Classrooms are equipped with audio/visual equipment for training DVDs and an LCD projector or SMARTboard. The computers also provide access to the online exam station for computerized testing.

The Learning Resource Center lab offers computers with access to study resources.

The clinical skills lab offers LCD monitors for watching training videos while performing clinical procedures, fully electric hospital beds, anatomically correct manikins, sinks, and various medical equipment, ranging from feeding pumps to suction machines. The high fidelity skills lab contains 7 high fidelity manikins and the software and hardware to run the manikins in a variety of clinical scenarios.

The school also offers an Online Library consisting of over 12,000 books and additional journals for homework, research, and casual reading. The Online Library can be accessed anywhere and at any time with a PC and an Internet connection.

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**ADMISSION POLICIES**

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**HIGH SCHOOL DIPLOMA REQUIREMENT****All Applicants**

All applicants must hold a high school diploma or equivalent, such as a GED. A copy of the diploma or GED documentation must be provided and it will be retained in the applicant's file. High School diplomas must be granted by an Institution approved by the Department of Education in the state in which it resides or an Institution accredited by an accrediting agency, such as the Western Association of Schools and Colleges (WASC) or a similar accrediting agency (MSA, NEASC, NCA, SACS, NWAC). Post-secondary degrees will be accepted in lieu of a high school diploma. Post-secondary degrees must be granted by an Institution accredited by an accrediting agency recognized by the United States Department of Education. Transcripts for degrees and diplomas awarded by foreign schools must be translated and evaluated for U.S. high school education equivalency (at applicant expense) before they may be accepted.

**ASSESSMENT TESTING****Diploma Program Applicants**

The Wonderlic Scholastic Level Examination (SLE) is administered to establish a measure of academic capability for diploma programs in Information Technology, Mobile Application Development and Hemodialysis Technician. Applicants must meet the minimum score on the Wonderlic SLE for admission to a training program. The minimum score for each program is:

IT and HDT Program	Acceptable Score
Diploma in Information Technology	17
Diploma in Mobile Application Development (SLE – Distance Learner)	17
Diploma in Hemodialysis Technician	19

The applicant may take the SLE test up to three (3) times initially, with at least 48 hours between attempts. If the applicant does not achieve a passing score after three (3) attempts, the applicant must wait three (3) months before retaking the test. After the three (3) month waiting period, the applicant may take the SLE test up to three (3) more times. If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking the test. The applicant will be allowed to take the SLE test up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score after these three (3) attempts, the applicant will not be able to take the SLE test again for admission to a program at the college.

**Vocational Nurse Program Applicants**

The ACCUPLACER Test of the College Board is administered to Vocational Nurse applicants for admission to the program. Minimum scores for admission are:

Vocational Nurse Program	Acceptable Score
ACCUPLACER Reading Comprehension	52
ACCUPLACER Arithmetic	32

The applicant may take each of the Accuplacer tests required for admission to a program up to three (3) times initially, with at least 48 hours between attempts. If the applicant does not achieve a passing score on the required tests after three (3) attempts, the applicant must wait three (3) months before retaking the failed test(s). After the three (3) month waiting period, the applicant may take the failed Accuplacer test(s) up to three (3) more times. If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking all of the Accuplacer tests required for admission to the program. The applicant will be allowed to take each of the Accuplacer tests up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score on each of the required test(s) after these three (3) attempts, the applicant will not be able to take the Accuplacer tests again for admission to a program at the college.

**Associate and Baccalaureate Program Applicants**

Applicants will be admitted to the associate or baccalaureate degree programs if they achieve the following minimum scores on the ACCUPLACER tests of the College Board administered at the college:

Reading Comprehension	52
Sentence Skills	54
Arithmetic	32
Elementary Algebra	26

The applicant may take each of the Accuplacer tests required for admission to a program up to three (3) times initially, with at least 48 hours between attempts. If the applicant does not achieve a passing score on the required tests after three (3) attempts, the applicant must wait three (3) months before retaking the failed test(s). After the three (3) month waiting period, the applicant may take the failed Accuplacer test(s) up to three (3) more times. If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking all of the Accuplacer tests required for admission to the program. The applicant will be allowed to take each of the Accuplacer tests up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score on each of the required test(s) after these three (3) attempts, the applicant will not be able to take the Accuplacer tests again for admission to a program at the college.

Applicants also will be admitted to the associate or baccalaureate degree programs without taking the ACCUPLACER tests of the College Board administered at the college if they present to the college:

- an official transcript of record showing completion of an associate or baccalaureate degree at an accredited school;

or

- an official transcript of record from the College Board showing a composite score of at least 17 on the English and Mathematics sections of the ACT Test developed by ACT, Inc., provided the ACT Test was taken within 5 years of the date the applicant begins classes in the degree program at Stanbridge College;

or

- an official transcript of record from the College Board showing a score of at least 460 on the Verbal section and at least 460 on the Mathematics section of the SAT Test developed by The College Board and Educational Testing Services as a college entrance test, provided the SAT Test was taken within 5 years of the date the applicant begins classes in the degree program at Stanbridge College;

or

- an official transcript showing completion of a Stanbridge College diploma program.

## **Bachelor of Science in Nursing (Degree Completion) Applicants**

Applicants will be admitted to the Bachelor of Science in Nursing (Degree Completion) program after filling out an application; speaking to an admissions representative (before or after filling out the application); submitting an official transcript of record from an accredited institution that shows completion of the required associate's degree; and providing proof of unencumbered RN licensure. Applicants for admission to the Bachelor of Science in Nursing (Degree Completion) program must provide proof of unencumbered RN licensure (RN license not in denied, revoked, probationary or suspended status) from the state in which they practice and completion of an associate's degree (Associate of Arts or Associate of Science) program from an accredited institution. Applicants who possess an AA or AS degree from a foreign college or nursing program must provide a translation and an evaluation of their degree prior to consideration for admission.

## **Occupational Therapy Assistant Applicants**

- To be eligible for admission to the OTA program an applicant must first meet the minimum admission policies for an associate degree program, as described above in this catalog.
- In addition to meeting the minimum admission policies for an associate degree program, each applicant must complete a questionnaire and have an interview with the Program Director or designate. The interviewer will use a Candidate Interview form for the interview and will award points for the applicant's responses on the questionnaire and in the interview according to a departmental rubric.
- The interviewer will also award points according to the departmental rubric for the applicant's scores on the Accuplacer examination, other examinations, or a grade point average earned for a degree or diploma. The interviewer will combine these points with the points awarded for the questionnaire and interview into a total score according to the departmental rubric. Based on the total score, the applicant will be ranked among the other applicants who are applying for admission to the program with the current cohort.
- The 35 applicants who have met the minimum admission policies for an associate degree program and, who have the highest number of combined points awarded for the questionnaire, interview, and examination scores or grade point average, will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than 35 individuals qualified for admission

in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort.

### OCCUPATIONAL THERAPY ASSISTANT APPLICANTS – APPLICANTS WITH CRIMINAL CONVICTIONS

Applicants to the OTA program are required to complete a background check form and pay the background check fee at least one business day prior to the start of classes.

Many clinical facilities will not permit OTA applicants (or employees/volunteers) in the facility with certain felony or misdemeanor convictions as part of an overall employment policy. Stanbridge College cannot admit OTA applicants who cannot attain the mandated requirement of 640 level 2 fieldwork hours. Accordingly, applicants for admission with a felony conviction will not be granted admission to the college. Certain types of convictions, regardless of whether felony or misdemeanor, will result in denial of admission. These types of convictions include drug/substance abuse offenses, violent crimes and offenses requiring mandatory reporting, such as elder abuse or child abuse.

Graduates of the Occupational Therapy Assistant program must pass the certification exam administered by the National Board for the Certification of Occupational Therapy (NBCOT) in order to work as an occupational therapy assistant. Applicants must be aware that felony convictions and other character issues could disqualify them from taking the NBCOT exam. The NBCOT describes the nature of the questions asked on exam candidate applications as follows:

*Individuals applying for the NBCOT Certification Examination for OCCUPATIONAL THERAPIST REGISTERED OTR® (OTR) or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA® (COTA) must answer each of the following questions on the examination application:*

- 1. Have you ever been charged with or convicted of a felony? (NOTE: Applicants must answer affirmatively if records, charges, or convictions have been pardoned, expunged, released or sealed.)*
- 2. Have you ever had any professional license, registration, or certification revoked, suspended or subject to probationary conditions by a regulatory authority or certification board?*
- 3. Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another?*
- 4. Have you ever been suspended and/or expelled from a college or university?*

For more information regarding this and other certification questions, or to obtain an Early Determination Review prior to starting your program, please contact the NBCOT.

Credentialing Services at NBCOT

12 S. Summit Avenue, Suite 100, Gaithersburg, Maryland 20877.

Phone: (301) 990-7979. Email: [character.review@nbcot.org](mailto:character.review@nbcot.org)

### Physical Therapist Assistant Applicants

- To be eligible for admission to the PTA program, an applicant must first meet the minimum admission policies for an associate degree program, as described above in this catalog.
- In addition to meeting the minimum admission policies for an associate degree program, each applicant must have an interview with the Program Director or designate. The interviewer will use a Candidate Interview form for the interview and will award points for the applicant's responses in the interview according to a departmental rubric.
- The interviewer will also award points according to the departmental rubric for the applicant's scores on the Accuplacer examination, other examinations, or a grade point average earned for a degree or diploma. The interviewer will combine these points with the points awarded for the interview into a total score according to the departmental rubric. Based on the total score, the applicant will be ranked among the other applicants who are applying for admission to the program with the current cohort.
- The 48 applicants who have met the minimum admission policies for an associate degree program, and who have the highest number of points awarded for the interview and examination scores or grade point average, will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than 48 individuals qualified for

admission in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort in the following calendar year.

### PHYSICAL THERAPIST ASSISTANT APPLICANTS – APPLICANTS WITH A CRIMINAL HISTORY

Applicants to the PTA program are required to complete a background check form and pay the background check fee at least one business day prior to the start of classes. Individuals with a criminal history may be considered for admission. Stanbridge College will consider the nature and the severity of the acts or crime; time that has elapsed since the commission of the act/crimes; the extent to which the applicant has complied with any terms or conditions of the probation imposed; and any other relevant evidence of rehabilitation. Permission, however, to take the two examinations required for licensure – the National Physical Therapy Examination for Physical Therapist Assistants (NPTE for PTAs) and the California Law Examination (CLE) – after graduating from an accredited PTA program is determined by the Physical Therapy Board of California (PTBC) and involves the mandatory disclosure of any and all criminal offenses as part of the application process.

The following is an excerpt from the PTBC website and is provided for clarification:

**“ANY AND ALL CONVICTIONS OF CRIMINAL OFFENSES MUST BE DISCLOSED** including a citation, misdemeanor and/or felony, etc. Convictions following a plea of nolo contendere **MUST** be disclosed. If your plea or verdict has been dismissed pursuant to Section 1203.4 of the California Penal Code and Section 2661 of the Business and Professions Code, you are required to disclose the conviction(s) on your application.

Serious traffic convictions such as reckless driving, driving under the influence of alcohol and/or drugs, hit and run, evading a peace officer, failure to appear, driving while the license is suspended or revoked **MUST** be reported. This list is not all-inclusive. If in doubt as to if a conviction should be disclosed, it is better to disclose the conviction on the application.

Failure to submit proper documents of conviction(s) and/or disciplinary action(s) may delay processing of your application. Applicants with prior conviction(s) (citation, infraction, misdemeanor and/or felonies, etc.), must submit the following documents:

- A descriptive written explanation, written by the applicant, of the circumstances surrounding the conviction or disciplinary action.
- Certified copies of the arresting agency report. (If the arresting agency has purged documents, provide a letter from the arresting agency with explanation.)
- Certified copies of the court documents to include the final disposition and order. (If the court has purged documents, provide a letter from the court with explanation.)
- Copies of letters from substance related programs verifying successful completion or evidence of current participation of a personal recovery program (such as Alcoholics/Narcotics Anonymous) and other recovery support and relapse prevention groups.
- Documentation of substance assessment discharge records, intake/exit interviews and summaries of counselors notes, or similar types of evaluations from the program you attended.
- Compliance letters from probation officers.
- Documentation of successful completion of any other court ordered programs.

In deciding whether you qualify for a license, the PTBC will consider the nature and the severity of the acts or crime; time that has elapsed since the commission of the act/crimes; the extent to which the applicant has complied with any terms or conditions of the probation imposed; and any other relevant evidence of rehabilitation.”

“The Physical Therapy Board of California’s primary responsibility is consumer protection. To that end, the Physical Therapy Board of California has the authority to deny a license due to a conviction of a crime or offense substantially related to the qualifications, functions, or duties of a licensee. Per Section 1399.21 of the California Code of Regulations, the Physical Therapy Board of California will determine if the applicant has met the rehabilitation criteria for denial and reinstatement of licensure.”

For more information regarding this and other certification questions, please contact the PTBC.

**Physical Therapy Board of California**

2005 Evergreen Street, Suite 1350

Sacramento, CA 95815

Telephone: (916) 561-8200

Fax: (916) 263-2560

<http://www.ptbc.ca.gov/>

**Veterinary Technology Applicants**

- To be eligible for admission to the VT program, an applicant must first meet the minimum admission policies for an associate degree program, as described above in this catalog.
- In addition to meeting the minimum admission policies for an associate degree program, each applicant must have an interview with the Program Director or designate. The interviewer will use a Candidate Interview form for the interview and will award points for the applicant's responses in the interview according to a departmental rubric.
- The interviewer will also award points according to the departmental rubric for the applicant's scores on the Accuplacer examination, other examinations, or a grade point average earned for a degree or diploma. The interviewer will combine these points with the points awarded for the interview into a total score according to the departmental rubric. Based on the total score, the applicant will be ranked among the other applicants who are applying for admission to the program with the current cohort.

The 30 applicants who have met the minimum admission policies for an associate degree program, and who have the highest number of points awarded for the interview and examination scores or grade point average, will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than 30 individuals qualified for admission in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort in the following calendar year.

**Vocational Nurse Applicants**

**AGE REQUIREMENT**

Vocational Nurse applicants must be at least 17 years old.

**VOCATIONAL NURSE APPLICANTS WITH CRIMINAL CONVICTIONS**

Applicants to the Vocational Nurse Program are required to complete a background check form and pay the background check fee at least one business day prior to the start of classes. Applicants with criminal convictions should refer to the Supplement for Vocational Nurse Applicants on page 42 for information on BVNPT licensing policies.

Many clinical facilities will not permit applicant nurses (or employees/volunteers) in the facility with certain felony or misdemeanor convictions as part of an overall employment policy. Stanbridge College cannot admit VN applicants who cannot attain the state mandated requirement of 954 clinical instruction hours. Accordingly, applicants for admission with a felony conviction will not be granted admission to the college. Certain types of convictions, regardless of whether a felony or misdemeanor, will result in denial of admission. These types of convictions include drug/substance abuse offenses, violent crimes and offenses requiring mandatory reporting, such as elder abuse or child abuse.

Applicants with misdemeanor convictions, other than those listed above, may be asked to provide additional information regarding the conviction in order for the college administration to make a decision on admission based on the type, age and gravity of the offense.

**DIPLOMA IN HEMODIALYSIS TECHNICIAN APPLICANTS WITH CRIMINAL CONVICTIONS**

Applicants to the Diploma in Hemodialysis Technician program are required to complete a background check form and pay the background check fee at least one business day prior to the start of classes.

Many clinical facilities will not permit applicant hemodialysis technicians in the facility with certain felony or misdemeanor convictions as part of an overall employment policy. Stanbridge College cannot admit Diploma in Hemodialysis Technician applicants who cannot attain the state mandated requirement of 300 clinical instruction hours. Accordingly, applicants for admission with a felony conviction will not be granted admission to the college. Certain types of convictions, regardless of whether a felony or misdemeanor, will

result in denial of admission. These types of convictions include drug/substance abuse offenses, violent crimes and offenses requiring mandatory reporting, such as elder abuse or child abuse.

Applicants with misdemeanor convictions, other than those listed above, may be asked to provide additional information regarding the conviction in order for the college administration to make a decision on admission based on the type, age and gravity of the offense.

### **Master of Science in Information Technology and Master of Science in Nursing Applicants**

Applicants will be admitted to the master's degree programs after filling out an application, speaking to an admissions representative (before or after filling out the application), and submitting an official transcript of record from an accredited Institution that shows completion of the required bachelor's degree. Transcripts for degrees awarded by foreign schools must be translated (if the transcript is not in English) and evaluated for equivalency to those awarded by accredited institutions in the United States (at applicant expense) before the applicant can be admitted to a master's degree program. Applicants applying for the Master of Science in Information Technology program must possess a bachelor's degree with a major or minor in information technology or related field from an accredited institution and provide proof of their degree. Applicants applying for the Master of Science in Nursing program must possess a an associate's degree in nursing with a bachelor's degree in healthcare administration or related field or a Bachelor of Science in Nursing degree from an accredited institution and provide proof of their degree. Applicants seeking admission to the Master of Science in Nursing program will also have to show proof of unencumbered RN licensure (RN license not in denied, revoked, probationary or suspended status) from the state in which they practice.

### **INTERNATIONAL STUDENT TOEFL REQUIREMENT**

Stanbridge College defines an "International Student" as a student attending college while on a student visa or as a student attending one of the college's distance education, i.e. online programs, while not residing in the United States. Stanbridge College provides I-20 certification. Applicants are responsible thereafter for obtaining visas and paying additional costs. Stanbridge College is authorized to issue Form I-20 for F1 and M1-class visas. Stanbridge College does not provide courses in ESL (English as a Second Language). All classes at Stanbridge College are taught in English. Accordingly, in order to be admitted to a program offered by the college, all International students must obtain the minimum score on one of the following examinations or provide the applicable official transcript of record:

The Wonderlic Scholastic Level Examination (SLE)	17 (composite score)
ERI Nurse Entrance Test	50 Reading Comprehension
TOEFL Exam (Test Of English As A Foreign Language)	470 Paper-based format
	150 Computer-based format
	52 Internet-based format
Step Eiken Test	Step level 2A
Kaplan English	Level 6 and recommendation
American Language Program (UCLA-Extension)	Level 105 and recommendation
AOI College Of Languages	Level 6 and certificate
GEOS English Academy	Level 6 and recommendation
College Level English Or Writing	Passing score and transcript
Graduation From An Accredited US High School	Transcript

### **CREDIT FOR PREVIOUS EDUCATION**

#### **Diploma and Degree Programs**

Students may request an evaluation of their previous coursework for possible transfer credit, provided that before the beginning of their program at Stanbridge College, they provide the Registrar of the college with proof of satisfactory completion (such as an official transcript from a school that is regionally or nationally accredited, PACE and DANTES courses or a course of study or training in the Armed Forces of the United States) and equivalency of the coursework to the Stanbridge College course. Students requesting evaluation of their transcripts must provide a description from the school catalog for each course for which transfer credit is requested. If the course description from the school catalog is not sufficient by itself to evaluate whether the course is equivalent, a course syllabus or outline of each course for which transfer credit is requested will be required, unless the course is stated to be eligible for transfer credit in the California UC and CSU IGETC curriculum.

Transfer credit will be granted only for those courses:

- for which a grade of "C" or better was earned or proof of passing a vendor's certification examination is provided; and
- which are determined to be equivalent in contact/credit hours, content, and academic level to those required in the student's program at Stanbridge College.
- Certain courses in specific programs may have to be completed within 3 or 5 calendar years of the date of the student's start of coursework at the college in order to be accepted for transfer credit.

Transfer credit will be granted for the Diploma in Information Technology program offered at Stanbridge College toward the Associate of Science in Information Technology program offered at the college or for either of these two programs toward the Bachelor of Science in Information Technology program offered at the college provided that the program for which transfer credit is being sought was completed in its entirety at Stanbridge College.

If either the Diploma in Information Technology or Associate of Science in Information Technology program offered at the college has not been completed in its entirety at the college, the student will only receive transfer credit for those courses in which a "C" grade or better was earned or for which proof of passing a vendor's certification examination is provided.

Official transcripts can be mailed directly from a school or delivered in person by the student and must be sent or given to the Registrar of Stanbridge College. To be considered official, a transcript must be received by the Registrar of the college in an envelope with an unbroken seal, and the transcript must bear the official seal and/or signature of the Registrar of the school sending the transcript. For military veterans, the DD214 and accompanying documentation will serve as a transcript for the evaluation of a course of study or training in the Armed Forces. Courses for which a grade was not awarded, but for which a certification exam was satisfactorily completed may be awarded transfer credit upon satisfactory completion of a proficiency examination given by the college. Under no circumstances will an unofficial transcript be accepted for evaluation of possible transfer credit.

### Vocational Nurse Program

Vocational Nurse students who have been admitted to the program must indicate all previous coursework taken at other institutions on Stanbridge College's "Request for Transfer or Competency-based Credit" form. Students may request an evaluation of their previous coursework for possible transfer credit, provided that before the beginning of their program at Stanbridge College, they provide the Registrar of the college with an official transcript of record from a school that is:

- regionally or nationally accredited;
- or a program that is approved or accredited by a state board of practical, vocational, or registered nursing;
- or a course of study or training in the Armed Forces of the United States.

In addition, students requesting evaluation of their transcripts must provide a course syllabus or outline for each course for which transfer credit is requested.

Transfer credit will be granted only for those courses:

- which have been completed within the last five calendar years;
- for which a grade of "C" or better was earned; and
- which are determined to be equivalent in credit hours, content, and academic level as those required in the student's program at Stanbridge College.

Students will not be required to take an examination to determine whether transfer credit will be granted if transfer credit is granted. A student, however, may be tested to determine whether specific deficiencies still exist that require remediation.

Official transcripts can be mailed directly from a school or delivered in person by the student and must be sent or given to the Registrar of Stanbridge College. To be considered official, a transcript must be received by the Registrar of the college in an envelope with an unbroken seal, and the transcript must bear the official seal and/or signature of the Registrar of the school sending the transcript. For military veterans, the DD214 and accompanying documentation will serve as a transcript for the evaluation of a course of study or training in the Armed Forces. Under no circumstances will an unofficial transcript be accepted for evaluation of possible transfer credit.



## ADMISSION

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If a student chooses to decline credit for any course for which the student is eligible to receive transfer credit, the student will document the declination of credit on the "Declination of Equivalent Credit" form to be filed in the student's record. The student must accept or decline transfer credit before commencing the program for which transfer credit was requested.

Competency-based credit will be granted on the basis of a written examination for theory courses and a demonstration of the mastery of clinical objectives and a written examination for clinical courses. Each student requesting credit for previous work experience will meet with the Director of Nursing, who will describe the specific tasks, work environment, and timeframes for the written examinations for theory courses and the written examinations and demonstration of mastery of clinical objectives for clinical courses. The amount of credit which is granted will be determined on a case-by-case basis and documented in the students' record.

Prior to taking written examinations or demonstrating mastery of clinical objectives to determine whether competency-based credit can be granted, students will be charged a one-time, non-refundable fee of \$50 for each written examination and a one-time, nonrefundable fee of \$100 for each demonstration of the mastery of clinical objectives. A student may appeal a denial of competency-based credit by providing a written appeal to the Director of Nursing within 3 business days after a notification of denial of credit. The Director of Nursing will review the appeal and provide the student with a copy of the decision in writing within 3 business days after receipt of the appeal. The decision of the Director of Nursing is final.

### Veterans Administration Applicants

Stanbridge College will conduct an evaluation of previous education and training for all veterans and will grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

### EXPERIENTIAL LEARNING CREDIT

Stanbridge College does not offer experiential or competency-based learning credit, except in the Vocational Nurse program.

### RESIDENCY REQUIREMENT

Students may transfer in no more than 25% of the total credits required by their program at Stanbridge College.

## ADMISSION PROCEDURES

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Applicants seeking admission to programs delivered on-campus must meet with an admissions representative to receive an overview of their desired program and information on the minimum requirements for admission to the program, including, if applicable, the assessment exam score requirement. Applicants seeking admission to programs delivered online must fill out an application and speak to an admissions representative (before or after filling out the application) in order to have any questions answered about the overview of their desired program and information on the minimum requirements for admission to the program.

During their in-person meetings on campus or telephone conversations for online programs:

- Applicants are given an overview of the programs and courses of interest to them, including the length, cost, policies, student and career services and fields of employment relevant to the program.
- Applicants are asked to schedule a time to take the assessment exam in the Test Center for those programs requiring an assessment exam and if the exam is applicable to the student.
- Applicants are required to submit a copy of a high school diploma or equivalent or an official transcript of record from an accredited postsecondary institution showing completion of the required postsecondary degree or credits and coursework, according to the requirements of the program. Applicants seeking admission to the Bachelor of Science in Nursing (Degree Completion) and Master of Science in Nursing programs will also have to show proof of unencumbered RN licensure.
- Vocational Nurse applicants must attend the no cost/not-for-credit Introduction to Nursing course prior to enrollment or attend an interview with the Director of Nursing, Assistant Director of Nursing or a current Stanbridge faculty nursing instructor.
- OTA and PTA applicants must complete an interview for either program and a questionnaire for the Occupational Therapy Assistant program prior to admission. Occupational Therapy Assistant and

## ADMISSION

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- Physical Therapist Assistant applicants must attend a no cost/not-for-credit orientation course prior to enrollment.
- Students in a fully online program must complete the ORI 1000 Orientation to Online Learning and Edverum course prior to enrollment in a programmatic online course to address the skills, competencies and access to technology necessary to succeed in a distance education requirement.

### **Vocational Nurse Students Admitted Under Alternate Status**

Vocational Nurse program students admitted under “Alternate” status are allowed to attend class until the first clinical experience session at a clinical facility. No more than 10% of the authorized number of students for a class will be enrolled under alternate status. If these students cannot be accommodated with clinical facility experience due to lack of space, they will be given preference for regular admission to the next program start.

Students enrolled under alternate status will be charged for (and issued) courseware and supplies necessary for the on-campus portion of the curriculum. If classroom space permits, and the student converts to regular status, tuition will be due immediately. If classroom space precludes enrolling the alternate status student for the remainder of the Term, they will be enrolled in the next cohort to start at the beginning of the program and tuition (less the amount for courseware and supplies) becomes due for the new program.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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The transferability of credits you earn at Stanbridge College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the Information Technology, Mobile Application Development, Master of Science in Nursing, Bachelor of Science in Nursing (Degree Completion), Associate of Science in Physical Therapist Assistant, Associate of Occupational Science in Occupational Therapy Assistant, Associate of Science in Veterinary Technology, Hemodialysis Technician, or Vocational Nurse programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or degree in Information Technology, Mobile Application Development, Master of Science in Nursing, Bachelor of Science in Nursing (Degree Completion), Associate of Science in Physical Therapist Assistant, Associate of Occupational Science in Occupational Therapy Assistant, Associate of Science in Veterinary Technology, Hemodialysis Technician or Vocational Nurse program that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stanbridge College to determine if your credits or degree, diploma or certificate will transfer.

## **ARTICULATION AGREEMENTS**

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This institution has not entered into any transfer or articulation agreements with any other school for the currently offered programs.

# **TUITION AND FINANCIAL AID**

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## **FINANCIAL AID**

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### **GENERAL INFORMATION**

Stanbridge College is an eligible institution participating in federal and state financial aid programs and private educational lending programs. Financial aid is available to those who qualify.

### **FINANCIAL AID PROCEDURE**

The process of determining eligibility for financial aid uses standard formulas and standard student budgets. The Financial Aid Office recognizes that some students have unusual or special circumstances that may not be reflected in the standard process of determining eligibility. While funds are limited and it is not always possible to fund students to their maximum eligibility for financial aid, students with special circumstances are encouraged to contact the Financial Aid Office for review of these special circumstances. Assistance in filing private loan applications is available from the Financial Aid office.

Each student is processed for financial aid based on the standard enrollment status, as defined by Stanbridge College for each program. Eligibility and disbursements of financial aid may change based on enrollment status. Because of federal financial aid regulations (excluding Pell), students whose enrollment status is less than half-time will have zero financial aid eligibility for that period. A change from full-time enrollment status could cause a loss of financial aid and create a cash pay situation for some students.

Please consult the Financial Aid Office with any questions regarding enrollment status and financial aid eligibility.

To be eligible for federal and state student financial aid programs, students must:

- Be U.S. Citizens or eligible Non-Citizens;
- Be admitted to the college;
- Be enrolled at least half-time (6 units) in a program leading to a degree or certificate;
- Be making satisfactory academic progress toward their educational objectives;
- Be registered with the Selective Service, if required;
- Not be in default on a Title IV student loan or owe a refund on a Title IV student grant;
- Demonstrate financial need for need based programs through the defined application process of the college; and
- Attend an Entrance Interview if applying for student loans.

Students (and parents of dependent students) will be asked to fill out a FAFSA form to establish eligibility for federal financial aid.

### **FINANCIAL AID PROGRAMS**

The following is a description of the financial aid programs available at Stanbridge College. Additional information can be obtained through the Financial Aid Office.

#### **Federal Pell Grant:**

The Federal Pell Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal Pell Grant program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back

#### **Federal Direct Loan Program:**

Federal Direct Loan Programs are administered by the Department of Education. Qualified students and their parents can borrow money for school through federally subsidized, low interest loans. The Federal Direct Stafford, Federal Direct Unsubsidized Stafford, and Federal Direct PLUS loans are available through this program.

#### **Federal Direct Subsidized Stafford Loan:**

Federal Direct Subsidized Stafford Loans are available to students with financial need. Students may borrow up to \$3,500 for their first academic year at a fixed interest rate of 6.8 percent, which is established annually by the Department of Education. The interest is paid by the federal government while students are in school and for six months after students cease their enrollment. Regular payments begin six months after students cease enrollment or fail to carry at least half the normal, full-time school workload.

## TUITION AND FINANCIAL AID

### Federal Direct Unsubsidized Stafford Loan:

Unsubsidized Stafford Loan programs are available for students to borrow for additional education costs. Students can borrow up to \$6,625 for their first academic year as a combined total with the Federal Direct Subsidized Stafford Loan, at a fixed interest rate of 6.8 percent. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the regular Direct Federal Stafford Loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six months after students cease enrollment or fail to carry at least half the normal, full-time school workload.

### Federal Direct Parent Loans for Undergraduate Students (PLUS):

Federal Direct Parent Loans for Undergraduate Students (PLUS) provide additional funds for creditworthy parents to help pay for students' educational expenses. The interest rate for these loans is 7.9 percent and the repayment schedule differs.

Federal Direct Student Loans 2013-2014 Interest Rates Effective for Loans With a First Disbursement on or After July 1, 2013							
Loan Type	Student Grade Level	Cohort		Index Rate	Add-On	2013-2014 Fixed Interest Rate	Interest Rate Cap
		First Disbursed On/After	First Disbursed Before	10-Year Treasury Note Index			
Direct Subsidized Loans	Undergraduate Students	7/1/13	7/1/14	1.81%	2.05%	3.86%	8.25%
Direct Unsubsidized Loans	Undergraduate Students	7/1/13	7/1/14	1.81%	2.05%	3.86%	8.25%
Direct Unsubsidized Loans	Graduate/Professional Students	7/1/13	7/1/14	1.81%	3.60%	5.41%	9.50%
Direct PLUS Loans	Parents of Dependent Undergraduate Students and Graduate/Professional Students	7/1/13	7/1/14	1.81%	4.60%	6.41%	10.50%
Direct Consolidation Loans	N/A	Consolidation Loan Application Received on or after July 1, 2013		Interest rate remains the weighted average of the interest rates of the loans included in the consolidation, rounded up to the next higher one-eighth of one percent. New law removes the 8.25% cap.			

### Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant is one of the Campus Based Programs. Stanbridge College determines which students receive this grant based on students with the lowest Expected Family Contribution (EFC), starting with students with a "\$0" EFC.

The maximum award for a full academic year in the SEOG program is \$4000. The minimum amount is \$100. The amount of awards that Stanbridge may give depends in large part on the amount of money we

## **TUITION AND FINANCIAL AID**

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receive from the Federal Government for this program. For the 2012-2013 Award Year, Stanbridge College has determined that it will award each student in the amount of \$100 per Academic Year. The SEOG award is given in two disbursements per Academic Year, and Stanbridge College is required to provide a 25% non-federal share as a method to match each SEOG award.

### **Loss of Eligibility for Federal Financial Aid if convicted of a controlled substance offense**

Students are advised that if they are convicted under federal or state law of an offense involving the possession or sale of a controlled substance while they are enrolled in an institution of higher education and while they are receiving federal financial aid, they may lose eligibility for such federal assistance.

### **Private Education Loans**

Stanbridge College offers private loans to students through various lending institutions. Private loans, which are privately insured, cover educational expenses beyond what is covered by the federal direct loans. The student must be a U.S. Citizen, a U.S. National, or Permanent Resident and must be creditworthy. Students may be enrolled full- or half-time. If the student has no credit or a poor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower.

- If Stanbridge College authorizes payments in an installment agreement, it is attached as an addendum to the enrollment agreement. If interest is charged, all terms and conditions comply with the Federal Truth-in-Lending requirements.
- After 30 days of delinquency on a student account, the student may be withdrawn from school and the refund policy will be applied. The student and/or financial sponsors agree to and are notified that the account may be turned over to a collection agency. The student and/or financial sponsors will be responsible for all costs associated with collections.
- Stanbridge College complies with the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.
- (FTC) Notice: I may request that the initial disclosures prescribed in the Truth in Lending Act (15 United States Code §§ 1601 through 1666) be provided in Spanish before signing any loan documents.

# TUITION AND FINANCIAL AID

## TUITION & TUITION GUIDELINES

### TUITION SUMMARY CHART

PROGRAM	BOOKS	FEES	VOUCHERS/ SUPPLIES/ LABSIM LICENSE	TUITION	THE TOTAL CHARGES FOR A PERIOD OF ATTEN- DANCE <sup>1</sup>	THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCA- TIONAL PROGRAM	NONREFUN- DABLE STUDENT TUITION RECOVERY FUND (STRF)	THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCA- TIONAL PROGRAM WITH NONREFUN- DABLE STRF <sup>2</sup>
Diploma In Information Technology	\$1,465.00	\$0	\$1,300.00	\$13,222.00	\$5,482.82	\$15,987.00	\$8.00	\$15,995.00
Diploma in Hemodialysis Technician	\$151.00	\$0	\$379.00	\$9,960.00	\$4,079.05	\$10,490.00	\$5.00	\$10,495.00
Vocational Nurse	\$919.00	\$0	\$866.00	\$32,173.00	\$10,223.88 (Full Time) \$6,306.92 (Part Time)	\$33,978.00	\$17.00	\$33,995.00
Associate of Science in Information Technology	\$2,288.00	\$0	\$3,070.00	\$24,697.00	\$5,174.47	\$30,055.00	\$15.00	\$30,070.00
Associate of Science in Physical Therapist Assistant	\$2,190.00	\$0	\$860.00	\$40,031.00	\$9,464.61	\$43,081.00	\$21.50	\$43,102.50
Associate of Occupational Science in Occupational Therapy Assistant	\$985.00	\$0	\$660.00	\$58,320.00	\$9,615.89 (Full Time) \$5,857.75 (Part Time)	\$59,965.00	\$30.00	\$59,995.00
Associate of Science in Veterinary Technology	\$2,865	\$0	\$1,055	\$26,060	\$5,828.38	\$29,980	\$15	\$29,995
Bachelor of Science in Information Technology	\$3,608.00	\$0	\$5,690.00	\$50,817.00	\$5,527.18	\$60,115.00	\$30.00	\$60,145.00
Bachelor of Science in Nursing (Degree Completion)	\$2,200.00	\$0	\$0	\$24,995.00	\$2,033.50	\$27,195.00	\$13.50	\$27,208.50
Master of Science in Information Technology	\$1,685.00	\$0	\$0	\$23,360.00	\$6,355.00	\$25,045.00	\$12.50	\$25,057.50
Master of Science in Nursing	\$1,105.00	\$0	\$0	\$23,940.00	\$6,197.50	\$25,045.00	\$12.50	\$25,057.50

<sup>1</sup>The "PERIOD OF ATTENDANCE" delineated here is "THE CURRENT PERIOD OF ATTENDANCE" in the Enrollment Agreement for each program. The data in this column is only for a specific cohort in the program that enrolls on a particular start date. The data may change for other cohorts in the program that enroll on other start dates. The data in this column may also differ for those who are not required to pay the California Student Tuition Recovery Fund (STRF) fee.

<sup>2</sup>The data in this column may differ for those who are not required to pay the California Student Tuition Recovery Fund (STRF) fee.

# TUITION AND FINANCIAL AID

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## IT Programs

### PLEASE NOTE

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Retake Tuition (as described in the catalog), and Additional Fees (if applicable).

## VN Program

### PLEASE NOTE

In addition to the NONREFUNDABLE Background Check Fee of \$15, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Additional Immunizations and Titters, Retake Tuition (as described in the catalog), Non-Attendance at Clinical Remediation Sessions (as described in the catalog), and Additional Fees (if applicable).

Near the completion of the Vocational Nurse program, students will be expected to pay for the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) Application for Vocational Nurse Licensure, Live Scan Background Check, NCLEX-PN licensing exam registration fee, and BVNPT license fee in order to apply for authorization to take the national licensing examination, register for and take the national licensing examination, and obtain a license from the BVNPT.

## OTA Program

### PLEASE NOTE

In addition to the NONREFUNDABLE Background Check Fee of \$40, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Return Check Fee \$25, Live Scan Background Investigation Fee up to \$70 per site, Drug Test up to \$75 per site, Additional Immunizations and Titters up to \$350, Chest X-Ray \$25, Special Uniforms at specific Clinical Facilities that may be required, Retake Tuition (as described in the catalog), and Additional Fees (if applicable).

After completion of the Occupational Therapy Assistant program, students will be expected to pay for the Live Scan, NBCOT application fee, certification exam registration fee, and NBCOT certification fee in order to apply for authorization to test, take the national and state licensure exam, and obtain certification from the California Board of Occupational Therapy.

## PTA Program

### PLEASE NOTE

In addition to the NONREFUNDABLE Background Check Fee of \$15, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Return Check Fee \$25, Live Scan Background Investigation Fee up to \$70 per site, Drug Test up to \$75 per site, Additional Immunizations and Titters up to \$350, Chest X-Ray \$25, Special Uniforms at specific Clinical Facilities that may be required, and Additional Fees (if applicable).

After completion of the Physical Therapist Assistant program, students will be expected to pay for the Physical Therapy Board of California (PTBC)-required Live Scan (\$51 + a rolling fee as determined by the Live Scan Agency), the PTBC application fee (\$125), National Physical Therapy Exam for Physical Therapist Assistants (NPTE for PTA) exam registration fee (\$400), and California Law Exam fee (\$50) in order to apply for authorization to take the national and state licensure exam and obtain licensure from the PTBC.

## HDT Program

### PLEASE NOTE

In addition to the NONREFUNDABLE Background Check Fee of \$15, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the

## Tuition and Financial Aid

following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Return Check Fee \$25, Retake Tuition (as described in the catalog), and Additional Fees (if applicable).

After completion of the Hemodialysis Technician program, students will be expected to pay a certification examination fee to one of the following agencies in order to take the examination required for certification: California Dialysis Council (\$175.00); Nephrology Nursing Certification Commission (NNCC) (\$195.00); Board of Nephrology Examiners for Nursing and Technology (BONENT) (\$200.00); or the National Nephrology Certification Organization (NNCO) (\$245.00). After passing one of these examinations, students will be expected to pay all applicable fees to the California Department of Public Health in order to apply for and receive a certificate to be a Certified Hemodialysis Technician.

### BSN and MSN Programs

#### PLEASE NOTE

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Return Check Fee \$25, Retake Tuition (as described in the catalog), Estimated Non-Institutional Charges (if applicable), and Additional Fees (if applicable).

For students who pay for books out of their own moneys, replacement books and supplies (for lost or stolen ones OR for retaken courses) must be purchased by students.

### Veterinary Technology Program

#### PLEASE NOTE

In addition to the NONREFUNDABLE Background Check Fee of \$15, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM WITH NONREFUNDABLE STRF does not include the following, if applicable: Additional Official Transcript Fee \$5, 24-Hour Official Transcript Fee \$10, Urgent Official Transcript Fee \$25, Additional Immunizations and Titters, Retake Tuition (as described in the catalog), Non-Attendance at Clinical Remediation Sessions (as described in the catalog), and Additional Fees (if applicable).

Near the completion of the Veterinary Technology program, students will be expected to pay for the California Veterinary Medical Board License Application fee and the separate Examination fee, and Live Scan Background Check in order to apply for authorization to take the licensing examination, register for and take the national licensing examination, and obtain a license from the CVMB.

## Tuition Guidelines

- Students are not charged a registration fee.
- Tuition changes do not affect registered and paid students.
- Replacement books and supplies (for lost or stolen ones OR for retaken courses) will not be provided without cost to students. Students will be charged for all replacement items.
- Make-Up and Review Sessions, Student Central Access, Learning Resource Center Usage, and Career Placement Services are provided to all students.
- For students who pay Estimated Non-Institutional Charges: Replacement books and supplies (for lost or stolen ones OR for retaken courses) must be purchased by students.

### Returns

- For hygienic reasons used or opened OTA and PTA Student Supply Kits, Gait Belts and worn "TOPS OR PANTS" are not returnable.
- Laptops, software, medical supplies, and scrubs are not returnable unless they are received in a NEW, UNOPENED and RETURNABLE format. No returns of these items will be accepted after midnight of the seventh day after receipt.
- Books must be returned within 30 days of the date a student signs a cancellation notice and must be in a NEW, UNOPENED and RETURNABLE format.
- Tuition, Book, Certification Examination voucher and/or Labsim license charges are mandatory charges—they are not optional.



## **TUITION AND FINANCIAL AID**

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- Certification Examination voucher and/or Labsim license charges are for Information Technology students only. The Certification Examination vouchers and Labsim license are nonrefundable upon issue because they are considered used when they are issued to the student.
- Should a student decide to cancel his/her enrollment agreement, items which a student seeks to return will be thoroughly inspected by the college. If an item is deemed to be in a condition that is not new, unopened and returnable, the student is personally responsible for paying for the items if the tuition has still not been paid or if the loan tendered does not cover the cost of the items.
- If a student fails to return the books/supplies in a new, unopened and returnable format, Stanbridge College will offset against the refund the documented cost of those books/supplies. The student shall be liable for the amount, if any, by which the documented cost of books/supplies exceeds the prorated refund amount.
- If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

### **TUITION**

- Students may pay tuition via personal or bank check or through private loans or federal aid (for those programs which qualify).
- The lending companies are not affiliated with the school and award loans to those who qualify.
- Those paying with a loan must have signed loan paperwork submitted before attending the program.
- Students whose entire tuition and fees are paid by a third party organization are not entitled to receive a refund for the tuition and fees; the organization providing the funding receives any refund.
- If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

### **TITLE IV FEDERAL FUNDS**

- This school complies with Title IV of the federal Higher Education Act of 1965.

### **STUDENT LOAN INFORMATION**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **CANCELLATION AND REFUND**

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### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address:  
2041 Business Center Drive, Suite 107,  
Irvine, CA 92612.

This can be done by mail or by hand delivery.

## **TUITION AND FINANCIAL AID**

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3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the student or the prospective student is not accepted for enrollment the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If the program is cancelled before instruction begins the school will refund the student any money he/she paid, less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
7. All Federal Title IV aid refunds shall be calculated according to the Department of Education Guidelines. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **ONLINE (i.e. DISTANCE) EDUCATION PROGRAMS**

#### **STUDENT'S RIGHT TO CANCEL**

This Institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the Institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to: Stanbridge College, 2041 Business Center Drive, Suite 107, Irvine, CA 92612. If the Institution sent the first lesson and materials before an effective cancellation notice was received, the Institution shall make a refund within 45 days after the student's return of the materials.

Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the Institution accepts the student for admission.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

#### **RETURN TO TITLE IV FUNDS POLICY**

If a recipient of an FSA grant or loan funds cancels or is dismissed from school after beginning attendance, the amount of FSA grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, s/he is eligible to receive a post dismissal/cancellation disbursement of the earned aid that was not received.

The law specifies how your school must determine the amount of Federal Student Aid (FSA) assistance that you earn if you cancel or are dismissed from school. The FSA programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP).

When you cancel during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

## TUITION AND FINANCIAL AID

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The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post dismissal/cancellation disbursement. If the disbursement includes loan funds, you may choose to decline the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-dismissal/cancellation disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-dismissal/cancellation disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. It may be in your best interest, however, to allow the school to keep the funds to reduce your debt at the school.

There are some FSA funds that you were scheduled to receive that you cannot *earn* once you cancel because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before dismissal/cancellation, you will not earn any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess FSA program funds that must be returned, your school must return a portion of the excess equal to the lesser of

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your FSA program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for FSA program funds when you cancel or are dismissed are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any FSA program funds that the school was required to return.

Cancellation and Refund Policies are also provided in the Enrollment Agreement.

In the Catalog, please refer to the Policies section for Withdrawal Policy, Leave of Absence Policy and Dismissal Policy.

## STUDENT TUITION RECOVERY FUND

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You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

## TUITION AND FINANCIAL AID

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### CAL GRANT POLICY

Cal Grants are awarded by the California Student Aid Commission (CSAC). There are three different Cal Grants.

Cal Grant A is awarded to students who are attending one of the 4-year colleges or universities in California, based on financial need and GPA. Should a student win a Cal Grant A while attending Stanbridge College, the award will be held on reserve until the student transfers.

The Cal Grant B Program is intended to help students from low-income families. At Stanbridge College, Cal Grant B awards are up to \$1,551 per academic year.

The Cal Grant C Program is for students in vocational/technical programs only and may not be used to pursue a four-year degree. The Cal Grant C is \$576 at Stanbridge College.

Each category of Cal Grants may be renewed, but each has a different renewable policy:

- Cal Grant C is for a maximum of 2 years
- Cal B is determined by CSAC based on where the student is in his/her college career at the time of the Cal Grant award and
  - Can be awarded for 4, 3, 2, or 1 years; and
  - Depends on how many units a student takes per semester. Example: A student taking 9 quarter credit hours for Fall and Spring will extend the years of eligibility because he/she ends up using only 50% of his/her eligibility per year if the student is half-time.

Cal Grants are no longer automatically renewed. Students must be eligible based on the established income and asset eligibility requirement and information based on the results of a current Free Application for Federal Student Aid.

To apply for a Cal Grant, students must complete the Free Application for Federal Student Aid (FAFSA) and turn in any additional documentation needed to complete the file. In addition, students must submit a Grade Point Average Verification form, as follows:

- Students who have completed at least 18 quarter credit hours and/or 450 clock hours through Fall for March 2nd and through Summer for Sept 2nd at Stanbridge College and who have attended no other colleges need do nothing. Stanbridge College will send the GPA's of all such students to CSAC.
- Students who have completed at least 18 total quarter credit hours and/or 450 clock hours through Fall for March 2nd and through Summer for Sept 2nd but who have attended other colleges must take the GPA Verification form (available in the Financial Aid Office) to Admissions and Records. Be sure to plan ahead. Transcripts must be on file and it takes some time to calculate the GPA and certify the form.
- Students who have not yet completed 18 quarter credit hours and/or 450 clock hours of college coursework, must have the GPA Verification form filled out by their high school. In this case, too, the student is advised to plan ahead.

## TUITION AND FINANCIAL AID

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- For complete instructions on submitting your GPA or appropriate test scores, contact the Financial Aid Office.

Both the FAFSA and the GPA Verification form must be mailed by March 2nd, to meet the Cal Grant deadline. If you miss that deadline, there is still a chance (although much less of one) to qualify for a Cal Grant provided that both forms are submitted by September 2nd.

If a student has a Cal Grant award, Cal Grant will be disbursed at the end of each term. Students are required to complete the term fully to receive this Aid.

### CAL GRANT REFUND POLICY

Cal Grant policies state that if a student is charged tuition that meets or exceeds the Cal Grant award, the Cal Grant does not need to be adjusted based on a withdrawal or leave of absence. However, Cal Grant recipients may want to rescind their Cal Grant and notify the California Student Aid Commission of their leave or withdrawal in order to preserve their eligibility for a future term. Students can process a leave of absence request with the California Student Aid Commission online at [www.csac.ca.gov](http://www.csac.ca.gov) and click the link "WebGrants4Students." In this case, the student would be responsible for covering the tuition balance on his/her student account. If a student is dismissed or withdraws from school, all unearned Title IV funds will be refunded to the Department of Ed, and any unearned funds will be returned to Cal Grant or State Funds and lastly, to Private Loans accordingly.

### FEDERAL WORK STUDY PROGRAM POLICY

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The Federal Work Study Program is a financial aid program funded by the Federal Government and is intended to provide part-time employment opportunities for eligible students who need additional financial resources to pursue a college education.

*ISIR*: Institutional Student Information Report. An electronic record received by Stanbridge College from the Federal Government when the student files a FAFSA form (Free Application for Federal Student Aid).

*EFC*: Expected Family Contribution. The eligibility value delivered on the ISIR.

Financial Need equals the cost of attendance minus the federal Expected Family Contribution.

*Unmet need*: The amount remaining after the total financial aid resources and awards have been awarded to the student to meet financial need. The formula for calculating FWS is as follows: COA- EFC- PELL- SUB- UNSUB- PLUS- SEOG= Remaining unmet need.

#### Eligibility:

A student must apply for financial aid each year with the **Free Application for Federal Student Aid (FAFSA)** to become eligible. Students who have applied for financial aid through the FAFSA application process and have been awarded Federal Work Study funds may participate. To be eligible, a student must demonstrate need that meets or exceeds the award amount authorized by the Financial Aid office. Students may reduce their student loan eligibility to be eligible for FWS. Students must be currently enrolled at least half time (9 units) to be eligible to participate

FWS employment must be suspended or terminated in all cases where a student no longer meets federal requirements for financial aid or campus requirements for employment. A student's FWS employment must be terminated by the last day of the pay period in which his/her award expires. If a student becomes ineligible to participate in the Federal Work Study Program, the employer immediately becomes responsible to pay the full earnings of the student. The employer is also responsible for paying student earnings once the full federal work study award has been earned.

#### Awarding

Funds are limited and not all eligible students will be able to participate in the program. Employment and funding are awarded on a first-come, first-served basis. Priority is given to students who demonstrate the highest need and who applied for financial aid on or before the priority deadline of March 2nd. Federal Work Study award amounts will be determined by the Financial Aid Office to maximize program effectiveness. Awards will continue to be awarded until all funds have been exhausted. FWS awards may be withdrawn or reduced according to fund availability. Students should plan on working their scheduled hours and **cannot earn** more than their allocated FWS award.

## **TUITION AND FINANCIAL AID**

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### Job Placement

Students are responsible for finding employment on campus through Career Services or in Federal Work Study approved off-campus positions. Job placement is not guaranteed.

### Employment Guidelines

The wages for the student will meet the minimum wage guidelines for the state of California, i.e. \$8/hr. Eligible Federal Work Study (FWS) students earn money by working a limited number of hours per week. During non-enrollment periods such as semester breaks, FWS students may work up to a maximum of 40 hours per week. There are no exceptions to allow a student to work during the time they should be in class. Under no circumstance can a student be authorized to earn over-time pay. Wages earned during a period of non-enrollment (excluding winter and spring breaks) must be used to cover costs associated with educational expenses for the next period of enrollment. (34 CFR 375.25b)

No campus department shall charge a student's employment to the FWS program without the approval of the Financial Aid Office. The FWS program will be administered in accordance with all Stanbridge College Human Resources policies and procedures. All standards of employment will be met including, but not limited to, job descriptions, pay rates, hours of employment, payroll certification and other HR requirements. Stanbridge College will offer employment both on and off campus. In accordance with federal regulations, Stanbridge College establishes contracts with non-profit agencies that serve a community need. A contract will be developed with each agency employing FWS students that outlines the responsibilities of the agency, including any administrative fees that may be applicable as well as the employer's share of student payroll.

# ACADEMIC CALENDAR

## SCHEDULE OF PROGRAMS: START DATES/ORIENTATION DATES

### IT Programs

Diploma in IT	<u>Start Date</u> March 26, 2013 July 29, 2013 October 29, 2013
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Associate of Science in IT	June 3, 2013
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Bachelor of Science in IT	May 6, 2013
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Master of Science in IT Online	TBA
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<u>Diploma in Mobile Application Development</u> Diploma in Mobile Application Development	TBA
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<u>Hemodialysis Technician</u> Diploma in Hemodialysis Technician	February 20, 2013 July 11, 2013 October 21, 2013
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<u>Occupational Therapy Assistant</u> Associate of Occupational Science in Occupational Therapy Assistant	February 4, 2013 July 10, 2013 November 11, 2013
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<u>Physical Therapist Assistant</u> Associate of Science in Physical Therapist Assistant	August 27, 2013
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### Nursing Programs

Vocational Nurse Programs Full-Time	March 4, 2013 June 3, 2013 September 3, 2013 November 18, 2013
Part-Time	March 19, 2013 May 29, 2013 September 3, 2013 November 11, 2013

Bachelor of Science in Nursing (Degree Completion) Online	Rolling Admission Dates
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Master of Science in Nursing Online	TBA
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<u>Veterinary Technology</u> Associate of Science in Veterinary Technology	TBA
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Stanbridge College reserves the right to reschedule the start of a program, when necessary or when beneficial to student success, for a period of no greater than 4 weeks. Students will receive a refund should they not wish to attend the rescheduled program.

## CLOCK AND CREDIT HOURS

A clock hour is defined as 50 minutes of instruction in a 60 minute period of time.

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation.

# ACADEMIC CALENDAR

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## HOLIDAYS

2013 School Holidays

February 18, 2013

May 27, 2013

July 4, 2013

Sep 2, 2013

November 28 – 29, 2013

December 23, 2013 – January 5, 2014

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas/New Years

Note: The Learning Resource Center lab hours may change during holiday periods. Enrolled students will be notified via email of computer lab hours during holidays.

## CLASS HOURS

Students must refer to their schedule for the actual class dates.

- IT Evening/Weekend Programs: Tues/Thurs or Mon/Wed 6:00 – 10:00 p.m. and one weekend (Saturday and Sunday) per course 8:30 a.m. – 5:30 p.m.
- Occupational Therapy Assistant – Theory classes are three days per week (Monday through Wednesday or Wednesday through Friday). Theory class schedule is 8:00AM to 2:30PM (Tutorial periods for theory classes are scheduled between 2:30PM and 4:30 PM). OTA Laboratory and Fieldwork days are 8:00AM to 4:30PM (Fieldwork sessions are Monday through Friday in Terms 2, 3 and 4). Part-Time OTA evening classes are Tuesday and Thursday evenings from 6:00PM to 10:00PM and Saturdays from 8:00AM to 2:30PM. ). OTA Laboratory (Saturdays) and Fieldwork days are 8:00AM to 4:30PM (Fieldwork sessions are Monday through Friday in Terms 2, 3 and 4).
- Physical Therapist Assistant – Theory classes are three to four days per week (Monday through Thursday). Theory class schedule is 8:00AM to 2:30PM (Tutorial periods for theory classes may be scheduled between 2:30PM and 4:00 PM). PTA Laboratory classes are one day per week (Monday through Thursday) in Terms 2, 3 and 4 with a schedule from 8:00AM to 4:30PM. Clinical education courses are five days per week (Monday through Friday) in Terms 3, 4, and 5 and are held from 8:00AM to 4:30PM.
- Veterinary Technology Program: Three or four days per week (depending on term) Monday through Friday from 8:00M and concluding on or before 3:30PM. Internship hours are Monday through Friday 8:00AM to 4:30PM.
- VN Part-Time Program: Tuesdays & Thursdays 6:00 – 10:00 p.m. or Mondays & Wednesdays 6:00 – 10:00 p.m.; Clinical: Sat 7:00 a.m. – 3:30 p.m. and selected Sundays 7:00AM – 3:30PM (Tutorial periods for theory classes are scheduled based on instructor and student availability). NCLEX Review is conducted Monday through Friday from 8:00AM to 4:30PM one week near the end of the program. It is the student's responsibility to arrange for a leave from work or other obligations to attend the NCLEX review.
- VN Full-Time Program: Mondays through Fridays 7:00AM to 1:30PM for Theory Classes and 7:00AM to 3:30PM for Clinical Education. (Tutorial periods for theory classes are scheduled between 1:30PM and 3:30 PM).
- Hemodialysis Technician: Tuesdays & Thursdays 6:00 – 10:00 p.m. or Mondays & Wednesdays 6:00 – 10:00 p.m. and Saturdays from 8:30AM to 5:00PM. Clinical Practicum hours are as scheduled by the clinical site, and typically run three days per week for twelve hours per day.
- Hemodialysis Technician and Saturdays from 8:30AM to 5:00PM. Clinical Practicum hours are as scheduled by the clinical site.
- The Bachelor of Science in Nursing (Degree Completion), Master of Science in Information Technology, and Master of Science in Nursing programs are delivered completely online. Online education is not offered in real time. Coursework is completed at a location determined by the student. Classroom hours are determined by the student and the due date of assignments.



## ACADEMIC CALENDAR

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- Diploma in Mobile Application Development: to be announced.

Note: Alternate days or different shifts may be required for certain VN clinical education, HDT clinical practicums, Veterinary Technician Internship, OTA fieldwork experiences, or PTA clinical practicums and affiliation courses due to clinical facility student census restrictions or facility availability. Some clinical education or fieldwork may be offered on a 10 or 12 hour shift to match clinical facilities' schedules.

### STUDENT RECORDS RETENTION POLICY

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This institution permanently retains the transcripts of students as required by section 94900(b) of the California Education Code. At a minimum, the institution maintains current records on campus for 3 years after a student's completion or withdrawal and maintains pertinent student records off campus for 5 years after a student's date of completion or withdrawal. In addition, the institution maintains records relating to federal financial aid programs as provided by federal law. The institution stores all records on or off campus in a manner secure from damage or loss.

#### Confidentiality of Student Records

Stanbridge College ensures that student academic records and personal information are protected within the guidelines of FERPA. A policy has been established to provide the institution with a written commitment to this responsibility.

Upon receiving academic records or personal information, Stanbridge College personnel assume the responsibility of maintaining the security and privacy of these records. To assure this security and privacy, it is the responsibility of the campus Registrar to allow only campus personnel with specific needs (determined by job function) access to this information.

In instances where an individual or organization outside Stanbridge College (other than those with specified legal permission) request access to student academic records or personal information, the campus Registrar must obtain a written authorization from the student for the release of the information. *Please Note: In the case of a student who is above the age of eighteen, "individual" does include the student's parents, regardless of their financial relationship with the institution or student.*

## ATTENDANCE

### ATTENDANCE REQUIREMENT: ALL ON-CAMPUS PROGRAMS

Stanbridge College's attendance policy is as follows:

- Consistent attendance is a requirement for graduation. Absences are recorded and become part of the student's permanent record regardless of the reason for the absences.
- In order to graduate, students must complete all units and all courses of a program.
- Students absent from three consecutive sessions for reasons of illness must provide a physician's release to be allowed to return to classes or clinical education.
- Students dismissed from school will receive a refund as described in the Financial Aid policy section of this catalog.
- Students not returning after 14 consecutive days of absence (starting from the last date of attendance) will be dismissed.

### ATTENDANCE REQUIREMENT: ALL ONLINE COURSES

Students enrolled in online courses will have attendance monitored by participation in scheduled threaded discussions before or on the due date of the discussion. An attendance period for online classes is defined as 12:01AM on Monday through 11:59PM on the following Sunday. Those not participating for 14 consecutive days of absence (starting from the last date of attendance) will be dismissed.

#### **Additional Attendance Requirements: IT Core Courses**

Students are expected to attend 100% of scheduled class hours. Students are required to notify the school of reasons for absences in advance of the absence when possible and as soon as practicable after an absence. Remediation of graded course material is to be completed within 7 days of the absence.

#### **Additional Attendance Requirements: Occupational Therapy Assistant**

In support of the requirements for OTA programs, OTA students may not graduate without completing the objectives for theory classes, performing fieldwork objectives and completing a minimum of two weeks of Level I Fieldwork and 16 full-time weeks of Level II Fieldwork.

#### **Remediation and Limit of Theory and Occupational Therapy Lab Absences**

Absences from theory classes will be remediated by completion of an assignment associated with the theory objectives for the day of absence. A maximum of 3 sessions of theory absence may be remediated in a single term.

#### **Remediation and Limit of Fieldwork and Occupational Therapy Lab Absences**

Absences from Level I fieldwork will be remediated by performing fieldwork assignments on a day-for-day basis for each absence. OT Lab absences will be remediated by demonstrating proficiency in the lab objectives for the day of absence. A maximum of two days of OT lab absence or Fieldwork I absence may be remediated in a single term. Students are responsible for obtaining their remediation assignments from their lab instructor or the Academic Fieldwork Coordinator.

Absences from Level II fieldwork will be remediated by performing additional fieldwork assignments on a day-for-day basis for each absence. Students are responsible for obtaining their remediation assignments from the Academic Fieldwork Coordinator. Students are limited to remediating 3 days of Level II fieldwork in a Level II placement and 5 total days in both placements. Remediation of all absences incurred in the first Level II fieldwork must be remediated prior to commencing the second Level II fieldwork. Remediation of all second Level II fieldwork absences must be completed prior to graduation and recommendation to NBCOT for the student to be allowed to take the certification examination.

#### **Makeup of Course Examinations Due to Absence**

Any examination(s) missed due to absence from a theory class must be made up by the 7<sup>th</sup> day after the student returns to school or a grade of zero will be assigned to the examination. Regardless of the score achieved on the makeup exam, the maximum grade that will be entered into the student's grade record for any makeup examination in a theory class will be 75%.

#### **Additional Attendance Requirements: Physical Therapist Assistant**

In support of the requirements for the PTA program, PTA students may not graduate without successfully completing the objectives for theory, lab, and clinical education courses, including a minimum of two 2-week Clinical Practicums and two 6-week Clinical Affiliations.

### Remediation and Limit of Physical Therapist Assistant Theory Absences

Absences from theory classes will be remediated by completion of an assignment associated with the theory objectives for the day of absence. A maximum of 3 sessions of theory absence may be remediated in a single term. The faculty member teaching the theory course in which an absence occurs determines the type, nature, and extent of such remediation assignments.

### Remediation and Limit of Physical Therapist Assistant Lab and Clinical Education Absences

Remediation of PTA Lab absences and the associated clinical skills may be completed by performing, at minimum, a demonstration of proficiency for the lab objectives for each day of absence. It is the right and responsibility of the faculty member, however, in accordance with the institutional policy "Assignment and Grading of Remediation Assignments" to determine the type, nature, and extent of any remediation assignment as well as to evaluate and assign a grade for any remediation assignment for the students in the specific course that they are teaching.

All of the components on the Lab List or Clinical Skills Competency Checklist assigned to each day within the PTA Lab course must be signed off by the course instructor or lab instructor in order for the student to achieve a passing grade in the course, and the List or Checklist must be turned in prior to the next week's lab session.

If a student misses a lab, it is his/her responsibility to contact the instructor to schedule the remediation of the missed coursework, such as the lab worksheet, and clinical skills. If a student misses a Clinical Skills Practical Examination ('Practical'), it is his/her responsibility to contact the instructor to schedule the remediation of the Practical and achieve a passing score (i.e. score of 4/5 (80%) or greater on each skill tested. The student must also demonstrate 100% compliance with critical safety elements) at least one (1) day prior to the next class session. The student may re-take a Practical twice within this time period, if necessary, with a minimum of one day between each retake. The highest grade possible on a remediation Practical is 80%.

A maximum of two (2) days of PTA Lab absence may be remediated in a single term.

Absences from Clinical Practicums will be remediated by performing a clinical education assignment on a day-for-day, hour-for-hour basis for each absence. Students are responsible for obtaining their remediation assignments from the Academic Coordinator of Clinical Education (ACCE). Remediation of Clinical Practicum absences must be coordinated with the clinical education site.

A maximum of two (2) days of Clinical Practicum absence may be remediated in a single term. All absences incurred in Clinical Practicum I must be remediated and the course successfully completed prior to commencing Term 4 coursework. All absences incurred in Clinical Practicum II must be remediated and the course successfully completed prior to commencing Term 5 coursework.

Absences from Clinical Affiliations will be remediated by performing additional clinical education assignments on a day-for-day, hour-for-hour basis for each absence. Students are responsible for obtaining their remediation assignments from the ACCE and coordinating this with the Clinical Instructor (CI).

Students are limited to remediating three (3) days of Clinical Affiliation I or II or five (5) days total of both Clinical Affiliations. All absences incurred in Clinical Affiliation I must be remediated and the course successfully completed prior to commencing Clinical Affiliation II. All absences incurred in Clinical Affiliation II must be remediated and the course successfully completed prior to graduation and recommendation to the licensing agencies for the student to be allowed to take the licensure examination and, as applicable, law examination.

Should a student fail to demonstrate the required clinical skills during, or by the end of, a Clinical Practicum or Affiliation as identified by the student's Clinical Instructor (CI) in the institution's Clinical Performance Assessment (CPA) or Physical Therapist Assistant Clinical Performance Instrument (PTA CPI), respectively, the student will be assigned a failing grade for that course by the ACCE. The student will be required to remediate those skills and any other assigned work meant to propagate the achievement of the required skill level prior to repeating the course.

The process for remediation of technical skills identified during a Clinical Practicum or Affiliation course is as follows. The CI, ACCE, and student will meet in person or via a conference call to identify the specific areas of deficiency. The student and ACCE will then develop a learning contract that will delineate specific literature that must be read, questions to be answered, and/or skills to be practiced and tested, etc. in order

to remediate the deficiencies. Each component identified in the learning contract must be completed and signed off by the ACCE or designate prior to the student starting the re-take of the clinical education course.

The ACCE will identify another clinical education site and CI in a comparable setting that is available for the student to repeat the clinical education course.

All skill deficits demonstrated in Clinical Practicum I must be remediated and the course successfully repeated and completed prior to commencing Term 4 coursework. All skill deficits demonstrated in Clinical Practicum II must be remediated and the course successfully repeated and completed prior to commencing Term 5 coursework. All skill deficits demonstrated in Clinical Affiliation I must be remediated and the course successfully repeated and completed prior to commencing Clinical Affiliation II. All skill deficits demonstrated in Clinical Affiliation II must be remediated and the course successfully repeated and completed prior to graduation and recommendation to the licensing agencies for the student to be allowed to take the licensure examination and, as applicable, law examination.

The student may fail and thus remediate only one (1) clinical education course in the program.

Should extenuating circumstances exist, e.g. interpersonal incompatibility between the CI and student, etc., further remediation strategies may be pursued, including reassignment to another CI and/or clinical education facility. This decision is at the discretion of the ACCE, Program Director, and ultimately, the College President.

### Makeup of Course Examinations Due to Absence

Any examination(s) missed due to absence from a theory class must be made up by the seventh (7<sup>th</sup>) day after the student returns to school or a grade of zero will be assigned to the examination. Regardless of the score achieved on the makeup exam, the maximum grade that will be entered for any makeup examination in a theory class will be 75%.

### **Additional Attendance Requirements: Vocational Nurse**

In support of the state requirements for Vocational Nurse Programs, VN students may not graduate without completing the objectives for theory classes, performing the clinical objectives, and completing a minimum of 960 hours of clinical education. Students not returning after 14 consecutive days of (starting from the last date of attendance) will be dismissed.

The following rules govern the theory and clinical absences that a Vocational Nurse student may acquire during his/her program.

### Remediation and Limit of Theory Absences

A student is permitted to remediate a maximum of 24 hours of theory absences during any term without providing a reason or justification for the absences. The administration may excuse additional absences with documented justification. All missed theory periods must be remediated by fulfilling course objectives through the completion of a specific assignment given to the student by his/her instructor, Director of Nursing, or other designated Stanbridge College staff member. Remediation assignments are due on the next class day, but in any case, not later than the 7<sup>th</sup> day after the assignment is issued to the student. Should a student not remediate each absence from theory sessions prior to the start of the new term, he/she will be dismissed from the program and will have the opportunity to re-enroll.

If a student accumulates greater than 24 hours of absence and cannot provide sufficient documentation to justify excusing the absence, he/she will be dismissed from the program.

### Tardiness for Theory Classes

Students are tardy when they arrive 5 minutes late at the start of class or are 5 minutes late returning from any break. Students are tardy if they leave any class period prior to class being dismissed by the instructor. Tardy students may remain in class for the lecture, but will receive an assignment (before leaving class if arriving late and via email if leaving early) to ensure any missed material is presented to the student. The assignment is due at the next meeting for that theory class. If the assignment is not handed in at the next meeting, an additional assignment will be issued. Failure to turn in both assignments at the next session will result in issuance of a Notice of Deficiency, placement on Attendance Probation or, based on an accumulation of Notices of Deficiency, dismissal from the college.

### Makeup of Course Examinations Due to Absence

Any examination(s) missed due to absence from a theory class must be made up by the 7<sup>th</sup> day after the student returns to school or a grade of zero will be assigned to the examination. Regardless of the score achieved on the makeup exam, the maximum grade that will be entered into the student's grade record for any makeup examination in a theory class will be 75%.

### Remediation and Limit of Clinical Absences

A student is permitted to remediate a maximum of 24 hours of clinical absences during any term without providing a reason or justification for the absences. The administration may permit remediation of additional absences with documented justification.

If a student accumulates greater than 24 hours of absence and cannot provide sufficient documentation to justify waiving the policy on remediation limits, such as the death of a family member, a serious medical emergency, or another emergency situation, he/she will be dismissed from the program.

Some clinical facilities have limited capacity to orient students to the facility (which occurs only once per facility rotation). Students absent from orientation may not attend clinical education at that facility. If an alternate facility or orientation opportunity cannot be obtained, the student may not attend clinical education and will be dismissed.

All clinical absences in a given term must be remediated within 21 calendar days or prior to the start of the new term, whichever is shorter. Students may select and register to remediate a clinical absence for 14 days following the absence. If the student has not registered the remediation date of their choice by the 15<sup>th</sup> day, the remediation opportunity will be scheduled for the student by the Compliance Officer and the student will be informed of the scheduled date by email. Should a student not remediate each hour of absence from clinical sessions prior to the start of the new term, he/she will be dismissed from the program and will have the opportunity to re-enroll, but will have to repeat the course(s) for which clinical experience was not completed. Under certain extenuating circumstances, such as the death of a family member, a serious medical emergency, or another emergency situation, the school administration may grant a waiver to the policy that requires all theory and clinical absences to be remediated before the start of a new term.

### Non-Attendance at Clinical Remediation Sessions

There is no charge for remediation of clinical absences. Students who do not attend a scheduled remediation session will be deemed a "No call, no show". "No call, no show" students will be charged a fee of \$50.00. A second (and subsequent) occurrence(s) of nonattendance at a scheduled remediation session during the remainder of the program will incur a fee of \$100.00. These fees must be paid prior to the college forwarding the student's Record of Nursing Program form to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

### Tardiness to Clinical Sessions

Students are tardy when they arrive 5 minutes late at the start of a skills lab session or a clinical facility preconference or are 5 minutes late returning from any break. Students are tardy if they leave any clinical session period prior to being dismissed by the instructor. Students who are tardy at the start of the session will not be admitted and will be marked absent.

### **Additional Attendance Requirements: Hemodialysis Technician**

#### Remediation and Limit of Theory Absences

A student is permitted to remediate a maximum of 24 hours of theory absences during his/her program without providing a reason or justification for the absences. The administration may excuse additional absences with documented justification. All missed theory periods must be remediated by fulfilling course objectives through the completion of a specific assignment given to the student by his/her instructor, Program Director, or other designated Stanbridge College staff member. Remediation assignments are due on the next class day, but in any case, not later than the 7<sup>th</sup> day after the assignment is issued to the student.

#### Remediation and Limit of Practicum Absences

Absences from Clinical Practicum will be remediated by performing additional clinical education assignments on a day-for-day, hour-for-hour basis for each absence. Students are responsible for obtaining their remediation assignments from the Program Director and coordinating this with the Facility Clinical Instructor. Students are limited to remediating three (3) days of Clinical Practicum.

### **Makeup of Course Examinations Due to Absence**

Any examination(s) missed due to absence from a theory class must be made up by the seventh (7<sup>th</sup>) day after the student returns to school or a grade of zero will be assigned to the examination. Regardless of the score achieved on the makeup exam, the maximum grade that will be entered for any makeup examination in a theory class will be 75%.

## GRADING

### GRADING REQUIREMENT: ALL PROGRAMS

Stanbridge College's grading policy is as follows:

- Students must pass all the courses within a program in order to graduate (or complete their studies).
- Students will only be graded once for each course. A student wishing to repeat a course to improve his/her grade must submit a written request to the Dean of Instruction. The original grade will be marked as "Retake", and the new grade will be reflected on the student's transcript, regardless of which is higher. Only one course may be repeated for grade improvement.
- Students who withdraw will receive a grade of "Incomplete" for courses in progress. Enrolled students who do not complete a course on time will receive a grade of "F" twenty-one (21) days after the conclusion of the course, if not remediated/completed by then.
- Transfer students will receive a notation of "XFR" for courses granted transfer credit.
- Diploma, Associate and Bachelor Degree students must have a cumulative grade point average of C (2.0) or above in order to graduate. Master's Degree students must have a GPA of 3.0 in order to graduate
- Late submission of assignments, projects and papers will result in grade reductions.
- Students may check exam grades for on-campus courses by logging in to Student Central and clicking on the "Exam Scores" link and for online courses by logging into their course to view the course gradebook.

### Qualitative Measure of Satisfactory Academic Progress (SAP)

Grade	Meaning	Grade-Point Value
A+	97% - 100%	4.0
A	93% - 96%	4.0
A-	90% - 92%	3.7
B+	87% - 89%	3.3
B	83% - 86%	3.0
B-	80% - 82%	2.7
C+	77% - 79%	2.3
C	75% - 76%	2.0
C-	70% - 74%	1.7
D+	67% - 69%	1.3
D	65% - 66%	1.0
D-	60% - 64%	0.7
F	59% and below	0
PASS	Satisfactory Performance	4.0
FAIL	Unsatisfactory Performance	0.0
INC	Course not completed	0
XFR	Received Transfer Credit for coursework at another Institution	Not Computed in GPA

### **Additional Grading Requirements: Information Technology**

IT students and associate degree students who do not meet the minimum passing requirement of 65% for a technical course will be placed on probation. They will be dismissed from school if they fail to remediate the failed technical course. Remediation of any failed technical course must be performed within twenty-one (21) days of the end of the course. The student will be expected to take an alternate exam on the material covered in the original end-of-term exam or complete a remediation assignment and will be considered to have successfully remediated the course when he/she has achieved a passing score on the alternate exam or assignment.

Regardless of the score achieved on the alternate exam or assignment, the maximum grade that will be entered into the student's grade record for any remediated course will be 65%.

General Education courses that are failed must be successfully retaken in order to graduate from an associate's or bachelor's degree program.

Most technical IT courses include a Computer Lab and/or Online Learner participation requirement. These participation grades are calculated on the final date of the course and study may occur at any time during the duration of the course. Computer Lab participation may not be substituted for Online Learner participation, or vice versa without prior authorization. Students who pass the course final exam but receive a failing grade for the course due to deficient Computer Lab and/or Online Learner participation will be placed on probation and granted a two-week extension for makeup Computer Lab/Online Learner work.

### **Additional Grading Requirements: Occupational Therapy Assistant**

Occupational Therapy Assistant students must attain a cumulative grade point average of C (75%) in each course to graduate. If a course grade is below 75%, or clinical skills are not all successfully demonstrated, the OTA student is placed on Academic Probation and the deficiencies must be remediated.

#### **Theory Course Remediation**

The length of the Occupational Therapy Assistant program renders retakes for remediation purposes impossible if the student is to continue in his/her program. Remediation actions for unsatisfactory academic progress are required to be allowed to continue in the program. The student will be expected to take an alternate exam on the material covered in the original course exam or complete a remediation assignment and will be considered to have successfully remediated the course when he/she has achieved a passing score on the alternate exam or assignment. Regardless of the score achieved on the alternate exam or remediation assignment, the maximum grade that will be entered into the student's grade record for any remediated course will be 75%. Remediation of any failed course must be performed within twenty-one (21) days of the posting of the failing course grade or prior to the start of the next term, whichever is shorter. Students may take up to three remediation examinations (if necessary), one per week during the remediation period. If a course is not successfully remediated, the student's failing grade will be recorded as the grade for the unremediated course and the student will be dismissed. An exception to this policy is the End of Program Examination for OTA Students. This exam has only one remediation attempt. Remediation of the Term Exit Exam must occur prior to the start of the next term. Students who fail to successfully remediate a failed Term Exit Exam will be dismissed from the Occupational Therapy Assistant Program.

Students may not remediate more than 3 courses in a program. If a student fails a fourth (4<sup>th</sup>) course, the student will be dismissed. The Term Exit Exam is not counted as a course for the purposes of calculating the number of failed courses.

### **Additional Grading Requirements: Physical Therapist Assistant**

Physical Therapist Assistant students must attain a cumulative grade point average of C (75%) in each course to graduate. If a course grade is below 75%, or clinical skills are not all successfully demonstrated, the PTA student is placed on Academic Probation and the deficiencies must be remediated.

#### **Theory Course Remediation**

The length of the Physical Therapist Assistant program renders retakes of an entire course for remediation purposes impossible if the student is to continue in the program. Remediation actions for unsatisfactory academic progress are required to be allowed to continue in the program. The progression into the clinical education coursework involved in the program is an exception to the rule. In general, the student may progress to clinical education experiences (PTA 2010, 2020, 2030, and 2040) if he/she has passed all PTA courses in the curriculum prior to any given clinical education course. This includes the demonstration of competency in performing the specific clinical skills that are appropriate for the level of coursework that has been completed up to the point of time in which the clinical education course is to occur. This policy operates in compliance with the current program guidelines on the "Clinical Skills Competency Checklist" found in the Clinical Education Handbook.

1. In order for a student to be eligible to take Clinical Practicum I (PTA 2010), he/she must successfully complete all coursework in Terms 1, 2 and 3. Because the Term 3 Review (PTA 1103) course and Term Exit Exam are not offered until after Practicum I, the course and associated exit exam will not be included in the determination of a student's competent progression into the clinical education coursework. Any course or competency that is not successfully completed must be successfully remediated prior to beginning PTA 2010.



2. In order for a student to be eligible to take Clinical Practicum II (PTA 2020), he/she must successfully complete all coursework in Terms 1, 2, and 3 and demonstrate competency in all clinical skills identified on the Clinical Skills Competency Checklist up to and including the final week before PTA 2020 is scheduled. Any course or competency that is not successfully completed must be successfully remediated prior to beginning PTA 2020.
3. In order for a student to be eligible to take Clinical Affiliation I (PTA 2030), he/she must successfully complete all coursework in Terms 1, 2, 3, and 4 and demonstrate competency in all clinical skills identified on the Clinical Skills Competency Checklist. Any course or competency that is not successfully completed must be successfully remediated prior to beginning PTA 2030.
4. In order for a student to be eligible to take Clinical Affiliation II (PTA 2040), he/she must successfully complete all coursework in Terms 1, 2, 3, and 4 and demonstrate competency in all clinical skills identified on the Clinical Skills Competency Checklist. The student must also successfully complete PTA 2030 prior to beginning the clinical education coursework for PTA 2040.

In regard to theory courses a student will be expected to take an alternate exam on the material covered in the course that was failed or complete a remediation assignment and will be considered to have successfully remediated the course when he/she has achieved a passing score on the alternate exam or assignment. Regardless of the score achieved on the alternate exam or remediation assignment, the maximum grade that will be entered into a student's grade record for any remediated course will be 75%. Remediation of any failed course must be performed within twenty-one (21) days of the posting of the failing course grade or prior to the start of the next term, whichever is shorter. Students may take up to three remediation examinations, if necessary, per failed course and with a maximum of one every two days during the remediation period. If a course is not successfully remediated, the student's failing grade will be recorded as the grade for the unremediated course and the student will be dismissed. An exception to this policy is the End of Program Examination for PTA Students. This exam has only one remediation attempt. Remediation of the Term Exit Exam must occur prior to the start of the next term. Students who fail to successfully remediate a failed Term Exit Exam will be dismissed from the Physical Therapist Assistant Program.

Students may not remediate more than three (3) courses in a program. If the student fails a fourth (4<sup>th</sup>) course, the student will be dismissed. End-of-Term cumulative exams are not counted as courses for the purpose of calculating the number of failed courses.

### **Additional Grading Requirements: Vocational Nurse**

Vocational Nurse students must attain a cumulative grade point average of C (75%) in each course to graduate. If a course grade is below 75%, or clinical skills are not all successfully demonstrated, the nursing student is placed on Academic Probation and the deficiencies must be remediated.

### **Theory Course Remediation**

The length of the Vocational Nurse program renders retakes for remediation purposes impossible if the student is to continue in his/her program. Remediation actions for unsatisfactory academic progress are required to be allowed to continue in the program. The student will be expected to take an alternate exam on the material covered in the original course exam or complete a remediation assignment and will be considered to have successfully remediated the course when he/she has achieved a passing score on the alternate exam or assignment. Regardless of the score achieved on the alternate exam or assignment, the maximum grade that will be entered into the student's grade record for any remediated course will be 75%. Remediation of any failed course must be performed within twenty-one (21) days of the end of the course or prior to the start of the next term, whichever is shorter. Students may take up to three (3) remediation examinations (if necessary), one per week during the remediation period. If a remediation examination is not taken in one of the seven day periods after failing a course, the examination is forfeited and may not be taken. If a course is not successfully remediated, the student's failing grade will be recorded as the grade for the unremediated course and the student will be dismissed. An exception to this policy is the End of Program Examination for VN students. This exam has only one remediation attempt. Remediation of a Term Exit Exam must occur prior to the start of the next term. Students who fail to successfully remediate a failed Term Exit Exam will be dismissed from the Vocational Nurse program.

Students may not remediate more than 3 courses in a program. If a student fails a fourth (4<sup>th</sup>) course, the student will be dismissed. Students are also required to make up any examination(s) missed because of an absence from class. Any examination(s) missed due to absence from a theory class must be made up on the seventh (7th) day that the student returns to school. Regardless of the score achieved on the makeup

exam, the maximum grade that will be entered into the student's grade record for any makeup examination in a theory class will be 75%. The Term Exit Exam is not counted as a course for the purpose of calculating the number of failed courses.

### Clinical Objective Remediation

Students are required to complete remediation for any unmet clinical objectives: clinical experience not demonstrated during the normal clinical schedule must be performed in the skills lab or in the clinical facility within twenty-one (21) calendar days of the original clinical absence. In the event the objective cannot be physically performed (for example, the student is no longer in a Maternal or Pediatric environment), the Program Director will arrange for a suitable clinical environment (if available) or give a suitable assignment.

Students accomplishing technical clinical objectives but deficient in professional objectives, such as manner/attitude, effort or respect for others, may be placed on probation as specified in this catalog. Probation requires written notification to the student of the deficiency, outlining actions necessary to be removed from probationary status and a date by which the actions must be completed.

### **Additional Grading Requirements: Online Courses**

Assignments or projects received for online course credit will be graded and the evaluation or response to the submission will be provided within 5 business days. Late submission of assignments, with a grade penalty for late submission, may be allowed by individual instructors as specified in the course syllabus. Students in the BSN (Degree Completion) program should review the BSN Program Catalog Supplement in the BSN Program section of this catalog for additional information regarding online submission of assignments.

### Remediation of Online Courses

Remediation actions for unsatisfactory course performance are required in the event an online course is failed. The student will be expected to take an alternate exam on the material covered in the original course exam or complete a remediation assignment and will be considered to have successfully remediated the course when he/she has achieved a passing score on the alternate exam or assessment. Regardless of the score achieved on the alternate exam or assignment, the maximum grade that will be entered into the student's grade record for any remediated course will be 75%. Remediation of any failed course must be performed within twenty-one (21) days of the end of the course or prior to the start of the next term, whichever is shorter. Students may take up to three remediation examinations or submit three assignments (if necessary). Exams may be taken or assignments submitted one per week during the remediation period. If an exam or assignment is not taken or submitted during one of the three weeks following the course, it is forfeited and may not be included as a remediation attempt. Note: BSN (Degree Completion) Program students may not remediate failed courses. Please see the BSN Program Catalog Supplement in the BSN Program section of this catalog.

### **Additional Grading Requirements: Hemodialysis Technician**

#### Theory Courses

In order to achieve a passing grade of C or above students must complete all required examinations, homework and class work with a cumulative average of 75%

#### Theory/Lab Courses

- In order to achieve a passing grade of C or above in the didactic portion of the course, students must complete all required examinations, homework and class work with a cumulative average of 75%
- Clinical Skills are embedded in courses throughout the program and are identified within the syllabus of each course. These skills are graded on a "pass/fail" basis. Students are required to demonstrate proficiency in each of these skills and a course will not be considered completed until proficiency for each skill within the course has been demonstrated and verified by the instructor.

#### Practicum

- Students are required to meet the objectives that are identified within the syllabus for each course.
- Grading for "Practicum" is on a "Pass/Fail" basis.

### Theory Course Remediation

Students not passing a theory course will be allowed to continue in the program but will be expected to take an exam on the material covered in the original course exam or complete a remediation assignment and will be considered to have successfully remediated the course when he/she has achieved a passing score on the alternate exam or assignment. Regardless of the score achieved on the alternate exam or assignment,

the maximum grade that will be entered into the student's grade record for any remediated course will be 75%. Remediation of any failed course must be performed within twenty-one (21) days of the end of the course. Students will be given three (3) opportunities to remediate a course, however if a student fails the remediation attempt for a third time, the student will be dismissed from the program. Students may not remediate more than 3 courses in a program. If a student fails a fourth (4th) course, the student will be dismissed.

### **Theory/Lab Course Skills Remediation**

Students not passing the theory component of a course containing both theory and lab will be expected to take an exam on the material covered in the original course exam or complete a remediation assignment and will be considered to have successfully remediated. Students who cannot demonstrate proficiency in any lab skill(s) in a theory/lab course will be issued a "fail" for that course but will be allowed to continue in the program. Students with failed clinical skill(s) have twenty-one (21) days to successfully demonstrate proficiency in the skill(s) previously failed. Students who cannot demonstrate proficiency for the skill(s) within the allowed twenty-one (21) days will be dismissed from the program.

## SATISFACTORY ACADEMIC PROGRESS

The following describes Stanbridge College's satisfactory academic progress policy. The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

Students will receive a monthly progress report, which will include a list of classes taken, grades received, hours/days missed, total number of hours completed, and total number of hours yet to be completed. It will also include warning messages to those who are not meeting the attendance and grade guidelines and who are either placed on probation or will be placed on probation if correctional steps are not taken. The following describes how satisfactory progress is monitored.

### QUANTITATIVE REQUIREMENT: PROGRAM COMPLETION TIME LIMIT AND GPA

Students have a maximum of 1 ½ times beyond the normal length of the program to complete their chosen course of study (or program). Students not finishing by the extended timeframe will be dismissed. Students must meet attendance requirements established for their program.

Attainment of satisfactory progress (attendance, credit earned and GPA) is monitored at the completion of each term for MSIT, MSN, BSN (Degree Completion), VN, OTA, PTA and Vet Tech students. Upon reaching 50% and 100% of original program completion, based on credit hours scheduled or weeks of classes completed for programs less than 40 weeks, the same will be monitored for BSIT, ASIT, DIT, DMAD and HDT students. At 50% of program completion, a minimum GPA and a minimum of 34% of total program credits must be earned. Students failing to meet these benchmarks will be placed on Probation. At the 100% mark of the original program the student must have accumulated 67% of the required program quarter hours of credit, the student's GPA must meet the required minimum and the student must be able to attain the required graduation GPA by 150% of original program length. Any student not able to meet the 150% benchmark must be dismissed.

DIPLOMA PROGRAMS	MINIMUM		
Percent of Original Program Length	GPA	Credits Attained	Outcome if either benchmark not met
50%	1.5	34% of Program	Probation
100%	1.5	67% of Program	Probation
150%	2.0	100% of Program	Dismissal

### PROGRAMS GREATER THAN TWO YEARS IN LENGTH

Percent of Original Program Length	MINIMUM		
	GPA	Credits Attained	Outcome if either benchmark not met
100%	1.5	67% of Program	Probation
150%	2.0	100% of Program	Dismissal

Vocational Nurse Evening/Weekend program and Degree programs (greater than 2 years in length)

BSN (DEGREE COMPLETION) PROGRAM	MINIMUM		
Percent of Original Program Length	GPA	Credits Attained	Outcome if either benchmark not met
50%	1.5	34% of Program	Probation
100%	1.5	67% of Program	Probation
150%	2.0	100% of Program	Dismissal

### Appeal of Unsatisfactory Academic Progress Determination

A student may appeal to the President for a reversal of a determination of unsatisfactory academic progress on the following grounds:

- Incorrect recording of attendance or examination grades;
- Incorrect assignment of grades for projects, assignments or remediation work;
- Failure to meet satisfactory progress requirements based upon
  - The death of a relative of the student;
  - An injury or illness of the student; or
  - Other special circumstances.

The appeal must be filed in writing by the student. After review of the appeal, the decision of the President is final.

Removal of probationary status is based on remediation of absences, reestablishment of satisfactory academic progress by passing or remediating a failed course, or adhering to the Code of Conduct or professional clinical objectives.

### **Additional Satisfactory Academic Progress Requirements: Veterans Administration**

Veterans or eligible persons will be evaluated weekly to determine satisfactory progress. Students not meeting the 65% passing requirement will be placed on probation. Those not meeting the 65% passing requirement in the next week will have their benefits terminated.

### **Additional Satisfactory Academic Progress Requirements: Information Technology**

Tutorial sessions may be mandatory for students at risk of not meeting satisfactory academic performance requirements.

### **Additional Satisfactory Academic Progress Requirements: Physical Therapist Assistant**

Clinical performance is assessed at the completion of Clinical Practicum I and II (PTA 2010 and 2020, respectively) via the clinical instructor's (CI) completion of the Clinical Performance Assessment tool. This information is found in the PTA program's Clinical Education Handbook.

At a minimum, clinical performance during Clinical Affiliation I and II (PTA 2030 and 2040, respectively) is assessed at the mid-term and final. The CI is required to complete the web-based Physical Therapist Assistant Clinical Performance Instrument (PTA CPI) at or near the completion of the third week of the clinical education experience and again at the completion of the course. The PTA CPI must be reviewed with the student to provide a progress report on his/her clinical performance. Any red flag issues that are identified before that point in time are to be brought to the attention of the ACCE, who may notify the student of the issue and its potential impact on his/her course grade.

### **Additional Satisfactory Academic Progress Requirements: Vocational Nurse**

Attainment of satisfactory progress (attendance, credit earned and GPA) is monitored at the completion of each term for VN students. Tutorial sessions may be mandatory for students at risk of not meeting satisfactory academic performance requirements.

### **Class Retakes: Information Technology**

IT program students enrolled after January 1, 2008 will be charged audit/retake tuition for any course that they audit for the purpose of review or repeat to improve their grade. Space in the course will be allotted on a space available basis with first priority being given to students who are taking the course for the first time.

### **Class Retakes: Vocational Nurse**

Vocational Nurse students who elect to repeat a previously passed course (due to dismissal/withdrawal and subsequent re-enrollment) will have the grade earned in the repeat course recorded on the official transcript.

### **Financial Aid Warning**

The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours or credit hours to keep pace with the requirements for graduation within the 150% time frame, Failure to meet these requirements will result in the student being placed on Financial Aid Warning for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after the student receives the warning status. The status will be conferred automatically without the student appealing their SAP status.

### **APPEAL PROCESS AND FINANCIAL AID PROBATION:**

If the student does not make SAP at the end of the Financial Aid Warning period, he or she loses Title IV financial aid eligibility. The student may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. The student has five days to institute an appeal. The appeal must be made in writing to the Director of Financial Services, who in turn will meet with college administration to make a decision on the appeal. The Director of Financial Services will notify the student in writing of the decision within ten (10) business days. The decision may be appealed (in writing) to the President of the college.

The basis on which a student may file an appeal is: death of a relative, an injury; or illness of the student; or other special circumstance.

The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why he or she did not make SAP and what has changed that will allow him or her to make SAP by the next evaluation point.

Once the President receives the appeal, he will evaluate the appeal and provide a decision within ten (10) business days. The President will notify the student in writing of the decision and that decision is final.

Financial Aid Probation:

If Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

Students who regain SAP at the next reporting period will have regained full eligibility for Title IV, HEA funding; those who are not making SAP will continue to be ineligible to receive Title IV funds without the option to appeal.

Reinstatement Of Title IV, HEA Aid:

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding

## LEAVE OF ABSENCE

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A student may request a Leave of Absence for a period of up to 90 days. An approved Leave of Absence will be granted when the absence is emergent or unforeseen and there is a reasonable expectation that the student will return to the college. The reasons for granting an approved Leave of Absence may include, but are not limited to, the student having serious medical problems, military duty, pregnancy, or jury duty. For an approved Leave of Absence, the student must provide a written request that is signed and dated and documentation that supports the reason for the request. Extensions may be requested if the student's circumstances warrant; the student, however, may be on approved Leave of Absence for a maximum of 180 days in any twelve month period. (Note: Extensions must be requested; they are not automatically granted if the student remains absent). The student will be dismissed from the college if he/she does not return at the conclusion of the approved Leave of Absence, unless an extension has been granted.

If a student does not return from an approved Leave of Absence on the expected return date, the student will be dismissed from the college and a Return of Title IV Funds calculation will be processed.

### Return of Title IV Funds

If the student is the recipient of a Title IV, HEA loan, failure to return from an approved Leave of Absence may result in changes to loan repayment terms, including exhaustion of some or all of the grace period. (If a student does not return from the Leave of Absence, the 6-month grace period is retroactively applied back to the beginning of the leave of absence date).

### Changes to Private Loans

The student is solely responsible for contacting any financial aid sources/lenders from which they may receive financial aid in order to determine any changes that may occur in any grace period or repayment schedule for financial aid based on the increased length of their program due to a Leave of Absence. The student must also contact any financial aid source or lender to determine whether interest on the loan(s) will continue to accrue while on Leave of Absence.

### Resumption of Classes

If the Leave of Absence is of sufficiently short duration, students will be allowed to rejoin their track and resume their studies. Remediation of theory course material per the requirements of the student's program is required, as is remediation of missed clinical education for Vocational Nurse students. Missed sessions during a Leave of Absence, however, will not be counted as absences for attendance purposes, and students will not be placed on Attendance Probation or dismissed for absent periods during a Leave of Absence.

If the leave is of longer duration, and the student cannot rejoin his/her original cohort, the student will be readmitted to the beginning of the course during which the leave commenced.

## **PROBATION**

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Students will be notified in writing once they are placed on probation. Students on probation will have a Notice of Probation placed in their permanent academic file and the probationary status noted on their official transcript. Students on probation will not be able to print unofficial transcripts or use the services of Career Services. Students placed on academic or conduct probation will not be eligible for the Dean's List for the term during which the probation was enforced. A Notice of Probation will be issued if:

### **Attendance**

- The student in the Occupational Therapy Assistant, Physical Therapist Assistant, Hemodialysis Technician or Vocational Nurse program fails to remediate a theory absence within 7 days of the absence being recorded.
- The student in the Occupational Therapy Assistant, Physical Therapist Assistant, Hemodialysis Technician or Vocational Nurse program fails to schedule a remediation date within 21 days of a clinical absence being recorded.
- The student in the Vocational Nurse program fails to turn in both the first and second assignments at the next class session after having failed to turn in the first assignment for tardiness in a theory class.

### **Academic**

- The student has failed a course. (If the student does not pass or remediate the course within 21 days, the student will be dismissed from the school).
- The student fails to meet the benchmarks for attainment of satisfactory progress as defined in the Satisfactory Academic Progress section of the school's catalog.
- The student fails to attend mandatory assigned tutoring.

### **Conduct**

- The student violates any of the terms in the school's Code of Conduct for students.
- A VN, OTA, PTA or Hemodialysis Technician student fails to demonstrate professional conduct in the clinical facility.

### **Financial Aid Probation**

- The student does not make Satisfactory Academic Progress at the end of a Financial Aid Warning Period, and successfully appeals the loss of Title IV financial aid eligibility.

## **SUSPENSION**

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A student will be suspended for a period of time, as determined by the college administration if the student is judged to have violated the Code of Conduct and his/her actions or expressions indicate remaining on campus or at a clinical facility can reasonably be expected to lead to further incidents. The period of suspension may encompass on-site lecture or off-campus (clinical education) activities. Students who are suspended must remediate absences as required in the attendance policy. Students will not have absences due to suspension counted against remediation limits for either theory or clinical education. A record of the suspension will be placed in the student's file.



### WITHDRAWAL

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period of your program through the last day of attendance. The amount of that refund is “pro-rated” according to the not completed portion of the program less the cost of any equipment returned in good condition (good condition does not include equipment that has a broken seal, for which a log-on occurred, or that is marked or damaged in any way) and a registration or administration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. All Federal Title IV aid refunds shall be calculated according to the Department of Education Guidelines.

For the purpose of determining a refund under this section, you shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- You notify the institution of your withdrawal or as of the date of your withdrawal, whichever is later.
- The institution terminates your enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absence in excess of the maximum set by the institution; and/or failure to meet financial obligations to the school.

For the purpose of determining the amount of the refund, the date of your withdrawal shall be deemed the last date of recorded attendance.

The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended, or was scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **ONLINE (i.e. DISTANCE) EDUCATION PROGRAMS**

#### WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. All Federal Title IV aid refunds shall be calculated according to the Department of Education Guidelines.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The Institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the Institution; and/or failure to meet financial obligations to the Institution.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended, or was scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## DISMISSAL

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Dismissal from school will occur if:

- The student does not finish a program within the maximum number of credit hours allowed, i.e. the credit hours attempted exceed 1.5 times the credit hours required to complete the program.
- The student does not remediate a failed core or technical course in 3 attempts within 3 weeks.
- The student does not remediate a failed term or program exit exam.
- The student does not return from an approved Leave of Absence.
- The student grossly violates the college's Code of Conduct.
- The student fails to meet the terms stipulated in a Notice of Probation.
- The student is absent for more than 14 days without notifying the college.
- The student in a Vocational Nurse program accumulates more than 24 hours (3 days) of clinical absences in a term or fails to remediate clinical absences prior to the start of the next term.
- The student in a Vocational Nurse program accumulates greater than 24 hours (4 days in a full-time program and 6 sessions in a part-time program) of theory absence in a single term or fails to remediate theory absences prior to the start of the next term.
- The student in a Vocational Nurse program is absent from a mandatory facility orientation period, and an alternate facility and orientation cannot be arranged.
- The student in an Occupational Therapy Assistant program accumulates greater than 24 hours of theory absence, greater than 16 hours of OT Lab absence, greater than 2 days of Level I fieldwork in a single term, or greater than 3 days of Level II fieldwork in a single placement or 5 days in both placements.
- The student in a Physical Therapist Assistant program accumulates greater than three (3) days of theory course absences in a single term, greater than two (2) days of absence in any PTA Lab course, greater than two (2) days of absence in any Clinical Practicum course, greater than three (3) days of absence in a single Clinical Affiliation course or greater than five (5) days of absence in Clinical Affiliation coursework in a term.
- The student in a Hemodialysis Technician program accumulates greater than 5 days of Clinical Practicum absence.
- The student in a Vocational Nurse, an Occupational Therapy Assistant or a Physical Therapist Assistant program fails four courses in the program.
- The student in a Vocational Nurse program commits an unsafe nursing practice in the clinical facility.
- The student in an Occupational Therapy Assistant program commits an unsafe practice in the fieldwork facility.
- The student in a Physical Therapist Assistant program commits an unsafe practice in the clinical education facility.

### READMISSION AFTER WITHDRAWAL

Students who have withdrawn from Stanbridge College may apply for readmission. The President, Dean of Instruction or Director of Student Services will evaluate each student's case to make a decision regarding readmission, and they will set forth guidelines (if necessary) for said student's readmission. Readmission after withdrawal will require payment of a non-refundable Student Tuition Recovery Fund (STRF) assessment even if a STRF assessment was paid for a previous enrollment. If a tuition change occurred after the original enrollment and before the readmission enrollment, the new tuition amount will be used to calculate the amount due for readmission enrollment.

### READMISSION AFTER DISMISSAL

Students who have been dismissed from Stanbridge College may apply for readmission. The President, along with the student's instructors from previously attended courses, will evaluate each student's case to make a decision regarding readmission, and they will set forth guidelines for said student's readmission. Readmission after dismissal will require payment of a non-refundable Student Tuition Recovery Fund (STRF) assessment even if a STRF assessment was paid for a previous enrollment. If a tuition change occurred after the original enrollment and before the readmission enrollment, the new tuition amount will be used to calculate the amount due for readmission enrollment.

#### Readmission after Dismissal for Attendance Reasons

Students dismissed for clinical or theory course attendance deficiencies may apply for reenrollment at the college in a new track of their program of study. If readmitted, students dismissed for attendance deficiencies will resume their studies at the beginning of the course from which they were dismissed. Students will be financially responsible for retake tuition for hours of theory and clinical education associated with courses not previously satisfactorily completed and being retaken. Failure to pass a course after multiple attempts is an indication that a student is unable to comprehend or learn the knowledge required to perform the occupational tasks afforded by the education, making it necessary for Stanbridge College to terminate a student's attendance permanently.

#### Readmission after Dismissal for Academic Reasons

Students dismissed for failing to remediate an unsatisfactory course grade may apply for reenrollment in another track in their program, commencing at the beginning of the failed course. Students will be financially responsible for retake tuition for hours of theory and clinical education associated with courses not previously satisfactorily completed and being retaken.

Students dismissed for failing four courses may apply for reenrollment in a new track at the point of the term from which they were dismissed. Students repeating coursework in a required repeat of a term are financially responsible only for prorated tuition for repeated hours of theory and the hours of clinical education associated with courses not satisfactorily completed.

#### Readmission after Dismissal for Unsafe Nursing /Fieldwork/Clinical Education Practice Reasons

Students dismissed for reasons of unsafe nursing/fieldwork/clinical education practice reasons may apply for readmission to Stanbridge College. Each case will be evaluated individually, based on the severity of the actions that resulted in the student's dismissal. Students may be refused reenrollment, allowed to reenroll with additional conditions specified in writing as part of the enrollment contract, or reenrolled without conditions. Students will be financially responsible for retake tuition for hours of theory and clinical education associated with courses not previously satisfactorily completed and being retaken.

#### Readmission after Dismissal for Conduct Reasons

Students dismissed for conduct infractions may apply for readmission to Stanbridge College. Each case will be evaluated individually, based on the severity of the actions that resulted in the student's dismissal. Students may be refused reenrollment, allowed to reenroll with additional conditions specified in writing as part of the enrollment contract, or reenrolled without conditions. Students will be financially responsible for retake tuition for hours of theory and clinical education associated with courses not previously satisfactorily completed and being retaken.

## GRADUATION

### **Graduation Requirements for Diploma Students**

Diploma Students must achieve a GPA of at least 2.0 in order to graduate. Satisfactory completion of all the courses in a program must occur within 150% of the program quarter hours of credit attempted for diploma programs greater than 40 weeks in length. A diploma appropriate to the student's program will be issued to each graduate.

### **Graduation Requirements for Master's, Bachelor's and Associate's Degree Students**

Bachelor's degree and associate's degree students must achieve a GPA of at least 2.0 in order to graduate. Master's degree students must achieve a GPA of 3.0 in order to graduate. Satisfactory completion of all the courses in a program must occur within 150% of the program quarter hours of credit attempted. Bachelor of Science in Nursing (Degree Completion) program students must complete 90 quarter hours of credit in their program (of which up to 35% of the 90 quarter hours of credit in the program may be transfer credit from other institutions).

### **Graduation Requirements for Occupational Therapy Assistant Students**

In addition to passing each course with a 75% or better grade, Occupational Therapy students must pass a program exit examination with a minimum score of 75%. This examination has only one remediation attempt.

### **Graduation Requirements for Physical Therapist Assistant Students**

In addition to passing each course with a 75% or better grade, including all clinical education coursework and the clinical competency skills checklists associated with program, PTA students must pass a program exit examination with a minimum score of 75%. This examination has only one remediation attempt.

### **Graduation Requirements for Vocational Nurse Students**

In addition to passing each course with a 75% or better grade, Vocational Nurse students must pass the Vocational Nurse Program exit examination with a minimum score of 90% predicted probability of passing the NCLEX-PN on the first attempt (in accordance with the scoring rubric of the examination). If the predicted probability of passing the licensure examination is not calculated, the required minimum score for passing is at or above the National Mean for that version of the examination. This examination has only one remediation attempt.

### **Graduation Requirements for Hemodialysis Technician Students**

In addition to passing each course with a 75% or better grade, Hemodialysis Therapy students must pass a program exit examination with a minimum score of 85%. This examination has two remediation attempts.

## TRANSCRIPTS

Upon the completion/termination of their studies students will be issued an official transcript for all courses they have taken. Students on probation will not be issued official transcripts. A total of three official transcripts will be issued to the student or forwarded to another school within two business days at no cost to the student. Official transcripts ordered by a student to be picked up by the student but which are not picked up within thirty (30) days of the order date will be destroyed. Additional Official Transcripts issued or forwarded within two business days will be issued after payment of a \$5.00 fee per transcript.

Twenty-Four Hour Official Transcripts may be requested for pick-up within 24 hours of the request after a payment of a \$10.00 fee.

Urgent Official Transcripts may be requested for urgent pick-up (within 2 hours of the request) after a payment of a \$25.00 fee and if the request is made by telephone or in person before 2:00PM on the day the pick-up is desired.

Students and graduates may view and print their unofficial transcript at any time through Student Central.

## CODE OF CONDUCT

Students at Stanbridge College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution. Students are expected to respect and obey all civil and criminal laws. Failure to show respect for the standards of behavior is cause for disciplinary action. To assist in achieving a campus free of the problems of substance abuse, the College has adopted policies prohibiting the unlawful manufacture, sale, distribution, possession or use of controlled substances and alcohol on Stanbridge property or at official functions on/off-campus. Any member or group of the Stanbridge community violating these policies and regulations will be subject to disciplinary action. In order to enforce this policy Stanbridge College reserves the right to request persons subject to the policy to take fitness for duty tests. Positive results from a fitness for duty test shall be grounds for disciplinary action. Also, the college may perform inspections of persons, personal property or vehicles located on college property or off-site at official college functions (such as clinical education or externships) in order to assure a drug-free, alcohol-free environment. Failure to agree to a fitness for duty test or inspection will be considered a violation of this policy, and appropriate disciplinary measures will be taken as described below.

**Reasonable Suspicion Testing:** A student will be asked to take a Fitness for Duty Urinalysis Test immediately after, but in no event more than 24 hours after, an instance of Reasonable Suspicion has been documented. Such a test is voluntary, but failure to take the test will result in disciplinary action, up to and including dismissal.

A student may be disciplined for one or more of the following causes related to college activity or attendance:

- The unlawful use, sale, or possession on college property of any controlled substance, or presence on college property under the influence of any controlled substance.
- The unlawful use, sale, or possession of any poison on college property, or presence on college of any poison.
- Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Assault, battery, or any threat of force or violence upon a student or college personnel.
- Willful misconduct resulting in injury or death to a student or college personnel, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the college personnel, or students in attendance at the college.
- Willful or persistent smoking in an area where smoking has been prohibited by law or by college policy.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- The forgery, alteration, or misuse of college documents, records or identification, or knowingly furnishing false information to the college.
- Cheating, plagiarizing or any other form of dishonesty in relation to a college course or program.
- The unauthorized entry or use of college property.
- Disorderly, lewd, indecent, or obscene conduct on college property.
- The possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on college property or at a college-sponsored function without the prior authorization of the College President.
- Rape, sexual assault or harassment, including, but not limited to, sexual harassment of any student, college personnel or personnel or patients at a clinical facility.
- The obstruction or disruption of the college's educational or administrative process.
- Attempting to perform any previously identified act that constitutes a cause for disciplinary action.
- Any other cause not previously listed which is identified as good cause by the college administration.

All rules apply to off-site activities and functions, including clinical education and externships.

### **POLICY REGARDING ACADEMIC DISHONESTY**

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Any student who engages in academic dishonesty, including, but not limited to, plagiarizing another person's work; cheating on an examination or assignment; distributing copies of examinations, assignments, or answer sheets to other students; passing off another's work as one's own; and/or aiding one or more other students in committing the same or similar acts of academic dishonesty will be given a grade of zero for the exam or assignment in which the infraction occurred. If a student commits a second (2<sup>nd</sup>) act of academic dishonesty, he or she will be dismissed from the college. All acts of academic dishonesty will be recorded on a Notice of Deficiency form and placed in the student's permanent academic file. A student may appeal his/her dismissal from the college for academic dishonesty. The appeal must be made in writing to the President. The decision of the President on the student's appeal will be final.

### **EMAIL ACCOUNT REQUIREMENT**

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Students are required to provide an email address upon registration. This address will be used to send information to students, including schedule confirmations, changes and reminders, notices of deficiency, reports of progress, administrative action, probation and other official communications. Students must daily review the messages to the email address provided to the College and update the email address on file when it changes. If a student does not have an email address at enrollment, assistance will be provided for the student to establish a no-charge email account and access the new account from the Learning Resource Center.

### **USE OF ELECTRONIC MULTIFUNCTION DEVICES**

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Electronic multifunction devices include, but are not limited to, cell phones, iPads, iPods, MP3 players, student-owned computers, etc.

- Electronic Multifunction Devices may not be used while in a class/clinical area, unless specifically authorized, as in the case of a VN program-issued netbook computer or instructor-permitted laptop computer for taking notes during class.
- Use of a program-issued netbook computer is limited to use of the electronic drug guide; no other functions of the netbook computer may be used during any class or clinical rotation.
- Use of classroom equipment to access the Internet and personal email during class breaks will generally be authorized by all instructors. Installation of any executable program on classroom systems without specific permission of the instructor is not authorized nor is the download of any copyrighted material.
- The college employs filtering technology to reduce the possibility that students may encounter objectionable content. Requests to configure the filter to permit access to specific websites for educational purposes should be directed to the Dean of Instruction via the instructor.

(Note: Vocational Nurse clinical facilities, Occupational Therapy Assistant fieldwork facilities and/or Physical Therapist Assistant clinical education facilities may have stricter rules on the use of electronic devices than those outlined above. Vocational Nurse students, Occupational Therapy Assistant students, and Physical Therapist Assistant students must comply with any local rules on the use of electronic devices that may be required by the clinical facilities in their program.)

## GRIEVANCE POLICY

Complaints or grievances may be made in person or via telephone, e-mail, fax, postal mail, or any other type of correspondence. (Please see the telephone and fax numbers of the college on page 1 of this catalog.)

Students who want to report a complaint or grievance should address the appropriate parties in ascending order in the chain of communication at the college: Instructor, Program Director, Dean of Student Services, Dean of Instruction, Vice President of Instruction, President.

If a student has a complaint or grievance against any person listed in the chain of communication, the student may make the report of the complaint or grievance to the next person above the one against whom the complaint or grievance is being made.

### OTHER GRIEVANCE RESOLUTION AUTHORITIES

#### ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the President of the college or online at [www.accsc.org](http://www.accsc.org).

#### Bureau for Private Postsecondary Education (BPPE)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, California, 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free phone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### Board of Vocational Nursing and Psychiatric Technicians (BVNPT): Vocational Nurse Students

The Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, California 95833  
Telephone (916) 263-7800; FAX (916) 263-7855

#### Veterans Administration: Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the Department of Veterans Affairs nationwide toll free number at 1-800-827-1000.

#### Accreditation Council for Occupational Therapy Education (ACOTE®): Occupational Therapy Assistant Students

The American Occupational Therapy Association, Inc.  
4720 Montgomery Lane  
PO Box 31220  
Bethesda, MD 20824-1220  
Phone: (301) 652-2682

### Commission on Accreditation in Physical Therapy Education (CAPTE): Physical Therapist Assistant Students

To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703/706-3245 or at [accreditation@apta.org](mailto:accreditation@apta.org).

## **NONDISCRIMINATION AND HARASSMENT POLICY**

Stanbridge College prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, marital status, pregnancy, sexual orientation, or on any other basis prohibited by law. The college is committed to providing equal opportunities to all individuals in all programs and activities which it conducts.

Sexual harassment is a form of sex discrimination and includes unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of the conduct explicitly or implicitly affects an individual's learning environment, unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive learning environment. Individuals engaging in this behavior are in violation of state and federal statute and are subject to disciplinary action, including student dismissal and employee termination.

Individuals who feel they have been subjected to discrimination or harassment, including sexual harassment, may file a complaint with the President of the college.

### **POLICY IN EVENT OF A SEXUAL ASSAULT**

**Policy.** Sexual assault is a criminal activity prohibited in all employee and student areas, buildings, properties, facilities, service areas, satellite facilities of Stanbridge College and any location where classes/instruction are conducted. It is the policy of the Stanbridge to ensure, to the extent possible, that students, faculty or staff who are victims of a sexual assault committed at or upon the grounds of or facilities maintained by the college shall receive information, follow-up services and referrals to local community treatment centers.

**Definition of Sexual Assault.** "Sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

**Notification.** In the event a sexual assault is reported to any staff or faculty member, with the consent of the victim and without delay, that staff or faculty member will notify the President by the most expeditious means available. (Note: Staff personnel will use the employee contact list if the President is not present on site. Leaving a telephonic message or written/email message is not sufficient contact.) If the President cannot be affirmatively contacted, the next senior administrator on site will be notified.

Pursuant to legal requirements, and with the victim's concurrence, the President will notify the appropriate local law enforcement agency of the reported sexual assault and obtain an ambulance to transport the victim to the hospital, as necessary.

**Provision of support services to victims.** The President, (or in his absence, the next senior administrator) is responsible for ensuring services are available to victims, such as referral to a counseling center or other appropriate agencies in the community for immediate, short-term, crisis counseling or long-term counseling. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

**Information provided to victims.** The President will keep the victim informed of the status of any student disciplinary proceedings and the results of any disciplinary action or appeal of such disciplinary action in connection with the sexual assault. The Dean of Instruction will be tasked with providing the necessary assistance to help the victim deal with any academic difficulties that may arise from the assault.

**Disciplinary options for victims.** As advised by retained counsel, the President will provide each victim of sexual assault with information about the following options: criminal prosecution, civil lawsuits, the disciplinary process through the college, the availability of mediation, and academic assistance.



## FRATERNIZATION POLICY

### Consensual Relationships

Stanbridge College is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate sexual conduct. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with this policy. Established violations will lead to disciplinary actions which may include termination of employment or permanent dismissal of a student from the College. This policy applies to all officers, administrators and supervisors; regular, contract and temporary faculty members; and teaching assistants, staff members and students. This policy also pertains to actions that affect any employee, student or guest of Stanbridge College.

### Professional Risks

It is in the interest of Stanbridge College to provide clear direction and educational opportunities to the College community about the professional risks associated with consensual/romantic or consensual/sexual relationships between members of the college community where a conflict of interest and/or a power differential between the parties exists. A consensual relationship is defined as a romantic and/or social engagement arranged by personal invitation between two individuals or arranged by a third party. Romantic relationship is defined in this policy as a mutually desired courting activity between two unmarried individuals.

Individuals entering such relationships must recognize that:

- (1) CONFLICTS OF INTEREST may arise when such relationships occur between and among faculty or staff and students. College policies and ethical principles preclude individuals from evaluating the academic performance of others with whom they have consensual/romantic or consensual/sexual relationships.
- (2) POWER DIFFERENTIALS between the parties in consensual/romantic or consensual/sexual relationships may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:
  - A. the reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
  - B. where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment. Furthermore, under certain situations, consensual relationships may be outside the scope of employment for college employees and, if so, an individual would not be covered by the college's liability protection in subsequent litigation.

### Consensual/Romantic or Consensual/Sexual Relationships

A consensual/romantic or consensual/sexual relationship between individuals who occupy different levels of authority in the college automatically and inevitably carries the potential for evolving into a sexual harassment case of very serious implications, either from a subsequent change of attitude by the subordinate partner or from a contemporary complaint from a disadvantaged third party. Relationships of this sort are against college policy and forbidden in those instances in which the partner with higher status and/or power has explicit or implicit authority over, or the power to reward or punish, the partner with lower status and/or power. It follows that consensual/romantic or consensual/sexual relationships between staff or faculty members and students are also forbidden and against college policy.

### Reporting Policy

Where a conflict of interest exists, or may exist, in the context of a consensual/romantic or consensual/sexual relationship, both individuals shall notify their instructor or immediate supervisor. In conjunction with the college administration, the instructor or supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the college or to either party in the relationship, including action which may result in termination of an employee of the college or dismissal of a student. The instructor, supervisor and college administrator shall act with the proviso that it is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

### ADA POLICY

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Stanbridge College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the college's Vice President of Instruction. You may request academic adjustments or auxiliary aids at any time. The college's Vice President of Instruction is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The college will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the college's Vice President of Instruction in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the college's Vice President of Instruction by telephone at (949) 794-9090 Ext. 5217.
- 2) The college's Vice President of Instruction will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding your request, please contact the college's Vice President of Instruction within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

### CAMPUS SAFETY AND SECURITY POLICIES

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#### Campus Access and Security

Stanbridge College is located in an office building complex, which provides public access to other tenant businesses and their visitors. The building management does not provide security patrols because the complex is located in the service area of the Irvine Police Department. Parking lots are lighted at night as are building entrances. The normal exercise of personal awareness of surroundings in any public area is recommended while on campus during daylight and evening hours.

#### Off-Site Security during Clinical Education Experiences

When participating in a clinical education experience, the student will follow the facility-specific emergency action plan. This includes the safety measures that are in place, whether in the form of a security guard or service or via a phone call to 911. Each student is oriented by a facility designee on the policies and procedures related to security at that facility.

#### Reporting of Police, Fire, and Medical Emergencies

Police, fire, or medical emergencies can be reported by dialing 911 from any telephone on campus because all telephones on the college campus are tied into the 911 emergency system and the emergency numbers are posted throughout the campus. Students, faculty, and staff are also informed that non-emergency calls for service can be made by calling the appropriate non-emergency contact number from any campus phone.

#### Reporting of Criminal Activity

Stanbridge College requires that all criminal activity be reported to its administration and, in most instances, to the local police agency. In the event that any student, faculty, or staff witnesses or becomes a victim of criminal activity on the campus of Stanbridge College, including the clinical facilities attended by students in any program, or any activity in which students are engaged at off-campus locations of student activity officially recognized by the college, the student, faculty, or staff must immediately notify the administration of Stanbridge College, and a written report must be filed by the end of the next business day with the office of the President of Stanbridge College. Responsibility for filing the written report lies with the person(s) in charge of the premises or the function involved. The President of Stanbridge College or designee will report the criminal activity to the appropriate police agency in cases when the victim desires to file but has not yet filed a report.

In consultation with other appropriate administrative personnel, the President of Stanbridge College will determine any next steps necessary to investigate the criminal activity and to take any steps toward

disciplinary action warranted against an employee or student of the college. The President or designee will also issue a formal report to all appropriate persons involved. With incidents of criminal activity where internal disciplinary action is taken against the offender, Stanbridge College reserves the right to disclose to the alleged victims the result of such disciplinary action. This action will be taken at the discretion of the President of the college.

Stanbridge College does not have its own campus law enforcement or security department. Administrative and faculty personnel have enforcement authority with regard to all school policies and procedures, work closely with state and local law enforcement agencies in the reporting of criminal activity, and encourage accurate and prompt reporting of all crimes to appropriate police agencies.

### Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the college's system or the criminal justice system, you may still want to consider making a confidential report for the annual security report of the college. With your permission the President of the college or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, faculty or staff; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics of the college.

## STUDENT SERVICES

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### New Student Orientation

From day one of your education at Stanbridge you will be supported in every way possible. During your orientation session we will walk you through every facet of our academic community. We will review your program, your schedule, all of the facilities and resources available to you and will introduce you to the Stanbridge College Student Central online portal.

### Academic Advising

Students can request one-on-one advising with a faculty advisor or student services officer to discuss academic or personal issues at any time.

### Tutoring Services

Our programs are rigorous and designed to challenge. Occasionally students may need additional help outside of the classroom. Students can request individual tutoring by their instructors during office hours or other scheduled times.

### Student Life

As dedicated as we are to providing facilities, technology, test preparation and placement assistance, we are equally dedicated to the greater good. This is what makes Stanbridge a community like no other – a living, breathing, compassionate society with the opportunity to not only change the lives of students, but the lives of others as well.

Whether it's building homes with Habitat for Humanity, holding community blood drives for the American Red Cross or fund-raising for groups like The Free Wheel Chair Mission, Smile Train, Mercy Corps or Doctors Without Borders, Stanbridge students are serving the world and making a difference every day.

### Stanbridge Student Assistance Program

Stanbridge College recognizes that balancing academic excellence and a complicated life outside of school can be stressful, and at times, overwhelming. Because no **one** should deal with **a** personal crisis without a listening ear or guidance toward a resolution, we **are making** available the Stanbridge Student Assistance Program (SSAP). The program is a free, comprehensive and fully confidential counseling service that helps students manage or resolve a wide variety of difficult situations and is part of Stanbridge College's commitment to student success

• Stress & Anxiety	• Depression & Suicide	• Family Conflict
• Fitting In (Culturally)	• Alcohol & Drug Abuse	• Performance Related Fears
• Identity Theft Recovery	• Financial and Legal Services	• Prescription Drug Costs

Students in need of counseling may call the program between the hours of 7:30 am and 6:30 pm PST. A qualified Intake Specialist will assist them. Should they choose to seek counseling, an assigned counselor will contact them to schedule an appointment within 2-3 business days of their call. Students receive three (3) sessions, per problem, per area, per benefit year at no cost. The program also provides referrals to a variety of wellness-related community resources such as community centers and cultural events.

## LEARNING RESOURCE SYSTEM

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At Stanbridge College learning continues beyond the classroom. To better serve the students the college has developed a comprehensive Learning Resource System that is uniquely effective and includes the Learning Resource Center, Online Library, Online Learner, and Nursing Skills and Simulation Labs.

### Learning Resource Center

The Stanbridge Learning Resource Center is open Monday-Thursday 7:00 a.m. to 10:00 p.m., Friday from 7:00 a.m. to 7:00 p.m., and Saturday and Sunday from 9 a.m. to 4 p.m. Holiday hours are disclosed by email. The Learning Resource Center provides computer-based training modules, lab simulations and practice examinations for IT subjects, typing tutor programs, and internet access for research for all students. The Center is staffed by the Librarian on Monday-Thursday from 9:30 a.m. to 6:30 p.m. and Friday

## STUDENT SERVICES

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from 8:30 a.m. to 5:30 p.m. to assist students. The Librarian is also available via phone and email to assist students in online courses and programs with reference materials and research projects. The Clinical Nursing Lab is scheduled for VN cohorts' use at supervised lab sessions.

### Stanbridge College Electronic Library Resources

Stanbridge College offers access to electronic resources through its Learning Resource System website. Students can log in to their Student Central account and access the resources anywhere, at any time. Students in the medical or allied health fields have access to the Comprehensive Index of Nursing and Allied Health Literature (CINAHL) with Full Text database and the ProQuest Nursing and Allied Health Source database, which combined offer access to over 1,500 full-text journals and related resources. Additionally, the ProQuest Research Library database offers students over 3,600 full-text journals in a variety of subjects, including science and technology, business, education, and many others. If students have questions about their homework or about using these resources, there is a 24/7 online chat reference service, staffed by knowledgeable librarians.

### Stanbridge Online Learner

The Online Learner is accessed via Student Central and provides self-paced modules of instruction in Microsoft topics, such as Office applications (available to all students); IT related courses and collections for study of Microsoft IT courses.

## STUDENT HOUSING

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Stanbridge College does not offer student housing services and assumes no responsibility to find or assist a student in finding housing. The College does not have dormitory facilities under its control. According to rentals.com for Irvine, CA, rental properties start at approximately \$875 per month.

### CAREER SERVICES

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The benefits of being a Stanbridge College graduate do not end after you start your first job. Our placement services are available to you at any time following your graduation. Stanbridge College takes a personal interest in mentoring and encouraging our graduates to meet their career goals. We are committed to the success of our graduates and offer a comprehensive four-step career placement process.

#### Career Placement Orientation

During a classroom presentation or personal consultation, our Career Placement Assistance staff will orient the graduate to the placement services program.

#### Resume Preparation

Our in-house experts will help guide our job-ready applicants in writing a powerful and creative resume that will help them stand out from the competition.

#### Mock Interview Sessions

We will take graduates through personality mapping, salary negotiations, role-playing and other specialized interview techniques that will help them to take control of the interview.

#### Exclusive Access to Placement Online for job leads

Stanbridge College maintains an exclusive job placement web site for our graduates. By using an assigned user ID and password, our graduates can access targeted job openings in Southern California that are updated daily. Additionally, graduates and alumni can access a database of Southern California recruiting organizations, companies, and upcoming job fairs.

### PARKING SERVICES

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There is no charge for parking at Stanbridge College. Students may park in the green lined spaces in the lot for 2041 Business Center Drive. Additional free parking is available in the lots for adjacent buildings (2081, 2082 and 2091 Business Center Drive) as long as a Stanbridge College parking pass displayed on the rear bumper or in the rear window of the vehicle. Authorized areas to park are indicated at the Stanbridge Student Central website.

Vehicles not displaying a parking pass are subject to being towed at owner's expense.

# ADMINISTRATION AND FACULTY

## ADMINISTRATION

Chief Executive Officer	Mr. Yasith Weerasuriya* ^
Chief Financial Officer	Ms. Nazi Masoum* ^
Vice President of Instruction	Dr. Everett Procter
Vice President of Media and Communications	Mr. Monir Boktor
Dean of Students	Ms. Susan Dunn
Dean of Administrative Affairs	Mr. John Walker
Dean of Instruction	Mr. Tim Powers
Director of Nursing – VN	Ms. Kim Martin
Assistant Director of Nursing – VN	Ms. Anne Garrett
Assistant Director of Nursing – VN	Ms. Renee Hypolite
Assistant Director of Accreditation and Licensing	Ms. Alicia Mata
Program Director – OTA	Mr. Satch Purcell
Program Director - PTA	Ms. Betsy Peyton
Program Director – HDT	Ms. Delores Perkins
Program Director – BSN and MSN	Dr. Judith McLeod
Program Director – Veterinary Technology	Dr. Myra Jones
Director of Career Services	Mr. Adonis Phillips
Director of Admissions	Mr. Edward Riepma
Director of Financial Services and HR	Mr. Brian Silvano*
Librarian	Mr. Scott Johnson

\* VA CERTIFYING OFFICIALS

^ WIA CERTIFYING OFFICIALS

## INSTRUCTORS

### INFORMATION TECHNOLOGY

	Degree	Certifications
Mr. Tim Powers – IT Courses	BS	A+, Network+, MCP, CIWCI, CBP
Mr. Philip Lyle – IT Courses	BS	A+, Network+, MCSE, MCT, MCSA, MCSD, MCDBA, MCAD CCNA
Mr. Jim Guzik – IT Courses	BS	MCT, MCSE, Security+
Mr. David Christian – IT Courses	BS	CCNA, MCT, MCSA, MCP
Mr. Carlo Tannoury – IT Courses	MS	CCNA, CCNP, MCT, MCSA, MCP
Mr. Dr. Pedram Radmand	PhD	CCNA, CCNA Security, SNRS
Mr. Ben Bayat	BS	VCP, MCSE, MCT, CNE
Dr. Eric Elahi	PhD	MCSE, MCSA, MCDBA, MCSD, MCT

### VOCATIONAL NURSING

Ms. Mariana Anderson RN	BSN	Mr. Jay Lardizabal RN	BSN
Ms. Annabelle Anglo RN	BSN	Ms. Patricia Leigh RN	MS
Ms. Jennifer Baron RN	BSN	Ms. Michaela Leytham RN	BSN
Ms. Sandra Brown RN	Diploma in	Ms. Deborah Lord RN	BSN
Nursing		Ms. Wendy McDonald RN	MS
Ms. Susan Carmichael RN	MS	Ms. Patricia Mercure	BSN
Ms. Jennifer Catalan RN	BSN	Ms. Acynta Mitchell RN	MSN
Ms. Denise DiYanni RN	BSN	Ms. Vicki Nelson RN	MSN
Ms. Michelle Earixson-Lamothe RN	BSN	Ms. Cherrie Nueva RN	BS
Ms. Edelwina Espino RN	BSN	Ms. Perpetua Okoh RN	MSN
Ms. Marisa Fritkin RN	BSN	Ms. Maria-Angelica Perez	BSN
Ms. Anne Garrett RN	BSN	Mr. Steven Quan RN	BS
Ms. Denise Harbor RN	BSN	Ms. Linda Radke-Smith RN	BSN
Ms. Renee Hypolite RN	BSN	Ms. Doreen Talbot RN	ADN
Ms. Adeline Justeson RN	BSN	Ms. Marites Villanueva RN	BSN
Ms. Karen Kelly-Jones RN	BSN	Dr. Emilee Young RN	EdD
Ms. Claudia Klopian RN	BSN	Ms. Diana Young RN	BSN

## ADMINISTRATION AND FACULTY

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### BACHELOR OF SCIENCE IN NURSING

Ms. Janet Baghoomian	MA	Dr. Kevin Marx	PhD
Dr. Deborah Bird	PhD	Ms. Ginger Pierson	MSN
Mr. Mark Butzco	MEd	Ms. Vicki Sweet	MSN
Ms. La Crystal Fuller	DNP	Dr. Emilee Young	EdD

### MASTER OF SCIENCE IN NURSING

Dr. Judith McLeod	PhD
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### OCCUPATIONAL THERAPY ASSISTANT

Mr. Satch Purcell	MS	Ms. Deborah Hebert	BS
Ms. Nancy Olsen	MA	Ms. Melissa Areyan	MS
Ms. Cheryl Freels	BA	Ms. Renalani Moodley	BS
Ms. Melissa Kroneberger	BA	Ms. Judy Jamal	BS
Ms. Valerie Garcia	MA	Ms. Tina Huang	MS
Dr. Craig Woods	OTD	Dr. Ronda Wimmer	DOM
Ms. Maisoon Mangrio	BS		

### PHYSICAL THERAPIST ASSISTANT

Ms. Betsy Peyton	MPT	Dr. Denny Patel	DPT
Dr. Christie Karle	DPT	Dr. Janae Brown	DPT
Ms. Roberta Pennington	BS	Dr. Jennifer Manning	DPT

### GENERAL EDUCATION

Mr. Marc Titel – Business, Business English	MBA	Mr. Peter Nezafati – Fine Arts	MFA
Dr. M. Allen Coson – American Government	PhD	Mr. Farhad Abrishamkar – Math, Statistics	MS
Mr. John Hobgood – Science	MS	Dr. Daniel Else – Cultural Studies	EdD
Dr. Ronda Wimmer – A&P, Kinesiology	DOM	Mr. Steven Ryan – English	MA

### HEMODIALYSIS

Ms. Delores Perkins	MN
Ms. Michelle Daleo	ADN

### Lab Technicians

Mr. Steve Flemming  
Ms. Adriana Alcala  
Mr. Romeo Matning

All instructors teaching technical and occupationally related courses in non-degree programs have a minimum of three years of related practical work experience in the subject area(s) taught.



# PROGRAMS AND COURSES

## DIPLOMA IN INFORMATION TECHNOLOGY

11 Months/516 Clock Hours/43 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 12 months)

Employment/Job Title: Computer and Office Machine Repairer, PC Technician, Network Technician

The Diploma in IT (DIT) program supports (to a graduated scale) industry-required skills for PC technicians (such as repairing, maintaining, or installing computers and electronic office machines) to Wide-Area Network Technicians (such as configuring routers for multi-network communications). The program contains the A+ courses preparing for the CompTIA A+ certification exam, a non-vendor specific PC technician certification. The Cisco courses extend the A+ single PC focus and Microsoft local area network focus to wide area networks connected with Cisco routers and switches. The Microsoft certification preparation in the program includes Microsoft Certified Technology Specialist (MCTS) in Windows 7, Exchange 2010 Configuration, Windows Server 2008 Active Directory Configuration, Windows Server 2008 Network Infrastructure Configuration and Microsoft Certified IT Professional (MCITP) Server Administrator.

Upon completion of the following requirements, Stanbridge College will confer a Diploma in Information Technology.

Students must achieve a GPA of at least 2.0 in order to graduate. Satisfactory completion of all the courses in a program must occur within 150% of program quarter hours of credit attempted.

## PROGRAM CHART

Courses	Classroom/ Lecture Clock Hours	Lab Clock Hours	Credit Hours	Certification Exam
CIS 1005 Microsoft Office Suite Installation and Use	32.00	0.00	3.00	■
CIS 1010 PC Hardware and Operations	40.00	8.00	4.00	•
CIS 1020 Networking Functions and Operating Systems I	40.00	8.00	4.00	•
CIS 1025 Networking Functions and Operating Systems II	40.00	8.00	4.00	•
CIS 2125 Installing and Configuring Windows Server	48.00	8.00	4.00	•
CIS 2135 Administering Windows Server	52.00	8.00	4.00	•
CIS 2145 Advanced Server Services	48.00	8.00	4.00	•
CIS 2611 Configuring Exchange Server 2010	40.00	8.00	4.00	•
CIS 2211 LAN/WAN Routing and Switching Concepts I	40.00	0.00	4.00	•
CIS 2212 LAN/WAN Routing and Switching Concepts II	40.00	0.00	4.00	•
CIS 2430 PowerShell Scripting	40.00	0.00	4.00	■

- No certification exam associated with this course
- Certain courses in this program are designed to lead to industry certification examinations. Students are required to do additional study beyond their course work to pass such certification examinations. The content of industry certification examinations is at the discretion of the vendor of the specific examination.

# PROGRAMS AND COURSES

## ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

22 Months/988 Clock Hours/90 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 24.25 months)

Employment/Job Title: Computer and Office Machine Repairer, PC Technician, Network Technician

Employment/Job Title: Junior Level (or higher) Network Engineer/Administrator

Employment/Job Title: Network Engineer/Administrator

The Associate of Science in Information Technology (ASIT) program supports industry-required skills for Personal Computer technicians to Wide-Area Network Engineers, as illustrated by the sample job titles listed above. Graduates with an Associate of Science in Information Technology degree and appropriate work experience may advance to a position as an information technology manager or to a similar role.

Upon completion of the following requirements, Stanbridge College will confer the Associate of Science in Information Technology degree:

- Quarter Hours of Credit: minimum 90 quarter hours of credit.
- Scholarship requirements: a final GPA of 2.0 for all units attempted at Stanbridge College is required to graduate.

### Core Courses

Course Number Course Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Credit Hours
CIS 1005 Microsoft Office Suite Installation and Use	32.00	0.00	3.00
CIS 1010 PC Hardware and Operations	40.00	8.00	4.00
CIS 1020 Networking Functions and Operating Systems	40.00	8.00	4.00
CIS 1111 Implementing Windows Clients in a Domain Environment	40.00	8.00	4.00
CIS 2125 Installing and Configuring Windows Server	48.00	8.00	4.00
CIS 2135 Administering Windows Server	52.00	8.00	4.00
CIS 2145 Advanced Server Services	48.00	8.00	4.00
CIS 2611 Configuring Exchange Server 2010	40.00	8.00	4.00
CIS 2211 LAN/WAN Routing and Switching Concepts I	40.00	0.00	4.00
CIS 2212 LAN/WAN Routing and Switching Concepts II	40.00	0.00	4.00
CIS 2430 PowerShell Scripting	40.00	0.00	4.00
CIS 2020 Network Security Concepts and Practices	40.00	0.00	4.00
CIS 2680 Network Intrusion Detection and Prevention	40.00	0.00	4.00
CIS 2640 Administering and Securing Wireless Networks	40.00	0.00	4.00
CIS 1120 Introduction to Open Source Systems and Linux	32.00	0.00	3.00
CIS 2420 SharePoint Server 2010 Administration	40.00	0.00	4.00
BUS 1110 Project Management	40.00	0.00	4.00
Totals	692.00	56.00	66.00

## PROGRAMS AND COURSES

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### Associate Degree General Education Courses

Course Number Course Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Credit Hours
ENG 1010 College Writing I	40.00	0.00	4.00
ENG 1020 College Writing II	40.00	0.00	4.00
MATH 1010 College Algebra I	40.00	0.00	4.00
GOV 1010 Introduction to American Government and Politics	40.00	0.00	4.00
SCI 1010 Physical Science	40.00	0.00	4.00
HUM 1020 World Religions	40.00	0.00	4.00
Totals	240.00	0.00	24.00

## PROGRAMS AND COURSES

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

44 Months/1888 Clock Hours/180 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 47.25 months)

Employment/Job Title: Network and Computer Systems Administrator

Employment/Job Title: IT Manager

Employment/Job Title: Computer Systems Analyst

The Bachelor of Science Information Technology (BSIT) program supports industry-required skills for Personal Computer technicians to Wide-Area Network Engineers, as illustrated by the sample job titles listed above, responsible for such tasks as installation, configuration, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Graduates with a Bachelors of Science in Information Technology degree and appropriate work experience may advance to a position as an information technology manager or to a network designer or architect role.

Upon completion of the following requirements, Stanbridge College will confer the Bachelor of Science in Information Technology degree:

- Quarter Hours of Credit: minimum 180 quarter hours of credit,
- Scholarship requirements: a final GPA of 2.0 for all units attempted at Stanbridge College is required to graduate.

Course Number and Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Credit Hours
CIS 1005 Microsoft Office Suite Installation and Use	32.00	0.00	3.00
CIS 1010 PC Hardware and Operations	40.00	8.00	4.00
CIS 1020 Networking Functions and Operating Systems	40.00	8.00	4.00
CIS 1111 Implementing Windows Clients in a Domain Environment	40.00	8.00	4.00
CIS 2125 Installing and Configuring Windows Server	48.00	8.00	4.00
CIS 2135 Administering Windows Server	52.00	8.00	4.00
CIS 2145 Advanced Server Services	48.00	8.00	4.00
CIS 2611 Configuring Exchange Server 2010	40.00	8.00	4.00
CIS 2211 LAN/WAN Routing and Switching Concepts I	40.00	0.00	4.00
CIS 2212 LAN/WAN Routing and Switching Concepts II	40.00	0.00	4.00
CIS 2430 PowerShell Scripting	40.00	0.00	4.00
CIS 2020 Network Security Concepts and Practices	40.00	0.00	4.00
CIS 2680 Network Intrusion Detection and Prevention	40.00	0.00	4.00
CIS 2640 Administering and Securing Wireless Networks	40.00	0.00	4.00
CIS 1120 Introduction to Open Source Systems and Linux	32.00	0.00	3.00
CIS 2420 SharePoint Server 2010 Administration	40.00	0.00	4.00
BUS 1110 Project Management	40.00	0.00	4.00

## PROGRAMS AND COURSES

CIS 3110 Configuring Server 2008 Applications Infrastructures	40.00	0.00	4.00
CIS 3120 MCITP Enterprise Administrator	40.00	0.00	4.00
CIS 3130 Advanced Routing I	40.00	0.00	4.00
CIS 3140 Advanced Routing II	40.00	0.00	4.00
CIS 3150 Advanced Switching I	40.00	0.00	4.00
CIS 3160 Advanced Switching II	40.00	0.00	4.00
CIS 3170 Advanced WAN Troubleshooting I	40.00	0.00	4.00
CIS 3180 Advanced WAN Troubleshooting II	40.00	0.00	4.00
CIS 4210 Advanced Scripting	40.00	0.00	4.00
CIS 3610 Virtual Server Technologies	40.00	0.00	4.00
CIS 4110 Storage Area Network Administration	40.00	0.00	4.00
CIS 4410 Ethical Hacking	40.00	0.00	4.00
CIS 4420 Forensic Investigation	40.00	0.00	4.00
CIS 4510 Systems Security Control and Procedures	40.00	0.00	4.00
CIS 4600 Senior Project	40.00	0.00	4.00
Totals:	1292.00	56.00	126.00

### Bachelor's Degree General Education Courses

Course Number and Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Credit Hours
ENG 1010 College Writing I	40	0	4
ENG 1020 College Writing II	40	0	4
* ENG 1050 Public Speaking	40	0	4
* ENG 3020 Advanced Writing and Research	40	0	4
HUM 1020 World Religions	40	0	4
* HUM 4010 Contemporary Fine Art	40	0	4
GOV 1010 Introduction to American Government and Politics	40	0	4
* PSY 1010 Introduction to Psychology	40	0	4
* PSY 3010 Organizational Psychology	40	0	4
MATH 1010 College Algebra I	40	0	4
* MATH 3011 Statistics for the Social Sciences	60	0	6
SCI 1010 Physical Science	40	0	4
* SCI 3010 Environmental Studies	40	0	4
Totals:	540	0	54

\* This course is delivered in an online format with the first class session only held on campus.

## PROGRAMS AND COURSES

### MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

19 Months/48 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 19 months).

This program is delivered completely online.

Employment/Job Title: Computer and Information Systems Manager, Information Technology Manager (IT Manager), Information Technology Director (IT Director), Information Systems Director (IS Director), Data Processing Manager, MIS Director (Management Information Systems Director), Information Systems Manager (IS Manager), Information Systems Supervisor (IS Supervisor), Computing Services Director, Director of Application Development, Technical Services Manager. Graduates may plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

Upon completion of the following requirements, Stanbridge College will confer the Master of Science in Information Technology degree.

- Scholarship requirements: An average of 2.0 is required to be achieved for each course in the program and a final GPA of 3.0 for all units attempted at Stanbridge College is required to graduate.

Course Area/Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Credit Hours
<b>Technical Courses (Required of All Students)</b>			
CIS 5000 Foundations of Management	30.00	0.00	3.00
CIS 5010 Software Systems Analysis and Design	30.00	0.00	3.00
CIS 5020 Change Management	30.00	0.00	3.00
CIS 5030 Security Management	30.00	0.00	3.00
CIS 5040 Legal, Policy and Ethical Issues for IT	30.00	0.00	3.00
CIS 5050 Enterprise Architecture Planning	30.00	0.00	3.00
CIS 5060 Information Systems Project Management	30.00	0.00	3.00
CIS 5070 Emerging Technologies	30.00	0.00	3.00
MATH 5000 Advanced Statistics (Analysis of Research Data)	30.00	0.00	3.00
ENG 5000 Research Methodologies	30.00	0.00	3.00
SOC 5000 Cross-Cultural Communications	30.00	0.00	3.00
CIS 5055 Advanced Network Management	30.00	0.00	3.00
CIS 5057 Mobile Devices in the Enterprise	30.00	0.00	3.00
CIS 5058 Business Intelligence	30.00	0.00	3.00
<b>Total</b>	<b>420.00</b>	<b>0.00</b>	<b>42.00</b>
<b>Other Courses (Required of All Students)</b>			
CIS 5080 Capstone I (Directed Research)	30.00	0.00	3.00
CIS 5090 Capstone II (Directed Research)	30.00	0.00	3.00
<b>Total</b>	<b>60.00</b>	<b>0.00</b>	<b>6.00</b>
<b>Program Total</b>	<b>480.00</b>	<b>0.00</b>	<b>48.00</b>

## PROGRAMS AND COURSES

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT

19 Months (Full-Time) 24 Months (Part-Time)/1934 Clock Hours/95 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 22 months for Full-time and 26 months for Part-Time)

Employment/Job Title: Occupational Therapy Assistant

Certified/Licensed Occupational Therapy Assistants may seek employment as members of the rehabilitation team under the supervision of a Registered Occupational Therapist in Hospitals, Skilled Nursing Facilities, Out-patient Facilities, Schools, Mental Health Facilities, and Community-based Programs and as an Activity Director in Adult Day Care Programs, Assisted Living Facilities, and Skilled Nursing Facilities.

Upon completion of the following requirements, Stanbridge College will confer the Associate of Occupational Science in Occupational Therapy Assistant degree:

- Quarter Hours of Credit: minimum 95 quarter hours of credit.
- Scholarship requirements: a final GPA of 2.0 for all units attempted at Stanbridge College is required to graduate.

Upon graduation from the program, students must pass the National Board for the Certification of Occupational Therapy (NBCOT) examination and apply to the California Board of Occupational Therapy (CBOT) to receive a California Occupational Therapy Assistant license and thus become eligible for employment as a Certified Occupational Therapy Assistant, Licensed (COTA/L).

Technical/Occupational Courses				
Course Number and Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Clinical Education Clock Hours	Credit Hour
OTA 1000 OTA Foundations	42.00	0.00	0.00	3.00
OTA 1001 Human Components I	54.00	0.00	0.00	3.00
OTA 1002 Human Components II	54.00	0.00	0.00	3.00
OTA 1003 Human Components III	54.00	0.00	0.00	3.00
**OTA 1004 Psychology	42.00	0.00	0.00	3.00
OTA 1005 Kinesiology	27.00	27.00	0.00	3.00
OTA 1006 Fundamentals of OTA Practice	42.00	0.00	0.00	2.00
OTA 1007 Physical Dysfunction I	48.00	0.00	0.00	3.00
OTA 1008 Physical Dysfunction II	48.00	0.00	0.00	3.00
OTA 1009 Pediatric OT	48.00	0.00	0.00	3.00
OTA 1010 Psychosocial Dysfunction	48.00	0.00	0.00	3.00
OTA 2001 Term 1 OTA Lab	0.00	56.00	0.00	2.00
OTA 2002 Term 2 OTA Lab	0.00	104.00	0.00	5.00
OTA 2003 Term 3 OTA Lab	0.00	88.00	0.00	4.00
OTA 2010 First Level I Fieldwork	0.00	0.00	40.00	1.00
OTA 2020 Second Level I Fieldwork	0.00	0.00	40.00	1.00
OTA 2030 First Level II Fieldwork	0.00	0.00	320.00	10.00
OTA 2040 Second Level II Fieldwork	0.00	0.00	320.00	10.00
*OTA 2050 Phase 1 Fieldwork Review	32.00	0.00	0.00	2.00
OTA 2060 End of Program Review	60.00	0.00	0.00	4.00
OTA 1101 Term 1 Review	26.00	0.00	0.00	1.00
OTA 1102 Term 2 Review	26.00	0.00	0.00	1.00
OTA 1103 Term 3 Review	26.00	0.00	0.00	1.00
TOTAL	677.00	275.00	720.00	74.00

\*This course is delivered in an online format.

## PROGRAMS AND COURSES

### Applied General Education Courses

Course Number and Title	Classroom/Lecture Clock Hours	Lab Clock Hours	Credit Hours
ENG 1030 Effective Professional English	40	20	5
HUM 1030 The Socio-Cultural Experience	40	0	4
CIS 1006 Computer Applications	30	18	3
SCI 1021 Anatomy and Physiology	72	42	9
TOTAL	182	80	21

## CATALOG SUPPLEMENT FOR OT STUDENTS

### ADDITIONAL INFORMATION FOR OT PROGRAM STUDENTS

#### REQUIREMENTS FOR CLINICAL EDUCATION

##### Medical Exam

Prior to any activities at clinical facilities, students must undergo a physical examination, PPD skin test (and/or chest X-ray if PPD is positive). These are paid for as part of the OT equipment and supplies cost and must be completed with that of the other students in the cohort (with the exception of a chest X-ray). A three injection series Hepatitis B vaccination is also provided to all students and is strongly recommended but not required by Stanbridge College. Students absent from on-campus health clinics are required to complete and provide proof of the aforementioned information within two weeks. Any absences accrued due to missing health records will be unexcused. Also, any student who fails to submit the required health records by the due date will receive a Notice of Deficiency from the administration. If a student has documentation of previous Hepatitis B vaccination (as proven by titer or documentation of administration of the vaccine series), he/she will not have to undergo a second vaccination. The MMR vaccination is not required by Stanbridge College, but is highly recommended.

##### Pregnancy

Occupational Therapy Assistant students who are pregnant or become pregnant during the program must inform the OTA Program Director and provide a medical clearance from their treating physician prior to attending skills lab and clinical education.

##### BLS Certification

Completion of a course in Basic Life Support for Healthcare Workers is required prior to clinical education in a clinical facility and is included in the Stanbridge College OT curriculum. Students absent from the BLS class must obtain certification at their own expense before attending a clinical facility. Only the American Heart Association Certification will be accepted.

#### MAINTAINING REQUIREMENTS FOR CLINICAL EDUCATION

All OT students are responsible for maintaining the accuracy of the foregoing student health information. This includes, but is not limited to, PPD, chest X-ray, (if PPD is positive), Hepatitis B series, physical and the American Heart Association BLS. It is mandatory for each student to keep these health records current at all times. No student is allowed to attend Fieldwork with expired health information. It is the responsibility of the student to bring documentation of new health records prior to their expiration; this includes, but is not limited to, PPD tests and the American Heart Association BLS. Student Services provides optional health center referrals upon request for any student needing to update their health records. Students are responsible to pay for any necessary renewals of health records. Any student with expired health information will not be allowed to attend Fieldwork without updating the expired information. Any absences accrued due to expired health records may not have remediation limits waived. Also, any student who accrues absences due to expired health records will receive a Notice of Deficiency for each absence.

##### Health Record Expiration Timeline

PPD skin test/TB test	1 year
AHA Basic Life Support	2 years
Chest X-ray	4 years



## PROGRAMS AND COURSES

### STUDENT RESPONSIBILITIES AT FIELDWORK FACILITIES

Students are responsible for the following while at clinical facilities:

- Protecting, first and foremost, the health and safety of patients at facilities where they perform their fieldwork.
- Honoring the preservation of patient privacy by scrupulously observing confidentiality of patient information. Violation of patient confidentiality may lead to dismissal of the student from the program.
- Seeking the guidance of a Stanbridge College instructor or fieldwork mentor when unsure of what to do.
- Arranging for transportation to and from school, fieldwork facilities and other designated locations for instruction in the OTA program. (Note: Some periods of fieldwork facility education may not match other schedules (for days of the week or hours of clinical education) due to facility-driven scheduling). Students are responsible for arranging their personal schedules to meet prearranged facility schedules.
- Making the didactic and clinical schedule in the OT Program the top priority in their personal schedule.
- Abiding by the rules and regulations of the clinical facilities during clinical rotations.
- Notifying the fieldwork site and the school's fieldwork coordinator of any absences from a fieldwork placement. Failure to notify the site and the fieldwork coordinator will result in disciplinary action up to and including dismissal from the program.

### STUDENT ACKNOWLEDGEMENT OF RISK AT FIELDWORK FACILITY ROTATIONS

Occupational Therapy Assistant students will be required to sign, as a condition of their presence in clinical facilities for clinical education, the following acknowledgement:

I understand that due to my fieldwork rotations at various facility settings, I will be exposed to potentially infectious materials and diseases. I agree to follow all fieldwork facility protocols regarding patient safety, personal safety and all other protocols I have been taught at school during clinical facility orientations and during my clinical rotations.

I hereby confirm that I will seek the direction of my instructor or a facility mentor should I be unclear as to how to proceed with patient treatment or any other procedure, protocol or process at the clinical facility.

I hereby indemnify and hold harmless Stanbridge College, its employees, agents, owners and partnering clinical facilities from any liability pertaining to any infectious disease, illness or injury I may acquire or get as a result of my participation in my fieldwork rotations, including any infectious disease, illness or injury I may acquire as a result of my participation in a potentially dangerous clinical rotation such as at a Mental Health Unit/Ward/Facility.

### UNIFORM POLICY FOR OTA STUDENTS

#### General

- The Student ID must be worn at chest level and be conspicuous at all times.
- Polos must bear the Stanbridge College logo on the left breast of the shirt.
- Polos and lab coats must be clean and unwrinkled.
- Undershirts worn underneath the polo uniform top may be short sleeve or long sleeve but must be white if visible and V-neck style. No other undergarments may be visible.

#### Shoes and Stockings

- Plain white hosiery must be worn at all times.
- Shoes must have a rubber/non-conductive sole.
- Shoes must be closed toe and must be clean at all times.
- Plain, non-flashy sneakers are acceptable.

#### Jewelry, Hair and Nails

- For women: The only visible, pierced jewelry that is acceptable is a small, single, stud earring. Hoops, rings, or dangling earrings are not allowed. Jewelry on the tongue, eyebrows, nose, or lips is not allowed.
- For men: Visible pierced jewelry is not allowed. Facial hair must be neatly trimmed to a maximum length of ½ inch to permit proper fit of personal protective equipment (as recommended by the Center for Disease Control), and not be of a faddish or unusual appearance.
- Only a plain wedding band is acceptable.
- A watch with a sweep second hand is mandatory at all times.
- Hair must be pulled back out of the face and off the shoulders. Hair color must be of a natural color; faddish or unnatural colors or styles are not permitted.
- Hair accessories must be plain.

## PROGRAMS AND COURSES

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- Nails must be trimmed and kept clean at all times. Nail length must be kept at a maximum of 2 mm overhang. Only clear nail polish is acceptable – other colors/designs are not allowed. Artificial nails are not allowed.

### Tattoos

- Tattoos and piercing are discouraged while in school due to increased chance of infection and the ability to comply with Stanbridge and hospital policy.
- Tattoos cannot be visible. White, long sleeved shirts or “sleeves” must be worn with scrubs to cover the tattoos.

(Note: Fieldwork facilities may have uniform regulations in addition to the requirements listed above. Students must comply with any additional uniform requirements at the fieldwork facilities in the program.)

Students not in compliance with the uniform standards policy will be issued a Notice of Deficiency.

### Additional Requirements Requested by Sites

A fieldwork site may have additional requirements for students to meet in order for the students to attend the site for fieldwork. It is the responsibility of students to meet these additional requirements. These additional requirements include, but are not limited to, proof of:

- DMV driving record
- Double TB test within a specific timeframe
- MMR Vaccination or proof of immunity (titer)
- Drug testing
- Flu shot
- Health insurance
- Live Scan or other additional background checks
- Varicella (chicken pox) Vaccination or proof of immunity

It is the student's personal and financial responsibility to complete these additional requirements and, depending on the site, to allow 4-6 weeks for the processing of results prior to the start of any fieldwork at the site. If a student is having difficulty completing the additional requirements, the student must immediately inform his or her fieldwork coordinator.

*If one or more of your assigned fieldwork sites have any of these additional requirements, and you are not able to complete the additional requirements, it could impact your ability to attend fieldwork and keep you from progressing in the program. It is the student's responsibility to prepare ahead of time for the cost of any of these additional requirements.*

## PROGRAMS AND COURSES

### ASSOCIATE OF SCIENCE IN PHYSICAL THERAPIST ASSISTANT

18.5 Months/2284 Clock Hours/118 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 21 months)

Employment/Job Title: Physical Therapist Assistant

Upon completion of the following requirements, Stanbridge College will confer the Associate of Science in Physical Therapist Assistant degree:

- Quarter Hours of Credit: minimum 118 quarter hours of credit.
- Scholarship requirements: a final GPA of 2.0 for all units attempted at Stanbridge College is required to graduate. A minimum grade of C or  $\geq 75\%$  in each course is also required to graduate.

Graduates with an Associate of Science in Physical Therapist Assistant degree from a CAPTE-accredited PTA program may apply to the Physical Therapy Board of California (PTBC) for permission to take the two examinations required for licensure, the National Physical Therapy Examination (NPTE) for Physical Therapist Assistants and the California Law Examination (CLE).

After passing these examinations and receiving a license from the PTBC, the student will be eligible to obtain employment as a licensed Physical Therapist Assistant.

#### Technical and Clinical Education Courses

Course Number and Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Clinical Education Clock Hours	Total Credit Hours*
PTA 1001 Introduction to PTA	32	16	0	3
PTA 1002 Pathology	48	0	0	3
PTA 1003 PT through the Lifecycle	40	20	0	3
PTA 1004 Kinesiology	40	20	0	3
PTA 1005 Therapeutic Exercise	60	30	0	6
PTA 1006 Procedures	20	40	0	3
PTA 1007 PTA Practice I	15	15	0	1
PTA 1008 Ortho Interventions	48	24	0	4
PTA 1009 Neuro Interventions	48	24	0	4
PTA 1010 PTA Practice II	48	24	0	4
PTA 1011 Professional Issues	20	10	0	2
PTA 1012 Therapeutic Measurement and Testing	20	40	0	3
PTA 1013 Electrotherapy	15	15	0	1
PTA 1014 Modalities	20	28	0	2
PTA 1015 Documentation	16	14	0	2
PTA 1101 Term 1 Review	24	0	0	1
PTA 1102 Term 2 Review	24	0	0	1
PTA 1103 Term 3 Review	24	0	0	1
PTA 1104 Term 4 Review	24	0	0	1
PTA 1105 Program Review	80	0	0	5
PTA 2002 PTA Lab I	0	128	0	6
PTA 2003 PTA Lab II	0	112	0	5
PTA 2004 PTA Lab III	0	104	0	5
PTA 2010 Clinical Practicum I	0	0	80	2

## PROGRAMS AND COURSES

PTA 2020 Clinical Practicum II	0	0	80	2
PTA 2030 Clinical Affiliation I	0	0	240	8
PTA 2040 Clinical Affiliation II	0	0	240	8
<b>TOTAL</b>	<b>666</b>	<b>664</b>	<b>640</b>	<b>89</b>

### General Education Courses

Course Number and Title	Classroom/ Lecture Clock Hours	Lab Clock Hours	Clinical Education Clock Hours	Total Credit Hours*
SCI 1020 Anatomy and Physiology	72	42	0	9
ENG 1010 College Writing I	40	0	0	4
PSY 1004 Psychology	40	0	0	4
ENG 1040 Speech Communication	40	0	0	4
HUM 1020 World Religions	40	0	0	4
MATH 1020 Statistics	40	0	0	4
<b>TOTAL</b>	<b>272</b>	<b>42</b>	<b>0</b>	<b>29</b>

## CATALOG SUPPLEMENT FOR PTA STUDENTS

### ADDITIONAL INFORMATION FOR PTA PROGRAM STUDENTS

#### Mission

The mission of the Physical Therapist Assistant Program corresponds with the mission of Stanbridge College, which is to provide "...an educational environment that allows students to meet their long-term learning needs...." The mission of the Physical Therapist Assistant Program, therefore, is to provide quality education that encompasses the theory, knowledge and clinical skills needed to graduate caring, competent, and qualified entry-level physical therapist assistants.

#### Philosophy

The Stanbridge College Physical Therapist Assistant program faculty and administration believe that being a Physical Therapist Assistant (PTA) is a noble profession grounded by dedication and compassion for the clients served. Additionally, it is the belief of the Institution that the essence of the role as a PTA is grounded in the meaning of caring and caring only exists in authentic relationships through which all persons, regardless of their circumstance are respected and nurtured.

It is in embracing these beliefs that as an integral part of the Institution, Stanbridge College Physical Therapist Assistant philosophy and curricular focus of the Program emphasizes the ethics of care, critical thinking, conveys a spirit of inquiry in education, grounded in the arts, sciences, and humanities and fosters a commitment to professionalism and the service.

#### Objectives

Upon completion of the Program the student will be able to exhibit entry-level performance in the following criteria:

1. Performs in a safe manner that minimizes the risk to patient, self, and others.
2. Demonstrates expected clinical behaviors in a professional manner in all situations.
3. Performs in a manner consistent with established legal standards, standards of the profession, and ethical guidelines.
4. Adapts delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs.
5. Communicates in ways that are congruent with situational needs.
6. Participates in self-assessment and develops plans to improve knowledge, skills, and behaviors.
7. Demonstrates clinical problem solving.
8. Performs selected therapeutic exercises in a competent manner.

## PROGRAMS AND COURSES

9. Applies selected manual therapy, airway clearance, and integumentary repair and protection techniques in a competent manner.
10. Applies selected physical agents and mechanical modalities in a competent manner.
11. Applies selected electrotherapeutic modalities in a competent manner.
12. Performs functional training in self-care and home management and application and adjustment of devices and equipment in a competent manner.
13. Produces quality documentation in a timely manner to support the delivery of physical therapy services.
14. Participates in the efficient delivery of physical therapy services.
15. Demonstrates a commitment to "life-long learning" through the pursuit of additional opportunities, including additional education, attendance at seminars and training opportunities, and participation in professional organizations.
16. Demonstrates an active response to the call to provide service to the community, both personal and professional.

### Goals

The goals of the program are to:

1. Enroll qualified students who have successfully met the institution's standards of admission and who represent the cultural diversity of the communities in which they will serve.
2. Establish clinical education opportunities that allow students a variety of settings and locations in which to apply their didactic knowledge and further develop their clinical skills learned in the laboratory coursework.
3. Provide students in the program with didactic and clinical education coursework that:
  - a. meets the guidelines of the accrediting bodies;
  - b. prepares them to attempt and pass the examination(s) required for licensure to practice as a PTA; and,
  - c. prepares them, by graduation, to perform as entry-level generalist practitioners under the direction and supervision of a licensed Physical Therapist.

### Clinical Education Definitions

Academic Coordinator of Clinical Education (ACCE): The program faculty responsible for planning, coordination, facilitation, administration, monitoring, and assessment of the clinical education component of the curriculum.

Center Coordinator of Clinical Education (CCCE): The individual employed by the clinical site who assigns, plans and coordinates internship assignments and monitors student on-site progress and who may mediate student and Clinical Instructor communication during the clinical internship. This is the clinical site's primary contact for clinical education.

Clinical Instructor (CI): The physical therapist or physical therapist assistant employed by the clinical internship site that provides the clinical education component of the curriculum. CIs must have a minimum of 1 year of experience in the practice area of the student clinical education course, have active licensure as a physical therapist or physical therapist assistant, and have met clinical competency expectations of the clinical facility. Clinical Instructors with less than 1 year of clinical experience may serve as a CI for Practicums, which are 80 hours, under the close supervision of a CCCE who is an eligible CI.

### STANDARDS OF PERFORMANCE AND PROFESSIONAL EXPECTATIONS

#### Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level

The Stanbridge College PTA Program bases its program goals and student expected competencies on the American Physical Therapy Association's (APTA) document, *Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level* BOD G11-08-09-18 [Guideline][Document Updated: 12/14/2009]. This document can be accessed in Appendix 'A' of this Handbook or online at:

[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/BOD/Education/MinReqSkillsPTAGrad.pdf](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/BOD/Education/MinReqSkillsPTAGrad.pdf)

#### Code of Ethics

Ethical behavior for physical therapist assistants is defined by the APTA. Students are accountable for ethical practice and behavior. The principles for ethical practice of physical therapy can be accessed in Appendix 'B' of this Handbook or online at:

[http://www.apta.org/uploadedFiles/APTAorg/Practice\\_and\\_Patient\\_Care/Ethics/GuideforConductofthePTA.pdf](http://www.apta.org/uploadedFiles/APTAorg/Practice_and_Patient_Care/Ethics/GuideforConductofthePTA.pdf)

## PROGRAMS AND COURSES

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### GUIDELINES FOR CLINICAL EDUCATION

#### Overview of the Clinical Education Process

The ACCE is responsible for scheduling and assigning students to clinical education sites for both Practicums and Affiliations. Students are given opportunities to share information with the ACCE regarding their interests and preferences for locations and types of facilities for each level of clinical education. Clinical assignments are based on multiple factors, including the availability of placements, and may involve out of town travel.

The program has contractual arrangements with numerous facilities and practices locally and regionally. Students are sent only to those facilities for which a contract exists. Student accessible files containing detailed facility information are located in the department. Students are encouraged to utilize this resource in developing their preferences and rationale for requesting placement at a particular facility. Feedback from students who are currently in the program and who have already been assigned to particular facilities is a great source of informal assessment of the opportunities available. The ACCE can also provide valuable insight into the clinical sites a student may wish to consider.

Additional information regarding clinical education is available in the Clinical Education materials provided to students before each clinical education rotation.

#### Clinical Education within the Curriculum

The clinical education program is an essential part of the physical therapist assistant education program. Clinical education not only allows the student to practice and apply concepts and skills learned in the classroom to the real world setting, but it allows the student to expand his/her didactic knowledge, develop necessary communication and interpersonal skills, develop good work habits, develop clinical competencies and identify role models. Obtaining a wide variety of experiences fosters the development of a well-rounded, versatile physical therapist assistant and allows the student to assess future goals and needs. The clinical education program is designed to prepare the graduate for entry-level, generalist practice. While some clinical education sites may offer specialized experiences beyond entry-level, general practice that is representative geographically and through the lifespan is the priority in clinical education site assignments.

#### Schedule and Timelines

Clinical education is an essential part of the preparation of physical therapist assistants. The PTA curriculum includes 16 weeks of clinical education in a variety of practical settings. Clinical education coursework includes two short (2-week) Clinical Practicums and two longer (6-week) Clinical Affiliations.

##### Term 3:

Clinical Practicum I (2 weeks): Offered at the end of the term

##### Term 4:

Clinical Practicum I (2 weeks): Offered mid-term

##### Term 5:

Clinical Affiliation I (6 weeks): Offered at the beginning of the term

Clinical Affiliation II (6 weeks): Offered mid-term

#### Site Requirements

Facility and practice sites for clinical education experiences are available locally and regionally. In addition, there are also out of area locations that are currently available. Clinical education site assignments are made commensurate to the content taught in the curriculum, on the basis of student's educational needs and on the availability of appropriate sites.

Development of contractual agreements with a variety of clinical sites is an ongoing process. Clinical education sites may be available in acute, subacute, and rehabilitation hospitals; ambulatory care centers; private practices; nursing homes; inpatient and outpatient pediatric facilities; occupational medicine centers, and home health locations.

A primary goal of the clinical education curriculum is to build competency in generalist physical therapist assistant practice that is representative of practice geographically and across the lifespan. To meet this goal, students are expected to complete one Practicum and one Affiliation in the inpatient setting and one Practicum and one Affiliation in the outpatient setting of physical therapy practice. An inpatient setting is one in which the patient requires a stay in a facility to receive care. Examples of an inpatient setting include an acute care hospital or medical center, an inpatient rehab facility or a skilled nursing facility. Patients who

## PROGRAMS AND COURSES

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can travel outside of their home to receive medical care at a clinic, center or office are considered outpatients. Examples of outpatient settings include California Children's Services (CCS) and orthopedic/sports medicine clinics.

Clinical education assignments are made approximately 2 to 4 months in advance. Based on feedback from the Program Director and other faculty members as well as student input, Students are assigned by the ACCE to inpatient and outpatient settings in a manner that allows for the opportunity to complete one Practicum in an inpatient setting and one in an outpatient setting. The same requirements will be met when assignments are made for the Clinical Affiliation courses by the ACCE.

### Formal Written Agreement

Before any students are assigned to clinical education sites at a specific facility, a legal written agreement must be completed.

### Site Selection

The department makes an effort to select, develop and maintain quality clinical sites. Many of the program's clinical education sites are located throughout southern California, primarily in the Orange, Los Angeles, Riverside, and San Bernardino counties.

Sites are selected based on the following criteria:

1. Compatibility of the academic program and clinical education site philosophy.
2. Commitment to equal opportunity.
3. Clinical site physical therapy services are provided in an ethical and legal manner.
4. Clinical site administrative support of clinical education is demonstrated.
5. Clinical education experiences are planned to meet objectives of the program, clinical Instructor, and individual student.
6. The site offers a stimulating environment appropriate to the learning needs of students, including an adequate number of qualified Clinical Instructors needed to meet student needs.
7. Clinical Instructors demonstrate clinical competence, professional conduct, and effective instructional, supervisory, communication, interpersonal and performance evaluation skills. Clinical Instructors should be active in professional activities.
8. A willingness to offer internships on an ongoing routine basis.

The ACCE will consider developing additional sites at the request of students if the proposed site provides an exceptional learning experience, particularly in specialty practices. It is not the intention of the program to develop new clinical education contracts for the purpose of students travelling or staying near friends or family.

Clinical sites may initiate contact with the ACCE to inquire about becoming an affiliated site.

Students interested in a new site may contact the facility to gather information about the willingness to accept students from a new contract and to obtain contact information. Students then forward this information to the ACCE. At this point communication is assumed by the ACCE, and the potential of formulating a long term clinical education relationship is determined. A clinical education initiation packet is sent in hard copy or electronically and may contain affiliation agreements (unless use of a facility specific contract is requested). An overview of the curriculum, a copy of the student professional liability waiver and a Clinical Site Information Form (CSIF) are also sent.

### Site Visits

Visits to clinical sites by the ACCE or other faculty, as assigned, are scheduled to occur every 1-2 years for routinely used facilities within the southern California area. Routinely used sites outside of a 75 mile radius may be visited approximately every 2-3 years or via other methods. Most site visits are performed in conjunction with student placement at the facility. Phone consultations are scheduled with the student and/or clinical instructor when site visits are not performed. The ACCE will also be available to provide seminars and in-services on clinical education at clinical sites. Academic faculty members will be available to consult with clinical faculty on clinical research, clinical education, or clinical projects. Clinical faculty members will also be invited to continuing education courses sponsored by the college.

### Dissemination of Student Information to Affiliating Clinics

Prior to clinical education courses, a letter indicating the student's name and composite and contact information is provided to the site where the student is assigned. A Clinical Education Handbook containing

## PROGRAMS AND COURSES

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clinical education policies and all evaluation forms is provided to each student prior to clinical internship. It is the student's responsibility to share this information with his/her clinical instructor. In addition, clinical education forms are available in electronic versions from the ACCE.

### Clinical Skills Competency Checklist

It is essential that students demonstrate reasonable progress in their clinical skills prior to and during the terms of the clinical education coursework. Prior to the beginning of the clinical education course, instructors for the corresponding term must contact the ACCE at least one week ahead to identify students who are not demonstrating appropriate clinical competence. For such students, a remediation plan is put in place by the instructor. The ACCE is informed of the plan and notified when the student has successfully completed the remediation. If the remediation is completed by the last weekday prior to the clinical education course, the student will be able to attend the planned clinical education course. If clinical competence or successful completion of didactic coursework is not documented, the student will not be allowed to participate in the course.

Below are the clinical skills in which the student will have demonstrated clinical competence prior to each clinical education course. These are intended to build on the skills developed in prior clinical education and didactic coursework:

### Clinical Practicum I (PTA 2010)

Technical coursework successfully completed prior to the start of this clinical education experience includes:

- Introduction to PTA (PTA 1001),
- Pathology (PTA 1002),
- PT Through the Life Cycle (PTA 1003),
- Kinesiology (PTA 1004),
- Therapeutic Exercise (PTA 1005),
- Procedures (PTA 1006),
- PTA Practice I (PTA 1007),
- Therapeutic Measurement and Testing (PTA 1012),
- Electrotherapy (PTA 1013),
- Modalities (PTA 1014),
- Documentation (PTA 1015),
- PTA Lab I (PTA 2002), and
- PTA Lab II (PTA 2003) – all but final lab practical examination.

Data collection skills that have been demonstrated by the student at the level of competency prior to the start of the clinical education experience include:

- Anthropometric characteristics,
- Arousal, attention, and cognition,
- Assistive and adaptive devices,
- Body mechanics,
- Environmental barriers, self-care, and home management,
- Gait, locomotion, and balance,
- Sensation,
- Goniometric measurements of range of motion (ROM),
- Manual muscle testing, and
- Vital signs.

Interventions that have been demonstrated by the student at the level of competency prior to the start of the clinical education experience include:

- Therapeutic exercise, excluding breathing and relaxation exercises, coughing techniques, and NDT,
- Functional training,
- Manual techniques (including therapeutic massage, STM, and PROM, though joint mobilization has not been tested to the level of competency),
- Application and adjustment of devices and equipment, excluding prosthetics and orthotics, protective and supportive devices,
- Electrotherapeutic modalities,
- Physical agents (including cryotherapy, US, and thermotherapy), and
- Mechanical modalities (including compression devices, CPM, and traction devices).

Documentation skills appropriate to describe the data collected and interventions provided.



## PROGRAMS AND COURSES

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### Clinical Practicum II (PTA 2020)

In addition to the technical and clinical education coursework noted above, the following courses have been successfully completed in their entirety prior to the start of this clinical education experience:

- Clinical Practicum I (PTA 2010) and
- PTA Lab II (PTA 2003).

The student is also currently enrolled and making satisfactory progress in the following courses:

- Ortho Interventions (PTA 1008),
- Neuro Interventions (PTA 1009),
- PTA Practice II (PTA 1010), and
- PTA Lab III (PTA 2004).

In addition to the skills noted above, students will be able to perform the following:

Data collection skills regarding:

- Integumentary integrity,
- Orthopedic and prosthetic device and equipment, and
- Monitor and determine respiratory status.

Interventions provided under the direction and supervision of a physical therapist's plan of care:

- Breathing and relaxation exercises,
- Breathing strategies/oxygenation,
- Coughing techniques,
- Neurodevelopmental treatment (NDT),
- Proprioceptive neuromuscular facilitation (PNF),
- Orthotic and prosthetic devices,
- Protective devices,
- Compression garments,
- Elastic wraps, and
- Integumentary protection.

### Clinical Affiliation I (PTA 2030)

In addition to the technical and clinical education coursework noted above, the following courses will have been successfully completed in their entirety prior to the start of this clinical education experience:

- Ortho Interventions (PTA 1008),
- Neuro Interventions (PTA 1009),
- PTA Practice II (PTA 1010),
- PTA Lab III (PTA 2004), and
- Clinical Practicum II (PTA 2020).

In addition to the skills noted above, students should be able to perform the following data collection and interventions as appropriate for the PTA under the direction and supervision of a physical therapist's plan of care. In addition, students will have been exposed to and had the opportunity to practice in the lab setting skills related to the treatment of patients with:

- Amputation,
- Wound care,
- Edema,
- Vestibular deficits,
- CVA,
- TBI,
- SCI,
- CP, and
- Other neurologic deficits.

By completion of this course the successful student will be able to demonstrate at an entry-level, as defined by the PTA CPI, competency in ≥60% of the course's stated objectives.

### Clinical Affiliation II (PTA 2040)

In addition to the technical and clinical education coursework noted above, the following course will have been successfully completed in its entirety prior to the start of this clinical education experience:

- Clinical Affiliation I (PTA 2030)

## PROGRAMS AND COURSES

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Before the start of this course, in addition to the skills noted above, students should be able to perform at an entry-level, as defined by the PTA CPI, competency in ≥60% of the PTA CPI's objectives.

By the completion of this course the successful student will be able to demonstrate at an entry-level, as defined by the PTA CPI, competency in ≥90% of the course's stated objectives.

### STUDENT RESPONSIBILITIES

#### Student Roles and Expectations

The student's role and level of function is stated in the individual course syllabi. Students are expected to take responsibility for their own learning and demonstrate professionalism at all times. It is the student's responsibility to inform the ACCE as soon as a problem related to clinical learning is identified. Students are required to abide by the requirements of the contract and follow the guidelines laid out in the Clinical Education Handbook, which include:

1. First and foremost, protecting the health and safety of patients at facilities where they perform their clinical education experiences.
2. Honoring the preservation of patient privacy by scrupulously observing confidentiality of patient information according to **Health Insurance Portability and Accountability Act (HIPAA)** guidelines. Violation of patient confidentiality may lead to dismissal of the student from the program.
3. Seeking the guidance of the program ACCE should the student have problems in the clinical setting which may include, but are not limited to, interpersonal issues with the clinical instructor that impair the ability of the student to gain clinical knowledge or working in a facility where California laws are not being followed or where the student may be in danger.
4. Arranging for transportation to and from school, clinical education facilities and other designated locations for instruction in the PTA program. (Note: The schedule at some clinical education facilities may not match other schedules (for days of the week or hours of clinical education) due to facility-driven scheduling. Students are responsible for arranging their personal schedules to meet prearranged facility schedules).
5. Making the didactic and clinical schedule in the PTA program the top priority in their personal schedule.
6. Abiding by the rules and regulations of the clinical education facilities during clinical rotations.
7. Contacting the site at least 2 weeks in advance to learn the specific requirements of the assigned site.
8. Providing all necessary documents (i.e., health information) to the assigned site, either prior to their arrival or upon arrival on the first day and reviewing those with the Clinical Instructor within the first two days of their clinical internship education experience.
9. Assuming the cost associated with the clinical education experiences including travel, transportation and housing.
10. Complying with the policies and procedures of the clinical site and the program.
11. Fulfilling all duties and assignments made by the clinical instructor and ACCE within the time limit specified.
12. Removing all patient identifiers for web-based posting on Stanbridge College's Student Central and maintaining any discussions in the educational context.
13. Providing honest and constructive feedback to the clinical site and ACCE.
14. Adhering to the profession's *Code of Ethics*.
15. Notifying the fieldwork site and the school's fieldwork coordinator of any absences from a fieldwork placement. Failure to notify the site and the fieldwork coordinator will result in disciplinary action up to and including dismissal from the program.
16. Coordinating with the CI, CCCE, and ACCE to reschedule make up time for any absences.
17. Writing a letter of appreciation to the appropriate individuals (e. g. clinical instructor, department supervisor, clinical site administrator) for the educational opportunities provided.

#### Travel and Expense Expectations

Students must understand that additional responsibilities and obligations are required for clinical education. These responsibilities include provision of reliable transportation and living expenses (housing, meals, etc.). Students are responsible for their own transportation and living arrangements related to clinical education coursework, unless otherwise supported by the clinical facility. At no time, even if a student receives a stipend from the facility, will the student be considered an employee of the clinical facility.

## **PROGRAMS AND COURSES**

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### Emergency Services

If a student is injured in off-campus educational experiences the student, depending on the severity of injury and the clinical education setting, should access the facility's emergency services. If those services are unavailable on-site, the student should request that an employee from the facility provide the student with transportation to the necessary services. The student will be responsible for the cost of emergency services.

### Objectives

Each clinical education course has course objectives that are part of the course syllabus.

In conjunction with their clinical instructor, students are expected to create individualized learning objectives compatible with their learning needs and the experiences offered at the clinical site. In addition, the clinical site may also have specific objectives it has developed. Learning experiences for students at the clinical site are developed to address all of the possible learning objectives.

### **RULES AND REGULATIONS**

#### Dress Code

The student is required to adhere to the dress code of the facility. In making contact with the facility prior to the clinical education course, the student should ask about the requirements for attire. The student should wear their student nametag visibly, unless prohibited by the facility.

#### Attendance and Absences

As part of the professional education process for physical therapist assistant students, prompt, regular attendance is expected during clinical education. Students must arrive at their assigned clinical education site on time.

Students are strongly discouraged from absences during a clinical education course. The student must adhere to the clinic time schedule at all times. Excused absences must be arranged in advance with the clinical instructor of the clinical facility and the ACCE must be notified. For all absences from a clinical education course, including Practicums I and II and Affiliations I and II, the student and the clinical instructor, in coordination with the ACCE, will make arrangements for remediation on a day-for-day and hour-for-hour basis. Days or hours may be remediated either by the addition of days at the end of the clinical education experience or via extended day or weekend hours. The program's policy allows for a maximum of two (2) days of excused absences that can be remediated during each Clinical Practicum course and three (3) days of excused absences that can be remediated during a single Clinical Affiliation course, or a maximum of five (5) days of excused absences in Clinical Affiliation coursework are allowed in the term. Any and all hours and/or days that are missed must be remediated. It is at the discretion of the clinical site whether this is acceptable.

Remediation of all absences incurred in the Clinical Affiliation I must be remediated prior to commencing the Clinical Affiliation II. Remediation of all Clinical Affiliation II absences must be completed prior to graduation and recommendation to the Physical Therapy Board of California (PTBOC) for the student to be allowed to take the examinations required for licensure.

Unexcused absences occur when the student has either failed to notify their clinical instructor of illness or failed to obtain permission from the clinical instructor prior to the absence. Any unexcused absence must be reported to the ACCE by the CCCE/CI immediately. More than one unexcused absence during a term may result in a hearing before the academic faculty, at which time possible dismissal from the program may be considered.

In the event of illness, the student must notify the Clinical Instructor as soon as possible. If an illness or excused absence necessitates a day away from the clinical site, it is the responsibility of the student to notify the ACCE as to the nature of the illness. If a student is absent for 3 consecutive clinical days due to illness, the student must provide written assurance from a physician that he/she is capable of returning to their assigned duties upon returning to the site. A copy must be furnished to the student's clinical instructor and to the ACCE. In concert with the CCCE, it is at the discretion of the ACCE as to how the missed clinical experience will be made up. In the case of prolonged absence (>3 days per clinical education course or >5 days of clinical education coursework per term), the clinical education experience may be ended, and the student may receive an incomplete for the class and be dropped from the Program. Remediation may be allowed, depending on the circumstances, and is the decision of the Program Director in consultation with the ACCE, CCCE, and clinical instructor whether the remediation will be allowed.

## **PROGRAMS AND COURSES**

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Excessive absences may be grounds for failure of the clinical education course. The course instructor/coordinator may modify the attendance policy at any time throughout the term as long as the students are notified in writing of the change.

If the student is unavoidably tardy, he/she should notify the clinical facility by telephone of the reason for the lateness. Even tardiness of a few minutes should be reported to the clinical instructor immediately upon arrival. The CCCE must report episodes of habitual tardiness to the ACCE for action by the academic faculty. Repeated tardiness (a maximum of two occurrences) will not be tolerated and may result in a hearing before the academic faculty and dismissal from the program.

Students not returning to classes after an absence of 14 days will be dismissed.

### Student Liability Insurance

The college provides professional liability insurance (malpractice insurance) for all students during all levels of clinical education. Students are required to provide their own health insurance. The student should carry a copy with him/her to the clinical facility as the student may be requested to provide it to the facility for its records.

### Criminal Background Checks

Criminal background checks are required by most facilities providing clinical education. The student completes a criminal background check through the Admissions Office as part of the admissions process. Students are responsible for the fees incurred. In some instances, facilities require additional criminal background checks of students in addition to the ones already completed for admission. Students assigned to those facilities will have to provide this information at their expense. The student should carry a copy with him/her to the clinical facility as they may be requested to provide it to the facility for its records. The student is responsible for notifying the ACCE if there is any newly reported criminal action(s) since the admissions check.

### Physical Examination and Immunizations

Prior to any activities at clinical facilities, students are required to have a current physical examination and immunizations, including measles, mumps, rubella, polio series, tetanus (within the past 10 years), diphtheria and Hepatitis B (or waiver) completed prior to beginning the first clinical education experience (Clinical Practicum I).

Students are also required to have an annual, updated TB screening. A student who was immunized against TB or received treatment for TB and has a positive TB test needs to have a chest x-ray done, at least every four (4) years, to demonstrate that there is no evidence of active TB. The college will provide student access to the PPD testing for TB on campus as well as the Hepatitis B vaccination series and physical examination. The scheduling of this will be the responsibility of the college, because they are paid by the student as part of the PTA equipment and supplies cost. If the student is absent on the day that the PPD test is administered or read, however, the student will be responsible for obtaining this testing on his/her own time and at his/her own expense. An individual who requires a chest x-ray to demonstrate that there is no evidence of active TB will be responsible to have this test completed at his/her own expense. Students are responsible for obtaining and paying for the remaining immunizations and any updates of these requirements that may be necessary.

Proof of the above is required by all clinical facilities and must be completed prior to the first clinical education experience (Clinical Practicum I). The student should carry a copy of this proof to the clinical facility because it may be requested by the facility for their records.

### Pregnancy

Physical Therapist Assistant students who are pregnant or who become pregnant during the program must inform the PTA Program Director and provide a medical clearance from their treating physician prior to attending skills lab and clinical education.

### CPR

Students are required to attain and maintain a current CPR certification specifically for health care providers. A CPR for health care providers' course will be made available for students at the College's expense during Term 3. If the student fails to attend the course at the time that it is offered, the student will be responsible for completing the course on their own time and at their own expense. Other lay person training programs cannot substitute for this requirement. The student should carry a copy of the certification to the clinical facility because it may be requested by the facility for their records.

## PROGRAMS AND COURSES

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### MAINTAINING REQUIREMENTS FOR CLINICAL EDUCATION

All PTA students are responsible for maintaining the accuracy of the above student health information. This includes, but is not limited to the PPD, chest X-ray (if PPD is positive), Hepatitis B vaccine series, a physical, and American Heart Association BLS/CPR certification. It is mandatory for each student to keep these records current at all times. No student is allowed to begin his/her clinical education with expired health information. It is the responsibility of the student to provide documentation of updated health records prior to his/her expiration; this includes, but is not limited to, PPD tests and the American Heart Association BLS. Student Services provides optional health center referrals upon request for any student needing to update his/her health records. Students are responsible to pay for any necessary renewals of health records. Any student with expired health information will not be allowed to begin the clinical education portion of the program without updating the expired information. Any absences accrued due to expired health records will be unexcused. Also, any student who accrues absences due to expired health records will receive a Notice of Deficiency for each absence. Individual facilities may require additional tests, titers, immunizations, or other information prior to the start of the clinical education course and the student is responsible for meeting these facility-specific guidelines and/or requirements as well as the costs incurred.

#### Health Record Expiration Timeline

PPD skin test/TB test	1 year
AHA Basic Life Support	2 years
Chest X-ray	4 years

#### Potential Drug Screening

A facility may require the student to pass a drug screening prior to or during the first week of a clinical education experience as a part of the facility's procedures and requirements. Students are encouraged to ask about these tests and to obtain information in order to avoid ingesting anything that could cause a false positive result on a drug test. This screening is scheduled with the facility and will be done at the student's expense.

#### Potential Health Risks

Clinical practice poses a potential for exposure to hazardous materials, infectious agents, and personal injury. Prior to beginning the clinical internship, the student must be trained in standards for preventing transmission of bloodborne and other infectious agents. The OSHA bloodborne pathogen requirement can be met if the student attended the infection control lectures in PTA 1001 Introduction to PTA and PTA 1007 PTA Practice I. The student must also successfully pass training in injury prevention and safe body mechanics. In addition, a student must complete any additional training required by the clinical site.

It is the student's responsibility to seek all the information needed to comply with the clinical site's policies including infection control, use/storage/labeling of hazardous materials, fire and emergency procedures, security, and incident reporting of personal or patient injury.

#### Exposure or Workplace Injury Plan

In the event of an exposure to an infectious agent or hazardous material or injury at the worksite the student should seek treatment through the site's employee health department. The student must follow site protocol for injury or exposure reporting and must promptly notify the CCCE, CI, and ACCE. The responsibility for the costs incurred during the evaluation and treatment of these injuries is that of the student.

#### Patient Incident or Injury

Students are to immediately report all incidents or accidents involving patients or clients to their clinical instructors. The Clinical Instructor should report the occurrence as required by facility policy and procedures. It is the responsibility of the Center Coordinator of Clinical Education to contact the ACCE to notify the latter of such incidents/accidents. Students are advised to speak to no one other than the Clinical Instructor regarding any incident or accident in which they were involved or which they have witnessed during their clinical internship. All matters regarding such occurrences are to be processed according to facility policy and procedures.

#### Statement on Disability

The Stanbridge College PTA Program does not discriminate against any student on the basis of disabling conditions. Any student with functional limitations should consult with Student Services to determine mutually acceptable compensatory learning methods and activities that are equivalent substitutions for established performance standards. It is the student's responsibility to identify their disability and provide acceptable documentation of the disability.

## **PROGRAMS AND COURSES**

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### Patient Rights

The student is obligated to obtain informed consent. The student must disclose his/her status as a student and provide the patient with the name of the supervising therapist. A patient has the right to refuse treatment by the student without effects on services.

### Institutional Property

All institutional (clinical site) resources are considered proprietary. The student may not remove or copy resources or materials from the clinical institution without consent of the clinical director.

### HIPAA Compliance

The student is required to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance and Portability and Accountability Act during Term 1 in the program in PTA 1001, Introduction to PTA. The student is required to strictly adhere to HIPAA standards. The student must protect patient confidentiality and is not to discuss the patient/patient condition outside the clinical setting. Patients may be discussed with classmates and faculty for educational purposes only. All patient identifiers must be removed.

### Professional Behavior

Any behavior exhibited by the student deemed inappropriate by the ACCE, the CI, or the CCCE will result in failure of the clinical education course. Repeated or multiple issues with professionalism during an internship may also result in failure.

### Reporting Incidents

An incident out of the ordinary involving or witnessed by the student should be immediately reported to the CI and the appropriate facility incident report should be filled out. The ACCE should be contacted about the incident within 24 hours.

### Statement of Student Responsibility

It is the responsibility of each student enrolled in a clinical education course to monitor grades and progress. Clinical education courses are graded with a Pass/Fail grade, and as such, will not affect a student's grade point average. Receiving a "Pass" grade in any clinical education course, however, is necessary to continue in the program. Students may retake only one clinical education course a single time. If a student feels that he/she is not doing satisfactory work at mid-term, the student is responsible for making an appointment with the ACCE to design a plan for improvement. Unsatisfactory clinical coursework may interrupt the student's ability to proceed within the curriculum or graduation. The student will need to enroll in, repeat and successfully complete the pertinent course to remain in the program.

### Clinical Assignments

To assist students in planning, it is requested that each clinical site complete a Clinical Site Information Form (CSIF) (see Appendix 'D' in the Clinical Education Handbook) that provides information pertinent to clinical education. Students may also use feedback from previous graduates. Some facilities also have specific criteria or objectives for clinical education that may be useful in determining facility expectations. The ACCE will inform students where this information may be obtained during the clinical education orientations which are integrated throughout the Program.

The CCCE will be sent clinical preference forms requesting clinical placements nine to twelve months ahead of the planned clinical education coursework start date. Information received back from clinical sites will be recorded in the proprietary database, and students will be given lists of options that exist for each clinical education experience. Students will have an opportunity to research available options and identify their preferences. The ACCE will be available to discuss the process and answer questions about student's needs or specific facilities of interest. At NO time during the selection and assignment process, are students to make contact with clinical sites. Students will rank their preferences (a minimum of 3 for each clinical education experience) and submit their forms to the ACCE on or before the specified deadline. Please note that it is in the student's best interest to choose from available sites when selecting placement sites rather than hoping to be placed at a new site that may not become available.

Clinical education assignments are made approximately 2 to 4 months in advance. Based on feedback from the program Director and other faculty members as well as student input, students are assigned by the ACCE to inpatient and outpatient settings in a manner that allows for the opportunity to complete one

## PROGRAMS AND COURSES

Practicum in an inpatient setting and one in an outpatient setting. The same requirements will be met when assignments are made for the Clinical Affiliation courses by the ACCE.

The ACCE will review the assignments for alternative placements if it is deemed to be in the best interest of the students and/or program. Every reasonable effort will be made to share the rationale for reassignments with the students. Students will receive notification of their upcoming assignments and be given an opportunity to discuss any concerns with the ACCE. CCCEs are provided with finalized clinical placement information for the upcoming clinical education experiences, including filled and unmatched time slots, updated clinical education policies and other relevant clinical education program information.

Once assignments are made, the only changes that will be allowed for students are for unexpected circumstances of hardship. The student may petition the ACCE after the assignment has been made. On an individual basis, the ACCE will consider if the assignment creates a hardship. The ACCE may consult with other faculty members, if needed, to determine the extent of the hardship. If hardship is determined, the student and ACCE will work together to find another assignment that will allow the student to meet clinical education requirements. If the ACCE decides a hardship is not present, the student must attend the assigned site or risk failing the course.

If a site becomes unavailable during a planned internship, the student will individually consult with the ACCE, who will make every reasonable effort to secure an equitable learning alternative. Records of site cancellations are kept for review.

### Student Confidentiality

Stanbridge College affords all of its students their full rights as required by the Family Educational Rights and Privacy Act. This law was enacted to protect the privacy of students and provide for the right to inspect and review education records which are directly related to a student and which are maintained by the college or by a party acting for the college, including the clinical education site. The college may disclose personally identifiable information from the education records without the consent of the student to an outside contractor such as a clinical education site that is a party acting for the institution and performing a service which the institution would otherwise have to perform for itself. The college is not permitted to disclose that information to others without the written consent of the student, and the information is to be used only for the purpose(s) intended. A student may request amendment of the content of an education record on the grounds that the record is inaccurate, misleading, or otherwise in violation of the privacy of the student.

### Termination of Clinical Education Course Due to Student Performance

In the event that a student's conduct or performance in any way disrupts services to patients or relationships in the clinical education site, the CI may dismiss the student or the ACCE may immediately terminate the student's placement. Areas of conduct are not limited to technical skills or academic preparation but also include commitment to learning, effective interpersonal skills, effective communication skills, effective use of time and resources, acceptance of feedback, professionalism, problem solving, and stress management.

The following examples may be grounds for immediate termination. The list of examples is provided for clarification but is not a comprehensive nor all-inclusive list of the unprofessional behaviors that may warrant termination:

1. Student does not exercise sound judgment, placing a patient at serious risk for injury.
2. Student behavior undermines the positive relationship between the college and the clinical site.
3. Student performance jeopardizes relationships between employees at the clinical site.
4. Student fails to adhere to department, program, or college policies and procedures.
5. Student uses poor professional judgment, leading to unsafe patient care or has unethical conduct.
6. Student fails to remediate unacceptable behavior that has been addressed.
7. Student misrepresents level of competency or practices beyond abilities.
8. Student has unreasonable absences or tardiness.
9. Student dates a patient currently undergoing any form of treatment at the clinical site.
10. Student dates a staff member employed at the clinical site.
11. Student deceives the CI or clinical staff.
12. Student informs the patient or family of personal disagreement with an aspect of care.

If the student is dismissed from the clinical education site or if the internship is terminated:

1. The student will be given a grade of "Fail" for the clinical education course.
2. The student may not return to the site for future clinical internships.

## PROGRAMS AND COURSES

3. The student or agents of the student may not interact or contact the clinical site, its staff, or patients.
4. The student must formally meet with the ACCE to outline remediation plan.
5. The student may be granted the opportunity one additional time to re-enroll in a clinical education course in which he/she received an "unsatisfactory". Students who do not successfully complete the course the second time will be dismissed from the program.

### CLINICAL EDUCATION PROGRAM AND FACULTY EVALUATION

Procedures are in place for communication and documentation of the quality of clinical education.

#### Student Evaluation of the Clinical Experience

Upon completion of the Clinical Practicum courses, the student must complete the Student Evaluation of Clinical Practicum form. Upon completion of the Clinical Affiliation courses, the student must complete APTA's Physical Therapist Assistant Student Evaluation: Clinical Experience and Clinical Instruction. The student must review the completed document with the Clinical Instructor and obtain the signature of the Clinical Instructor on the document. Any student rating of an experience that is poor or needing improvement prompts the ACCE to follow up with a phone call or site visit to the facility.

The ACCE is available to the student to discuss the clinical education experience with the student. Student feedback will be documented.

#### Evaluation of the ACCE

Students will complete an evaluation of the clinical education process and the ACCE at the completion of Clinical Affiliation II. The information gathered will be used for development of the clinical education program and the faculty.

#### Evaluation of the Clinical Curriculum

The clinical curriculum will be evaluated through graduate and employer surveys and at an annual Advisory Board meeting of program stakeholders, including clinical faculty. Student feedback will be elicited through communication activities with students during their PTA 1011 Professional Issues course.

### STUDENT ACKNOWLEDGEMENT OF RISK & RESPONSIBILITY

As a condition of their presence in the program and clinical facilities for clinical education, Physical Therapist Assistant students will be required to sign an acknowledgement form, which includes the following information:

I, \_\_\_\_\_, understand that while I am enrolled in the Physical Therapist Assistant program at Stanbridge College, I may be involved in activities that may increase my risk of injury or illness to a level above those associated with everyday activities of daily living. These activities may include, but are not limited to, exposure to potentially infectious blood, body fluids, and airborne pathogens and diseases (Examples: HIV, Hepatitis, TB, needle sticks); musculoskeletal injury due to performing/receiving physical therapy treatment activities on/from partners or patients in the laboratory setting or during clinical education experiences; psychological stress associated with the curriculum load which requires a significant level of commitment to successfully complete the program; and exposure to hazardous materials (Examples: bleach, rubbing alcohol, Betadine).

I am aware that certain clinical education facilities may require the successful completion of drug testing and/or additional background investigation before I am allowed to participate in the provision of care at those facilities.

I agree to follow all clinical education facility protocols regarding patient safety, personal safety and all other protocols I have been instructed at school, during clinical facility orientations, and during my clinical rotations.

I hereby confirm that I will seek the direction of my clinical instructor (CI) or other supervising facility mentor should I be unclear as to how to proceed with patient treatment or any other procedure, protocol or process at the clinical facility.

I hereby indemnify and hold harmless Stanbridge College, its employees, agents, owners and partnering clinical facilities from any liability pertaining to any infectious disease, illness or injury I may acquire or get as



## PROGRAMS AND COURSES

a result of my participation in my clinical education rotations, including any infectious disease, illness or injury I may acquire as a result of my participation in a potentially dangerous clinical rotation such as at a facility in which individuals with mental illness are treated.

I also understand that that it is my responsibility during clinical education coursework in the provision of care to patients to identify myself correctly as a Physical Therapist Assistant student. I also understand that it is the risk-free right of patients to refuse to participate in clinical education.

### STUDENT MEDIA ACKNOWLEDGEMENT & WAIVER

Physical Therapist Assistant students will be required to sign an acknowledgement form, as a condition of their presence in the program and clinical facilities for clinical education, which includes the following information:

I, \_\_\_\_\_, hereby irrevocably consent to and authorize the use and/or reproduction of any testimonial information and all photographs or other media taken of me during any aspect of the program for any company purposes, without compensation to me. This is to include use of the original images and any variations created thereof for sale or licensing in, but not limited to, company stock photography, video, promotional media, audio, advertising media, in any way whatsoever. All negatives and positives, or digital media, and any copies of same, shall constitute property, solely and completely, of Stanbridge College.

In giving this consent, I release Stanbridge College and its representatives from any violation of any personal or proprietary right I may have in connection with such sales, reproduction or use.

I enter into this release on behalf of my dependents, heirs, executors, administrators and assigns.

### PROFESSIONAL IMAGE POLICY FOR PTA STUDENTS

#### General

- Polo shirts must bear the Stanbridge College logo on the left breast of the shirt.
- Polo shirts and lab coats must be clean and unwrinkled.
- Name tags should be worn at all times.
- Undershirts worn underneath the polo uniform top may be short sleeve or long sleeve, but must be white if visible. No other undergarments may be visible.
- Bare feet, bare midriffs, low-cut necklines and skin-tight clothing are not acceptable.
- Certain laboratory sessions will require the student to "dress down". The course instructor will specify the dress requirements for that lab session. This "dressing down" is for the lab sessions specifically identified by the instructor and is not appropriate in any other lab, lecture, or clinical education course or location.
- Hats are not to be worn inside any of the buildings, classrooms, hallways, or labs.

#### Shoes and Stockings

- Hosiery must be worn at all times.
- Shoes must have a rubber/non-conductive sole.
- Shoes must be closed toe and must be clean at all times.
- Plain, non-flashy sneakers are acceptable.

#### Jewelry, Hair and Nails

- For women: The only visible, pierced jewelry that is acceptable is a small, single, stud earring located in the ear. Hoops, rings, or dangling earrings are not allowed. Jewelry on the tongue, eyebrows, nose, or lips is not allowed.
- For men: Visible pierced jewelry is not allowed. Facial hair must be neatly trimmed to a maximum length of ½ inch to permit proper fit of personal protective equipment (as recommended by the Center for Disease Control) and not be of a faddish or unusual appearance.
- Rings, if worn by the student, should be low profile and limited to one finger per hand.
- A watch allowing for the ability to track the passing of seconds is mandatory at all times.
- Hair must be pulled back out of the face and off the shoulders. Hair color must be of a natural color; faddish or unnatural colors or styles are not permitted.
- Hair accessories must be plain.
- Nails must be closely trimmed and kept clean at all times. Only clear nail polish is acceptable - other colors/designs are not allowed. Artificial nails are not allowed.

#### Tattoos

## PROGRAMS AND COURSES

- Tattoos and piercing are discouraged while in school due to increased chance of infection and the ability to comply with Stanbridge and clinical education site policy.
- Tattoos cannot be visible. White long sleeved shirts or “sleeves” must be worn to cover the tattoos.

(Note: Clinical education facilities may have uniform regulations in addition to the foregoing requirements. Students must comply with any additional uniform requirements at the clinical education facilities in the program.)

Students not in compliance with the uniform standards policy will be issued a Notice of Deficiency.

### PROGRAM SEQUENCE OF TARGETED ABILITIES

The early part of the didactic portion of the curriculum focuses on *knowledge* and *comprehension* of foundational information, such as the human body and its components, general education knowledge, and of the basic theories and processes of physical therapy. Selected content is taught to the level of *perception* and *receiving* in the psychomotor and affective domains, respectively. The early portion of the curriculum includes Anatomy and Physiology, College Writing I, Speech Communication, Psychology, and Introduction to PTA.

The middle part of the didactic portion of the curriculum continues to ask students to *know* and *understand* more complicated material but also begins to challenge students to *apply* their knowledge of the human body and its components in relation to physical therapy. Psychomotor progression is also encouraged to the level of *set* and *guided response*, and in certain components, demonstration (*complex overt response*). At this stage of the curriculum the students' theoretical knowledge merges with the practical psychomotor skills they have been developing. Courses in the middle portion of the curriculum include Kinesiology, Therapeutic Exercise, Procedures, Therapeutic Measurement and Testing, PT through the Lifecycle, Electrotherapy, Modalities, PTA Practice I, and PTA Lab I and II. Many clinical skills are learned up to this point in the curriculum in courses like Procedures, Modalities, PTA Practice I, and PTA Lab I and II, and these prepare the student for entry into the clinical setting in Clinical Practicum I.

The latter part of the didactic portion of the curriculum includes courses related to the major practice areas and populations served by physical therapist assistants. The students' theoretical knowledge continues to merge with the practical psychomotor skills they have been developing. The curriculum design now assumes that this merging of knowledge (cognitive domain) and skills (psychomotor domain) will enhance the use and appreciation of each other. Courses in the latter portion of the curriculum include Ortho Interventions, Neuro Interventions, PTA Practice II, and PTA Lab III. The second Clinical Practicum course (PTA 2020) is integrated at the mid-point of this portion of the curriculum to provide the student with additional opportunities to practice his/her intervention and data collection skills in a real-world environment under the direction and supervision of a physical therapist.

The final part of the didactic portion includes a capstone course entitled Professional Issues. This course and the Clinical Affiliation courses lead the students to the level of *organization* in the affective domain as displayed in their professional interactions. These courses encourage the students to continue their progression to the level of *characterization*, though this last level is not addressed in formal instruction. These courses encourage growth in knowledge, skill, and confidence by the student PTA. Students utilize the didactic and previous clinical education coursework as a platform on which to build their skill set, reinforce their ethical and moral compass, identify lifelong interests and learning opportunities, and to further understand and comply with the rules and regulations mandated in their future role as a PTA.

### Classroom Conduct

Stanbridge College adheres to its commitment of promoting an ongoing “student friendly” environment by eliminating distractions from the classroom.

Stanbridge College promotes instructional assessment and improvement of the quality of instruction by providing the instructor with a specific set of guidelines defining what is considered an appropriate or inappropriate classroom.

### Classroom Rules:

The instructor is the sole individual responsible for monitoring and regulating the following activities:

1. Cell phone use is prohibited when class is in session.
2. No food or drink is allowed in the classroom, except water bottles with a re-sealable cap.
3. The viewing of inappropriate websites at any time is not allowed.

## PROGRAMS AND COURSES

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4. During time in class other than lecture or presentation, the use of personal audio devices may be allowed by the instructor. In these cases, users must respect the rights of those students around them.
5. Any violation of the school's regulations concerning academic dishonesty will not be tolerated.
6. Professional dress and behavior is expected of students while they are on campus and in class.

### Equipment Safety and Maintenance

Stanbridge College expects that all individuals who use the Therapy Labs and/or classrooms have access to safe and appropriately maintained equipment.

It is essential that all individuals who use the Therapy Labs, faculty and students alike, are to check the equipment for proper function before use, and if a deficiency is found, to notify the appropriate personnel.

1. It is the responsibility of all students and faculty members to check equipment used in the classrooms and laboratory rooms for proper function prior to each use. If equipment needs repair, it:
  - a) should be clearly marked for repair,
  - b) reported to the program Director or to the appropriate department (e.g. IT, maintenance, etc.) for repair and,
  - c) if possible, removed from service.No one may use defective equipment or supplies.
2. Faculty should instruct students in the safe use of all equipment in labs. Students may not practice with equipment until they have been instructed on its use in class.
3. Equipment manuals are to be kept on file in the Program Director's office or, if possible, with the unit.
4. An annual inventory of existing equipment is conducted under the direction of a faculty member within the PTA department. After the inventory, the Program Director or designate, schedules an annual safety inspection with a clinical engineering company whose staff inspects and calibrates the equipment. The inspectors provide a final inspection report to the program which is designed to bring any equipment functional problems or equipment safety issues to the attention of the Program Director. Records of these inspections are kept in the program office.
5. If an external vendor loans equipment to the program for use in class or laboratories, e.g. transcutaneous electrical neuromuscular stimulation units (TENS) or ultrasound units, the vendor must provide a memorandum with the equipment that ensures the safety of the equipment.

### Clinical Safety

Stanbridge College maintains an expectation that a clinical site is considered an extension of the physical campus, and while at a site, students are expected to maintain the highest standards of personal hygiene and safety. The following standards have been identified:

1. Students will be continually monitored by faculty for practice of safety skills.
2. Students will be reminded by the faculty to incorporate safe practice in all skill labs.
3. Students who do not follow one or more of the safe practices during lab sessions will be advised of the failure and re-instructed by faculty as necessary.
4. If a student fails to follow safe practices on a lab practical, he/she will fail the lab practical and need to retake it per instructions in the syllabi.
5. If a student shows blatant disregard for the safety of a classmate, the patient and/or him/herself at any time, the consequences will be determined on an individual basis. Possibilities include but are not limited to, failure of the lab practical, failure of the class or affiliation, or removal from the program.

In addition, the following specific guidelines have been established:

### Infection Control

1. All students shall practice proper hand washing technique/hand hygiene while utilizing labs.
2. Non-latex gloves are available for those with latex allergy.

### Lab Skills

1. Students will be instructed to practice only those skills for which they have had prior instruction.
2. Students are expected to come to lab appropriately prepared for each skill/technique to be practiced.
3. Students should practice safe techniques at all times. Standard precautions also should be followed at all times.
4. Students will be instructed in and are expected to use proper/safe body mechanics at all times.

## **PROGRAMS AND COURSES**

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5. Students are responsible for reporting to faculty any equipment problems/maintenance issues, such as frayed electrical cords, cracked plugs, broken parts, missing parts, etc.

## PROGRAMS AND COURSES

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### VOCATIONAL NURSE PROGRAM

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VN – 26 Months (Part-Time) 13 Months (Full-Time)/1808 Hours including theory and clinical/105 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 27.5 months for Part-Time and 14 months for Full-Time)

**Employment/Job Title:** Licensed Vocational Nurse

Licensed Vocational Nurses (LVNs) provide basic bedside nursing care to clients under the direction of a physician or registered nurse. The Vocational Nurse utilizes scientific and technical expertise and manual skills. Duties within the scope of practice of a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and performance of non-medicated intravenous therapy and blood withdrawal (which requires separate Board certification.) Upon satisfactory completion of all requirements for this program, Stanbridge College will confer a diploma in Vocational Nurse and notify the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) of satisfactory completion for licensing exam authorization.

After passing the national licensing examination (NCLEX-PN) and being issued a license from the BVNPT, students are eligible to obtain employment as a Licensed Vocational Nurse.

This program exceeds the state requirements for 576 hours of theory instruction and 954 hours of clinical experience.

#### LIST OF APPROVED CLINICAL FACILITIES\*

Healthbridge Children's Rehabilitation Hospital  
Alamitos West Healthcare Center  
Anaheim General Hospital  
Garden Grove Hospital  
West Anaheim Medical Center  
Huntington Beach Hospital  
Mesa Verde Convalescent Hospital  
Bellflower Medical Center  
French Park Care Center  
Country Villa Seal Beach  
Emeritus Healthcare  
Fountain Care Center  
The Earlwood  
Promise Hospital of East Los Angeles, Suburban Medical Center Campus  
La Palma Intercommunity Hospital  
Cantinela Hospital Medical Center  
Victoria Healthcare  
Mission Palms Healthcare Center  
Royal Care Skilled Nursing Center  
Katella Senior Living Community  
Substance Abuse Foundation of Long Beach  
St. Elizabeth Healthcare & Rehabilitation  
Anaheim Crest Nursing Center

\*This list of approved clinical facilities is subject to change.

The hours of didactic instruction and clinical education and quarter hours of credit awarded are displayed in the table on the next page.

## PROGRAMS AND COURSES

Course Number and Title	Classroom/ Lecture Clock Hours	Clinical Education Clock Hours	Total Credit Hours
MED 2060 Nursing Fundamentals I	36.00	0.00	2.50
MED 2061 Nursing Fundamentals II	36.00	0.00	2.50
MED 2062 Nursing Fundamentals III	36.00	0.00	2.50
MED 2044 Pharmacology Fundamentals	54.00	0.00	3.50
CLI 2215A Term 1 Clinical Skills Lab	0.00	144.00	7.50
CLI 2215B Term 1 Clinical	0.00	112.00	6.00
MED 2261 Term 1 Cumulative Exam	18.00	0.00	1.00
MED 2045 Integumentary System	24.00	0.00	1.50
MED 2046 Sensory System	12.00	0.00	0.50
MED 2047 Musculo-Skeletal System	30.00	0.00	2.00
MED 2048 Digestive System	36.00	0.00	2.50
MED 2049 Fluid and Electrolyte Balance and Renal System	44.00	0.00	3.00
MED 2050 Emergency and Surgical Nursing	16.00	0.00	1.00
MED 2262 Term 2 Cumulative Exam	18.00	0.00	1.00
CLI 2216A Term 2 Prefacility Clinical Proficiency	0.00	48.00	2.50
CLI 2216B Term 2 Clinical	0.00	208.00	11.00
MED 2051 Cardiovascular System	44.00	0.00	3.00
MED 2052 Immune System	24.00	0.00	1.50
MED 2053 Oncology	30.00	0.00	2.00
MED 2054 Respiratory System	32.00	0.00	2.00
MED 2056 Endocrine System	32.00	0.00	2.00
MED 2263 Term 3 Cumulative Exam	18.00	0.00	1.00
CLI 2217A Term 3 Prefacility Clinical Proficiency	0.00	48.00	2.50
CLI 2217B Term 3 Clinical	0.00	208.00	11.00
MED 2057 Neurological System	30.00	0.00	2.00
MED 2118 Mental Health Nursing	46.00	0.00	3.00
MED 2058 Reproductive and Maternal Nursing	46.00	0.00	3.00
MED 2059 Pediatric Nursing	48.00	0.00	3.00
MED 2107 Nursing Leadership and Supervision	16.00	0.00	1.00
MED 2115 Community Nursing	8.00	0.00	0.50
CLI 2214 Term 4 Clinical	0.00	256.00	13.50
MED 2264 Exit Exam and NCLEX Preparation	50.00	0.00	3.50
Totals	784.00	1024.00	105

# PROGRAMS AND COURSES

## CATALOG SUPPLEMENT FOR VN STUDENTS

### ADDITIONAL INFORMATION FOR VN PROGRAM STUDENTS

#### REQUIREMENTS FOR CLINICAL EDUCATION

##### Medical Exam

Prior to any activities at clinical facilities, students must undergo a physical examination, PPD skin test (and/or chest X-ray if PPD is positive). These are paid for as part of the VN equipment and supplies cost and must be completed with that of the other students in the cohort (with the exception of a chest X-ray). A three injection series Hepatitis B vaccination is also provided to all students and is strongly recommended but not required by Stanbridge College. Students absent from on-campus health clinics are required to complete and provide proof of the aforementioned information within two weeks. Any absences accrued due to missing health records will be unexcused. Also, any student who fails to submit the required health records by the due date will receive a notice of deficiency from the nursing administration. If a student has documentation of previous Hepatitis B vaccination (as proven by titer or documentation of administration of the vaccine series), he/she will not have to undergo a second vaccination. The MMR vaccination is not required by Stanbridge College, but is highly recommended.

##### Pregnancy

Vocational Nurse students who are pregnant or become pregnant during the program must inform the Director of Nursing and provide a medical clearance from their treating physician prior to attending skills lab and clinical education.

##### BLS Certification

Completion of a course in Basic Life Support for Healthcare Workers is required prior to clinical education in a clinical facility and is included in the Stanbridge College VN curriculum. Students absent from the BLS class must obtain certification at their own expense before attending a clinical facility. Only the American Heart Association Certification will be accepted.

#### MAINTAINING REQUIREMENTS FOR CLINICAL EDUCATION

All students are responsible for maintaining the accuracy of the foregoing student health information. This includes, but is not limited to, PPD, chest X-ray, (if PPD is positive), Hepatitis B series, physical and the American Heart Association BLS. It is mandatory for each student to keep these health records current at all times. No student is allowed to attend clinical with expired health information. It is the responsibility of the student to bring documentation of new health records prior to their expiration; this includes, but is not limited to, PPD tests and the American Heart Association BLS. Student Services provides optional health center referrals upon request for any student needing to update their health records. Students are responsible to pay for any necessary renewals of health records. Any student with expired health information will not be allowed to attend clinical education without updating the expired information. Any absences accrued due to expired health records may not have remediation limits waived. Also, any student who accrues absences due to expired health records will receive a Notice of Deficiency for each absence.

##### Health Record Expiration Timeline

PPD skin test/TB test	1 year
AHA Basic Life Support	2 years
Chest X-ray	4 years

#### STUDENT RESPONSIBILITIES AT CLINICAL FACILITIES

##### Students are responsible for the following while at clinical facilities:

- Protecting, first and foremost, the health and safety of patients at clinical facilities where they perform their clinical rotations.
- Honoring the preservation of patient privacy by scrupulously observing confidentiality of patient information. Violation of patient confidentiality may lead to dismissal of the student from the program.
- Seeking the guidance of a Stanbridge College clinical instructor when unsure of what to do.
- Arranging for transportation to and from school, clinical facilities and other designated locations for instruction in the VN program. (Note: Some periods of clinical facility education may not match other clinical schedules (for days of the week or hours of clinical education) due to facility-driven scheduling. Students are responsible for arranging their personal schedules to meet prearranged facility schedules.
- Making the didactic and clinical schedule in the VN program the top priority in their personal schedule.
- Abiding by the rules and regulations of the clinical facilities during clinical rotations.

## PROGRAMS AND COURSES

### STUDENT ACKNOWLEDGEMENT OF RISK AT CLINICAL FACILITY ROTATIONS

Vocational Nurse students will be required to sign, as a condition of their presence in clinical facilities for clinical education, the following acknowledgement:

I understand that due to my clinical rotations at various clinical facility settings, I will be exposed to potentially infectious materials and diseases. I agree to follow all clinical facility protocols regarding patient safety, personal safety and all other protocols I have been taught at school during clinical facility orientations and during my clinical rotations.

I hereby confirm that I will seek the direction of my instructor or a clinical facility nurse should I be unclear as to how to proceed with patient care or any other procedure, protocol or process at the clinical facility.

I hereby indemnify and hold harmless Stanbridge College, its employees, agents, owners and partnering clinical facilities from any liability pertaining to any infectious disease, illness or injury I may acquire or get as a result of my participation in my clinical rotations, including any infectious disease, illness or injury I may acquire as a result of my participation in a potentially dangerous clinical rotation such as at a Mental Health Unit/Ward/Facility.

### UNIFORM POLICY FOR VN STUDENTS

#### General

- The Student ID must be worn at chest level and be conspicuous at all times.
- Scrubs must bear the Stanbridge College patch on the right sleeve.
- The Stanbridge College patch must be 2.5 inches from the right sleeve's bottom edge.
- Scrubs and lab coats must be clean and unwrinkled.
- Undershirts worn underneath the scrub uniform top may be short sleeve or long sleeve but must be white if visible and V-neck style. No other undergarments may be visible.

#### Shoes and Stockings

- Plain white hosiery must be worn at all times.
- Shoes must have a rubber/non-conductive sole.
- Shoes must be completely white and must be clean at all times.
- White sneakers are acceptable.

#### Jewelry, Hair and Nails

- For women: The only visible, pierced jewelry that is acceptable is a small, single, stud earring. Hoops, rings, or dangling earrings are not allowed. Jewelry on the tongue, eyebrows, nose, or lips is not allowed.
- For men: Visible pierced jewelry is not allowed. Facial hair must be neatly trimmed to a maximum length of ½ inch to permit proper fit of personal protective equipment (as recommended by the Center for Disease Control), and not be of a faddish or unusual appearance.
- Only a plain wedding band is acceptable.
- A watch with a sweep second hand is mandatory at all times.
- Hair must be pulled back out of the face and off the shoulders. Hair color must be of a natural color; faddish or unnatural colors or styles are not permitted.
- Hair accessories must be plain.
- Nails must be trimmed and kept clean at all times. Nail length must be kept at a maximum of 2 mm overhang. Only clear nail polish is acceptable – other colors/designs are not allowed. Artificial nails are not allowed.

#### Tattoos

- Tattoos and piercing are discouraged while in school due to increased chance of infection and the ability to comply with Stanbridge and hospital policy.
- Tattoos cannot be visible. White, long sleeved shirts or "sleeves" must be worn with scrubs to cover the tattoos.

(Note: Clinical facilities may have uniform regulations in addition to the requirements listed above. Students must comply with any additional uniform requirements at the clinical facilities in the program.)

Students not in compliance with the uniform standards policy will be issued a Notice of Deficiency.



## PROGRAMS AND COURSES

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### CLASSROOM AND LAB STUDENT CAPACITY

A maximum of 45 students will be accommodated at the desks in the theory classroom. By state law a clinical instructor will supervise a maximum of 15 students. The skills lab contains sufficient space and equipment for 45 students to be trained concurrently.

### ADDITIONAL ATTENDANCE REQUIREMENTS FOR TERM 4 STUDENTS

Term 4 Vocational Nurse students attend specialty clinical rotations (Maternal, Pediatric and Mental Health), which require attendance (or remediation of absences) at skills labs prior to attending clinical education in the facility. Students who are absent from and do not remediate a skills lab may not complete that specific clinical rotation and will not graduate on time. They may continue with theory courses and attend other specialty clinical rotations and only then attend the missed clinical rotation with another cohort. As the term 4 rotations are shorter than previous term rotations, only two absences may be incurred in any of the specialty clinical rotations.

### ADDITIONAL GRIEVANCE PROCEDURES

All students are encouraged to address concerns and grievances to their instructors and then to the college executive staff. VN program students should contact the VN Program Director, then the Dean of Instruction, and then the President.

The Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, California 95833

Telephone (916) 263-7800; Fax (916) 263-7855

### Background Check

Some clinical facilities require background checks for all employees, volunteers and students working in the facility, independent of the required licensure background check (see below). Students will be required to submit their personal information for a background check in order to attend clinical sessions.

- Each facility judges the background of student nurses with misdemeanors or felonies on an individual basis. Denial of admission to the Vocational Nurse Program for students with convictions will be based on a pattern of convictions, felonies, or certain misdemeanors that will bar a student from completing a clinical rotation.
- Failure to disclose a previous conviction is typically viewed as seriously as the conviction itself, if not more so.
- Some clinical facilities require submission of fingerprints as part of the background check.

### LICENSURE

Vocational Nurses in California are licensed by the Board of Vocational Nursing and Psychiatric Technicians in accordance with the provisions of the Nurse Practice Act, California Code of Regulations, Division 25, Chapter 1, Vocational Nurses. Completion of the BVNPT-accredited Stanbridge College VN program satisfies the requirement for completion of a course in vocational nursing. Students must apply to the BVNPT for authorization to take the licensing examination after completion of their program. Note: Tuition paid to Stanbridge College does not include fees payable to the State of California or other entities (such as those for Live Scan services or photographs) related to application for state-mandated licensing examinations or the state licensing fees themselves.

### LICENSURE FOR STUDENTS WITH CONVICTIONS

By law, the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) must review the criminal record of all applicants for Vocational Nursing licenses. The Board only performs this review upon receipt of an application for licensure and cannot “pre-approve” or “pre-screen” a record to determine eligibility for licensure. Stanbridge College, likewise, cannot determine if a conviction will be a bar to receiving a license. Full disclosure is mandatory, and failure to disclose a conviction may be grounds for denial of your application.

Because determination of eligibility is made on a case-by-case basis, having a conviction on your record will not necessarily prevent the Board from granting a license. Likewise, if you have a conviction, you may not be granted a license even if you have completed all coursework and passed the licensing examination.

The Board’s brochure on “Disciplinary Overview, Convictions, Frequently Asked Questions” is reproduced here for your information. Additional questions may be directed to the BVNPT’s Enforcement Unit at (916) 263-7827.

## PROGRAMS AND COURSES

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Do you have to report an arrest if you were not convicted?

No. You only need to report an arrest if you were convicted.

Do you have to report traffic violations and/or automobile accidents?

Yes, if a traffic ticket was issued and you were fined over \$500.

What happens if you can't obtain certified court documents and police reports on convictions?

You must submit written proof from the court or police department specifying inability to locate the required documents. The Board verifies this and bases its decision on other substantial information (e.g., letters of recommendation, evidence of rehabilitation, etc.).

Do you have to report non-payment of child support?

No. However, if your case is in the District Attorney's (DA) Office for non-payment, the DA notifies the Department of Consumer Affairs Family Support Unit. If you are deemed eligible for licensure, your license is issued on a temporary basis for 150 days. If at the end of that time period, you have not established a payment agreement with the DA's Office, your license is suspended.

Do you have to report a conviction that was expunged (i.e., conviction was stricken or deleted from official records)?

Yes. Pursuant to Penal Code section 1203.4, you are required to report a conviction that was expunged. The law specifies that it does not relieve you from the obligation to disclose the conviction in response to any direct questions contained in any questionnaire or application for public office or for licensure by any state or local agency.

What happens if you fail to disclose all or part of your convictions?

Failure to disclose all or part of your convictions may be grounds for denial or disciplinary action as you falsified information required on your application for licensure or renewal of licensure.

Do you have to report misdemeanors, felonies and/or convictions which you pled nolo contendere?

Yes. Pursuant to Business and Professions Code, section 2878.6 (VN Practice Act) and section 4523 (PT Law), a plea or verdict of guilty or a conviction following a plea of nolo contendere is considered a conviction. Any conviction substantially related to the qualifications, functions and duties of a licensee can be grounds for denial or discipline of a license.

Do you have to report convictions if you were under 18 years old and tried as an adult?

Yes. If you were under 18 years of age, but were tried and convicted as an adult, you are required to disclose the conviction.

Do you have to report military convictions or dishonorable discharge?

Yes. Any offense or violation during your military career must be reported to the Board on the Record of Conviction form.

How does the Board determine which violations are substantially related to the applicant's license?

Pursuant to Title 16, California Code of Regulations, section 2521 (VN Regulations) and section 2578 (PT Regulations), a crime or act shall be considered to be substantially related to the qualifications, functions or duties of a LVN or PT if to a substantial degree it evidences present or potential unfitness to perform the functions authorized by the license in a manner consistent with the public health, safety or welfare. Such crimes or acts shall include but not be limited to those involving the following issues:

- Procuring a license by fraud, misrepresentation or mistake.
- A conviction of practicing medicine without a license.
- Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any provision or term of the VN Practice Act or PT Law.
- Aiding or assisting, or agreeing to aid or assist any person or persons, whether a licensed physician or not, in the performance of or arranging for a violation of any of the provisions of the Medical Board of California Practice Act.
- Conviction of a crime involving fiscal dishonesty.
- Any crime or act involving the sale, gift, administration, or furnishing of "narcotics or dangerous drugs or dangerous devices" as defined in the Pharmacy Practice Act, Section 4022.

How does the Board determine satisfactory rehabilitation of an applicant for licensure or licensee?

Pursuant to Business and Professions Code sections 480 and 490, and Title 16 California Code of Regulations, sections 2522 and 2522.5 (VN Regulations) and sections 2579 and 2579.1 (PT Regulations), the Board utilizes the following general criteria to determine satisfactory rehabilitation:

## PROGRAMS AND COURSES

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- The nature and severity of the act(s) or crime(s) under consideration.
- Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration.
- The time that has elapsed since commission of the act(s) or crime(s) under consideration.
- The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed.
- Evidence, if any, of rehabilitation.

What does the Board look for on the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI) reports?

The Board reviews the RAP sheets (i.e., criminal record reports) to ensure that the conviction history matches what you provided on your Record of Conviction form and to determine if the violation is related to the qualifications of a licensee.

How can you get a copy of your RAP sheet (i.e., criminal record report)?

You may request a copy of your RAP sheet from the Department of Justice (DOJ). DOJ requires you to complete a "Record Review Process" form, complete another fingerprint card and pay a fee for processing.

To obtain more information on this process, you must contact DOJ directly.

How long does a conviction stay on your RAP sheet?

The information contained on your RAP sheet is retained indefinitely. Therefore, you should always report all convictions. Failure to disclose all past convictions may result in disciplinary action.

Why doesn't the Board delineate the criteria for denial of a license?

The Board looks at each application for licensure on a case-by-case basis. There are many factors which must be evaluated to determine a person's qualifications to practice.

Why do you have to take and pass the examination before a decision is made on your conviction history?

The Board does not have any authority to deny your application for examination, only your application for licensure. Therefore, the Board can only make its official determination when you have successfully met all the requirements for initial licensure.

## PROGRAMS AND COURSES

### BACHELOR OF SCIENCE IN NURSING PROGRAM

27 Months/90 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 29 months).

The Bachelor of Science in Nursing program is a post-licensure RN to BSN program for nurses who already possess an associate's degree.

This program is delivered completely online.

Employment/Job Title: Registered Nurse (RN), Staff RN (Staff Registered Nurse), Director of Nursing, Staff Nurse, Charge Nurse, Relief Charge Nurse, Nurse Educator, Director of Staff Development.

Upon completion of the following requirements, Stanbridge College will confer the Bachelor of Science in Nursing degree.

- Scholarship requirements: a final GPA of 2.0 for all units attempted at Stanbridge College is required to graduate.

Course Number and Title	Classroom/Lecture Clock Hours	Clinical Education Clock Hours	Total Credit Hours
NUR 3012 Role Transformation in Nursing	40.00	0.00	4.00
NUR 3022 Health Promotion through the Life Cycle: Adults	40.00	0.00	4.00
NUR 3032 Health Promotion through the Life Cycle: Children	40.00	0.00	4.00
NUR 3042 Theoretical Models of Nursing	40.00	0.00	4.00
NUR 3052 Evidence-Based Practice	40.00	0.00	4.00
NUR 3062 Healthcare Informatics	40.00	0.00	4.00
COM 3010 Business Communication in Healthcare	40.00	0.00	4.00
SOC 3010 Cultural Identity and Diversity	40.00	0.00	4.00
NUR 3072 Principles of Teaching	40.00	0.00	4.00
NUR 3082A Cellular and Immune Concepts (Pathophysiology I)	40.00	0.00	4.00
NUR 3082B Cardiopulmonary, Renal, Gastrointestinal and Endocrine Concepts (Pathophysiology II)	40.00	0.00	4.00
NUR 3082C Nervous System, GU, Musculoskeletal and Skin Systems (Pathophysiology III)	40.00	0.00	4.00
NUR 4012 Nutrition	20.00	0.00	2.00
NUR 4022 Ethics in the Life Sciences	40.00	0.00	4.00
NUR 4032 Leadership and Management	40.00	0.00	4.00
NUR 4042 Healthcare Economics	40.00	0.00	4.00
NUR 4052 Pharmacology	40.00	0.00	4.00
NUR 4062 Advanced Physical Assessment	40.00	0.00	4.00
NUR 4072 Community-Based Nursing	40.00	0.00	4.00
ENG 3030 Scientific Writing	40.00	0.00	4.00
MATH 3010 Statistics for the Social Sciences	40.00	0.00	4.00
NUR 4082 Nursing Research	40.00	0.00	4.00
NUR 4100 Capstone	40.00	0.00	4.00
Program Total	900.00	0.00	90.00

# **PROGRAMS AND COURSES**

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## **CATALOG SUPPLEMENT FOR BSN STUDENTS**

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### **INCOMPLETE COURSES**

If a student is passing the course before Week Five and has a compelling reason, such as an illness or the death of a relative, so that the student cannot complete the course by the end date, the student may apply in writing to the instructor to take an incomplete for the course. The incomplete must be approved by the instructor and program director by the first day of Week Five. The instructor and student will complete an Incomplete Agreement that will state what work will need to be completed and set a date for work submission in the agreement to within 10 days of the end of the course. All incomplete work must be submitted by 11:59 p.m. on the date stipulated in the Incomplete Agreement.

A reduction of one letter grade will be assessed for any course in which a student elects to take an incomplete. The student must be passing the course at the time the incomplete is granted. Discussion Boards will not be included in the work to be completed for the course.

### **FAILED COURSES**

There is no remediation for a failed course in the Bachelor of Science in Nursing program. No coursework will be accepted for a course after the course has been completed, except in cases where an incomplete has been granted. Students who fail a course will need to repeat the course at a later date.

### **LATE SUBMISSION OF ASSIGNMENTS**

Technological issues are not valid grounds for the submission of late assignments. If a student has difficulty uploading his or her assignment or thinks the assignment might not have uploaded correctly, the student must email his or her instructor about the difficulty and send the instructor a copy of the assignment via email before the deadline for the assignment. The assignment will not be considered late if it has been sent to the instructor via email before the deadline.

The instructor will acknowledge receipt of the assignment within 24 hours of receiving it and whether the assignment was actually uploaded into Edverum even though the student thought it had not been uploaded correctly. If the instructor states that the assignment is still not in Edverum, the student must contact the Assistant Director for Online Learning, and the latter will assist the student with correctly uploading his or her assignment. If a student does not follow the foregoing procedure, his or her paper will be considered late and graded accordingly.

## PROGRAMS AND COURSES

### MASTER OF SCIENCE IN NURSING PROGRAM

19 Months/48 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 19 months).

This program is delivered completely online. Students will choose from Nurse Educator or Nurse Executive elective concentrations.

Employment/Job Title: Registered Nurse (RN), Staff RN (Staff Registered Nurse), Director of Nursing, Staff Nurse, Charge Nurse, Relief Charge Nurse, Nurse Educator, Director of Staff Development.

Upon completion of the following requirements, Stanbridge College will confer the Master of Science in Nursing degree.

- Scholarship requirements: An average of 2.0 is required to be achieved for each course in the program and a final GPA of 3.0 for all units attempted at Stanbridge College is required to graduate.

Course Area/Title	Classroom/ Lecture Clock Hours	Total Credit Hours
Nursing Core (Required of All Students)		
NUR 5000 Theoretical Foundations of Advanced Nursing	30.00	3.00
NUR 5010 Trends in Contemporary Nursing	30.00	3.00
NUR 5020 Transcultural Nursing	30.00	3.00
NUR 5025 Epidemiology	30.00	3.00
NUR 5026 Healthcare Economics	30.00	3.00
MTH 5000 Advanced Statistics (Analysis of Research Data)	30.00	3.00
ENG 5000 Research Methodologies	30.00	3.00
PSY 5000 Developmental Psychology	30.00	3.00
Total	240.00	24.00
Nurse Educator Electives		
NUR 5031 Nurse Educator – Roles, Responsibilities and Relationships	30.00	3.00
NUR 5032 Teaching Strategy for the Nurse Educator	30.00	3.00
NUR 5033 Curriculum Design and Evidence-Based Practice Implementation	30.00	3.00
NUR 5034 Student Assessment and Evaluation in Nursing Education	30.00	3.00
NUR 5035 Integrating Technology into Nursing Education	30.00	3.00
NUR 5036 Educational Theory: Principles, Methods and Design	30.00	3.00
Total	180.00	18.00
Nurse Executive Electives		
NUR 5041 Healthcare Finance and Strategic Planning	30.00	3.00
NUR 5042 Leadership and Management in Nursing and Healthcare	30.00	3.00
NUR 5043 Human Resources Management	30.00	3.00
NUR 5044 Information and Healthcare Technologies	30.00	3.00
NUR 5045 Ethical and Legal Perspectives of the Health System	30.00	3.00
NUR 5046 Healthcare Policy	30.00	3.00
Total	180.00	18.00
Other Courses (Required of All Students)		
NUR 5060 Capstone I (Directed Research)	30.00	3.00
NUR 5070 Capstone II (Directed Research)	30.00	3.00
Total	60.00	6.00
Program Total	480.00	48.00

## PROGRAMS AND COURSES

### DIPLOMA IN HEMODIALYSIS TECHNICIAN PROGRAM

7 Months/652 Clock Hours/30 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 7.75 months)

Employment/Job Title: Medical & Clinical Lab Technicians; Hemodialysis Technician; Dialysis Technician; Patient Care Technician

The Hemodialysis Technician program is designed to prepare graduates for entry-level positions in dialysis clinics and hospitals. The program provides training in the maintenance of patient preparation and comfort, the use and care of the dialysis machine, safety procedures, and precise documentation before, during, and after dialysis procedures as well as the use of appropriate medical terminology.

The hemodialysis technician performs routine medical laboratory tests for the diagnosis, treatment, and prevention of disease, may work under the supervision of a medical technologist, and is the primary direct caregiver for patients whose kidneys no longer function properly and who are undergoing dialysis treatment. They operate the machines that remove waste and excess fluids from the blood of these patients. They work under the supervision of physicians and registered nurses, primarily in hospitals, clinics, outpatient facilities, or home dialysis programs. Their responsibilities may vary based on different state laws and facility policies.

Upon satisfactory completion of all requirements for this program, Stanbridge College will confer a Diploma in Hemodialysis Technician. Students must achieve a GPA of at least 2.0 in order to graduate. HDT students may not graduate without completing the objectives for theory classes and a total of 300 hours of practical experience. Upon graduation from the program, students are eligible to take recognized certification examinations to become Certified Hemodialysis Technicians. After passing 1 of the 4 recognized examinations, the student must apply to the California Department of Public Health (CDPH) to become certified and thus be eligible to obtain employment as a Certified Hemodialysis Technician in California.

#### PROGRAM CHART

Courses	Classroom/ Lecture Clock Hours	Clinical Education Clock Hours	Total Credit Hours
HDT 1010 Introduction to Hemodialysis and the Person with Kidney Failure	44.00	0.00	2.50
HDT 1002 Principles of Dialysis	24.00	0.00	1.00
HDT 1003 Vascular Access	52.00	0.00	3.00
HDT 1004 Hemodialysis Devices	60.00	0.00	3.50
HDT 1005 Hemodialysis Procedures and Complications	96.00	0.00	6.00
HDT 1006 Dialyzer Reprocessing	20.00	0.00	1.00
HDT 1007 Water Treatment	32.00	0.00	1.50
HDT 1008 Hemodialysis Review	24.00	0.00	1.50
HDT 1009 Hemodialysis Practicum	0.00	300.00	10.00
Totals	352.00	300.00	30

# PROGRAMS AND COURSES

## CATALOG SUPPLEMENT FOR HDT STUDENTS

### ADDITIONAL INFORMATION FOR HDT PROGRAM STUDENTS

#### Health Screening

Prior to any activities at clinical facilities, students must undergo a PPD skin test (and/or chest X-ray if PPD is positive) and titers for both Hepatitis B and C.

#### Pregnancy

Hemodialysis Technician students who are pregnant or become pregnant during the program must inform the Program Director and provide a medical clearance from their treating physician prior to attending skills lab and clinical education.

#### BLS Certification

Completion of a course in Basic Life Support for Healthcare Workers is required prior to the clinical practicum in a clinical facility and is included in the Stanbridge College HDT curriculum. Students absent from the BLS class must obtain certification at their own expense before attending a clinical facility. Only the American Heart Association Certification will be accepted.

### STUDENT RESPONSIBILITIES AT CLINICAL FACILITIES

Students are responsible for the following while at clinical facilities:

- Protecting, first and foremost, the health and safety of patients at clinical facilities where they perform their clinical rotations.
- Honoring the preservation of patient privacy by scrupulously observing confidentiality of patient information. Violation of patient confidentiality may lead to dismissal of the student from the program.
- Seeking the guidance of a Stanbridge College clinical instructor when unsure of what to do.
- Arranging for transportation to and from the college, clinical facilities and other designated locations for instruction in the HDT program. (Note: Clinical facilities traditionally maintain a scheduled rotation of between 8 and 12 hours. It is the responsibility of the student to abide by the schedule of the facility to which they have been assigned.)
- Making the didactic and clinical schedule in the HDT program the top priority in their personal schedule.
- Abiding by the rules and regulations of the clinical facilities during clinical rotations.

### STUDENT ACKNOWLEDGEMENT OF RISK AT CLINICAL FACILITY ROTATIONS

Hemodialysis Technician students will be required to sign, as a condition of their presence in clinical facilities for clinical education, the following acknowledgement:

I understand that due to my clinical rotations at various clinical facility settings, I will be exposed to potentially infectious materials and diseases. I agree to follow all clinical facility protocols regarding patient safety, personal safety and all other protocols I have been taught at school during clinical facility orientations and during my clinical rotations.

I hereby confirm that I will seek the direction of my instructor or a clinical facility nurse should I be unclear as to how to proceed with patient care or any other procedure, protocol or process at the clinical facility.

I hereby indemnify and hold harmless Stanbridge College, its employees, agents, owners and partnering clinical facilities from any liability pertaining to any infectious disease, illness or injury I may acquire or get as a result of my participation in my clinical rotations.

### UNIFORM POLICY FOR HDT STUDENTS

#### General

- The Student ID must be worn at chest level and be conspicuous at all times.
- Scrubs must bear the Stanbridge College patch on the right sleeve.
- The Stanbridge College patch must be 2.5 inches from the right sleeve's bottom edge.
- Scrubs must be clean and unwrinkled.
- Undershirts worn underneath the scrub uniform top may be short sleeve or long sleeve but must be white if visible and V-neck style. No other undergarments may be visible.



## PROGRAMS AND COURSES

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### Shoes and Stockings

- Plain white hosiery must be worn at all times.
- Shoes must have a rubber/non-conductive sole.
- Shoes must be completely white and must be clean at all times.
- White sneakers are acceptable.

### Jewelry, Hair and Nails

- For women: The only visible, pierced jewelry that is acceptable is a small, single, stud earring. Hoops, rings, or dangling earrings are not allowed. Jewelry on the tongue, eyebrows, nose, or lips is not allowed.
- For men: Visible pierced jewelry is not allowed. Facial hair must be neatly trimmed to a maximum length of ½ inch to permit proper fit of personal protective equipment (as recommended by the Center for Disease Control), and not be of a faddish or unusual appearance.
- Only a plain wedding band is acceptable.
- A watch with a sweep second hand is mandatory at all times.
- Hair must be pulled back out of the face and off the shoulders. Hair color must be of a natural color; faddish or unnatural colors or styles are not permitted.
- Hair accessories must be plain.
- Nails must be trimmed and kept clean at all times. Nail length must be kept at a maximum of 2 mm overhang. Only clear nail polish is acceptable – other colors/designs are not allowed. Artificial nails are not allowed.

### Tattoos

- Tattoos and piercing are discouraged while in school due to increased chance of infection and the ability to comply with Stanbridge and hospital policy.
- Tattoos cannot be visible. White, long sleeved shirts or “sleeves” must be worn with scrubs to cover the tattoos.

(Note: Clinical facilities may have uniform regulations in addition to the requirements listed above. Students must comply with any additional uniform requirements at the clinical facilities in the program.)

Students not in compliance with the uniform standards policy will be issued a Notice of Deficiency.

### Background Check

Some clinical facilities require background checks for all employees, volunteers and students working in the facility, independent of the required licensure background check (see below). Students will be required to submit their personal information for a background check in order to attend clinical sessions.

- Each facility judges the background of students with misdemeanors or felonies on an individual basis.
- Failure to disclose a previous conviction is typically viewed as seriously as the conviction itself, if not more so.
- Some clinical facilities require submission of fingerprints as part of the background check.

### Licensure

According to the California Dialysis Council (<http://www.cdph.ca.gov>), the current requirements for working as a Hemodialysis Patient Care Technician in California are:

Possess a high school diploma or equivalent (GED);  
Complete a California state-approved training program (i.e. one approved by CDPH);  
Pass the California Dialysis Council (CDC) state-approved examination or one of the three CMS-approved national examinations; and  
Complete the Certified Hemodialysis Technician (CHT) Initial Application of the CDPH.

## PROGRAMS AND COURSES

### ASSOCIATE OF SCIENCE IN VETERINARY TECHNOLOGY PROGRAM

22 Months/1916 Clock Hours/112.5 Quarter Credit Hours (Total time to complete the program may vary based on school holidays and breaks and averages 24 months)

The Associate of Science in Veterinary Technology program prepares graduates to enter the field as professional veterinary team member. Upon passing state licensing requirements, which may include a background check, graduates may seek employment as veterinary technicians. Veterinary technicians assist veterinarians in a variety of duties, including observing the behavior and condition of animals; monitoring their clinical symptoms; maintaining controlled drug inventory and related log books; administering anesthesia to animals under the direction of a veterinarian; performing laboratory tests on blood, urine, and feces; administering first aid, such as emergency resuscitation or other life-saving procedures; preparing and administering medications, vaccines, or treatments; filling prescriptions; collecting samples for laboratory testing; and taking and developing diagnostic radiographs.

Employment/Job Title: Veterinary Technician, Veterinary Technician (Vet Tech), Registered Veterinary Technician (RVT), Licensed Veterinary Technician (LVT), Certified Veterinary Technician (CVT), Internal Medicine Veterinary Technician, Emergency Veterinary Technician, Laboratory Animal Technician.

Upon completion of the following requirements, Stanbridge College will confer the Associate of Science in Veterinary Technology degree.

Scholarship requirements: A 2.0 GPA must be achieved for each course in the program and thus a cumulative GPA of 2.0 must be achieved in order to graduate from the program.

Course Number and Title	Classroom/Lecture Clock Hours	Clinical Education Clock Hours	Total Credit Hours
VET 1000 Introduction to Veterinary Technology	39.00	0.00	2.50
VET 1100 Veterinary Clinical Procedures I	39.00	60.00	5.50
VET 1110 Anatomy and Physiology of Animals	39.00	30.00	4.00
VET 1200 Veterinary Clinical Procedures II	39.00	60.00	5.50
VET 1210 Veterinary Microbiology	39.00	45.00	4.50
VET 1300 Veterinary Clinical Procedures III	39.00	60.00	5.50
VET 2110 Veterinary Diagnostic Imaging	26.00	45.00	4.00
VET 1320 Small Animal Medicine	39.00	0.00	2.50
VET 1330 Veterinary Pharmacology	52.00	0.00	3.50
VET 2000 Veterinary Technician Preceptorship	0.00	30.00	1.00
VET 2100 Veterinary Clinical Procedures IV	39.00	60.00	5.50
VET 1310 Veterinary Parasitology	26.00	45.00	4.00
VET 2120 Large Animal Medicine	26.00	0.00	1.50
VET 2130 Veterinary Anesthesia & Analgesia	26.00	45.00	4.00
VET 2140 Veterinary Business Management and Ethics	26.00	0.00	2.00
VET 2200 Veterinary Clinical Procedures V	39.00	60.00	5.50
VET 2210 Veterinary Surgical Nursing and Dentistry	26.00	60.00	4.50
VET 2220 Laboratory and Exotic Animal Medicine	26.00	20.00	3.00
VET 2300 Veterinary Technician Internship	0.00	320.00	10.50
VET 1101 Term Review and Exam	18.00	0.00	1.00

## PROGRAMS AND COURSES

VET 1102 Term Review and Exam	14.00	0.00	0.50
VET 1103 Term Review and Exam	26.00	0.00	1.50
VET 1104 Term Review and Exam	22.00	0.00	1.00
VET 1105 Term Review and Exam	16.00	0.00	1.00
VET 2101 Program Review and Exam	30.00	0.00	2.00
BUS 1110 Project Management	40.00	0.00	4.00
CHM 1010 Chemistry	40.00	0.00	4.00
MATH 1010 College Algebra I	40.00	0.00	4.00
BIO 1010 Biology	40.00	0.00	4.00
ENG 1010 College Writing I	40.00	0.00	4.00
PSY 1001 Introduction to Interpersonal Relationships	25.00	0.00	2.50
ENG 1050 Public Speaking	40.00	0.00	4.00
Totals	976.00	940.00	112.50

### Licensure for Students with Convictions:

By law, the Veterinary Medical Board must review the criminal record of all applicants for Registered Veterinary Technician licenses. The Board only performs this review upon receipt of an application for examination and cannot “pre-approve” or “pre-screen” a record to determine eligibility for licensure. Stanbridge College, likewise, cannot determine if a conviction will be a bar to receiving a license. Full disclosure is mandatory, and failure to disclose a conviction may be grounds for denial of your application.

Because determination of eligibility is made on a case-by-case basis, having a conviction on your record will not necessarily prevent the Board from granting a license. Likewise, if you have a conviction, you may not be granted a license even if you have completed all coursework and passed the licensing examination.

State Law regarding denial of examination is provided for information:

Business and Professions Code, DIVISION 2. HEALING ARTS, CHAPTER 11. Veterinary Medicine, ARTICLE 2.5 Section 4842.

The board may deny an application to take a written and practical examination for registration as a registered veterinary technician if the applicant has done any of the following:

- (a) Committed any act which would be grounds for the suspension or revocation of registration under this chapter.
- (b) While unregistered, committed, or aided and abetted the commission of, any act for which a certificate of registration is required by this chapter.
- (c) Knowingly made any false statement in the application.
- (d) Been convicted of a crime substantially related to the qualifications, functions and duties of a registered veterinary technician.
- (e) Committed any act that resulted in a revocation by another state of his or her license, registration, or other procedure by virtue of which one is licensed or allowed to practice veterinary technology in that state.

# PROGRAMS AND COURSES

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## COURSE DESCRIPTIONS

### Business Courses

#### **BUS 1110 Project Management**

This course will provide students with the ability to discern their role as project managers and team members and to describe the process of turning a project mandate into quality results that are on time and on budget.

### Information Technology courses

#### **CIS 1005 Microsoft Office Suite Installation and Use**

This course provides students with theory and practice in installing, configuring and repairing the Microsoft Office suite of applications with additional instruction for employment of the capabilities of Microsoft Word 2010.

#### **CIS 1010 PC Hardware and Operations**

This course will prepare the student at a level of knowledge equal to a PC technician working in the field with six months of on the job training. The course covers PC hardware installation, configuration and troubleshooting, Microsoft OS (Windows 2000 to Windows 7) installation, configuration, troubleshooting and networking.

#### **CIS 1020 Networking Functions and Operating Systems I**

This course introduces students to Windows and to the networking technologies it supports. Students will be able to describe user accounts and security, identify the tools used to perform administrative tasks in a Windows-based network, and identify the networking architecture and protocols associated with networks. Students will be able to identify the hardware and software components required for network communication, including Remote Access Services, Web Services, and utilities for network maintenance.

#### **CIS 1025 Networking Functions and Operating Systems II**

This course provides students with the knowledge and skills to install and configure Windows 7 desktops, focusing on: installing, securing, networking, and browsing. It also provides students with the knowledge and skills to successfully configure mobile computers and applications that run Windows 7.

#### **CIS 1120 Introduction to Open Source Systems and Linux**

This course is an introduction to GNU/Linux on stand-alone PCs. Topics covered include installing a distribution of the operating system, configuring video and network hardware, managing processes, creating and managing user accounts, creating storage mount points and installing applications.

#### **CIS 2020 Network Security Concepts and Practices**

This course provides the student with the basics of Network Security, including General Security Concepts, Communication Security, Infrastructure Security, the basics of Cryptology, and Operational and Organizational Security. The material prepares a student to pass the CompTIA Security+ examination.

#### **CIS 2125 Installing and Configuring Windows Server**

This course covers the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration. It includes lecture and labs on managing active directory objects, IPv4 and IPv6, implementation of group policy and local storage for file and print sharing.

#### **CIS 2135 Administering Windows Server**

This course covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services(AD DS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management.

#### **CIS 2145 Advanced Windows Server Services**

This course covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery.

## PROGRAMS AND COURSES

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### **CIS 2211 LAN/WAN Routing and Switching Concepts I**

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security.

### **CIS 2212 LAN/WAN Routing and Switching Concepts II**

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security.

### **CIS 2420 SharePoint Server 2010 Administration**

This course is designed to validate the skills needed to plan, install, configure and administer SharePoint Server 2010 in a team-based, medium - large environment. This class teaches you the latest generation of the SharePoint that helps information technology (IT) professionals maximize control over their infrastructure while providing mission-critical business collaboration tools that allows their people to produce the best results.

### **CIS 2430 PowerShell Scripting**

PowerShell increases administrator productivity by automating repetitive tasks and ensuring complex, error-prone routines are performed consistently. Students gain practical experience using PowerShell to solve both one-time and recurring administrative challenges.

### **CIS 2611 Configuring Exchange Server 2010**

This course provides students the knowledge to configure and manage a messaging environment: installing Microsoft Exchange Server 2010; manage routing; client access; techniques to monitor and troubleshoot an Exchange Server 2010 messaging system; and the backup and restoration of databases. They will also learn how to manage addressing and recipient objects such as mailboxes, distribution groups, and contacts; managing messaging security and policies and how to manage spam, anti-virus, and content filtering.

### **CIS 2640 Administering and Securing Wireless Networks**

This course provides students with the knowledge and skills to set up, configure and secure enterprise wireless networks, including RF technologies, wireless standards, antenna concepts, network design, performance tuning, 802.11 network architectures, and site survey techniques.

### **CIS 2680 Network Intrusion Detection and Prevention**

This course is designed to make network administrators aware of the security related issues and the essential skills they need to implement security in a given network.

### **CIS 3110 Configuring Server 2008 Applications Infrastructures**

This course provides knowledge and skills for deploying Server 2008, installing and tuning an Internet Information Services web server and configuring Terminal Services for remote connections to a Windows Active Domain.

### **CIS 3120 MCITP Enterprise Administrator**

This course will prepare IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.

### **CIS 3130 Advanced Routing I**

This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments.

### **CIS 3140 Advanced Routing II**

This course covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

### **CIS 3150 Advanced Switching I**

This course teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. Students will learn how to configure and verify the implementation of complex enterprise switching solutions. Labs emphasize hands-on learning and practice to reinforce configuration skills.

## **PROGRAMS AND COURSES**

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### **CIS 3160 Advanced Switching II**

This course teaches students how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

### **CIS 3170 Advanced WAN Troubleshooting I**

This course teaches students how to monitor and maintain IP networks. Skills learned include the planning and execution of regular network maintenance, based on systematic and industry recognized approaches. Labs emphasize hands-on learning and practice to reinforce troubleshooting techniques

### **CIS 3180 Advanced WAN Troubleshooting II**

This course teaches students how to monitor and maintain more complex, enterprise routed and switched IP networks. Skills learned include support and troubleshooting using technology- based processes and best practices, based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques

### **CIS 3610 Virtual Server Technologies**

This course provides the skills to effectively deploy and administer VMWare virtual servers in the large business and enterprise environment.

## PROGRAMS AND COURSES

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### **CIS 4110 Storage Area Network Administration**

The Fundamentals of Storage Area Networks bundle provides students with the foundational knowledge necessary to perform essential job responsibilities in a Storage Area Network (SAN) environment. Students learn the architecture and components of a SAN and the technological underpinnings that make SANs work.

### **CIS 4210 Advanced Scripting**

This course provides a comprehensive introduction to writing shell scripts. Besides covering fundamental syntax for program flow control, variable assignment and substitution, I/O control, and mathematical expressions, it emphasizes the powerful features that are unique to this shell, including built-in string operators, variable typesetting/conversion, functions, and coprocess communication and control.

### **CIS 4410 Ethical Hacking**

This course immerses the student into an interactive environment where they practice how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems.

### **CIS 4420 Forensic Investigation**

This course leads students to develop the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute. Tools of the forensic trade will be taught during this course, including software, hardware and specialized techniques.

### **CIS 4510 Systems Security Control and Procedures**

This course provides comprehensive training in the seven domains of the Common Body of Knowledge (CBK) leading to SSCP or Associate of ISC2 certification. The course teaches security policy development, secure software development procedures, network vulnerabilities, attack types and corresponding countermeasures, cryptography concepts and their uses, disaster recovery plans and procedures, risk analysis, crucial laws and regulations, forensics, computer crime investigation procedures, physical security, and more.

### **CIS 4600 Senior Project**

This course leads the student to conduct self-directed research, experimentation or projects tying the objectives of the core courses together. The student's work is in presented stages, allowing faculty to determine students' abilities to revise and/or reconceptualize their work. The course culminates in creation of a portfolio of work and a presentation.

### **CIS 5000 Foundations of Management**

This course introduces students to an advanced treatment of the behavioral role of the leader interacting with others within the organization. It offers a critical review of leadership and human behavior, and skills necessary to motivate a diverse workforce including facilitating team decisions, resolving interpersonal conflicts, managing difficult people, strengthening team accountability, and improving communications.

### **CIS 5010 Software Systems Analysis and Design**

This course examines the principles of systems analysis and design. Students explore both traditional and object-oriented perspectives, methodologies, tools, and strategies.

### **CIS 5020 Change Management**

Students will examine components of organizational change required to implement information technology solutions and focus on developing the technical, communication, and managerial skills necessary to manage such organizational change.

### **CIS 5030 Security Management**

This course evaluates and analyzes the hardware and software technologies and management techniques necessary to create appropriately secure and effective information systems.

### **CIS 5040 Legal, Policy, and Ethical Issues for Information Technology**

Students in this course will evaluate the significant laws, regulations, and policies at the state, national, and international levels that relate to IS/IT and how to apply the content to day-to-day operations and compliance.

### **CIS 5050 Enterprise Architecture Planning**

This course examines the elements of enterprise architecture and how the IT leader links the business mission, strategy, and processes of an organization to its IT strategy. Students will examine the different EA methodologies and approaches, and understand where they fit into the IT function.

## PROGRAMS AND COURSES

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### **CIS 5055 Advanced Network Management**

This course focuses on the management of computer networks in the enterprise. Topics include designing, implementing and administering a network, network simulation studies, service and utilization calculations, resource and performance optimization, queuing theory, and cost/benefit analysis.

### **CIS 5057 Mobile Devices in the Enterprise**

This course studies the new technology of mobile computing and emphasizes the impact of mobile applications on organizations and society. This seminar-style course will survey competing mobile technologies (including Apple's IOS, Android, and Windows 8). Several case studies of successful mobile applications in the enterprise will be discussed. We will learn how mobile applications have already altered the business and social landscape. Finally, we will attempt to extrapolate on future trends.

### **CIS 5058 Business Intelligence**

This course introduces business intelligence. We focus on the tools used to analyze the data of the enterprise for competitive advantage. Topics include business analytics, data mining, OLAP (online analytical processing), data warehousing, and data marts. We will examine case studies on the successful use of business intelligence.

### **CIS 5060 Information Systems Project Management**

Students will discuss the theories and practices of project management through an integrated view of the concepts, skills, tools, and techniques involved in the management of information technology project. Scenarios will be used to allow students to consider their own strategies for managerial challenges.

### **CIS 5070 Emerging Technologies**

In this course students will look into the future of IT and how the industry applies innovative technology adoption processes to evaluate emerging technologies and their business value impact. Students will also evaluate cases to discern best practices and develop best adoption processes.

### **CIS 5080 Capstone I (Directed Research)**

This is Part I of the capstone course for the Master of Science in IT program. Students complete a capstone research project, which may be an in-depth research study or application in an IT specialization of their choice. The research project will require that students apply what they have learned in previous courses and what they have learned from professional experience. By the end of the capstone course, students must demonstrate that they have achieved the program outcomes for the Master of Science in Information Technology. Part I focuses on the specification and design of the research project, while Part II focuses on the implementation (realization) of the research project.

### **CIS 5090 Capstone II (Directed Research)**

This is Part II of the capstone course for the Master of Science in IT program. Students complete a capstone research project, which may be an in-depth research study or application in an IT specialization of their choice. The research project will require that students apply what they have learned in previous courses and what they have learned from professional experience. By the end of the capstone courses, students must demonstrate that they have achieved the program outcomes for the Master of Science in Information Technology. Part I focuses on the specification and design of the research project, while Part II focuses on the implementation (realization) of the research project.

### **Hemodialysis Technician Courses**

#### **HDT 1001 Introduction to Hemodialysis and the Person with Kidney Failure**

This initial portion of the course will provide students with a history of the field of dialysis from its inception to the present. Additional topics discussed will include care for the patient, practicing high legal and ethical standards, safety measures and behaviors, and protecting patient dignity, privacy and confidentiality. The later portion of the course provides the students with an understanding of the hemodialysis process including precautions to insure patient safety. Students will be introduced to the terminology and physiology associated with renal function and the manner in which dialysis replaces this function.



## **PROGRAMS AND COURSES**

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### **HDT 1002 Principles of Dialysis**

This course provides the students with an understanding of the hemodialysis process. Students will be introduced to the terminology and physiology associated with renal function and the manner in which dialysis replaces this function.

### **HDT 1003 Vascular Access**

This course will provide students with information regarding the various types of vascular access utilized in dialysis and the procedures utilized when preparing for dialysis. This course will also cover medical management, patient teaching and complications related to this process.

### **HDT 1004 Hemodialysis Devices**

This course provides students with an understanding of how hemodialysis devices work and an opportunity to work with the devices.

### **HDT 1005 Hemodialysis Procedures and Complications**

This course covers the process of dialysis from set-up through clean-up. Each procedure is named and defined with a prescription and a purpose for each procedure. Crucial components of the course include the precautionary steps and safety measures taken to avoid complications in hemodialysis.

### **HDT 1006 Dialyzer Reprocessing**

This course provides students with the training and practice required to reprocess the equipment utilized for dialysis. This course also covers the federal regulatory standards for this process.

### **HDT 1007 Water Treatment**

This course discusses how and why water is treated before it is used for dialysis. Students will learn the various types of contaminants commonly found in water and how these contaminants can adversely affect patients. A key component of this course will be the components and monitoring of the water treatment system.

### **HDT 1008 Hemodialysis Review**

This course will assist students in reviewing program material prior to embarking on their clinical experiences and in preparing for the certification examinations required for this occupation.

### **HDT 1009 Hemodialysis Practicum**

This course will provide students with experience in the assessment and management of patients who are being treated with hemodialysis. Students will be assigned to clinical facilities for these activities.

### **Nursing Courses**

#### **CLI 2215A Term 1 Clinical Skills Lab and CLI 2215B Term 1 Clinical**

This course is conducted at clinical facilities to expose the Vocational Nurse student to nursing functions appropriate to the term and experience level of the student nurse. CLI 2215A clinical sessions occur in the Skills Lab and CLI 2215B sessions are held in clinical facilities.

#### **CLI 2216A Term 2 Prefacility Clinical Proficiency and CLI 2216B Term 2 Clinical**

This course is conducted at clinical facilities to expose the Vocational Nurse student to nursing functions appropriate to the term and experience level of the student nurse. CLI 2216A is conducted in the Skills Lab to confirm the student's readiness to perform the additional responsibilities expected of a Term 2 Student Nurse.

#### **CLI 2217A Term 3 Prefacility Clinical Proficiency and CLI 2217B Term 3 Clinical**

This course is conducted at clinical facilities to expose the Vocational Nurse student to nursing functions appropriate to the term and experience level of the student nurse. CLI 2217A is conducted in the Skills Lab to confirm the student's readiness to perform the additional responsibilities expected of a Term 3 Student Nurse.

#### **CLI 2214 Term 4 Clinical**

This course is conducted at clinical facilities to expose the Vocational Nurse student to nursing specialties appropriate to the term and experience level of the student nurse. Clinical practice in Mental Health, Maternal and Pediatric facilities is included during this term.

## PROGRAMS AND COURSES

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### **MED 2060 Nursing Fundamentals I**

This is the first of three courses that are the theoretical base for application of the nursing process at a basic level. They serve as an introduction to the history and theory of nursing, the nursing process, family nursing, nutrition and trans-cultural concepts, as well as an introduction to the clinical setting, including ambulatory, acute and/or long-term health care environment. The anatomy topics present an analysis of human structure integrating cellular, tissue, organ, and organ system levels of structure and relates structure to function, as well as emphasis on major organ systems and their significance in maintaining homeostasis of the whole body. Understanding of terminology for position and combinational forms is paramount.

### **MED 2061 Nursing Fundamentals II**

This is the second of three courses that are the theoretical base for application of the nursing process at a basic level. They serve as an introduction to the history and theory of nursing, the nursing process, family nursing, nutrition and trans-cultural concepts, as well as an introduction to the clinical setting, including ambulatory, acute and/or long-term health care environment. The anatomy topics present an analysis of human structure integrating cellular, tissue, organ, and organ system levels of structure and relates structure to function, as well as emphasis on major organ systems and their significance in maintaining homeostasis of the whole body. Understanding of terminology for position and combinational forms is paramount.

### **MED 2062 Nursing Fundamentals III**

This is the third of three courses that are the theoretical base for application of the nursing process at a basic level. They serve as an introduction to the history and theory of nursing, the nursing process, family nursing, nutrition and trans-cultural concepts, as well as an introduction to the clinical setting, including ambulatory, acute and/or long-term health care environment. The anatomy topics present an analysis of human structure integrating cellular, tissue, organ, and organ system levels of structure and relates structure to function, as well as emphasis on major organ systems and their significance in maintaining homeostasis of the whole body. Understanding of terminology for position and combinational forms is paramount.

### **MED 2044 Pharmacology Fundamentals**

This course covers basic concepts of pharmacology including targeted systems, safeguards and delivery of drug medications. Expected effects, adverse effects, and side effects are emphasized. Units of measurement and beginning dosage calculations are included.

### **MED 2045 Integumentary System**

This course is the first of five beginning medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised integumentary systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2046 Sensory System**

This course is the second of five beginning medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised sensory systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2047 Musculo-Skeletal System**

This course is the third of five beginning medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised musculo-skeletal systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2048 Digestive System**

This course is the fourth of five beginning medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised digestive systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

## PROGRAMS AND COURSES

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### **MED 2049 Fluid and Electrolyte Balance and Renal System**

This course is the fifth of five beginning medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised renal systems is taught. Fluid and electrolyte balance is also covered. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2050 Emergency and Surgical Nursing**

This course is an introduction to nursing care in the perioperative environment and responses to emergency situations.

### **MED 2051 Cardiovascular System**

This course is the first of five intermediate medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised cardiovascular systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2052 Immune System**

This course is the second of five intermediate medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised immune systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2053 Oncology**

This course is the third of five intermediate medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with cancer is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2054 Respiratory System**

This course is the fourth of five intermediate medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised respiratory systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2056 Endocrine System**

This course is the fifth of five intermediate medical-surgical nursing courses that focus on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised endocrine systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2057 Neurological System**

This course in advanced medical-surgical nursing focuses on providing nursing care to adult patients in a variety of settings, including care planning and implementation, application of medical/surgical, supervision and pharmacological classroom content to the clinical situation. Treatment of clients with compromised nervous systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team is emphasized.

### **MED 2058 Reproductive and Maternal Nursing**

This course discusses the antepartum, intrapartum and postpartum nursing care and goals, fetal development, and the importance of nutrition and diagnostic requirements. Client education regarding use of drugs and alcohol during pregnancy is stressed. Care of the neonate is covered in this course.

### **MED 2059 Pediatric Nursing**

Pediatric care is focused on providing nursing care for infants, children and their families, with an emphasis on family-centered nursing, education, health promotion and illness prevention. Normal growth, development patterns of the growing child and nursing needs in areas of functional physiological, social and

## PROGRAMS AND COURSES

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psychological integrity are exercised in the clinical environment. Calculation of pediatric dosages for pharmaceutical products and pediatric nutrition are covered.

### **MED 2107 Nursing Leadership and Supervision**

This course introduces students to Vocational Nurse leadership and management practices. It shows the role of communication skills and critical thinking as the basis for leadership and management decisions, and the legal and ethical implications of those decisions and their relevance to professional standards.

### **MED 2118 Mental Health Nursing**

This course is an introduction to the major concepts, theoretical perspectives and empirical findings in psychology, oriented to optimizing patient interaction techniques, including the role of the vocational nurse on the mental health care team. Substance abuse and addiction are discussed.

### **MED 2115 Community Nursing**

This course introduces students to the role of the Licensed Vocational Nurse under the Vocational Nursing Practice Act, customer-centric service delivery and career goal achievement. Rehabilitative nursing and ambulatory care are discussed. Ethics, informed consent, advance directives and other medico-legal topics are covered. Home care, hospice care and disaster nursing are covered.

### **MED 2261 Term 1 Cumulative Exam**

This course is a review of Term I concepts, with application of theory and critical thinking to NCLEX exam-style questions. Topics presented in Term I are reviewed. Test taking techniques and stress-reduction practices are also presented.

### **MED 2262 Term 2 Cumulative Exam**

This course is a review of Term II concepts, with application of theory and critical thinking to NCLEX exam-style questions. Topics presented in Term II are reviewed. Test taking techniques and stress-reduction practices are also presented.

### **MED 2263 Term 3 Cumulative Exam**

This course is a review of Term III concepts, with application of theory and critical thinking to NCLEX exam-style questions. Topics presented in Term III are reviewed. Test taking techniques and stress-reduction practices are also presented.

### **MED 2264 Exit Exam and NCLEX Preparation**

This course is a review of Term I-IV concepts, with application of theory and critical thinking to NCLEX exam-style questions. Topics presented in Term I-IV are reviewed. Test taking techniques and stress-reduction practices are also presented. MED 2264 includes 40 hours of review preparation for greater success taking the National Council of State Boards of Nursing NCLEX-PN® licensing examination.

### **NUR 3012 Role Transformation in Nursing**

Focuses on the professional aspects of nursing. The current practice of nursing is examined and a framework is developed to meet professional and educational goals. Tools utilizing evidence-based practice are integrated throughout the course. The role of professional values, nursing knowledge, and professional practice are explored and compared to the student's current practice.

### **NUR 3022 Health Promotion through the Life Cycle: Adults**

This course explores the culture of care of the adult and older adults across various healthcare settings. It will address the effect that maintaining maximum independence, health and wellness has on healthcare systems and families. The use of technology and information systems as a means to access care and support clinical decision-making is discussed as a component of the professional nursing role.

### **NUR 3032 Health Promotion through the Life Cycle: Children**

This course explores the well child and the needs of children requiring healthcare from infancy through adolescence. Through a family-centered approach, the course addresses health problems in children and the impact of illness on a child and the family. Students correlate normal growth and development with care of the child and promote healthy lifestyle strategies in the care of children.

### **NUR 3042 Theoretical Models of Nursing**

An introduction to the nature of nursing theory. Nursing theory is analyzed as a foundation for nursing practice and research. Origins of and strategies for theory development in nursing are examined in terms of importance for the development of professional nursing.

## PROGRAMS AND COURSES

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### **NUR 3052 Evidence-Based Practice**

This course focuses on evidence-based practice in nursing and healthcare as the basis for providing appropriate, efficient, and cost-effective care, treatment, and services through the use of current scientific and technological knowledge.

### **NUR 3062 Healthcare Informatics**

This course introduces students to the concepts and practices of health informatics. Topics include major applications and vendors, decision-making methods and technologies, information systems, and emerging trends.

### **NUR 3072 Principles of Teaching**

This course provides a comprehensive overview of key educational concepts for health professionals in all disciplines. The course covers teaching and learning strategies and techniques, learner characteristics, learning styles, and the evaluation of teaching and learning.

### **NUR 3082A Cellular and Immune Concepts (Pathophysiology I)**

This course focuses on principles of normal and abnormal physiology applied to health care and nursing practice. Emphasis is placed on cellular, organ, system, and holistic function of disease processes. Pathophysiology I focuses on the cellular and immune system.

### **NUR 3082B Cardiopulmonary, Renal, Gastrointestinal and Endocrine Concepts (Pathophysiology II)**

This course focuses on principles of normal and abnormal physiology applied to health care and nursing practice. Emphasis is placed on cellular, organ, system, and holistic function of disease processes. Pathophysiology II focuses on the cardiopulmonary, renal, gastrointestinal and endocrine concepts involved in disease processes.

### **NUR 3082C Nervous System, GU, Musculoskeletal and Skin Systems (Pathophysiology III)**

This course focuses on principles of normal and abnormal physiology applied to health care and nursing practice. Emphasis is placed on cellular, organ, system, and holistic function of disease processes. Pathophysiology III focuses on the nervous system, GU, musculoskeletal and skin system in disease processes.

### **NUR 4012 Nutrition**

This course provides the fundamental nutritional knowledge required by nurses in a clinical setting. Topics include the role of the nurse in the nutritional health of patients, the major food groups, the digestion process, the food pyramid, vitamins, combining diet with exercise for a healthier life, malnutrition, and the benefits of nutrition in preventative healthcare.

### **NUR 4022 Ethics in the Life Sciences**

Ethics is studied as a branch of philosophy. The goal of ethics is to rationally determine what is right and wrong. Ethics is distinguished from morals. Complexities in ethical reasoning that arise from the impact of technological advances in the life sciences are discussed. The relationship between local, state and federal laws and the subject of ethics is studied with a view to how this relationship affects the practice of healthcare.

### **NUR 4032 Leadership and Management**

This course focuses on major legal and ethical issues and healthcare trends related to the practice of professional nursing. Healthcare dilemmas are examined to provide a foundation in the development of values and ethics. The legalities of advanced practice are explored.

### **NUR 4042 Healthcare Economics**

This course is an introduction to the fundamental economics of the U.S. healthcare system and how financial issues affect the role of nursing. The nursing student will be introduced to the terminology used in accounting and finance. Related topics which influence healthcare economics will also be covered: human resources; budgeting (cost management); regulatory processes including privacy laws; healthcare policy; and the healthcare reimbursement process.

### **NUR 4052 Pharmacology**

Pharmacology is the study of the action of drugs on a patient. This course first reviews the basic classifications of drugs and the use of medications. Then the course examines the role of the professional

## PROGRAMS AND COURSES

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nurse in administering medication and educating the patient in the proper use of medication. The nurse is taught methods to prevent medication errors and to develop analytical, evidence-based skills to assess the effectiveness of drug therapy.

### **NUR 4062 Advanced Physical Assessment**

Focuses on the application of critical thinking and deductive and inductive reasoning in the assessment of the health status of individuals. The emphasis is on the systematic approach to health history and physical examination for differentiating normal from abnormal states. A holistic approach which includes the assessment of the physical, developmental, psychosocial, cultural, and spiritual dimensions will be used.

### **NUR 4072 Community-Based Nursing**

Focuses on the synthesis of population-based health and public health concepts to promote, maintain, and restore health to individuals, families and communities. Community assessment, risk appraisal, and application of community health nursing strategies are emphasized in the didactic experience.

### **NUR 4082 Nursing Research**

Nursing research and evidence-based practice relies on results from valid studies, which are reviewed for applicable implementation into practice. Focuses on research methods needed for systematic investigation and expansion of nursing knowledge. Critical appraisal of research is emphasized with a focus on analyzing the integration of research findings into the practice setting.

### **NUR 4100 Capstone**

This is the capstone course in the Bachelor of Science in Nursing program. All students are expected to demonstrate the ability to conduct directed research on a concept in the nursing field, utilizing the methods of inquiry previously learned in the curriculum including experimental data collection and statistical analysis.

### **NUR 5000 Theoretical Foundations of Advanced Nursing**

This course examines selected theories in nursing and health. Approaches to the analysis, critique and utilization of theories in nursing practice and scholarship are emphasized. Students develop and apply a theory and analysis to an area of interest.

### **NUR 5010 Trends in Contemporary Nursing**

Students will develop advanced knowledge about the complex issues of nursing within multidisciplinary practice in a variety of surrounding environments. The course explores issues and trends of furthering the profession including such topics as: current nursing shortage, workplace issues, policy, ethical principled behavior, trans-cultural concepts culture and practice competencies.

### **NUR 5020 Transcultural Nursing**

This course provides an in-depth study of cultural diversity, delineating culturally congruent health-care practices in a pluralistic society. Assessment, planning, diagnosis, evaluation and implementation considerations for cultural differences are explored.

### **NUR 5025 Epidemiology**

Epidemiology is the study of the cause, spread, and effects of disease on a given population. Students will be introduced to the principles and methods of epidemiology. The methods include models to study the behavior of disease, the collection and statistical analysis of data to detect patterns in the spread of disease, and the use of evidence-based methods to identify health risks and prevent the spread of disease in an environment. Important case studies in epidemiology will be examined. Students will gain experience in interpreting epidemiological data and effectively communicating the results of statistical analysis.

### **NUR 5026 Healthcare Economics**

This course deals with the economics of healthcare. The market structure of the U.S. healthcare industry is surveyed. Some of the topics to be studied include the nature of supply and demand for healthcare services, managed care, HMOs, professional licensure, for profit and not-for-profit providers, and problems guaranteeing the integrity and privacy of patient information. The role of government regulation and financing of healthcare will be examined. Problems in healthcare such as the soaring cost of U.S. healthcare and the aging of the U.S. population will be discussed. The healthcare industries in other countries such as Canada, Britain, and Japan will be studied as potential models for U.S. healthcare reform.

### **NUR 5031 Nurse Educator – Roles, Responsibilities and Relationships**

This course will introduce the student to the Nurse Educator role in a variety of settings. This will include academic setting, staff development, nurse counselor, and clinical nurse educator. A key focus of this

## PROGRAMS AND COURSES

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course will be developing an understanding of the role of the nurse educator within the academic community. Certification standards will be an additional topic of the course.

### **NUR 5032 Teaching Strategy for the Nurse Educator**

Effective classroom and clinical teaching/learning strategies foster sound clinical judgment, safe clinical practice and professional development. In this course, students will develop theoretically-based, teaching/learning strategies focused on individual learner needs within classroom and clinical learning environments. Special attention will be given to the interplay of different learning circumstances including various clinical settings, learner needs and learner evaluation.

### **NUR 5033 Curriculum Design and Evidence-Based Practice Implementation**

This course presents a systematic method for the planning, development and implementation of instructional courses and programs. In addition to examining the research supporting contemporary methods of instructional design, students will be required to use concepts introduced to develop a course suitable for implementation in a nursing environment. The methods of program evaluation and accreditation are also discussed.

### **NUR 5034 Student Assessment and Evaluation in Nursing Education**

This course is designed to introduce learning evaluation concepts, including test and measurement, at the didactic, clinical, and programmatic levels. Course content will include strategies to assess and evaluate learning in the cognitive, psychomotor, and affective domains.

### **NUR 5035 Integrating Technology into Nursing Education**

This course examines a variety of innovative computer technologies that support the teaching-learning process in the classroom and clinical settings. Course content includes application of information technology in nursing practice and education. Principles of distance learning, use of the internet and the integration of computer technologies to create new, innovative models of teaching will be explored.

### **NUR 5036 Educational Theory: Principles, Methods and Design**

This course deals with educational principles and theories of learning, and how these educational principles and theories may be applied to nursing education. Teaching techniques which address the different styles of learning in nursing students (including computer simulation techniques) will be studied. Educational principles for dealing with students of diverse cultural background will also be taught to the nurse educator.

### **NUR 5041 Healthcare Finance and Strategic Planning**

This course covers selected topics in both financial and managerial aspects of the U.S. Healthcare industry. Issues are evaluated and presented from the perspective of all key stakeholders including the consumer, providers, provider-organizations, payers and the government.

### **NUR 5042 Leadership and Management in Nursing and Healthcare**

Focusing on developing the nurse executive as a leader, this course examines leadership and management concepts, principles, theories, and models in advanced nursing practice and executive roles. An emphasis is placed on techniques necessary to develop strong collaborative relationships.

### **NUR 5043 Human Resources Management**

This course examines the role of managing personnel within today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed.

### **NUR 5044 Information and Healthcare Technologies**

This course provides a perspective on the effective use of data and information technology to improve organizational performance in the healthcare settings. Current and future healthcare information management, decision support and knowledge management applications will be examined in the context of challenges facing healthcare organizations today. Legal and ethical issues will be explored as will the use of the Internet in healthcare.

### **NUR 5045 Ethical and Legal Perspectives of the Health System**

This course examines legal, regulatory and ethical considerations in health care management, and the formation of public policy in the health care setting. Emphasis is on understanding legal principles and issues including administrative and regulatory law. Additional topics include institutional and individual liability in the health care sector as well as HIPPA and FERPA regulations.

## PROGRAMS AND COURSES

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### **NUR 5046 Healthcare Policy**

This course examines healthcare policy and how it affects nursing practice. Students will receive an overview of the U.S. healthcare system, including the delivery system and the various health policy institutions. Healthcare policy at the local, state, federal, and international levels will be discussed, and the quality and equitability of healthcare as well as the reasons for cost growth will be examined. In addition, the course will analyze the role of various healthcare stakeholders, such as CEOs, politicians, and nursing managers, and how they influence healthcare policy reform.

### **NUR 5060 Capstone I (Directed Research)**

This is the capstone course in the Master of Science in Nursing program. All students are expected to demonstrate measurable proficiencies related to the program outcomes. The purpose of the Directed Research Project is to provide the student the opportunity to assume primary responsibility for their learning while pursuing an in-depth study of a concept found within their area of specialization. The course requires application of, and builds on previous learning in nursing theory, psycho-social sciences, basic statistics, nursing research and experiential learning from their professional experiences. The student is encouraged to integrate the appropriate concepts of leadership, communication, research, the nursing process, and critical thinking across the health-illness continuum.

### **NUR 5070 Capstone II (Directed Research)**

This is the capstone course in the Master of Science in Nursing program. All students are expected to demonstrate measurable proficiencies related to the program outcomes. The purpose of the Directed Research Project is to provide the student the opportunity to assume primary responsibility for their learning while pursuing an in-depth study of a concept found within their area of specialization. The course requires application of, and builds on previous learning in nursing theory, psycho-social sciences, basic statistics, nursing research and experiential learning from their professional experiences. The student is encouraged to integrate the appropriate concepts of leadership, communication, research, the nursing process, and critical thinking across the health-illness continuum.

### **Occupational Therapy Assistant Courses**

#### **OTA 1000 OTA Foundations**

This course introduces the student to the field of Occupational Therapy, its history and theories/models of practice. The contribution of the COTA to client wellness as part of the healthcare team is stressed, as well as the organizations regulating and guiding the practice of Occupational Therapy. AOTA's Code of Ethics and Standards of Practice are presented. The student also will become acquainted with procedures and practices standard in the healthcare field, including HIPAA/client confidentiality and infection control in healthcare settings and the home.

#### **OTA 1001 Human Components I**

The first in a series of three courses that blends medical terminology, pathology, and human development. Human Components I explores physical and developmental components of the human infant, toddler and preschooler. Relevant anatomy & physiology are reviewed. Pathophysiology and disease conditions of genetic/congenital origin, the Musculo-skeletal and Immunological systems are covered in detail. The foundations of human development and disease are established in this course.

#### **OTA 1002 Human Components II**

The second in a series of three courses that blends medical terminology, pathology, and human development. Human Components II explores physical and developmental aspects of the human adolescent and adult. Pathophysiology and disease conditions of the nervous system, integumentary systems, and cardiovascular system are covered in detail. Use of medical terminology for prefixes and suffixes (combining forms) are covered. Support for quality of life, well-being and occupation as part of the OTA's professional responsibility are explored, with reference to social, ethical and health and welfare issues affecting occupation.

#### **OTA 1003 Human Components III**

The third in a series of three courses that blends medical terminology, pathology, and human development. Human Components III explores physical and developmental aspects of the elderly with review of relevant anatomy & physiology, death and dying. Pathophysiology and disease conditions of the GI, Renal and Respiratory systems are covered in detail.



## PROGRAMS AND COURSES

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### **OTA 1004 Psychology**

In this course, human behavior and interpersonal communication are explored and practiced on many different levels including: didactic communication, group process, teamwork, supervision, and collaboration. Occupational Therapy models of practice in psychiatry and psychiatric conditions and treatment approaches are examined. Techniques for intervention are observed and practiced such as: interviewing, clinical observation, documentation, and communication. Group tasks, roles, stages, and processes are examined.

### **OTA 1005 Kinesiology**

In this course, the structure and organization of the human body are examined and analyzed in relation to functional movements required for work, play and self-care activities. The occupational therapy biomechanical framework is reviewed with special attention to neurological and musculoskeletal systems. Functional manual muscle testing, goniometry, and sensory perception testing are introduced. Principles of kinesiology are presented in relation to functional mobility, body mechanics, and joint protection.

### **OTA 1006 Fundamentals of OTA Practice**

Building on the concepts introduced in Term 1, this course explores the professional responsibilities, legalities, ethics, and Standards of Practice demanded of a Certified Occupational Therapy Assistant. The use of research of professional literature, continuing education and the need to mentor OTA students is presented.

### **OTA 1007 Physical Dysfunction I**

In this course, the normal occupational performance in development of adult roles is developed. Physical, socioeconomic, environmental factors, lifestyle choices, and physical factors that influence adult occupational performance in the roles of adulthood including homemaker and worker roles are examined. Exploration of the recovery process, from acute care to rehabilitation for physical and psychosocial conditions, is reviewed. Involvement in assessment, intervention, and therapeutic activities that facilitate age appropriate occupational behaviors is practiced. The discharge process and collaboration with other professionals and community agencies is included as part of the treatment continuum.

### **OTA 1008 Physical Dysfunction II**

In this course, the normal occupational performance in development of adult roles is continued, to include knowledge and application of assistive devices that are fundamental in the practice of occupational therapy across diagnostic categories and age groups, an introduction to a broad range of equipment from "low technology" to complex "high-technology" devices involving micro-electronics. Topics include: adapted equipment for activities of daily living, home modifications, personal mobility and adapted driving, computer accessibility, communication aides. The environments in which assistive technologies are used will be explored including home, school, work, play and recreation.

### **OTA 1009 Pediatric OT**

This course covers the causes, course and prognosis of disorders that occur from birth through adolescence. The principles and theories underlying learning and the developmental process will be reviewed. The OTA's use of play in the development of self-discovery, decision-making, work-role skills will be discussed. The role of the OTA in prevention and rehabilitation programs within different types of service facilities will be explored. The role of families, care givers, teachers and significant others in the treatment process will be discussed. Assessment, program planning and treatment will be defined and performance skills necessary for successful occupational behaviors will be presented.

### **OTA 1010 Psychosocial Dysfunction**

This course provides students with a comprehensive view of OT practice in psychosocial dysfunction. The course covers intervention techniques, interacting with clients, safety, the OTA's role in assessment, documentation, and theoretical issues that guide mental health practice.

### **OTA 1101 Term 1 Review**

This course summarizes material from Term 1 in preparation for the Term 1 Exit Exam. Selected topics come from SCI-1020 Anatomy and Physiology, OTA 1000 OT Foundations, and OTA 2001 Term 1 Lab.

### **OTA 1102 Term 2 Review**

This course summarizes material from Term 2 in preparation for the Term 2 Exit Exam. Selected topics come from OTA 1001 Human Components I, OTA 1002 Human Components II, OTA 1003 Human Components III, OTA 1004 Psychology, OTA 1005 Kinesiology, and OTA 2002 Term 2 Lab.

## PROGRAMS AND COURSES

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### **OTA 1103 Term 3 Review**

This course summarizes material from Term 3 in preparation for the Term 3 Exit Exam. Selected topics come from OTA 1006 Fundamentals of OTA Practice, OTA 1007 Physical Dysfunction I, OTA 1008 Physical Dysfunction II, OTA 1009 Pediatric OT, OTA 1010 Psychosocial OT, and OTA 2003-Term 3 Lab.

### **OTA 2001 Term 1 OTA Lab**

This OT Skills Lab course builds a foundation of basic abilities and practical knowledge that are fundamental to the practice of occupational therapy assistants. Students will focus on acquiring usable skills related to client mobility, self-care, standard equipment use, and safety issues. Students will practice a variety of skills and begin learning how to instruct others as well as document interventions. Students will begin to analyze aspects of the whole person and begin to exercise judgment and clinical reasoning skills. Students will also complete CPR/BLS certification. Students also begin to learn how to view themselves as therapeutic instruments.

### **OTA 2002 Term 2 OTA Lab**

This OT Skills Lab course focuses on furthering the acquisition of practical skills and knowledge. Students are exposed to more intervention ideas and perspectives. Working with the biomechanical frame of reference is a major topic. Students are introduced to the proper use of physical agent modalities in occupational therapy, vital signs, safety, managing medically complicated clients, wheelchair management, and therapeutic media. Information gathering and documentation are further integrated with practical skills.

### **OTA 2003 Term 3 OTA Lab**

This course continues to afford students the ability to learn new practice skills as well as promote higher levels of clinical reasoning. Students practice applying group dynamics, teaching-learning, sensory integration techniques, and troubleshoot selection of interventions for various life stages and mental health symptoms. Community-based interventions and lifestyle redesign are introduced. More assessments are explored and students will continue to practice documentation.

### **OTA 2010 First Level I Fieldwork**

Level 1 fieldwork experiences provide exposure to OT practice environments with the intent of clarifying the link between the needs of real clients, and coursework. Level 1 fieldwork introduces students to the fieldwork experience and sets a foundation for later fieldwork. Level 1 fieldwork consists of directed observation and participation in various aspects of the occupational therapy process.

### **OTA 2020 Second Level I Fieldwork**

Level 1 fieldwork experiences provide exposure to OT practice environments with the intent of clarifying the link between the needs of real clients, and coursework. Level 1 fieldwork introduces students to the fieldwork experience and sets a foundation for later fieldwork. Level 1 fieldwork consist of directed observation and participation in various aspects of the occupational therapy process

### **OTA 2030 First Level II Fieldwork**

The First Level II Fieldwork experience involves an eight week assignment of full time clinical experience under the direct supervision of a registered occupational therapist or a certified occupational therapy assistant. The student will assist in all phases of practice including observation, evaluation, treatment and documentation. Through guided practice students will develop appropriate clinical reasoning for preparation as entry-level, generalist occupational therapy assistants.

### **OTA 2040 Second Level II Fieldwork**

The Second Level II Fieldwork experience involves an eight week assignment of full time clinical experience under the direct supervision of a registered occupational therapist or a certified occupational therapy assistant. The student will assist in all phases of practice including observation, evaluation, treatment and documentation. Through guided practice students will develop appropriate clinical reasoning for preparation as entry-level, generalist occupational therapy assistants.

### **OTA 2050 Phase 1 Fieldwork Review**

Phase 1 Review increases a student's basic knowledge of occupational therapy topics, reviews material to promote long-term memory, and begins preparing the student for the Program Exit Exam. Students will complete reading and writing assignments via the college's online learning system during their second Level II Fieldwork.

## PROGRAMS AND COURSES

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### **OTA 2060 End of Program Review**

The End of Program Review teaches students about the process of preparing for, setting up, and taking the NBCOT certification exam for occupational therapy assistants. Actions to take upon successful completion of the exam are also addressed. The course is designed to assist students to plan and prepare for the NBCOT exam as well as test their knowledge in selected areas. Additionally, the course covers program-specific topics in preparation for the Program Exit Exam required for graduation.

### **Occupational Therapy Assistant Program: Applied General Education Courses**

#### **CIS 1006 Computer Applications**

This course provides students not enrolled in IT courses instruction and hands-on practice with word processing software, spreadsheets, presentation software and email clients. Microsoft Office applications are used in the labs, while course topics are applicable to the most common Office suite applications. Common professional communication formatting and email etiquette are included in the instruction. Use of accessibility software and assistive devices are explored.

#### **ENG 1030 Effective Professional English**

This course blends effective professional communications with critical research writing, with a special emphasis on the critical evaluation and proper use and citation of Internet resources. This course covers sentence-level concerns (grammar, punctuation and mechanics) and will continue to emphasize essay-writing techniques for college-level coursework, including cohesive paragraph structure, revising and editing strategies, and sentence development. Principles and practices of public speaking will be exercised.

#### **HUM 1030 The Socio-Cultural Experience**

This course is an introduction to major cultures, societies and religions of the world. The course will explore the principles, rituals, and social institutions of Southern California's varied social-ethnic, cultural-religious populations. Practices and traditions in conflict with today's modern world and methods to deconflict will be explored.

#### **SCI 1021 Anatomy and Physiology**

This course covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, organization of the human body, cells, tissues and organs, and the integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic/immune, respiratory, reproductive, endocrine, renal and digestive systems. Positional and locational terminology is emphasized. It introduces common human disease processes and the concept of homeostasis and cellular respiration. The course is intended to provide fundamentals for later specific investigation of selected body systems and organs. This course integrates medical terminology, word roots, combining forms, and abbreviations.

### **Physical Therapist Assistant Courses**

#### **PTA 1001 Introduction to PTA**

This course introduces students to physical therapy practice and the role of the physical therapist assistant in providing patient care. Emphasis is placed on quality assurance and interpersonal skills and the multidisciplinary approach to rehabilitation is introduced. The course also familiarizes the student with health care facilities and government agencies. The role of ethics in healthcare is also introduced as are medical record, billing, reimbursement, and research. Skills related to infection control, patient preparation, vital signs, patient safety, patient positioning, body mechanics, bed mobility, transfers, wheelchairs, assistive devices and gait in clinical settings are practiced at the introductory level in the lab setting.

#### **PTA 1002 Pathology**

This course examines the mechanism of disease, including immunity, inflammation, inheritance, cancer, and infectious diseases. Selected diseases of the body's systems, such as cardiovascular, respiratory, gastrointestinal, urinary, reproductive, integumentary, endocrine, and special senses are presented as well as information regarding the effects of aging, signs and symptoms, basic medical management, implications for the PTA, and prognosis. Emphasis is placed on medical terminology and abbreviations.

#### **PTA 1003 PT through the Life Cycle**

This course examines normal and abnormal development from conception to adolescence. Emphasis is placed on the developmental sequence, testing, and treatment of neurological and orthopedic disorders in the pediatric population, including seating and wheeled mobility. Development through adulthood is covered with an emphasis on aging changes that affect function in the geriatric population and related physical therapy interventions are presented. The course also introduces various aspects of geriatric care, including,

## PROGRAMS AND COURSES

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but not limited to, wellness care and adaptation to exercise modalities. Performance in the lab setting of assessments and interventions appropriate to the pediatric and geriatric populations are practiced.

### **PTA 1004 Kinesiology**

This course covers functional anatomy of the musculoskeletal system, including muscle origins, insertions, actions, and nerve supply, while applying biomechanics of normal and abnormal movement in the human body. The concepts of goniometry, manual muscle testing, dermatomes, and myotomes are introduced, while identification and palpation of superficial landmarks are practiced. The biomechanics of the gait cycle is also introduced.

### **PTA 1005 Therapeutic Exercise**

This course introduces therapeutic exercise theories and practical applications including those for range of motion, aerobic conditioning and reconditioning, posture awareness, stretching, strengthening, and joint mobilization. Tissue response to range of motion, stretch, and resistive exercise is also examined and lab practice of the techniques learned is integrated. The course also presents therapeutic exercise interventions that are appropriate for use during specific phases of recovery from a soft tissue, bone, or peripheral nerve disorder or injury as well as topics on prevention, health, and wellness topics.

### **PTA 1006 Procedures**

This lecture/laboratory course is designed to develop skills commonly utilized by PTAs including positioning and draping, bed mobility, transfers, wheelchair mobility, and gait training. Use and adjustment of assistive/adaptive devices to improve function will also be incorporated in addition to the application of cervical and lumbar spine mechanical traction and the fundamental concepts of proper body mechanics and ergonomics. This course further provides the student with the background to determine applicability of the stated procedures, including the patient assessment skills needed to determine safety and indications for the procedures as well as the skills to determine the success of the intervention administered. Students develop their skills through supervised practice with each other in the laboratory while having an opportunity to both administer and receive treatment. Proper documentation and communication of the intervention and patient outcome is also presented.

### **PTA 1007 PTA Practice I**

This course addresses infection control techniques, assessment of vital signs, special equipment and patient care environments, incidents and emergencies in the patient care environment, accessibility assessments and adaptations, and basic wound care. These topics are applied and practiced in the lab setting. Students are provided with and demonstrate teaching techniques for use with patients, caregivers, and other health care providers.

### **PTA 1008 Ortho Interventions**

This course presents common orthopedic conditions, pathologies, and surgical procedures involving the peripheral joints and spine. The provision and progression of treatments, including procedures and modalities for each specific joint and the spine, are presented and practiced as these activities relate to tissue repair and healing response. Manual modality techniques specific to the peripheral joints are also practiced.

### **PTA 1009 Neuro Interventions**

This course examines neurological conditions, including pathology and management of medical problems of stroke, head injury, Parkinson's disease, spinal cord and nerve injuries, and other conditions. The course also introduces techniques to facilitate neurodevelopmental treatment, proprioceptive neuromuscular facilitation, the Brunnstrom Approach, and other techniques.

### **PTA 1010 PTA Practice II**

This course provides opportunities to learn and practice theoretical principles and practical applications of cardiopulmonary techniques, exercises, and postural drainage. Lecture and lab include wound identification, measurement, dressing, treatments, and debridement. This course introduces basic principles and indications/ contraindications in the use of selected prosthetic and orthotic devices with discussion and practice in making adjustments to the various devices. Principles and applications in balance and interventions for the individual with an amputation or a total joint arthroplasty, aquatic therapy, the physiology and control of edema, residual limb wrapping, and seating and positioning are also provided in lecture and lab settings. In addition, the course presents an overview of women's health and alternative therapy interventions. Practical applications in management, leadership, and operations related to the field of physical therapy are practiced.

## **PROGRAMS AND COURSES**

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### **PTA 1011 Professional Issues**

This capstone course engages the student in the discussion of professional issues and behaviors related to clinical practice in order to prepare the student for transition into the workforce. The topics help the student prepare for licensure, employment, and professional development; identify behaviors in response to legal, ethical, and professional issues; develop job placement skills; and debate socioeconomic influences related to the field of physical therapy.

### **PTA 1012 Therapeutic Measurement and Testing**

In this course students will perform the skills associated with data collection techniques as performed by Physical Therapist Assistants (PTAs). This laboratory/lecture course is designed to develop measurement skills for joint range of motion (ROM) and muscle strength for all the peripheral joints and the spine. This course material will also develop student skills for assessing sensation. Students will practice with each other in the laboratory providing them with the opportunity to both administer and receive care. Proper documentation and communication of the treatment application and patient outcome is included.

### **PTA 1013 Electrotherapy**

This course is designed to introduce the student/learner to electrotherapeutic modalities in physical therapy practice which are commonly utilized by PTAs. Lecture and laboratory activities develop problem solving skills and critical thinking in the use of electrotherapy. Basic concepts in physical properties of electricity (waveforms, types of currents, nature of electricity), electrical safety and instrumentation will be provided. Students will be introduced to the principles of therapeutic application of electrical stimulation including strengthening (NMES and Russian ES), re-education (FES), nerve regeneration with direct current, pain reduction (TENS and IFC), tissue repair (HVPC), trans-dermal application of anti-inflammatory agents (iontophoresis) and biofeedback. It provides the student with the background to determine the applicability of the stated procedures, including the assessment skills needed to determine safety, indications for the procedures, as well as the skills to determine the success of the technique/treatment administered. Students develop their skills through supervised practice with each other in the laboratory providing them with the opportunity to both administer and receive treatment. Proper documentation and communication of the technique/ treatment application and patient outcome is included.

### **PTA 1014 Modalities**

This course introduces physical agents and therapeutic modalities in physical therapy practice which are commonly utilized by PTAs. Lecture and laboratory activities develop problem solving skills and critical thinking in the use of cryotherapy, therapeutic heat, ultrasound, hydrotherapy/aquatic therapy, electromagnetic therapy (LASER, diathermy, pulsed electromagnetic fields), spinal traction and compression therapies. An introduction to alternative modalities (magnet therapy and MIRE) is also explored. The course provides the student with the background to determine the applicability of the stated procedures, including the patient assessment skills needed to determine safety and indications for the procedures, as well as the skills to determine the success of the technique/treatment administered. Students develop their skills through supervised practice with each other in the laboratory while having the opportunity to both administer and receive treatment. Proper documentation and communication of the technique/ treatment application and patient outcome are included.

### **PTA 1015 Documentation**

This course introduces students to the role of documentation in patient care, the contents of documentation, including the subjective, objective, and assessment data and plan, and their importance within the medical record. Application of these documentation techniques, primarily using the SOAP format, including the use of medical terminology and abbreviations, will be practiced. The relationship of documentation to the patient and billing/reimbursement as well as to legal and ethical issues is also discussed.

### **PTA 2002 PTA Lab I**

This course provides opportunities for application of techniques introduced in Kinesiology, Therapeutic Exercise, Procedures, Therapeutic Measurement and Testing, and PTA Practice I. Covers palpation of landmarks, practical applications of various types of exercise techniques and machines used in the clinics, and a systematic approach to therapeutic exercise progression. Also stressed are practical application and demonstration of data collection skills including range of motion, manual muscle testing, and sensory testing. Interventions skills related to procedures, including gait training, wheelchair management, assistive device selection and adjustment, isolation and sterile technique, are also performed in a laboratory setting. Students are also provided with opportunity to achieve CPR certification.

## **PROGRAMS AND COURSES**

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### **PTA 2003 PTA Lab II**

This course provides opportunities for application of techniques introduced in PT through the Lifecycle, Modalities, and Electrotherapy.

### **PTA 2004 PTA Lab III**

This practical laboratory course includes integration of orthopedic and neurological treatment plans and progressions as well as documentation of the treatments and techniques learned. Practical application techniques discussed and learned in PTA Practice II will also be included.

### **PTA 2010 Clinical Practicum I**

This off-campus course consists of a two-week assignment to be completed in an affiliated clinical setting. This experience emphasizes patient and staff working relationships, awareness of patient disorders and limited application of physical therapy techniques.

### **PTA 2020 Clinical Practicum II**

This second off-campus course consists of additional opportunities to experience the role of the Physical Therapy Assistant in a practical setting. The course emphasizes patient and staff working relationships, awareness of patient disorders and limited application of physical therapy techniques.

### **PTA 2030 Clinical Affiliation I**

### **PTA 2040 Clinical Affiliation II**

Two separate six-week assignments are to be completed with students being exposed to a variety of clinical settings. The student completes forty clock hours per week of supervised clinical experience. The combined total of sixteen weeks of clinical experience, including PTA-2010, -2020, -2030 and -2040, prepares the student for entry-level performance.

### **PTA 1101 Term 1 Review**

### **PTA 1102 Term 2 Review**

### **PTA 1103 Term 3 Review**

### **PTA 1104 Term 4 Review**

This course applies theory and critical thinking to licensing exam-style questions. Topics presented in the term are reviewed. Test taking techniques and stress-reduction practices are also presented. Students will receive feedback on weak areas of knowledge and areas of strength.

### **PTA 1105 Program Review**

This course applies theory and critical thinking to licensing exam-style questions. Topics presented throughout the program are reviewed. Test-taking techniques and stress-reduction practices are also presented. Students will receive feedback on weak areas of knowledge and areas of strength. Students will discuss the student experience, reinforce concepts and techniques introduced in the program and identify deficiencies in knowledge and skills. This course also prepares the student for the certification examination.

## **Veterinary Technology Courses**

### **VET 1000 – Introduction to Veterinary Technology**

This course is an introduction to the field of veterinary technology with an emphasis on careers and career paths, legal applications, ethical responsibilities, professional attitudes, animal breeds, medical terminology, and occupational safety issues.

### **VET 1100 – Veterinary Clinical Procedures I**

This course is an introduction to the technical skills required by the veterinary technician in dealing with domestic animals. The course includes techniques in restraint, handling, and administration of medications.

### **VET 1110 – Anatomy and Physiology of Animals**

This course is an introduction to veterinary anatomy and physiology at the veterinary technician level. The course compares the anatomies of the major species encountered in the veterinary medical field. Topics to be discussed include anatomical terminology, basic histology, and the anatomy and physiology of major organ systems.

### **VT1101, 1102, 1103, 1104, 1105 Term Review and Exam**

Each of these courses comprises a comprehensive review and examination of a term in the veterinary technology program.

## PROGRAMS AND COURSES

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### **VET 1200 – Veterinary Clinical Procedures II**

This course continues instruction in the essential skills needed by veterinary team members. Emphasis is placed on venipuncture, physical exams, and basic diagnostics.

### **VET 1210 – Veterinary Microbiology**

This course is an introduction to infectious disease organisms commonly encountered in veterinary patients. Emphasis is placed on clinical diagnostic techniques and prevention.

### **VET 1300 – Veterinary Clinical Procedures III**

This course continues instruction in the essential skills needed by veterinary team members. Emphasis is placed on hematology, urology, and clinical chemistry diagnostic procedures.

### **VET 1310 – Veterinary Parasitology**

This course is an introduction to parasitic disease organisms commonly encountered in veterinary patients. Emphasis is placed on life cycles, clinical diagnostic techniques and prevention.

### **VET 1320 – Small Animal Medicine**

This course is an introduction to medical disease and conditions commonly encountered in small animal patients. Emphasis is placed on nutrition, client education and communication, and nursing care.

### **VET 1330 – Veterinary Pharmacology**

This course is an introduction to the principles of pharmacology and the pharmaceutical products commonly used in veterinary medicine.

### **VET 2000 – Veterinary Technician Preceptorship**

This course is intended to provide students with real world clinical experience under the supervision of licensed veterinary professionals. Clinical settings include small animal practice, animal population control facility, laboratory animal facility, equine practice, food animal practice/facility, and exotic animal practice/facility. Students discuss individual clinical situations occurring during the veterinary practicum experience in secure classroom setting. This course may be taken either during semesters 3 or 4.

### **VET 2100 – Veterinary Clinical Procedures IV**

This course continues instruction in the essential skills needed by veterinary team members. Emphasis is placed on large animal handling and nursing skills.

### **VT 2101 Program Review and Exam**

This course is a comprehensive review and examination covering the veterinary technology program.

### **VET 2110 – Veterinary Diagnostic Imaging**

This course covers the principles of diagnostic imaging. Emphasis is placed on radiographic theory, equipment, positioning, safety regulations and equipment, film processing, quality control, and an introduction to alternative imaging techniques.

### **VET 2120 – Large Animal Medicine**

This course is an introduction to medical disease and conditions commonly encountered in large animal patients with a review of large animal breeds, anatomy, and physiology. Emphasis is placed on nutrition, client education and communication, and nursing care.

### **VET 2130 – Veterinary Anesthesia and Analgesia**

This course is a survey of anesthetic and pain management principles and techniques used in veterinary patients. Emphasis is placed on commonly used pharmacological agents, equipment, monitoring, and safety.

### **VET 2140 – Veterinary Business Management and Ethics**

The course covers basic management procedures common in a veterinary clinic as well as a survey of ethical considerations in veterinary medicine. Emphasis is placed on modern communication techniques, record keeping, filing, computer software, inventory management, and professionalism.

### **VET 2200 – Veterinary Clinical Procedures V**

This course continues instruction in the essential skills needed by veterinary team members. Emphasis is placed on advanced nursing techniques and emergency and critical care skills.

## PROGRAMS AND COURSES

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### **VET 2210 – Veterinary Surgical Nursing and Dentistry**

This course covers the practical roles and responsibilities of veterinary technicians in surgical and dental procedures. Emphasis is placed on sterile techniques including the methods, equipment and instrumentation, and the roles of the operating room staff. The dental section includes a basic understanding of dental anatomy, instrument identification and function, dental exams and cleaning, personnel safety and client education.

### **VET 2220 – Laboratory and Exotic Animal Medicine**

This course is an introduction to the study of laboratory and exotic animals. Emphasis is placed on the principles of animal research, maintaining human health and safety in a research environment, providing proper animal care and husbandry, and nursing procedures.

### **VET 2300 – Veterinary Technician Internship**

This course is intended to prepare students for employment in the veterinary field through hands-on experience in a veterinary facility under the direct supervision of a licensed veterinary professional. Clinical settings include small animal practice, laboratory animal facility, equine practice, food animal practice/facility, or exotic animal practice/facility.

### **General Education Courses**

#### **BIO 1010 Biology**

This course is an introduction to biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

#### **CHM 1010 Chemistry**

This course is an introduction to chemistry. Topics are both descriptive and mathematical and include acids and bases, atomic structure, chemical equations, chemical language, gases, molecular structure, solution chemistry, and chemical mathematics.

#### **COM 3010 Business Communication in Healthcare**

This course focuses on the principles and methods of business communication in the healthcare field with special emphasis on nursing.

#### **ENG 1010 College Writing I**

This course is an introduction to college writing. The course emphasizes reading, critical thinking, discussion, research, and the writing of expository and persuasive papers. Students will produce clear, concise, and coherent papers, using current methods and standards for academic writing.

#### **ENG 1020 College Writing II**

This course continues the development of college writing begun in English 1010. The course concentrates on critical reasoning, analysis, evaluation, argumentation, and research in response to selected readings and classroom discussion. Students will complete a research paper as part of the course requirements.

#### **ENG 1040 Speech Communication**

This course introduces the elements, characteristics, and processes of communication, including communicating in a multicultural society, interpersonal and small group contexts, public address, and persuasion.

#### **ENG 1050 Public Speaking**

This course introduces students to the research, preparation, and presentation skills used in a variety of public speaking opportunities. Topics include researching information, assessment of audience and environments, use of visual aids, organizing for public speaking, outlining, and developing speeches for a variety of purposes.

#### **ENG 3020 Advanced Writing and Research**

This course presents a systematic approach to research writing through the critical analysis of source materials. Students will study the methods of inquiry, research, and argument with an emphasis on critical thinking and clarity in writing according to the standards of academic discourse.



## PROGRAMS AND COURSES

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### **ENG 3030 Scientific Writing**

This course focuses on writing scientific articles and papers. Topics include research methods and writing aimed at publication of original research in professional journals, conference proceedings, books, and technical reports.

### **ENG 5000 Research Methodologies**

This course introduces students to qualitative and quantitative research practices in rhetoric, composition, and technical communication. Students learn to critically evaluate existing research, develop workable research questions, and choose the best methods to address the questions they ask.

### **GOV 1010 Introduction to American Government and Politics**

This course is an introduction to the theory and practice of American politics. Topics include the constitutions of the United States and California; political parties and elections; the legislative, executive, and judiciary branches; civil liberties and rights; the federal and state bureaucracies; and national, state, and local policy making.

### **HUM 1020 World Religions**

This course is an introduction to major religions of the world. The course will explore the personalities, texts, principles, rituals, and social institutions of Hinduism, Buddhism, Confucianism, Judaism, Christianity, Islam, and other religious traditions.

### **HUM 4010 Contemporary Fine Art**

This course is designed to expose students to the contemporary world of fine arts. Topics include the visual arts, music, dance, and film as well as stylistic trends, historical, and technological developments.

### **MATH 1010 College Algebra I**

This course prepares students to use algebra to solve mathematical problems. Topics include integers, variable expressions, exponents, real numbers, polynomials, linear equations, and interpreting graphs.

### **MATH 1020 Statistics**

This course introduces the student to the basics of statistics — techniques which statisticians use to summarize numeric data obtained from censuses, surveys, and experiments. The topics include the scope, nature, tools, language, and interpretation of elementary statistics; descriptive statistics; graphical and numerical representation of information; measures of location, dispersion, position, and dependence; exploratory data analysis; elementary probability theory; discrete and continuous probability models.

### **MATH 3010 Statistics for the Social Sciences**

This course is an introduction to the basics of social statistics — techniques which sociologists and other social scientists use to summarize numeric data obtained from censuses, surveys, and experiments. The topics include frequency distribution, central tendency, variability, probability theory, and estimation, as well as how to test hypotheses for group differences in means (z test, t test) and for association between two variables (correlation, chi-square test).

### **MATH 3011 Statistics for the Social Sciences**

This course introduces statistics as used by the social sciences and related fields -- techniques which characterize the data obtained from surveys, censuses, and other experiments. The topics include frequency distribution, measures of central tendency, variability, probability distributions (including the normal and binomial distributions), conditional probability (Bayes theorem), testing hypotheses (including the z-test and students t-test), the association between two variables (correlation and chi-square), and the analysis of variance (ANOVA). Regression models (both linear and nonlinear) are discussed. A term project performing statistical analysis on selected data sets will be required.

### **MATH 5000 Advanced Statistics (Analysis of Research Data)**

This course introduces the basic concepts and techniques of data analysis needed in professional environments. Principles of measurement, data summarization, and statistics are examined. Differences in types of qualitative data and methods by which these types of data can be interpreted are also explored. Emphasis is placed on the application of fundamental concepts to real world situations.

### **PSY 1001 Introduction to Interpersonal Relationships**

This course is an introduction to the complex interaction of social and psychological forces in human communication. The course critically evaluates interpersonal relationships and the communication issues surrounding human interaction in various contexts. It examines basic concepts, theories, and research

## PROGRAMS AND COURSES

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findings relevant to initiating, developing, modifying, and maintaining, relationships in communication process.

### **PSY 1004 Psychology**

In this course human behavior and interpersonal communication are explored and practiced on many different levels, including didactic communication, group process, teamwork, supervision, and collaboration.

### **PSY 1010 Introduction to Psychology**

This course is designed to present students with a general overview of psychology. Topics include historical perspectives, research methods, human development, social psychology, and other current issues.

### **PSY 3010 Organizational Psychology**

This course focuses on the major concepts and theories comprising organizational psychology. Topics include individual differences, diversity and cultural differences, perceptions, motivations, reward systems, leader-member exchange theory, interpersonal communication, ethical decision making, designing organizations, and change and development in organizations.

### **PSY 5000 Developmental Psychology**

The purpose of this course is to present a comprehensive overview of contemporary developmental psychology. Developmental psychology involves the study of constancy and change throughout the entire lifespan, from conception to death. The course will cover the relevant history, theories, research, and methods of developmental psychology as well as examine the areas of physical-motor, cognitive, social, and personality development.

### **SCI 1010 Physical Science**

This course is an introduction to the principles and methods of the physical sciences. The course emphasizes terminology, concepts, and methods used in physics, chemistry, astronomy, meteorology, and geology.

### **SCI 1020 Anatomy and Physiology**

This course covers the basics of human anatomy and physiology, including anatomical terminology, basic biochemistry, organization of the human body, cells, tissues and organs, and the integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic/immune, respiratory, reproductive, endocrine, renal and digestive systems. Positional and locational terminology is emphasized. The course introduces common human disease processes and the concept of homeostasis and cellular respiration. The course is intended to provide fundamentals for later specific investigation of selected body systems and organs. It also integrates medical terminology, word roots, combining forms, and abbreviations.

### **SCI 3010 Environmental Studies**

This course focuses on the complex relationship between technological advancement and finite resources. Topics include the dynamics of human population, impact of industry, role of consumerism in ecosystems, limited resources available for human use, and methods by which individuals and societies can decrease pollution and the depletion of natural resources.

### **SOC 3010 Cultural Identity and Diversity**

This course focuses on how diversity plays a central role in cultural values, public policy, and the shape of our daily lives. It explores cultural diversity based on categories of religion, age, geography, language, class, race and ethnicity, gender, and sexual orientation.

### **SOC 5000 Cross-Cultural Communications**

This course is designed to provide students with the fundamental principles and practical skill-sets to understand the diverse cultures that comprise the global workplace of the 21st century. Students will develop an understanding of why and how cultural issues influence effective communication. This course introduces techniques for improving written, oral, and interpersonal communication skills in response to intercultural settings.



# STANBRIDGE

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