



# Stanbridge College



## STUDENT CATALOG

JANUARY 1, 2012 - DECEMBER 31, 2012



STANBRIDGE  

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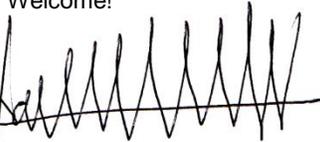
C O L L E G E

Dear Student,

The staff and faculty of Stanbridge College are excited to have you join our community.

We are dedicated to providing the highest standards of education and support services in the industry and pledge to commit to the allocation of resources to provide for an excellent learning environment, quality instruction and comprehensive career placement services. We are confident that you will have a memorable educational experience with us.

Welcome!

A handwritten signature in black ink, appearing to read 'Yasith Weerasuriya', written over a horizontal line. The signature is stylized with many loops and peaks.

Yasith Weerasuriya  
Chief Executive Officer

This catalog is current as of the time of publication and effective from January 1, 2012 to December 31, 2012 unless superseded.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, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons.

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 also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

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's application for approval to operate has been approved by the Bureau for Private Postsecondary Education as a private institution. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720 or toll-free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

The Occupational Therapy Assistant program has applied for accreditation, and received "Developing Program Status," by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 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 [www.aota.org](http://www.aota.org).

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- 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 of Technology, which is listed by the US Department of Education as a recognized accrediting agency.

# ABOUT STANBRIDGE

## 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 and Occupational Therapy Assistant as well as an increase in educational scope of offering to include 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. As a Vocational School, we are dedicated to meeting the learning needs of our students. To these ends, the school offers and commits to the allocation of its resources in support of a variety of courses. These programs are offered in such 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 the information systems on their academic and occupational planning, the central purpose of all programs and services offered by Stanbridge College.

## 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. Our telephone number is (949) 794-9090.

The school's website is: [www.stanbridge.edu](http://www.stanbridge.edu)

### CLASSROOM/LAB CAPACITY

|                 | <b>Classroom 1</b> | <b>Classroom 2</b> | <b>Classroom 4</b> | <b>Classroom 5</b>              | <b>Classroom 6</b>    | <b>Skills Lab</b>               |
|-----------------|--------------------|--------------------|--------------------|---------------------------------|-----------------------|---------------------------------|
| <b>Capacity</b> | 35 Students        | 45 Students        | 24 Students        | 48 Students                     | 40 Students           | 45 Students                     |
|                 | <b>Classroom 7</b> | <b>Classroom 8</b> | <b>Classroom 9</b> | <b>Learning Resource Center</b> | <b>Simulation Lab</b> | <b>Occupational Therapy Lab</b> |
| <b>Capacity</b> | 48 Students        | 45 Students        | 45 Students        | 19 Students                     | 45 Students           | 18 Students                     |

All of the classrooms contain the following at each student station: desk, high back reclining chair, and desktop computer or laptop with optimal 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 and "LAN pod" stations, which allow students to create a simulated real world environment for configuration and troubleshooting experience.

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

# ADMISSIONS POLICIES

## ADMISSION POLICIES

### HIGH SCHOOL DIPLOMA REQUIREMENT

#### All Students

All students 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 student's file. High School diplomas must be granted by an institution approved by the Department of Education in the state it resides, or an institution accredited by an accrediting body such as the Western Association of Schools and Colleges (WASC) or similar (MSA, NEASC, NCA, SACS). Post-secondary degrees will be accepted in lieu of a high school diploma. Transcripts for degrees and diplomas awarded by foreign schools must be translated and evaluated for U.S. high school education equivalency (at student expense) before they may be accepted.

### ASSESSMENT TESTING

#### IT Diploma Program Students

The Wonderlic Scholastic Level Examination (SLE) is administered to establish a measure of academic capability for diploma programs other than the Vocational Nurse program. Prospective students must meet the minimum score on the Wonderlic SLE for admission to a training program.

The minimum score for each program is:

| Program                           | Acceptable Score |
|-----------------------------------|------------------|
| Diploma in Information Technology | 17               |

The SLE test may be administered to a prospective student 3 times. If a prospective student does not achieve acceptable grades on the first two attempts, a minimum period of one week must elapse before the exam is administered a third time.

#### Vocational Nurse Diploma Program Students

The ERI Nurse Entrance Test is administered to prospective Vocational Nurse students for admission to the program. Minimum scores for admission are (a candidate may take each of the tests three times, at least one week apart):

| Vocational Nurse Program  | Acceptable Score |
|---------------------------|------------------|
| NET Reading Comprehension | 50               |
| NET Math                  | 50               |

#### Associate And Baccalaureate Program Students:

Students will be admitted to the associate or baccalaureate programs on a regular admission basis (i.e. without being required to take developmental courses) if they achieve the following minimum scores on the ACCUPLACER tests of the College Board administered at the college (a candidate may take each of the tests two times, at least one week apart):

|                       |    |
|-----------------------|----|
| Reading Comprehension | 52 |
| Sentence Skills       | 54 |
| Arithmetic            | 32 |
| Elementary Algebra    | 26 |

Students also will be admitted to the associate or baccalaureate programs on a regular admission basis 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 student 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

# ADMISSIONS POLICIES

and Educational Testing Services as a college entrance test, provided the SAT Test was taken within 5 years of the date the student begins classes in the degree program at Stanbridge College.

## **BACHELOR'S DEGREE IN NURSING DEGREE COMPLETION STUDENTS**

Candidates for admission to the Bachelor's Degree 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. Candidates 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. Applicants from a diploma program must provide a transcript showing sufficient nursing and general education coursework (90 quarter hours or the 60 semester hours) of equivalent credit in order to attain the required 180 quarter hours of credit for award of a Bachelor's degree at the end of the Stanbridge program. Applicants from a diploma program transcripts must contain coursework in the following prerequisite subjects is required for admission:

- Anatomy and Physiology
- Algebra
- Composition
- World Religions
- Psychology (Introduction to Psychology and Lifespan Psychology)
- Microbiology
- Sociology
- Public Speaking
- US Government and Politics.

## **OCCUPATIONAL THERAPY ASSISTANT STUDENTS - STUDENTS 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 students (or employees/volunteers) in the facility with certain felony or misdemeanor convictions as part of an overall employment policy. Stanbridge College cannot admit OTA students 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 refusal 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 any 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)**

# ADMISSIONS POLICIES

## Vocational Nurse Program Students

### **AGE REQUIREMENT**

Vocational Nurse students must be at least 17 years old.

### **STUDENTS 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 Students on page 42 for information on BVNPT licensing policies.

Many clinical facilities will not permit student 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 students 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 refusal 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.

### **INTERNATIONAL STUDENT TOEFL REQUIREMENT**

Stanbridge College defines an "International Student" as a student attending college while on a student visa. 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 are taught in English. The scores indicated in the table below are the minimum for admission as an International Student:

|  |   |
|--|---|
| 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<br>150 Computer-based format<br>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 six 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 Program Students And Degree Candidates**

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 course syllabus or outline for each course for which transfer credit is requested. A course description from the school catalog is usually not sufficient, by itself, to evaluate if the course is equivalent, 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.

# ADMISSIONS POLICIES

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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 and a certification exam was satisfactorily completed may be awarded transfer credit upon satisfactory completion of a proficiency examination.

## **Vocational Nurse Program Students**

Vocational Nursing 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, however, if transfer credit is granted, a student 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.

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.

## **VA Students**

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

# ADMISSIONS POLICIES

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## EXPERIENTIAL LEARNING CREDIT

Except as required by law, Stanbridge College does not offer experiential learning credit.

## RESIDENCY REQUIREMENT

Students may transfer in no more than 35% of the total credits required by their program at Stanbridge College.

## ADMISSION PROCEDURE

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Prior to enrollment, students will have to meet with an admissions representative to receive an overview of their desired program and receive information on the minimum education requirement and the assessment exam score requirement. During their meeting(s):

- Students are given an overview of their courses and programs, including the length of each course or program, the cost, the policies, student and career services and fields of employment.
- Students are asked to schedule a time to take the assessment exam in the Test Center.
- Students will be admitted after the assessment test is taken and satisfactory score is obtained and a copy of high school diploma or equivalent is presented.
- Vocational Nursing students must attend the no cost/not-for-credit Introduction to Nursing course prior to admission or attend an interview with the Director of Nursing/Assistant Director of Nursing or a current Stanbridge faculty nursing instructor.

### VN Students Admitted Under Alternate Status

VN Program students under “Alternate” student 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 they 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 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 any Information Technology, Bachelor of Science in Nursing (Degree Completion), Occupational Therapy Assistant or Vocational Nurse program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or degree in any Information Technology, Bachelor of Science in Nursing (Degree Completion), Occupational Therapy Assistant 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 college or university 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 those special circumstances. Assistance 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 enrollments 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,
- If required, be registered with Selective Service,
- 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.

### 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 of 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 \$3500 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 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.

#### **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

## TUITION AND FINANCIAL AID

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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 credit-worthy parents to help pay for students' educational expenses. The interest rate for these loans is 7.9 percent and the repayment schedule differs.

### **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 receive from the Federal Government for this program. For 2011-2012 Award Year, Stanbridge College has determined to 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 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 students 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.

# TUITION AND FINANCIAL AID

## TUITION & TUITION GUIDELINES

### TUITION SUMMARY CHART

| Program   | Books      | Fees | Vouchers/<br>Supplies/Test<br>Out License | Tuition     | Estimated<br>Total<br>Charges for<br>the Entire<br>Educational<br>Program | Nonrefundable<br>STRF | Estimated<br>Total<br>Charges for<br>the Entire<br>Educational<br>Program<br>With STRF |
|---|------------|------|---|-------------|---|-----------------------|--|
| Diploma In Information Technology                         | \$1,015.00 | \$0  | \$1,760.00                                | \$12,220.00 | \$14,995.00   | \$37.50               | \$15,032.50  |
| Diploma in Vocational Nursing                             | \$919.00   | \$0  | \$886.00                                  | \$32,190.00 | \$33,995.00   | \$85.00               | \$34,080.00  |
| Associate of Science in Information Technology            | \$2,288.00 | \$0  | \$3,106.00                                | \$24,601.00 | \$29,995.00   | \$75.00               | \$30,070.00  |
| Associate of Occupational Science in Occupational Therapy | \$985.00   | \$0  | \$910.00                                  | \$39,100.00 | \$40,995.00   | \$102.50              | \$41,097.50  |
| Bachelor of Science in Information Technology             | \$4,781.00 | \$0  | \$6,145.00                                | \$49,069.00 | \$59,995.00   | \$150.00              | \$60,145.00  |
| Bachelor of Science in Nursing (Degree Completion)        | \$1,755.00 | \$0  | \$800.00                                  | \$19,995.00 | \$22,550.00   | \$57.50               | \$22,607.50  |

**Note: the costs above do not include fees payable to the State of California or other entities related to application for state-mandated licensing examinations or the state licensing fees themselves.**

**Note: The non-refundable Student Tuition Recovery Fund (STRF) assessment is in addition to the Program Total Cost.**

### TUITION GUIDELINES

- Tuition must be paid in full, or be fully funded by other sources of financial aid, at the time of enrollment. Students may not start a program before making a payment. Books and supplies will not be released to the student until payment of tuition has been verified.
- Students are not charged a registration fee.
- Tuition changes do not affect registered and paid students.
- Replacement Books and Materials (for lost or stolen ones OR for make-up sessions and repeats), Replacement Certification Examination Vouchers (for lost and expired vouchers or failed exams), and Replacement Supplies 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.

### RETURNS

- 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, TestOut! Labsim license, Certification Examination, and Supply/Material fees are mandatory charges—they are not optional. (TestOut! Labsim and Certification Examination voucher fees are applied to IT students only).
- Tuition, Book, Labsim, Certification Examination, and Supply/Material fees are refundable only upon student dismissal or cancellation and only for the unfinished portion of the program.
- 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

# TUITION AND FINANCIAL AID

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- 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.
- For hygienic reasons the “SPHYG/STETHOSCOPE COMBO KIT” and worn “SCRUB TOPS, PANTS AND LAB COAT” are not returnable. Netbooks, iPads, PDAs, 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 enrollment or they have been received. Vouchers and TestOut! LabSim licenses are not returnable after issue. 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. 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.

## 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 enrollment agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. If you cancel through attendance at the first class session, or the seventh day of enrollment, whichever is later, you are entitled to a refund of 100%, less a registration fee not to exceed \$250. After the end of the cancellation period, you also have the right to stop school at any time; and you

# TUITION AND FINANCIAL AID

have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation to the following address:

**Stanbridge College, 2041 Business Center Drive, Suite 107, Irvine, CA 92612**

This can be done by mail or hand delivery.

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 your cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish 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.

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.

## 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 are 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:

## TUITION AND FINANCIAL AID

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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.

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 don't 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. However, it may be in your best interest 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 didn't 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

## TUITION AND FINANCIAL AID

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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.

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.

# TUITION AND FINANCIAL AID

## 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, that 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 their college career at the time of the Cal Grant award.
  - Can be awarded for 4, 3, 2, or 1 year.
  - 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 they end up using only 50% of their eligibility per year if they are 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 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 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 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.
- 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 within 60 days from the first day of class per the Academic Calendar on page 16 of this Student Catalog. 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 of 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

# TUITION AND FINANCIAL AID

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their student account. If a student is dismissed or withdraws from school, all un-earned Title IV funds will be refunded to the Department of Education, and any unearned funds will be returned to Cal Grant or State Funds and lastly 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 a student total financial aid resources and awards have been awarded 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 to meet 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 their 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 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.

### 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 employers' share of student payroll.

# ACADEMIC CALENDAR

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## SCHEDULE OF PROGRAMS/STARTS

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### IT Programs

#### Start Date

Diploma in IT

February 15, 2012  
May 10, 2012  
August 29, 2012  
November 6, 2012

### Occupational Therapy Assistant

Associate in Occupational Therapy Assistant

February 15, 2012  
May 14, 2012  
September 5, 2012

### Vocational Nurse Programs

Full-Time

February 21, 2012  
May 14, 2012  
August 29, 2012  
November 12, 2012

Part-Time

March 13, 2012  
May 30, 2012  
August 13, 2012  
November 5, 2012

### BSN Degree Completion

RN-BSN Degree Completion (Online)

Rolling Admission Dates

## CLOCK AND CREDIT HOURS

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Hours are indicative of clock hours, which are the total number of hours needed to finish the program. This includes lecture and supervised lab hours.

Missed supervised lab hours are counted as absences and must be made-up if necessary. "Clock hour" is defined as a period of at least 50 minutes of lecture/supervised lab.

For programs and courses accepted for credit assignment by ACCSC:

10 hours of instruction equals 1 quarter unit  
20 hours of supervised lab session equals 1 quarter unit  
30 hours of externship equals 1 quarter unit

## HOLIDAYS

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### 2012 School Holidays

February 20, 2012

Presidents' Day

May 28, 2012

Memorial Day

Jul 4, 2012

Independence Day

Sep 3, 2012

Labor Day

November 22 – 23, 2012

Thanksgiving

December 24, 2012 – January 6, 2013

Christmas/New Years

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

# ACADEMIC CALENDAR

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## CLASS HOURS

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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 four days per week (Monday through Thursday or Tuesday 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). OT Laboratory and Fieldwork days (Fieldwork sessions are Monday through Friday in Terms 3, 4 and 5) are 8:00AM to 4:30PM.
- VN Part Time Program: Tuesdays & Thursdays 6:00 – 10:00 p.m.  
– Clinical: Sat 7:00 a.m. – 3:30 p.m. and one Sunday per month 7:00AM – 3:30PM
- VN Part Time Program: 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 necessary leave from work or other obligations.
- 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).
- The Bachelor of Science in Nursing (Degree Completion) program is delivered completely on-line.

Note: Alternate days or different shifts may be required for certain VN clinical experiences or OTA fieldwork experiences, due to clinical facility student census restrictions or facility availability. Some Clinical Education/Fieldwork may be offered on a 12 hour shift to match clinical facilities schedule.

## STUDENT RECORDS RETENTION POLICY

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Stanbridge College maintains current student files for five years. Files may be stored away from the school premises. It is strongly recommended that a student retain ALL Enrollment, Withdrawal or Completion papers in their personal files. Transcripts are kept on file for a period of 50 years.

## ATTENDANCE

### ATTENDANCE REQUIREMENT: ALL ONSITE PROGRAMS/COURSES

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 reason.
- 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.

### ATTENDANCE REQUIREMENT: ALL ONLINE COURSES

Students enrolled in online courses will have attendance monitored by participation in scheduled threaded discussions (by participating before or on the due date) and submission of assignments/projects on or before the due date. Late participation may be allowed by individual instructors as specified in the course syllabus. Assignments or projects received for online course credit will be graded and the evaluation or response to the submission will be provided within 10 business days.

### Additional Attendance Requirements: IT and BSN Degree Completion

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. Those not returning after 14 consecutive days of absence (counted starting with the first day of absence) will be dismissed. Make up of graded course material (quizzes/exams) 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 fulltime 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 a fieldwork assignment assignments on a day-for-day basis for each absence, with remediation of OT Lab absences by performing a demonstration of proficiency for 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. 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.

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

### **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: Vocational Nursing**

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 absence (counted starting with the first day of absence) will be dismissed.

The following rules govern the theory and clinical absences that a Vocational Nursing student may acquire during his or 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 or 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.

If a student accumulates greater than 24 hours of absence, and cannot provide sufficient documentation to justify excusing the absence, he or she will be dismissed from the program, and upon written request and approval by the Program Director, given the opportunity to re-enroll and repeat the course in which the 25<sup>th</sup> hour of absence occurred (and continue with the sequence of courses).

### **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 late arriving 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 excuse additional absences with documented justification, but in no case may a student accumulate greater than 48 hours of absence in a single term.

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 or she will be dismissed from the program, and upon written request and approval by the Program Director, given the opportunity to re-enroll and repeat the course in which the 25<sup>th</sup> hour of absence occurred and continue with the sequence of courses.

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. Students who do not attend a scheduled remediation session will accumulate an additional 8 hours of absence against the limit of 24 hours of remediation for absences. Should a student not remediate each hour of absence from clinical sessions prior to the start of the new term, he or she will be dismissed from the program, with the opportunity to register 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, in addition to accruing an additional 8 hours of needed remediation against the limit of 24 hours per term, be charged a fee of \$35.00. A second (and subsequent) occurrence(s) of non-attendance at a scheduled remediation session during the remainder of the program will incur a fee of \$50.00. 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 the skills lab session (or 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. Incidences of student tardiness for returning from break or leaving early will be considered as a clinical absence and must be remediated with a scheduled remediation session. (See above for limits on clinical session absences).

## 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 their 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 "INC" for courses in progress. Enrolled students who do not complete a course on time will receive a grade of "F" two weeks 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.
- Students must have a cumulative grade point average of C (2.0) or above in order to graduate.
- Late submission of assignments, projects and papers on time will result in grade reductions for online courses.
- Students may check exam grades for onsite courses by logging in to Student Central and clicking on the "Exam Scores" link and logging into their online course to view the course gradebook.

### Academic Record Symbols and Grade Point Average (GPA)

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

### Additional Grading Requirements: Information Technology

IT Students and Associate Degree Candidates who do not meet the minimum passing requirement of 65% for a course will be placed on probation. They will be dismissed from school if they fail to remediate the failed course. Remediation of any failed 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 or she has achieved a passing score on the alternate exam or assignment.

Regardless of the score achieved on the alternate exam, the maximum grade that will be entered into the student's grade record for any remediated course will be 75%. Students who fail to successfully remediate a failed course will be dismissed from their program.

Most IT courses include a Computer Lab and or Online Learner participation requirement. 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/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 demonstrated, the nursing 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 their 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 or 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 fourteen (14) days of the posting of the failing course grade or prior to the start of the next term, whichever is shorter. 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 OT 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. End-of-Term cumulative exams are not counted as courses for the purposes of calculating the number of failed courses.

### **Additional Grading Requirements: Vocational Nursing**

**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 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 their 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 or she has achieved a passing score on the alternate exam or assignment. Regardless of the score achieved on the alternate exam, 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 (if necessary), one per week of the remediation period. If a remediation examination is not taken in one of the seven day periods after failing a course, that 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 Nursing 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 first (7<sup>th</sup>) 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%. End-of-Term cumulative exams are not counted as courses for the purposes 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 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 assign 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 conditional probation as specified in this catalog. Conditional probation requires written notification to the student of the deficiency, outlining actions necessary to be removed from probationary status and a date the actions must be completed.

**SATISFACTORY ACADEMIC PROGRESS**

Stanbridge College’s satisfactory academic progress policy is as follows:

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 that are not meeting the attendance and grade guidelines and are either placed on probation or will be placed on probation if correctional steps are not taken. Satisfactory progress is monitored by the following:

**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.

Attainment of satisfactory progress (attendance, credit earned and GPA) is be monitored at the completion of each Term for BSN Degree Completion, VN and OTA students, and 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) for IT 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, and 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.

| <b>DIPLOMA PROGRAMS</b>                   | <b>MINIMUM GPA</b> | <b>Credits Attained</b> | <b>Outcome if either Benchmark not met</b> |
|---|--------------------|-------------------------|--|
| <b>Percent of Original Program Length</b> |                    |                         |  |
| 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**

| <b>Percent of Original Program Length</b> | <b>MINIMUM GPA</b> | <b>Credits Attained</b> | <b>Outcome if either Benchmark not met</b> |
|---|--------------------|-------------------------|--|
| 100%                                      | 1.5                | 67% of Program          | Probation                                  |
| 150%                                      | 2.0                | 100% of Program         | Dismissal                                  |

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

| <b><u>BSN DEGREE COMPLETION PROGRAM</u></b> | <b>MINIMUM GPA</b> | <b>Credits Attained</b> | <b>Outcome if either Benchmark not met</b> |
|---|--------------------|-------------------------|--|
| <b>Percent of Original Program Length</b>   |                    |                         |  |
| 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 is 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: Vocational Nursing**

Attainment of satisfactory progress (attendance, credit earned and GPA) is be 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 Nursing**

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

## **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 school. 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, however, the student 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 school if he or 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 Privately Obtained Loans**

The student is solely responsible to contact 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 Leave of Absence, and that interest on loan(s) will continue to accrue while on Leave of Absence.

### **Resumption of Classes**

If the Leave of Absence is of sufficiently short duration, the student will be allowed, with the consent of his or her instructor and the Director/Dean of their program, 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. However, missed sessions during a Leave of Absence 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 or 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, probationary status noted on their official transcript, will not be able to print unofficial transcripts, and will not be able to use the services of Career Services Assistance. Students placed on Academic or Conduct Probation will not be eligible for 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 Vocational Nursing program fails to remediate a theory absence within 7 days of the absence being recorded.
- The student in the Vocational Nursing program fails to schedule a remediation date within 21 days of a clinical absence being recorded or accumulates 24 hours of unremediated clinical absences.
- 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 14 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 student fails to demonstrate professional conduct in the clinical facility.

## SUSPENSION

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Students who are judged to have violated the Code of Conduct and their actions or expressions indicate remaining on campus or at a clinical facility can reasonably be expected to lead to further incidents will be suspended for a period of time as determined by college administration. The period of suspension may encompass on-site lecture or off-campus (clinical education) activities. Students suspended must remediate absences as required in the attendance policy. Vocational Nurse 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.
- The student has failed to attend class for 14 days.

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 hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours 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. 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 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.

## **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.

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 Stanbridge College.

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 in the program),

multiplied by the number of days 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 this 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 exceeds 1.5 times the credit hours required to complete the program.
- The student does not remediate a failed course in three 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 school'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 school, and a student in a Vocational Nursing 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 Nursing 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.
- 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 or 5 days of Level II fieldwork in a single term.
- A student in a Vocational Nurse or Occupational Therapy Assistant program fails four courses in the program.
- The student in the Vocational Nursing program commits an unsafe nursing practice in the clinical facility.
- The student in the Occupational Therapy Assistant Program commits an unsafe practice in the fieldwork facility.

A refund will be issued as of the last day attended for the unfinished portion of the program.

#### **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 such 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 such student's readmission. 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 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.

### **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 start 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 Practice/Unsafe Fieldwork Practice Reasons**

Students dismissed for unsafe nursing/fieldwork 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 Candidates

Diploma Candidates 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 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 Baccalaureate and Associate Degree Candidates

Baccalaureate Degree and Associate Degree Candidates 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. Bachelor of Science in Nursing (Degree Completion) program candidates 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 Occupation Therapy Assistant Students

In addition to passing each course with a 75% or better grade, Occupational Therapy students must pass a program exit exam with a minimum score of 90% on the first attempt.

### Graduation Requirements for Vocational Nursing Students

In addition to passing each course with a 75% or better grade, Vocational Nursing students must pass the Vocational Nursing program exit exam 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 exam). If the predicted probability of passing the licensure exam is not calculated, the required minimum score for passing is at or above the National Mean for that version of the exam.

## TRANSCRIPTS

Students will be issued an official transcript for all courses taken upon the completion/termination of their studies. Students on Probation will not be issued official transcripts. A total of three official transcripts per calendar year will be issued to the student or forwarded to another school at no cost to the student. Additional official transcripts will be issued after payment of a \$5.00 fee per transcript. Transcripts may be requested for same-day pick-up, after a payment of a \$10.00 fee and if the request is made by telephone or in person before 2:00PM on the day pick-up is desired. Students may view and print their unofficial transcript at any time through the Student Central. Student transcripts will be maintained by the school for fifty years after graduation. Other student records are maintained for five years at its principal place of business in California.

## 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 school 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-or off-campus. Any member or group of the Stanbridge community violating these policies and regulation 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 School may perform inspections of persons, personal property or vehicles located on school property or off-site at official school 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 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 school property, or presence on school property under the influence of any controlled substance.
- The unlawful use, sale, or possession on school property, or presence on school property under the influence 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, school personnel.
- Assault, battery, or any threat of force or violence upon a student or school personnel.
- Willful misconduct resulting in injury or death to a student or school personnel, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the school personnel, or students in attendance at the school.
- Willful or persistent smoking in an area where smoking has been prohibited by law or by school policy.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- The forgery, alteration, or misuse of school documents, records or identification, or knowingly furnishing false information to the school.
- Cheating, plagiarizing or any other form of dishonesty in relation to a school's course or a program.
- The unauthorized entry or use of school property.
- Disorderly, lewd, indecent, or obscene conduct on school property.
- The possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on school property or at a school-sponsored function without the prior authorization of the school director.
- Rape, sexual assault or harassment, including but not limited to sexual harassment of any student, school personnel or personnel or patients at a clinical facility.
- The obstruction or disruption of school'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 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 an 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 school. 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 or her dismissal from the school 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, notices of deficiency, administrative action and 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 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 PDA or instructor-permitted laptop computer to take notes during class.
- Use of a program-issued PDA is limited to use of the electronic drug guide; no other functions of the PDA may be used during my 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 may have stricter rules on the use of electronic devices than those outlined above. Vocational Nurse students/Occupational Therapy 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

Stanbridge College's goal is to always deliver the highest quality of education in the best classroom and facility settings. Students not satisfied with any facet of their educational experience are urged to first contact the appropriate school official to amend the situation (Instructor, Program Director, Student Services, Dean of Instruction) and if necessary, to the President of the College. Complaints should be submitted in writing to:

**STANBRIDGE COLLEGE**  
President  
2041 Business Center Drive, Suite 107  
Irvine, CA 92612

Or via email to: [president@stanbridge.edu](mailto:president@stanbridge.edu).

Students may also request to schedule a meeting for an in-person discussion. As a last resort, due to the ephemeral nature of telephone calls and voicemail, students may contact the President by calling: (949) 794-9090.

## 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703)247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the College President.

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

(A) 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, <http://www.bppe.ca.gov>, Phone: (888) 370-7589 Fax: (916) 263-1897.

(B) 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.

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

### **Veteran's 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

## **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 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, request 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, without delay, that 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 for immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. 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, 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 alternatives.

## 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, teaching assistants, staff members and students. It 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. 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 institution 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. The instructor or supervisor in conjunction with school administration, 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, 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.

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## 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 as the complex is located in the Irvine Police Department service area. Parking lots are lit at night, as are building entrances. The normal exercise of personal awareness of surroundings of any public area is recommended while on campus during daylight and evening hours.

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

Police, fire, or medical emergencies can be reported by dialing 911 from any telephone on campus in that all telephones on the college campus are tied into the 911 emergency system and that 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.

### **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 the Vocational Nurse 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 or persons 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, 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 in investigating the criminal activity and any steps toward disciplinary action warranted against any 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. Such 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 annual security report purposes. 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 crimes statistics for the institution.

## 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 both online and off and introduce you to the Stanbridge College Student Central online portal.

### Academic Advising

At Stanbridge we are here for you. Students can request one-on-one advising with a faculty advisor or student services officer to discuss academic or personal issues at any time.

## LEARNING RESOURCE SYSTEM

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At Stanbridge College learning continues beyond the classroom. To better serve our students we have 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 from 9:00AM to 9:00PM on weeknights and from 9:00AM to 4:00PM on weekends. Holiday hours are promulgated by email. The Resource Center provides computer-based training modules, lab simulations and practice examinations for IT subjects, and typing tutor, internet access for research for all students. The Center is staffed by the Librarian on Mondays and Tuesdays from 11:00AM to 4:30PM and Wednesdays and Thursdays from 2:30PM to 8:00PM for assisting students. The Librarian is also available via phone and email for student assistance with reference projects. The Clinical Nursing Lab is scheduled for VN cohorts' use at supervised lab sessions.

### Stanbridge Online Library

A component of the Learning Resource system, the Library provides electronic access via a web browser to over 12,000 volumes and additional professional research journals. Our Online Library is ideal for homework, great for research, and perfect for casual reading. All you need to access the library is a PC and an Internet connection, allowing you access from anywhere at any time. The Online Library is launched from the Student Central Portal. Vocational Nurse students will also link from Student Central to a collection of over 500 nursing and health services journals for research project reference.

### 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) and IT related courses and collections for study of Microsoft IT courses.

### Tutoring Services

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

### Student Life

As dedicated as we are to facilities, technology, test scores and employment creation, we are equally dedicated to the greater good, which is what makes Stanbridge a community like no other - a living, breathing, compassionate society with the opportunity to not only change one's own life, but the lives of others as well.

Whether its 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.

## 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.

# STUDENT SERVICES

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## 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 for a lifetime. We will always be here to assist our graduates in establishing and maintaining a solid career path at any stage. 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 on 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 stands 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 allow them to take control of the interview.

### Job Leads

Receive access to continually updated job listings and career opportunities obtained from a variety of sources including recruiting organizations and Southern California companies with whom we have built relationships. The leads are posted exclusively at the Stanbridge College Placement Online website.

### Exclusive Access to Placement Online

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, 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) with 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

|   |                           |
|---|---------------------------|
| <b>Chief Executive Officer</b>                  | Mr. Yasith Weerasuriya* ^ |
| <b>Chief Financial Officer</b>                  | Ms. Nazi Masoum* ^        |
| <b>Director of Graduate Programs</b>            | Dr. Everett Procter       |
| <b>Director of Undergraduate Programs</b>       | Mr. John Walker           |
| <b>Dean of Instruction</b>                      | Mr. Tim Powers            |
| <b>Director of Registered Nursing</b>           | Ms. Linda Schaffer        |
| <b>Director of Vocational Nursing</b>           | Ms. Debbie Lieu           |
| <b>Program Director – Occupational Therapy</b>  | Mr. Satch Purcell         |
| <b>Director of Online Programs</b>              | Dr. Jon Inouye            |
| <b>Director of Admissions</b>                   | Mr. Edward Riepma         |
| <b>Director of Financial Services and HR</b>    | Mr. Brian Silvano*        |
| <b>Assistant Director of Student Services</b>   | Ms. Cynthia Griffin       |
| <b>Director of Faculty Development</b>          | Ms. Judy Corless          |
| <b>Assistant Director of Vocational Nursing</b> | Ms. Kim Martin            |
| <b>Librarian</b>                                | Mr. Scott Johnson         |

### \* VA CERTIFYING OFFICIALS

### ^ WIA CERTIFYING OFFICIALS

## INSTRUCTORS

|  | Degree             | Certifications                               |
|--|--------------------|--|
| Tim Powers - IT Courses                | BS                 | A+, Network+, Linux+, MCP, CIWCI, CBP        |
| Philip Lyle – IT Courses               | BS                 | A+, Net+, MCSE, MCSA, MCDBA, MCAD, CCNA      |
| Konstantin Mroncz– IT Courses          | BS                 | MCSE, MCT, CCNA, CEH                         |
| David Ramthun– IT Courses              | BS, MBA            | MCSE, MCSA, CTT+, CNE, SCSA, ICSA            |
| Virgil Marcelo– IT Courses             | BS                 | A+, Net+, Linux+, Security+,MCSE, CCNA, CCNP |
| Carlo Tannoury– IT Courses             | MS                 |  |
| Edith Amadi RN – Nursing               | BSN                |  |
| Mariana Anderson RN – Nursing          | BSN                |  |
| Annabelle Anglo RN – Nursing           | BSN                |  |
| Jennifer Baron RN – Nursing            | AA                 |  |
| Kathleen Bassani RN – Nursing          | BSN                |  |
| Stefanie Brennan RN – Nursing          | BSN                |  |
| Sandra Brown RN – Nursing              | Diploma in Nursing |  |
| Susan Carmichael RN – Nursing          | MS                 |  |
| Jennifer Catalan RN – Nursing          | BSN                |  |
| Judy Corless RN – Nursing              | MSN                |  |
| Binh Do RN – Nursing                   | MSN                |  |
| Michelle Earixson-Lamothe RN – Nursing | ADN                |  |
| Marisa Fritkin RN – Nursing            | ADN                |  |
| Patricia Garrett RN – Nursing          | ADN                |  |
| Carol Hagberg RN – Nursing             | JD                 |  |
| Denise Harbor RN – Nursing             | BSN                |  |
| Cindy Higgins RN – Nursing             | BSN                |  |
| Theresa Hutter RN – Nursing            | BSN                |  |
| Renee Hypolite RN – Nursing            | BSN                |  |
| Carolyn Ito RN – Nursing               | MSN                |  |
| Sheila Jacobson RN – Nursing           | ADN                |  |
| Adeline Justeson RN – Nursing          | BSN                |  |
| Karen Kelly-Jones RN – Nursing         | BSN                |  |
| Jazmine Keys RN – Nursing              | BSN                |  |
| Claudia Kloprien RN – Nursing          | BSN                |  |
| Jay Lardizabal RN – Nursing            | BSN                |  |

# ADMINISTRATION AND FACULTY

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## INSTRUCTORS

|                                      | Degree    |
|--------------------------------------|-----------|
| Patricia Leigh RN – Nursing          | MS        |
| Debora Long RN – Nursing             | BSN       |
| Deborah Lord RN – Nursing            | BSN       |
| Yvonne Love RN – Nursing             | BSN       |
| Lorelie Malate RN – Nursing          | MSN       |
| Kim Martin RN – Nursing              | BSN, M.Ed |
| Wanda Masias RN – Nursing            | BSN       |
| Resa McCollam RN – Nursing           | MA        |
| Wendy McDonald RN – Nursing          | MS        |
| Patricia Mercure RN – Nursing        | BSN       |
| Acynta Mitchell RN – Nursing         | MSN       |
| Vicki Nelson RN – Nursing            | MSN       |
| Viorel Opruta RN – Nursing           | ADN       |
| Virginia Palmer RN – Nursing         | ADN       |
| Steven Quan RN – Nursing             | BS        |
| Linda Radke-Smith RN – Nursing       | ADN       |
| Oliver Rago RN – Nursing             | BSN       |
| Laura Sanchez RN – Nursing           | BSN       |
| Claudia Skinner RN – Nursing         | BSN       |
| Doreen Talbot RN – Nursing           | ADN       |
| Thi Tran RN – Nursing                | BSN       |
| Karen Udenze RN – Nursing            | BSN       |
| Marites Villanueva RN – Nursing      | BSN       |
| Deidre Yarak RN – Nursing            | BA        |
| Emilee Young RN – Nursing            | BSN       |
| Diana Young RN – Nursing             | BSN       |
| Patricia Leigh RN – Nursing          | MSN       |
| Erin Neal-Latona – English           | MA        |
| M. Allen Coson – American Government | MA        |
| Jon Inouye – Math                    | Ph.D      |
| Shonia Hayes – Science               | MS        |
| Cathy Evangelatos – World Religions  | MA        |
| Dr. Scott Bennie – OTA               | DPT       |
| Nancy Olsen– OTA                     | MA        |
| Melissa Kroneberger– OTA             | BA        |
| Valerie Garcia– OTA                  | MA        |
| Craig Woods                          | OTD       |

All instructors teaching courses that do not lead to a degree possess greater than three years of experience, education and training in the subject area they are teaching.

# PROGRAMS AND COURSES

## DIPLOMA IN INFORMATION TECHNOLOGY

**11 Months/516 Contact Hours/43 Quarter Credit Hours**

**Employment/Job Title:** PC Technician, Network Technician, Network Engineer

The IT programs support (to a graduated scale) industry-required skills for PC technicians to Wide-Area Network Engineers. The program contains the A+ courses preparing for the CompTIA A+ certification exam, a non-vendor specific PC technician certification. Linux adds that Open Source server and desktop operating system to the list of software mastered by the student. 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 Vista, Exchange 2007 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

| Course  | Contact Hours | Credit Hours | Certification Exam |
|---|---------------|--------------|--------------------|
| CIS 1005 Microsoft Office Suite Installation and Use          | 32            | 3            | ■                  |
| CIS 1010 PC Hardware and Operations                           | 48            | 4            | ●                  |
| CIS 1020 Networking Functions and Operating Systems           | 48            | 4            | ●                  |
| CIS 1111 Implementing Windows Clients in a Domain Environment | 48            | 4            | ●                  |
| CIS 2111 Configuring Server 2008 Network Infrastructure       | 56            | 4            | ●                  |
| CIS 2141 Configuring Server 2008 Active Directory             | 60            | 4            | ●                  |
| CIS 2511 Managing and Maintaining Server 2008                 | 56            | 4            | ●                  |
| CIS 2611 Configuring Exchange Server 2010                     | 48            | 4            | ●                  |
| CIS 2211 LAN/WAN Routing and Switching Concepts I             | 40            | 4            | ●                  |
| CIS 2212 LAN/WAN Routing and Switching Concepts II            | 40            | 4            | ●                  |
| CIS 2430 PowerShell Scripting                                 | 40            | 4            | ■                  |

- 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

**23 Months/988 Contact Hours/90 Quarter Credit Hours**

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

**Employment/Job Title: PC Hardware Technician**

**Employment/Job Title: Advanced Level Network Engineer/Administrator**

The Information Technology 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 in Science degree in Information Technology:

- 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<br>Course Title                                 | Classroom/<br>Lecture<br>Clock<br>Hours | Lab/<br>Ind. Study<br>Clock<br>Hours | Externship<br>Clock<br>Hours | Classroom/<br>Lecture<br>Credit<br>Hours | Lab/<br>Ind. Study<br>Credit<br>Hours | Externship<br>Credit<br>Hours |
|---|---|--------------------------------------|------------------------------|--|---------------------------------------|-------------------------------|
| CIS 1005 Microsoft Office Suite Installation and Use          | 32                                      | 0                                    | 0                            | 3  | 0                                     | 0                             |
| CIS 1010 PC Hardware and Operations                           | 48                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 1020 Networking Functions and Operating Systems           | 48                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 1111 Implementing Windows Clients in a Domain Environment | 48                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2111 Configuring Server 2008 Network Infrastructure       | 56                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2141 Configuring Server 2008 Active Directory             | 60                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2511 Managing and Maintaining Server 2008                 | 56                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2611 Configuring Exchange Server 2010                     | 48                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2211 LAN/WAN Routing and Switching Concepts I             | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2212 LAN/WAN Routing and Switching Concepts II            | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2430 PowerShell Scripting                                 | 40                                      | 4                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2020 Network Security Concepts and Practices              | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2680 Network Intrusion Detection and Prevention           | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 2640 Administering and Securing Wireless Networks         | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| CIS 1120 Introduction to Open Source Systems and Linux        | 32                                      | 3                                    | 0                            | 3  | 0                                     | 0                             |
| CIS 2420 SharePoint Server 2010 Administration                | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| BUS 1110 Project Management                                   | 40                                      | 0                                    | 0                            | 4  | 0                                     | 0                             |
| <b>Totals</b>   | <b>748</b>                              | <b>0</b>                             | <b>0</b>                     | <b>66</b>                                | <b>0</b>                              | <b>0</b>                      |

## PROGRAMS AND COURSES

### Associate Degree General Education Courses

| Course Number<br>Course Title                                  | Classroom/<br>Lecture<br>Clock Hours | Lab/<br>Ind. Study<br>Clock<br>Hours | Externship<br>Clock<br>Hours | Classroom/<br>Lecture<br>Credit<br>Hours | Lab/<br>Ind. Study<br>Credit<br>Hours | Externship<br>Credit<br>Hours |
|--|--------------------------------------|--------------------------------------|------------------------------|--|---------------------------------------|-------------------------------|
| * ENG 1010 College Writing I                                   | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                             |
| * ENG 1020 College Writing II                                  | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                             |
| * MATH 1010 College Algebra                                    | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                             |
| * GOV 1010 Introduction to American<br>Government and Politics | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                             |
| * SCI 1010 Physical Science                                    | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                             |
| * HUM 1020 World Religions                                     | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                             |
| <b>Totals</b>  | <b>240</b>                           | <b>0</b>                             | <b>0</b>                     | <b>24</b>                                | <b>0</b>                              | <b>0</b>                      |

\* These courses are only offered in an online format

## PROGRAMS AND COURSES

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

48 Months/1888 Contact Hours/180 Quarter Credit Hours

Employment/Job Title: Network Engineer/Administrator

Employment/Job Title: IT Manager

Employment/Job Title: IT Network Designer

The Information Technology 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 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 degree in Information Technology:

- 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   | Classroom/<br>Lecture | Lab/Ind<br>Study | Externship  | Classroom/<br>Lecture | Lab/Ind.<br>Study | Externship   |
|---|-----------------------|------------------|-------------|-----------------------|-------------------|--------------|
| Course Title  | Clock Hours           | Clock<br>Hours   | Clock Hours | Credit Hours          | Credit<br>Hours   | Credit Hours |
| CIS 1005 Microsoft Office Suite Installation and Use          | 32                    | 0                | 0           | 3                     | 0                 | 0            |
| CIS 1010 PC Hardware and Operations                           | 48                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 1020 Networking Functions and Operating Systems           | 48                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 1111 Implementing Windows Clients in a Domain Environment | 48                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2111 Configuring Server 2008 Network Infrastructure       | 56                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2141 Configuring Server 2008 Active Directory             | 60                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2511 Managing and Maintaining Server 2008                 | 56                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2611 Configuring Exchange Server 2010                     | 48                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2211 LAN/WAN Routing and Switching Concepts I             | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2212 LAN/WAN Routing and Switching Concepts II            | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2430 PowerShell Scripting                                 | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2020 Network Security Concepts and Practices              | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2680 Network Intrusion Detection and Prevention           | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 2640 Administering and Securing Wireless Networks         | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 1120 Introduction to Open Source Systems and Linux        | 32                    | 0                | 0           | 3                     | 0                 | 0            |
| CIS 2420 SharePoint Server 2010 Administration                | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| BUS 1110 Project Management                                   | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 3110 Configuring Server 2008 Applications Infrastructures | 40                    | 0                | 0           | 4                     | 0                 | 0            |
| CIS 3120 Designing Server 2008 Applications Infrastructures   | 40                    | 0                | 0           | 4                     | 0                 | 0            |

## PROGRAMS AND COURSES

|   |             |          |          |            |          |          |
|---|-------------|----------|----------|------------|----------|----------|
| CIS 3130 Designing Server 2008 Network Infrastructures          | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 3140 Designing Server 2008 Active Directory Infrastructures | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 3410 Principles of Relational Databases (MCTS/Oracle Prep)  | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4010 MySQL/PostgreSQL Admin                                 | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4020 MS SQL Server – Implementation and Maintenance         | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4030 MS SQL Server - Administration                         | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4210 Linux Scripting and Microsoft Powershell Scripting     | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 3610 Virtual Server Technologies                            | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4110 Storage Area Network Administration                    | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4410 Ethical Hacking  | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4420 Forensic Investigation                                 | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4510 Systems Security Control and Procedures                | 40          | 0        | 0        | 4          | 0        | 0        |
| CIS 4600 Senior Project   | 40          | 0        | 0        | 4          | 0        | 0        |
| <b>Totals:</b>  | <b>1348</b> | <b>0</b> | <b>0</b> | <b>126</b> | <b>0</b> | <b>0</b> |

### Bachelors Degree General Education Courses

| Course Number<br>Course Title                               | Classroom/<br>Lecture<br>Clock Hours | Lab/<br>Ind. Study<br>Clock<br>Hours | Externship<br>Clock<br>Hours | Classroom/<br>Lecture<br>Credit<br>Hours | Lab/<br>Ind. Study<br>Credit<br>Hours | Extern ship<br>Credit<br>Hours |
|---|--------------------------------------|--------------------------------------|------------------------------|--|---------------------------------------|--------------------------------|
| * ENG 1010 College Writing I                                | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * ENG 1020 College Writing II                               | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * ENG 1030 Public Speaking                                  | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * ENG 3020 Advanced Writing and Research                    | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * HUM 1020 World Religions                                  | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * HUM 4010 Contemporary Fine Art                            | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * GOV 1010 Introduction to American Government and Politics | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * PSY 1010 Introduction to Psychology                       | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * PSY 3010 Organizational Psychology                        | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * MATH 1010 College Algebra I                               | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * MATH 3010 Statistics for the Social Sciences              | 60                                   | 0                                    | 0                            | 6  | 0                                     | 0                              |
| * SCI 1010 Physical Science                                 | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| * SCI 3010 Environmental Studies                            | 40                                   | 0                                    | 0                            | 4  | 0                                     | 0                              |
| <b>Totals:</b>  | <b>540</b>                           | <b>0</b>                             | <b>0</b>                     | <b>54</b>                                | <b>0</b>                              | <b>0</b>                       |

\* These courses are only offered in an online format

## PROGRAMS AND COURSES

### ASSOCIATE OF OCCUPATIONAL SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT

22 Months/1934 Contact Hours/95 Quarter Credit Hours

Employment/Job Title: Occupational Therapy Assistant

Graduates with an Associate of Applied Science in Occupational Therapy Assistant degree and appropriate work experience may advance to a position as an Occupational Therapy Assistant.

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

- 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.

#### Core Courses

#### Technical/Occupational Courses

| Course Number and Title               | Classroom/<br>Lecture<br>Clock<br>Hours | Lab/<br>Ind.<br>Study<br>Clock<br>Hours | Externship<br>Clock<br>Hours | Classroom/<br>Lecture<br>Credit<br>Hours | Lab/<br>Ind.<br>Study<br>Credit<br>Hours | Externship<br>Credit<br>Hours |
|---------------------------------------|---|---|------------------------------|--|--|-------------------------------|
| OTA-1000 OTA Foundations              | 42                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-1001 Human Components I           | 54                                      | 0                                       | 0                            | 5  | 0  | 0                             |
| OTA-1002 Human Components II          | 54                                      | 0                                       | 0                            | 5  | 0  | 0                             |
| OTA-1003 Human Components III         | 54                                      | 0                                       | 0                            | 5  | 0  | 0                             |
| *OTA-1004 Psychology                  | 42                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-1005 Kinesiology                  | 27                                      | 27                                      | 0                            | 3  | 0  | 0                             |
| OTA-1006 Fundamentals of OTA Practice | 42                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-1007 Physical Dysfunction I       | 48                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-1008 Physical Dysfunction II      | 48                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-1009 Pediatric OT                 | 48                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-1010 Psychosocial Dysfunction     | 48                                      | 0                                       | 0                            | 4  | 0  | 0                             |
| OTA-2001 Term 1 OTA Lab               | 0                                       | 56                                      | 0                            | 0  | 2  | 0                             |
| OTA-2002 Term 2 OTA Lab               | 0                                       | 104                                     | 0                            | 0  | 4  | 0                             |
| OTA-2003 Term 3 OTA Lab               | 0                                       | 88                                      | 0                            | 0  | 3.5                                      | 0                             |
| OTA-2010 First Level I Fieldwork      | 0                                       | 0                                       | 40                           | 0  | 0  | 1                             |
| OTA-2020 Second Level I Fieldwork     | 0                                       | 0                                       | 40                           | 0  | 0  | 1                             |
| OTA-3030 First Level II Fieldwork     | 0                                       | 0                                       | 320                          | 0  | 0  | 10                            |
| OTA-3040 Second Level II Fieldwork    | 0                                       | 0                                       | 320                          | 0  | 0  | 10                            |
| *OTA-2050 Phase 1 Fieldwork Review    | 32                                      | 0                                       | 0                            | 0  | 0  | 0                             |
| OTA-2060 End of Program Review        | 60                                      | 0                                       | 0                            | 0  | 0  | 0                             |
| OTA-1101 Term 1 Review and Exam       | 26                                      | 0                                       | 0                            | 0  | 0  | 0                             |
| OTA-1102 Term 2 Review and Exam       | 26                                      | 0                                       | 0                            | 0  | 0  | 0                             |
| OTA-1103 Term 3 Review and Exam       | 26                                      | 0                                       | 0                            | 0  | 0  | 0                             |
| <b>TOTALS</b>                         | <b>677</b>                              | <b>275</b>                              | <b>720</b>                   | <b>46</b>                                | <b>9.5</b>                               | <b>22</b>                     |

\* This course may be offered in an online format

# PROGRAMS AND COURSES

## Applied General Education Courses

| Course Number and Title                 | Classroom /<br>Lecture<br>Clock<br>Hours | Lab/<br>Ind.<br>Study<br>Clock<br>Hours | Externship<br>Clock<br>Hours | Classroom/<br>Lecture<br>Credit<br>Hours | Lab/<br>Ind.<br>Study<br>Credit<br>Hours | Externship<br>Credit<br>Hours |
|---|--|---|------------------------------|--|--|-------------------------------|
| ENG-1030 Effective Professional English | 40                                       | 20                                      | 0                            | 4  | 0  | 0                             |
| *HUM-1030 The Socio-Cultural Experience | 40                                       | 0                                       | 0                            | 4  | 0  | 0                             |
| CIS-1006 Computer Applications          | 30                                       | 18                                      | 0                            | 3  | 0  | 0                             |
| *SCI-1020 Anatomy and Physiology        | 72                                       | 42                                      | 0                            | 5  | 1.5                                      | 0                             |
| <b>TOTAL</b>                            | <b>182</b>                               | <b>80</b>                               | <b>0</b>                     | <b>16</b>                                | <b>1.5</b>                               | <b>0</b>                      |

\* These courses may be offered in an online format

## 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 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 nursing administration. If the student has documentation of previous Hepatitis B vaccine (as proved by titer or documentation of administration of the vaccine series) they 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 above student health information. This includes, but is not limited to: PPD, chest X-ray, (if PPD is positive), Hepatitis B series, physical and 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 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 will be unexcused. 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:

- First and foremost, protecting 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 OT 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.

## 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 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 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.

## **PROGRAMS AND COURSES**

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### **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.**

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# 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/106 Quarter Credit Hours**

**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.) Satisfactory completion of the course results in a Certificate of Completion and notice to the Board of Vocational Nursing and Psychiatric Technicians of satisfactory completion (for licensing exam authorization).

This course 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  
Surburban Promise

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

## PROGRAMS AND COURSES

| Course Area/Title                                 | Clock Hours |          |                   | Credit Hours |          |                    |
|---|-------------|----------|-------------------|--------------|----------|--------------------|
|   | Classroom   | Clinical | Total Clock Hours | Classroom    | Clinical | Total Credit Hours |
| MED 2060 Nursing Fundamentals I                   | 36          | 0        | 36                | 3.5          | 0        | 3.5                |
| MED 2061 Nursing Fundamentals II                  | 36          | 0        | 36                | 3.5          | 0        | 3.5                |
| MED 2062 Nursing Fundamentals III                 | 36          | 0        | 36                | 3.5          | 0        | 3.5                |
| MED 2044 Pharmacology Fundamentals                | 54          | 0        | 54                | 3.5          | 0        | 3.5                |
| CLI 2215A Term 1 Clinical Skills Lab              | 0           | 144      | 144               | 0            | 7.2      | 7.2                |
| CLI 2215B Term 1 Clinical                         | 0           | 112      | 112               | 0            | 4.8      | 4.8                |
| MED 2261 Term 1 Cumulative Exam                   | 18          | 0        | 18                | 1.5          | 0        | 1.5                |
| MED 2045 Integumentary System                     | 24          | 0        | 24                | 2.4          | 0        | 2.4                |
| MED 2046 Sensory System                           | 12          | 0        | 12                | 1.2          | 0        | 1.2                |
| MED 2047 Musculo-Skeletal                         | 30          | 0        | 30                | 3            | 0        | 3                  |
| MED 2048 Digestive System                         | 36          | 0        | 36                | 3            | 0        | 3                  |
| MED 2049 F&EB and Renal System                    | 44          | 0        | 44                | 3.2          | 0        | 3.2                |
| MED 2050 Emergency and Surgical Nursing           | 16          | 0        | 16                | 1.2          | 0        | 1.2                |
| MED 2262 Term 2 Cumulative Exam                   | 18          | 0        | 18                | 1.5          | 0        | 1.5                |
| CLI 2216A Term 2 Prefacility Clinical Proficiency | 0           | 48       | 48                | 0            | 2.4      | 2.4                |
| CLI 2216B Term 2 Clinical                         | 0           | 208      | 208               | 0            | 9.6      | 9.6                |
| MED 2051 Cardiovascular System                    | 44          | 0        | 44                | 3            | 0        | 3                  |
| MED 2052 Immune System                            | 24          | 0        | 24                | 2            | 0        | 2                  |
| MED 2053 Oncology                                 | 30          | 0        | 30                | 2            | 0        | 2                  |
| MED 2054 Respiratory Systems                      | 32          | 0        | 32                | 2            | 0        | 2                  |
| MED 2056 Endocrine System                         | 32          | 0        | 32                | 2            | 0        | 2                  |
| MED 2263 Term 3 Cumulative Exam                   | 18          | 0        | 18                | 1.5          | 0        | 1.5                |
| CLI 2217A Term 3 Prefacility Clinical Proficiency | 0           | 48       | 48                | 0            | 2.4      | 2.4                |
| CLI 2217B Term 3 Clinical                         | 0           | 208      | 208               | 0            | 7.6      | 7.6                |
| MED 2057 Neuro System                             | 30          | 0        | 30                | 3            | 0        | 3                  |
| MED 2118 Mental Health Nursing                    | 46          | 0        | 46                | 3            | 0        | 3                  |
| MED 2058 Reproductive and Maternal Nursing        | 46          | 0        | 46                | 3            | 0        | 3                  |
| MED 2059 Pediatric Nursing                        | 48          | 0        | 48                | 3            | 0        | 3                  |
| MED 2119 Nursing Leadership and Supervision       | 16          | 0        | 16                | 1            | 0        | 1                  |
| MED 2115 Community Nursing                        | 8           | 0        | 8                 | 0            | 0        | 0                  |
| CLI 2214 Term 4 Clinical                          | 0           | 256      | 256               | 0            | 11       | 11                 |
| MED 2264 Exit Exam & NCLEX Preparation            | 50          | 0        | 50                | 4.5          | 0        | 4.5                |
| Totals  | 784         | 1024     | 1808              | 61           | 45       | 106                |

# 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 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 nursing administration. If the student has documentation of previous Hepatitis B vaccine (as proved by titer or documentation of administration of the vaccine series) they will not have to undergo a second vaccination. The MMR vaccination is not required by Stanbridge College, but is highly recommended.

##### Pregnancy

Vocational Nursing 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 above student health information. This includes, but is not limited to: PPD, chest X-ray, (if PPD is positive), Hepatitis B series, physical and 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 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 will be unexcused. 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:

- First and foremost, protecting 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 Education 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 Education 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 Nursing 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 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, 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, then to College executive staff. VN program students should contact the VN Program Director, then the Dean of Instruction, 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 which 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 for authorization to take the Licensing Examination to the BVNPT 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**

The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) must, by law, 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:

- The nature and severity of the act(s) or crime(s) under consideration.

## PROGRAMS AND COURSES

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- 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 (DEGREE COMPLETION)**

**22 Months/900 Contact Hours/90 Quarter Credit Hours**

**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 degree in Nursing.

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

| Course Area/Title                             | Clock Hours |          |                   | Credit Hours |          |                    |
|---|-------------|----------|-------------------|--------------|----------|--------------------|
|   | Classroom   | Clinical | Total Clock Hours | Classroom    | Clinical | Total Credit Hours |
| COM 3010 Business Communication in Healthcare | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 3015 Pathophysiology                      | 80          | 0        | 80                | 8            | 0        | 8                  |
| MED 3020 Theoretical Models of Nursing        | 60          | 0        | 60                | 6            | 0        | 6                  |
| MED 3030 Advanced Physical Assessment         | 80          | 0        | 80                | 8            | 0        | 8                  |
| MED 3040 Principles of Teaching               | 40          | 0        | 40                | 4            | 0        | 4                  |
| MED 3050 Health Promotion: Adult-Aged Nursing | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 3060 Health Promotion: Children           | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 4010 Professional Nursing I               | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 4020 Nursing Research                     | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 4030 Professional Nursing II              | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 4040 Healthcare Informatics               | 50          | 0        | 50                | 5            | 0        | 5                  |
| MED 4050 Evidence-Based Practice              | 60          | 0        | 60                | 6            | 0        | 6                  |
| MED 4060 Community Nursing                    | 60          | 0        | 60                | 6            | 0        | 6                  |
| ENG 3030 Scientific Writing                   | 60          | 0        | 60                | 6            | 0        | 6                  |
| MATH 3010 Statistics for the Social Sciences  | 60          | 0        | 60                | 6            | 0        | 6                  |
| SOC 3010 Cultural Identity and Diversity      | 50          | 0        | 50                | 5            | 0        | 5                  |
| <b>Program Total</b>                          | <b>900</b>  | <b>0</b> | <b>900</b>        | <b>90</b>    | <b>0</b> | <b>90</b>          |

# PROGRAMS AND COURSES

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## COURSE DESCRIPTIONS

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### 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.

### Computer Information Systems 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 2007.

#### **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**

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 1030 HTML Programming for Network Administrators**

This course provides students the knowledge to create a Web page with images and graphical formatting; basic HTML forms to accept user input; and create HTML frames. Students will use Extensible Hypertext Markup Language (XHTML); define Extensible Markup Language (XML) and identify its features; and apply essential aspects of the Cascading Style Sheets (CSS) standard.

#### **CIS 1111 Implementing Windows Clients in a Domain Environment**

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**

An introduction to GNU/Linux on stand-alone PCs, this course covers installing several different distributions of the operating system, configuring video and network hardware, managing processes and storage devices, administering users 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 2111 Configuring a Windows Server 2008 Network Infrastructure**

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies, gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks (including IPv6), and learn how to secure servers and maintain update compliance.

## **PROGRAMS AND COURSES**

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### **CIS 2141 Windows Server 2008 Active Directory Domain Services**

This course provides Active Directory Technology Specialists with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

### **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 2410 Converged and Unified Messaging**

Converged messaging is datacomm, telephony/telecommunications, video and broadcast multimedia technologies combined into a single IP-based delivery system. Unified messaging is fusion of these technologies with existing email systems. This course provides an in-depth understanding of a broad array of evolving converged technologies issues such as voice transmission principles, telephony, end point devices, QoS, coding techniques, protocols, network hardware, and security.

### **CIS 2511 Planning and Administering Windows Server 2008**

This course provides students with the knowledge and skills to implement, monitor, and maintain Windows Server 2008 servers: plan the installation of server roles; create a configuration change plan; plan and implement Windows Server 2008 security; manage application versioning; and plan for a high-availability Windows Server 2008 deployment.

### **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 Designing Server 2008 Applications Infrastructures**

This three-day 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 Designing Server 2008 Network Infrastructures**

This course provides information on how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.

### **CIS 3140 Designing Server 2008 Active Directory Infrastructures**

This course provides to enable the student to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication,

## PROGRAMS AND COURSES

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administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations.

### **CIS 3210 Web Design (CIW Site Designer)**

This course explores human-factor principles in designing, implementing and maintaining hypertext-based Web sites using authoring and scripting languages, content creation and management tools, and digital media tools.

### **CIS 3410 Principles of Relational Databases (MCTS/Oracle Prep)**

This course describes the developing of a conceptual design for a proposed database application and deals with the Entity-Relationship (ER) model; the conversion of an ER model into a relational database model; and normalization of the relational model.

### **CIS 3610 VMWare Certified Professional Virtual Server Design and Configuration**

This course provides the skills to effectively deploy and administer VMWare virtual servers in the large business and enterprise environment.

### **CIS 4010 MySQL/PostgreSQL Administration**

This course covers installation and administration of two open source relational databases: MySQL and PostgreSQL, including startup and shutdown, security and backup and recovery.

### **CIS 4020 MS SQL Server – Implementation and Maintenance**

This course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to maintaining a database.

### **CIS 4030 Oracle Administration**

This course covers advanced subjects and techniques pertaining to the SQL database language, emphasizing advanced and Oracle-specific features of SQL.

### **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 Linux Scripting and Microsoft Powershell 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. Both Bourne shell and Microsoft Powershell scripting are explored.

### **CIS 4310 Integrated Network Infrastructure and Security (SCNP)**

This course provides skills needed to protect computer networks from the inside out. This course teaches prevention techniques and gives an understanding of risk analysis and security policy creation in a blended technology environment.

### **CIS 4410 Certified Ethical Hacker**

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 Certified Forensic Investigator**

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

## PROGRAMS AND COURSES

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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.

### **Nursing Courses**

#### **CLI 2215 – 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 2216 – 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 2217 – 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 Maternal and Pediatric facilities is included during this term.

#### **MED 2060 Nursing and A&P Fundamentals Module I**

#### **MED 2061 Nursing and A&P Fundamentals Module II**

#### **MED 2062 Nursing and A&P Fundamentals Module III**

These courses 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 transcultural 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**

Treatment of clients with compromised integumentary systems is covered, including anatomy of skin, signs and symptoms of disorders and pharmacology of drugs associated with the integumentary system. Special considerations in dealing with skin disorders and conditions of the elderly is also covered.

#### **MED 2046, 2047, 2048 and 2049 Medical-Surgical Nursing I (Systems)**

Provide nursing care to adult patients in 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, musculo-skeletal, gastrointestinal, renal systems is taught. Fluid and electrolyte balance is covered. The role of the LVN and teamwork/communication with other members of the healthcare team are emphasized.

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### **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, 2052, 2053, 2054 and 2056 Medical-Surgical Nursing II (Systems)**

Provide nursing care to adult patients in 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 cardiac, immunological, respiratory and endocrine systems is emphasized. Treatment of oncology clients is covered.

### **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 psychological integrity are exercised in the clinical environment. Calculation of pediatric dosages for pharmaceutical products and pediatric nutrition are covered.

### **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 2119 Nursing Leadership**

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 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 2057 Neurological System**

Provide nursing care to adult patients in 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 neurological systems is taught. The role of the LVN and teamwork/communication with other members of the healthcare team are emphasized.

### **MED 2261, MED 2262, MED 2263, MED 2264–NCLEX-PN Licensure Exam Review for Terms 1, 2, 3 & 4**

This course is divided into 4 sessions (one following each term), with application of theory and critical thinking to NCLEX exam-style questions. Topics presented that term 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.

### **MED 3015 Pathophysiology**

This course focuses on principles of normal and abnormal physiology applied to health care and nursing practice. Emphasis on cellular, organ, system, and holistic function of disease processes. This course is to be delivered in a distance-learning format.

### **MED 3020 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. This course is to be delivered in a distance-learning format.

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### **MED 3030 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. This course includes 40 clinical hours. This course is to be delivered in a distance-learning format.

### **MED 3040 Principles of Teaching**

Contemporary theories and models of teaching the adult learner are applied to the healthcare environment. This course is to be delivered in a distance-learning format.

### **MED 3050 Health Promotion: Adult-Aged Nursing**

This course explores the culture of care of the adult and older adults across various healthcare settings. It will address the effect maintaining maximum independence, health and wellness has on healthcare systems and families. The use of technology and information systems as means to access care and support clinical decision-making is discussed as a component of the professional nursing role. This course is to be delivered in a distance-learning format.

### **MED 3060 Health Promotion: 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 correlated normal growth and development with care of the child and promote healthy lifestyle strategies in the care of children. This course is to be delivered in a distance-learning format.

### **MED 4010 Professional Nursing I**

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. This course is to be delivered in a distance-learning format.

### **MED 4020 Nursing Research**

Focuses on research methods needed for systematic investigation and expansion of nursing knowledge. Critical appraisal of research is emphasized with focus on analyzing the integration of research findings into the practice setting. This course is to be delivered in a distance-learning format.

### **MED 4030 Professional Nursing II**

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. This course is to be delivered in a distance-learning format.

### **MED 4040 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. This course is to be delivered in a distance-learning format.

### **MED 4050 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. This course is to be delivered in a distance-learning format.

### **MED 4060 Community 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. This course is to be delivered in a distance-learning format.

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## Occupational Therapy Assistant Courses

### **OTA-1000 OTA Foundations**

This course introduces the student to the field of Occupational Therapy, its history, philosophy, models of practice, and process. 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. The history and influence of sociopolitical factors on occupational therapy are covered. AOTA's Code of Ethics and Standards of Practice are introduced. The student also will become acquainted with procedures and practices standard in the healthcare field, including HIPAA/client confidentiality, mandated reporting and the impact of legislation on therapy practice.

### **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

### **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. This course is offered in a hybrid online format with the first class session held on campus.

### **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.

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## **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 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.

## **OTA1101 Term 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 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.

## **OTA-1103 Term 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-2060 End-of-Program Review & Exam**

This course reviews all the OTA theory material in preparation for a Program Exit Examination required for graduation from the OTA Program.

## **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

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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. This course is to be delivered in a distance-learning format.

### **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 is 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.

## **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.

### **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. Exploring practices and traditions in conflict with today's modern world and methods to

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deconflict will be explored. This course may be offered in a hybrid online format with the first session held on campus.

### **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. It introduces common human disease processes and the concept of homeostasis. The course is intended to provide fundamentals for later specific investigation of selected body systems and organs.

### **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. This course is to be delivered in a distance-learning format.

### **General Education Courses**

#### **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. This course is offered in an online (distance learning) format.

#### **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. This course is offered in an online (distance learning) format.

#### **ENG 1030 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**

In this course students will study the methods of inquiry, research, and exposition in contexts that value clear analysis, critical thinking, and clarity in written research and oral expression. Based on critical analysis of source material, the course will present a systematic approach to research writing. The primary goal is to advance writing skills, particularly the conventions of research-based genres as well as strategies for crafting voice and style for a writer entering new discourse communities.

#### **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. This course is to be delivered in a distance-learning format

#### **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. This course is offered in an online (distance learning) format.

#### **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. This course is offered in an online (distance learning) format.

#### **HUM 4010 Contemporary Fine Arts**

This course will focus on contemporary art, ranging from the end of Modernism through to Postmodernism with an emphasis on the art of recent years, including painting, sculpture, architecture and photography as

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well as recent developments in the idea of medium such as conceptual art. Art and artists will also be discussed in relation to contemporary culture and historical events.

### **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: 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. This course is offered in a hybrid on campus and online format.

### **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). This course is to be delivered in a distance-learning format.

### **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.

### **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 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. This course is to be delivered in a distance-learning format.

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