

# **Marian College**

## **Marian Health Careers Center**

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A private institution approved to operate in the State of California  
by the Bureau for Private Postsecondary Education



[www.mariancollege.edu](http://www.mariancollege.edu)

# **2019**

## **School Catalog**

### **Student Handbook**

Revised - June 1, 2019  
Printed - June 1, 2019

#### **MAIN CAMPUS**

3325 Wilshire Boulevard, Suite 1010, Los Angeles, California 90010  
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#### **NON-MAIN CAMPUS**

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## Welcome Letter

Dear Student,

We acknowledge that the role of education is to prepare students for a rewarding future. It is our mission to provide educational programs that meet the constantly changing needs of students.

The program offered at Marian College, Marian Health Careers Center, is concentrated and require dedication and studious efforts on your part for successful completion. If you need additional assistance, please ask; it will be gladly given.

We know that you are here to pursue your interest in nursing and to acquire knowledge and training to improve your occupational endeavors. Our faculty, administration, and staff members will do everything possible to ensure that you are satisfied. Your progress as a student will be carefully monitored. Please feel free at anytime to request special counseling or advice on your status.

This School Catalog, Student Handbook has been prepared and designed to provide you with information, procedures, policies, rules, and regulation. You are encouraged to review this School Catalog, Student Handbook, the Institutional Performance Fact Sheet, and other disclosures in the School Website, [www.mariancollege.edu](http://www.mariancollege.edu). These documents will assist you to make a more educated decision on the program offered by the Institution. When necessary, this School Catalog, Student Handbook will be updated, and the latest edition will be posted in the School Website.

This School Catalog, Student Handbook is a part of your Enrollment Agreement with the School.

Congratulations in your selection of Marian College, Marian Health Careers Center.

*Jo Anne R. Mutia, BSN, RN*  
President, CEO

### Terms Used in This School Catalog, Student Handbook

The following terms used in this School Catalog, Student Handbook refer to Marian College, Marian Health Careers Center, Inc., its main campus and non-main campus (branch): College, The College, Company, The Company, Institution, The Institution, School, The School

### Notice Regarding This School Catalog, Student Handbook

Any question a student may have regarding this School Catalog, Student Handbook that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at the State of California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov), Phone: (916) 431-6959, Main Fax: (916)263-1897.

As a prospective student, you are encouraged to review this School Catalog, Student Handbook prior to signing an Enrollment Agreement. You are also encouraged to review to School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

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

### Diploma Program

Marian College, Marian Health Careers Center offers the following program in both campuses.

Program Name:	Vocational Nursing Program	CIP Code:	51.3901
Total Program Length:	1,534 clock hours Weekday Schedule ≈ 55 weeks (28 hours per week) ≈ approximately 14 months Weekend Schedule ≈ 70 weeks (22 hours per week) ≈ approximately 18 months		
Academic Year:	900 hours = 24 weeks	Completion Award:	Diploma

No diploma will be issued until the required total number of clock hours and other graduation requirements are completed by the student.

The Vocational Nursing Program is a non-traditional program and all subjects are conducted on-campus and in affiliated clinical sites only. This School does not offer distance-learning or on-line courses. Marian College, Marian Health Careers Center does not have a Comprehensive Transition and Postsecondary (CTP) Program as defined in the Higher Education Opportunity Act, Pub. L. 110-315.

### **Approvals, Accreditations, and Memberships**

Marian College, Marian Health Careers Center is a private institution that voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject specialists in occupational education and private postsecondary institution administration. The College's two campuses hold the following accreditations, approvals, and memberships:

- Approved to Operate by the Bureau for Private Postsecondary Education (BPPE)  
California Department of Consumer Affairs, Private Postsecondary Education  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Institutional and Programmatic Approval
- Accredited by the Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia 22043 Tel (703) 917-9503  
Institutional Accreditation
- Accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)  
2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833, Tel (916) 263-7800  
Programmatic Accreditation
- Approved to Participate in the United States Department of Education, Student Financial Aid (Title IV) Programs

Evidence of these accreditations, memberships, and approvals are displayed in the admission lobbies of both campuses.



### Statement of Compliance

Marian College, Marian Health Careers Center (or hereinafter Marian College, the College, the Institution, or the School) complies with all applicable State and federal laws.

Every effort has been made to assure the accuracy of the information in this School Catalog, Student Handbook. Students and others who use this School Catalog, Student Handbook should familiarize themselves with all College information, procedures, policies, rules, and regulations. The Administration, through appropriate action, reserves the right to change any provision or requirement at any time within the students' term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

The College has adopted the following rules in regard to loss or damage of property of students, and personal injury, including death, sustained by students while enrolled in the College:

1. The College is not an insurer of the safety of persons or property. Nevertheless, the College carries third-party liability insurance to protect it and the students from claims arising from negligence.
2. Students assume the risk for their own personal safety, and for all theft, loss or vandalism of their property while inside the College facility and clinical sites where instruction occurs.
3. The College will not be responsible for personal injury to students, including death, theft, and loss or damage to property of students occurring inside or outside the College facility and clinical sites where instruction occurs.
4. Students assume the risk for their own personal safety in traveling to and from the College facility and clinical sites.

By acceptance of status as a student, the student at the College facility and/or clinical training sites, releases the College from any liability for any accidents, occurrences, claims, or responsibility.

### **Mission and Objectives**

Marian College, Marian Health Careers Center believes that education is a lifelong continuing process which enhances the quality of life of the individual. Marian College is committed to contribute to this process through its nursing program.

The College has the following objectives:

1. To offer a nursing program that meets industry demands
2. To provide an educational environment which develops the students' knowledge, skills, attitudes, and habits
3. To provide support services which contribute to student success
4. To prepare graduates for employment within the industry for which they are trained

### **Our Philosophy**

Every person is a whole being with physical, psychosocial, and intellectual attributes having individual needs and values. A person has the ability to adapt to internal and external changes.

Society is composed of individuals with different values and needs. An individual makes decisions and choices based on what is most beneficial to him or her.

Education should be self-directed, a lifetime continual learning process that benefits both the individual and society.

At Marian College, education is fostered in an environment of mutual respect. And education is best achieved when the learner participates actively and the employer and employee practice participatory management.

### **Statement of Ownership**

Marian College, Marian Health Careers Center is owned and operated by Marian Health Careers Center, Inc., a privately owned California Corporation. Marian Health Careers Center, Inc. operates the Marian College main campus in Los Angeles, California, and its non-main campus in Van Nuys, California.

The officers of the Corporation are: Jo Anne R. Mutia, BSN, RN, President; Alvin M. Mutia, ASN, RN, Vice-President; Alma M. Parco, BSN, RN, Director; and Judy J. Ibarra, BSC, Director.

### College History

Marian College, Marian Health Careers Center first offered the Certified Nursing Assistant in February 1992 in a 280-square-foot classroom and office facility. Since then, the College has been working on providing excellent service and commitment and because of this, the institution is vibrantly alive and competitive.

In 1997, the College started its first vocational nursing program. This program offered a broader avenue for students who wanted to get into the health care field.

In 2003, the College opened its Van Nuys Campus. Now with two campuses to serve its growing population, the College continues to provide the same excellent service and commitment that it has been known for.

### Institutional Facilities

The main campus of Marian College, Marian Health Careers Center is located at 3325 Wilshire Boulevard, 10th Floor, Los Angeles, California 90010. It is accessible by car and public transportation. A variety of restaurants, retail stores, hotels, and apartments are within walking distance. The main campus occupies over 10,000 square feet for classrooms, a learning resource center, a computer laboratory, skills laboratories, employee and student lounges with kitchen facilities, and administrative offices.

The College has a branch or non-main campus located at 5900 N. Sepulveda Boulevard, Suite 101, Van Nuys, California 91411. Marian College - Van Nuys Campus occupies approximately 5,100 square feet for classrooms, a skills laboratory, a learning resource center, offices, and an employee lounge with kitchen facilities. Around the campus are hospitals, restaurants, retail stores, apartments, and commercial buildings. It is accessible by car and public transportation.

The classrooms in both campuses are designed to maintain classes of 15 to 30 students per classroom with sufficient equipment and supplies to meet the needs of the curricula and of the students. The lecture classrooms contain posters depicting program objectives and medical charts.

The learning resource centers in both campuses contain books, periodicals, and videos which supplement course presentations. All students have access to the learning resource centers during posted hours and can borrow books as needed. Computer-based training materials are available for individual self-paced study. The hardware includes personal computers with network & internet access. The software includes access to a virtual library and the NCLEX-PN<sup>®</sup> study/review program that is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level.

The skills laboratories are equipped with medical beds, equipment, and supplies that are found in a typical patient room in a hospital. Direct patient care items that are necessary for hygiene and for nursing procedures are available. The skills laboratories do not however, replicate the exact hospital setting, and most of the clinical training is conducted in affiliated clinical facilities.

## General Information

The buildings where the College is located and its affiliated clinical facilities are accessible to disabled students, patients, and visitors.

It is the policy of the College to have the total facility comply with the requirements of the State regulatory agencies, local building codes, and Fire Department regulations.

In case of an emergency during school hours, the College will take action to obtain local medical services as needed.

### School Contact Information

Main Campus Phone Numbers: (213) 388-3566 (213) 388-9979 (213) 381-9532 (213) 351-9533

Main Campus Fax Number: (213) 487-7498

Email: [admin@mariancollege.edu](mailto:admin@mariancollege.edu)

Website: [www.mariancollege.edu](http://www.mariancollege.edu)

Van Nuys Campus Phone Numbers: (818) 782-6163 (818) 782-8650 (818) 782-8651 (818) 782-8652

Van Nuys Campus Fax Number: (818) 782-6086

Email: [admin@mariancollege.edu](mailto:admin@mariancollege.edu)

Website: [www.mariancollege.edu](http://www.mariancollege.edu)

## General Information

### Administration, Staff, and Faculty

The administration, staff, and faculty have years of education, experience, and training in the areas of nursing, medical and health care, guidance and counseling, management, as well as school administration and operations.

#### Administration and Staff

*Members of the administration and staff perform tasks for both campuses, unless otherwise specified.*

Jo Anne R. Mutia, BSN, RN	- President; Chief Executive Officer
Alvin M. Mutia, ASN, RN	- Vice-President; Administrator & Grievance Officer - Van Nuys Campus
Judy Jane M. Ibarra, BSC	- Director of Finance & Human Resources - Administrator - Los Angeles Campus
Alan J. Matus, MSN, RN	- Vocational Nursing Program Director - Los Angeles Campus
Alma M. Parco, BSN, RN	- Director of Placement & Student Services; Vocational Nursing Program Director - Van Nuys Campus
Brian F. Mutia, BBA	- Assistant Administrator & Grievance Officer - Los Angeles Campus
Lynette Ferro Mutia, BSN, RN	- Clinical Coordinator; Vocational Nursing Program Assistant Director - Los Angeles Campus
Rosary Jane D. Carag, ABCom	- Admissions Officer & Registrar - Los Angeles Campus
Maria Vilma D. Torres	- Admissions Officer & Registrar - Van Nuys Campus
Rowena M. Pandaan, BSBA	- Financial Aid Director
Gines R. Boada, BA	- Staff, Los Angeles Campus
Raquel L. Badiango, BSBA	- Staff, Los Angeles Campus
Francis Assi B. Ibarra, BSC	- Staff, Los Angeles Campus
Raymundo O. Medrina, Jr, BSC	- Staff, Los Angeles Campus
Donieza J. Boada, BSHRM, LVN	- Staff, Van Nuys Campus
Rosauro Don E. Parco, BSHCA, LVN	- Staff, Van Nuys Campus
Anna Reyes	- Staff, Van Nuys Campus

#### Faculty

Lourdes E. Antay, BSN, RN - *part-time, LA & Van Nuys Campuses*  
RN license from the California BRN • BSN from Saint Paul University, Iloilo City, Philippines

Angeline Arrieta, BSN, RN - *part-time, LA & Van Nuys Campuses*  
RN license from the California BRN • BSN from San Pablo Colleges, Laguna, Philippines

Jessica L. Bringas, BSN, LVN - *part-time, LA & Van Nuys Campuses*  
LVN license from the California BVNPT • BSN from Butuan Doctors' College, Philippines

## General Information

Patricia L. Francis, BSMed, LVN - *part-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • Bachelor of Medicine & Bachelor of Surgery from University of Sind, Pakistan • VN Diploma from Preferred College of Nursing, Los Angeles, California

Francis Assi B. Ibarra, BSC, LVN - *full-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • BSC from Xavier University, Ateneo De Cagayan, Cagayan De Oro City, Philippines • VN Diploma from Marian College, Marian Health Careers Center

Catalina D. Javellana, BSN, RN *part-time, LA & Van Nuys Campuses*

RN license from the California BRN • BSN from Riverside College, Bacolod City, Philippines

Jocelyn Jimenez, BSPT, LVN - *part-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • BS Physical Therapy from University of Perpetual Help, Las Pinas, Philippines • VN Diploma from American Career College, Los Angeles, California

Robert L. Kina Wei, BSN, MD, RN - *part-time, LA & Van Nuys Campuses*

RN license from the California BRN • Doctor of Medicine from University of the East, Philippines • BSN from St. Jude College, Manila, Philippines • BA in General Studies from Ateneo De Manila University, Philippines

Alma R. Lim, MSN, RN - *full-time, LA & Van Nuys Campuses*

RN license from the California BRN • BSN and MSN from San Pedro College, Davao City, Philippines

Fidel Jason B. Liwag, BSN, BSPT, MD - *part-time, LA & Van Nuys Campuses*

BS Physical Therapy and MD from Perpetual Help College of Medicine, Binan, Laguna, Philippines • BSN from St. Dominic Savio College, Caloocan City, Philippines

Fe Helen F. Manzo, MD - *part-time, LA & Van Nuys Campuses*

MD from Matias H. Aznar Memorial College of Medicine, Cebu City, Philippines • BS Biology from University of San Carlos, Cebu City, Philippines

Alan John M. Matus, MSN, RN - *Vocational Nursing Program Director & part-time faculty, LA campus*

RN license from the California BRN • BSN from Colegio San Agustin, Bacolod, Philippines • MSN from the California State University, Dominguez Hills, California

Edgar D. Montesa, BSN, RN, PHN - *part-time, LA & Van Nuys Campus*

RN license and PHN certification from the California BRN • BSN from Western Governors University, Salt Lake City, Utah • ASN from West Coast University, Los Angeles, California • BA from Trinity University of Asia, Quezon City, Philippines • VN Diploma from Allied Medical and Health Services School of Nursing, Glendale, California • MBA from California Pacific University • MA from University of the Philippines

Jo Anne R. Mutia, BSN, RN - *President, CEO; part-time faculty, LA & Van Nuys Campuses*

RN license from the California BRN • BSN from Olivarez College, Paranaque City, Philippines • ASN from Regents College, Albany, New York • VN Diploma from Pacific Coast College, Encino, California

## General Information

Lynette Ferro Mutia, BSN, RN - *Clinical Coordinator & part-time faculty - LA & Van Nuys Campuses; Lead Instructor - LA Campus*

RN license from the California BRN • BSN from Central Philippines University, Iloilo City, Philippines

Mohammed Orabi, BS,MB - *part-time, LA & Van Nuys Campuses*

Bachelor of Medicine & Bachelor of Surgery from Mansoura University, Egypt

Genalin Orpilla, BS, MD, LVN - *part-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • BS in Community Nutrition from the University of the Philippines • Doctor of Medicine from the University of the City of Manila, Philippines • VN Diploma from Marian College, Marian Health Careers Center

Alma Marie M. Parco, BSN, RN - *Director of Placement & Student Services - Los Angeles & Van Nuys Campuses; Vocational Nursing Program Director - Van Nuys Campus; part-time faculty for LA & Van Nuys Campuses*

RN license from the California BRN • BSN from University of Phoenix, Arizona • ASN from Los Angeles Valley College, North Hollywood, California • VN Diploma from Concorde Career Institute, North Hollywood, California

Rosauro Don E. Parco, BSHCA, LVN - *full-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • BSHCA from West Coast University, Los Angeles, California • VN Diploma from Marian College, Marian Health Careers Center

Oliver C. Perez, BSB, LVN - *part-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • BS in Business from the University of Phoenix, Arizona • VN Diploma from Marian College, Marian Health Careers Center

Nenuca T. Ramirez, BSN, RN - *part-time, LA & Van Nuys Campuses*

RN license from the California BRN • BSN from the University of the East, Philippines

Leny J. Ramos, BSN, RN - *part-time, LA & Van Nuys Campuses*

RN license from the California BRN • BSN from Riverside College, Bacolod City, Philippines

Tuesday Ann B. Siao, BSN, MSN, RN - *part-time, LA & Van Nuys Campuses*

RN license from the California BRN • BS Biology from Immaculate Concepcion College, Davao City, Philippines • Doctor of Medicine from Davao Medical School Foundation, Inc., Davao City, Philippines • BSN from North Valley College Foundation, Inc., Kidapawan City, Philippines

Flordeliza Sortigosa, BSC, LVN - *part-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • BS in Commerce from University of Iloilo, Iloilo City, Philippines • VN Diploma from Casa Loma College, Los Angeles, California

## General Information

Kimberley A. Stotmore, LVN - *part-time, LA & Van Nuys Campuses*

LVN license from the California BVNPT • VN Diploma from North Orange County Regional Occupational Program, Anaheim, California

Ma. Janice Vitug, BSN, RN, PHN - *part-time, LA & Van Nuys Campuses*

RN license from the California Board of Registered Nursing • BSN from West Coast University, North Hollywood, California

Abigael N. Timbol, MSN, NP - *part-time, LA & Van Nuys Campuses*

RN license from the California Board of Registered Nursing • MSN from the University of Phoenix, Costa Mesa, California • ASN from Pasadena City College, Pasadena, California • VN Diploma from Marian College, Marian Health Careers Center

Yee Juan (Jennifer) Yong, ASN, BA-Psych, RN - *part-time, LA & Van Nuys Campuses*

RN license from the California BRN • BA Psychology from California State University, Los Angeles, California • AA from East Los Angeles College, California • ASN from Pasadena City College, Pasadena, California • VN Diploma from Marian College, Marian Health Careers Center



## General Information

### Advisory Board Members

#### Main Campus

- Elsie Arca, RN - Administrator, Prime Nursing Services, Los Angeles, CA
- Marylou Almadrones, MBA, CRTP- Accountant, Whittier Union High School District, Whittier, CA
- Dyna Day Ambunan, Arigo, - Case Manager, Synermed, Monterey Park, CA
- Marie Sison - Graphics & Design Consultant, Pasadena, CA
- Robelyn Streegan, RN - Director of Nursing, Brentwood Rehab Center, Santa Monica, CA

#### Non-Main Campus

- Carina Arceo, BSN, RN - Director of Nursing, Lake Balboa Post-Acute Health Center, Van Nuys, CA
- Lilibeth Dela Cruz, BSN, RN - Nurse Consultant, Valley Home Health Care Agency, Tarzana, CA
- Nerina Girasol, BSN, RN - Director of Nursing, New Vista Nursing and Rehab, Sunland, CA
- Richard Lavilla, RN - Staff RN, Olive View Medical Center, Sylmar, CA
- Teresita Lopez, BSN, RN - Charge Nurse - Recovery Room, Valley Presbyterian Hospital, Van Nuys, CA

### Office Hours

Office hours for Marian College, Marian Health Careers Center are shown below:

- 7:30 a.m. to 3:30 p.m. - Monday through Friday
- 7:00 a.m. to 3:00 p.m. - Saturday

### Class Hours

- Weekdays - Monday, Tuesday, Wednesday, Thursday
- Weekends - Thursday, Friday, Saturday
- Lecture Hours - 8:00 a.m. to 2:00 p.m.
- Clinical Hours - 8 hours per day usually 7:00 a.m. to 3:00 p.m.

Lecture and Clinical day assignments vary per term.

### Instructor-to-Students Ratio

- Theory - 1 Instructor:30 Students
- Clinical - 1 Instructor:15 Students

### Admission Policy

Admission to all programs at Marian College, Marian Health Careers Center is open to all applicants who meet the entrance requirements regardless of age, sex, religion, and ethnic background.

To qualify for admission, an applicant must, as determined by the entrance examination results and personal interview:

- speak, read, and comprehend the English language;
- communicate effectively;
- utilize intellectual abilities, exercise good judgment and complete tasks within required time limits;
- show integrity, concern and respect for others, interpersonal skills, interest and motivation;
- be 17 years of age or older;
- have a minimum of either a U.S. High School Diploma from an accredited school, or its evaluated foreign equivalent, or passed any of the following equivalents: General Educational Development Certificate (GED), High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC)
- pass the Entrance Examination and Personal Interview requirement.

Marian College, Marian Health Careers Center does not admit students on an Ability-to-Benefit (ATB) basis.

Marian College, Marian Health Careers Center does not discriminate on the basis of race, color, religion, sex, handicap, financial status, area of origin or residence, in its admissions, staffing, instruction, and/or graduation policies.

### High School Equivalency Tests

An adult, and in some cases a 17-year-old who meets specific criteria, who does not have a high school diploma may take any of the following high school equivalency tests recognized in the State of California: the General Educational Development Certificate (GED), the High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC).

Marian College does not conduct high school equivalency tests and students must take them elsewhere. Testing sites may give the test many times a year. There may be a fee to take the test.

Information on GED locations may be obtained from <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>

Information on HiSET locations may be obtained from <http://hiset.ets.org/requirements/ca>

Information on TASC locations may be obtained from <http://www.tasctest.com/test-takers.html>

### Application Process

1. Meet with the Admissions Representative and complete an Enrollment Application.
2. Take the Entrance Examination which tests general intelligence and cognitive ability. Appointments are encouraged but walk-ins are welcome.
3. Tour the campus.
4. Be advised of Entrance Examination results.
5. Applicant must pass the Entrance Examination with at least 18 points .
  - a. Schedule a retest of the Entrance Examination if unable to obtain 18 points, no less than one week from the initial test date.
  - b. Schedule a second retest of the Entrance Examination if still unable to obtain 18 points, no less than six months from the last failed test.
  - c. Any further subsequent retests may be taken one year from the last failed test.
  - d. An applicant who has passed the Entrance Examination has one year to begin enrollment. If enrollment is done beyond this 1-year period, the applicant must take another Entrance Examination.
6. Having passed with a score of 18 points, a schedule for interview is provided.

### Personal Interview

The College requires a personal interview with each applicant prior to acceptance into any program, both to meet the prospective applicant and to evaluate his or her qualifications and aptitude. The applicant will meet with any or all of the following for personal interviews: the Program Director, the Finance Director, and the Administrator, or their designees. Applicants will be sent written acceptance letters after successfully passing the Entrance Examination and Interview.

### Enrollment Process

1. After receiving an acceptance letter from the College, the applicant meets with the Admissions Officer to continue with the enrollment process.
2. The applicant submits documents and any downpayment required, as specified in the acceptance letter.
3. The applicant signs the enrollment agreement.
4. The applicant is issued a class admission slip and is advised to report to class on the scheduled start date.

Recruitment and classes are conducted in English. However, If you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language, you have right to bring a translator. It is at your discretion to make sure that the translator is qualified.

### Admission Requirements Checklist

The following documents must be submitted to the School during the enrollment process and prior to the first day of class:

- State ID or Driver's License (copy)
- Social Security Card (copy)
- CNA Certificate (copy) and/or HHA Certificate (copy)Statement of General Health
- Recommendation Letter from Attending Physicians and/or Psychiatrists, if necessary
- U.S. High School or Equivalent (GED, HiSET, or TASC)
- U.S. Post-Secondary Diploma or Transcript (for all programs/schools attended after high school), if applicable
- Evaluated Foreign High School or Post-Secondary Credentials (original or copy), if applicable
- Credit Granting Form, if applicable

Additional minimum requirements for students applying for federal financial aid:

- Proof of U.S. Citizenship or legal residence (copy)
- Tax Return Transcripts for the 2 years prior to the start of the program, from the Internal Revenue Service (IRS) for student and spouse or student and parents, as applicable (copy)

An extended deadline for the submission admission requirements may be specified to the student in writing.

### Additional Admission Requirements

The following additional requirements must be completed before the first day of the clinical rotation:

#### 1. Physical Exam

The program requires that students taking it are healthy and do not carry any contagious or communicable diseases. To determine this, a physical examination is required. Submission of this requirement is mandatory before the first day of the clinical rotation. If the physical examination reveals that a student is not healthy enough to meet the challenges of the program, or that the student has a contagious or communicable disease, the student will be terminated from the program.

The Statement of General Health that must be signed by the student's physician must include results of the following testings, vaccinations or immunizations: TB Test, MMR, Tetanus, Hepatitis B, and Varicella. During the course of the program, the student may be required to undergo a TB Screen or another TB testing to keep results current. All costs for initial and subsequent physical exams are the responsibility of the student.

## Admission Procedures

### 2. Recommendation Letter from Attending Physicians and/or Psychiatrists

In most parts of the clinical training for the Vocational Nursing Program, there is a great deal of standing, walking, pushing, bending, lifting, and stretching for extended periods of time. An applicant must consider his or her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations if they can meet the training demands.

Applicants who need special accommodations due to the physical or psychological limitations, apparent or disclosed, are required to submit letters of recommendation from their attending physicians and/or psychiatrists attesting to their ability to meet the challenges and rigors of the program, and that their ailment is not contagious.

### 3. Drug Test

A current Drug test is required before the student goes to clinical rotation. This test must be administered by a facility approved by the school. Moreover, at anytime during the program, a random drug test may be required. Also, in the course of the student's clinical rotation, if a clinical facility requires a current drug test, as often as that requirement is presented, the student will be required to take the required drug test. The cost of the initial drug test is included in the tuition and fees charged to the student. Costs of subsequent drug tests will be the responsibility of the student and will be added to his or her tuition and fees account.

Student background check reports and drug screening results maintained by the School are subject to the Family Educational Rights and Privacy Act (FERPA). FERPA prohibits the release of educational records without a student's written authorization unless there is specific FERPA exception authorizing a release without a student's written authorization.

### 4. Background Checks

Upon enrollment, students are required to undergo background checks, and the cost for this procedure is included in the tuition and fees charged to the student. The School may be unable to place students in clinical rotation if they have a pending criminal or drug-related issue in the background check result. All enrollees are required to sign a consent and release form for background check and drug screens. The background check does not include credit ratings. The School's background checks fall within the definition of a consumer report under the Fair Credit Reporting Act (FCRA), and every student is provided a summary of these rights.

## Orientation Sessions

Orientation sessions are conducted during the first two to three weeks prior to the first day of class. During the Orientation sessions, the School Catalog, Student Handbook is thoroughly discussed and applicants would have physically visited the campus premises and signed the Enrollment Agreement. Official enrollment happens when the student has received a copy of the School Catalog, Student Handbook and signed the Enrollment Agreement.

### Credit Granting Policy

Students who have successfully completed academic courses and/or have relevant knowledge and/or skills required in other accredited institutions may be given advanced standing in the programs offered at the College.

1. Students will be granted credit for related previous education completed in one or more of the following:
  - Accredited vocational and practical nursing courses
  - Accredited registered nursing courses
  - Accredited psychiatric technician courses
  - Armed services nursing courses
  - Certified nursing assistant courses
  - Other courses determined to be equivalent to courses in the program by the US Department of Education and the Higher Education Act or the Council for Higher Education Accreditation
2. The courses for transfer credit must have been taken within the past five years with a minimum grade of "C".
3. At the time of the application, an official transcript of records and/or copies of certificates of completion must be submitted for credit to be granted. Credit will be granted based on the content and hours of the transferring courses and must be equivalent to courses offered in the College.
4. The petition to transfer credit must be filed with and approved by the Program Director prior to starting the program.
5. Placement in the program will be based on the following criteria:
  - Completing all admission requirements including the entrance examination, personal interview, drug testing, physical exam, and background check.
  - Obtaining a minimum score of 75% in the comprehensive examination covering all curricular areas prior to the desired transfer-in term or subject in the program.

### Challenge Credit

1. Credit may be granted for relevant knowledge and/or skills acquired through prior experience, courses in non-accredited institutions, and individual study, which are essentially equivalent to a course for which credit is being requested.
2. The petition to challenge credit must be filed with and approved by the Program Director prior to the start of the program, and all examination fees required must be paid before the scheduled examination.
3. Credit will be determined by obtaining a minimum grade of 75% in a comprehensive written examination covering all curricular areas prior to the desired transfer-in term or subject in the program, and/or a "Passed" grade on a practical examination conducted prior to the start of the program. Objectives for both the written and practical examination are made available to the student prior to the examination.

### Articulation Agreements

Marian College, Marian Health Careers Center does not have any articulation or transfer agreement with any other college or university.

### Attendance Policy

Attendance is the number of times a student is present at all scheduled classes (theory and clinical). Attendance means giving one's full attention and directing one's thoughts to developing the skills, knowledge and attitude necessary to function and be a member of the health care team.

In view of the clock-hour nature of the Vocational Nursing Program and the significance of the achievement of course and clinical objectives and successful career preparation, students are expected to attend every scheduled class section. For each term in the program a student is allowed a maximum of 2 absences from theory sessions, and a maximum of 3 absences from clinical or skills lab sessions. Absences beyond the allowed maximums will mean failure in the subject or term, and/or termination from the program.

Students must notify the appropriate instructor 30 minutes prior to the start of class or clinical if they are going to be absent. All absences must be made up before progressing to the next subject or term, or graduating from the program. A student who is absent due to an extended illness, death in the immediate family, jury duty, annual military training, or other uncontrollable circumstances should contact the Program Director, as soon as is reasonably possible, and may avail of a leave of absence.

### Attendance Sheets

Your attendance sheet is your legal proof of attendance in a class or clinical session. Students must sign in and out with the actual time of arrival or dismissal from class. Forgery, including signing for another person and signing with a different time or date, among others, is punishable by termination of the concerned student or employee.

### Tardiness

Tardiness is a disruption of a good learning environment and is discouraged. Excessive tardiness without legitimate reasons may be cause for disciplinary action. The following rules apply to incidences of tardiness:

1. A student arriving after the start of theory session will be considered late, but will be allowed to attend the remaining allotted time for the class. If a quiz or test is in progress, the student will be allowed only the remaining allotted time to complete the quiz or test. No extension will be given.
2. If the student was late because of sudden illness with verifiable doctor's certificate or extraordinary commute problems, the student will be given the missed test AFTER class on the SAME day. The test will be different from what the class took and the highest possible score is only 75%.
3. If late for up to 15 minutes at the skills lab or clinical area, the student will be allowed to stay. If late for 16 minutes or more in the skills lab or clinical area, the student will not be admitted and marked absent.

### **Instructor Tardiness or Absence**

Instructors must inform the School if they are running late for their class or clinical session. For classroom or skills lab sessions, the Program Director or designee will direct the class until the assigned instructor or substitute arrives. At the clinical site, the students will be required to wait up to 30 minutes from the scheduled start of class time to allow the School to communicate or make arrangements with the assigned or substitute instructor. If 30 minutes pass and no instructor comes to the clinical site, the students are directed to report to their home campus for supervision by the Program Director or designee.

### **Excused Absence**

An absence is considered excused if it falls in any of the following categories, and supported by written proof or documentation:

1. Court hearing and/or jury duty
2. Illness with verifiable doctor's certificate; hospitalization
3. Serious illness or death in the immediate family - children, brothers, sisters, parents
4. Emergencies, i.e., accidents and transportation problems with verifiable documentation
5. Annual military training

Other situations may be considered excused by the Program Director after evaluation of the occurrence. Written proofs may be required.

### **Unexcused Absence**

An absence is considered unexcused if it falls in any of the following categories:

1. Non-notification of the instructor
2. Failure to "sign-in" for the day
3. Any other reason that does not fall under the excused category



### Make-Up

At the direction of the Instructor or Program Director, all missed time and objectives must be made-up through:

- Theory - Case studies, independent study, written examinations, workshops, tutorial, or researched reports, conducted on campus only
- Clinical - Performance evaluation in the skills laboratory or additional time in the clinical area with clients/patients; Additional research work e.g. case studies will be required

All tardiness in theory and absences from theory and clinical classes for the current term must be made up before a student can proceed with the next term or be graduated. Note that completing a minimum of 1534 hours is one of the requirements for graduation. A student needs to request for a make-up class or assignment. Admission to a make-up class is on space-availability-basis only, considering the instructor-to-student ratio. Failing to show up on a scheduled make-up day is considered an absence that will count towards the allowed absences per term.

### Penalties for Absences and Leaving Class Early

Leaving class early and absences are strongly discouraged because they disrupt the learning process and delay the completion of the objectives of the program.

For missed quizzes or tests because of absence or tardiness beyond the time allotted for testing, make-ups will be allowed, subject to the following: If the reason is EXCUSED, the highest make-up grade will be 75%. If the reason is UNEXCUSED, the highest make-up grade will be 50%.

For quizzes or tests on the day immediately following a student's absence or leaving theory, skills, lab, or clinical early, make-ups will be allowed, subject to the following: If the reason is EXCUSED, the highest make-up grade will be 75%. If the reason is UNEXCUSED, the highest make-up grade will be 50%.

However, if the reason for the excused absence can be pre-determined, the student may request to take a test in advance which will be marked with full credit. A make-up or advanced test will be a different set from the regularly scheduled test.

The following table summarizes this policy.

Reason	Make-Up for Missed Tests on the Day of Tardiness or Absence	Tests on the Day Immediately After Student was Absent or Left Early	Make-Up Work or Class Required for Tardiness, Absence, or Leaving Early
Excused	Highest Grade is 75%	Highest Grade is 75%	YES
Unexcused	Highest Grade is 50%	Highest Grade is 50%	YES

### Procedures for Monitoring and Penalties for Absenteeism Per Term

#### First and Second Absence in Theory Sessions

- Instructor informs the office about the absence the same day, during morning break
- Student arranges make-up or remediation within same week, but will be approved on space-availability-basis
- All make-up classes must be completed before progressing to the next subject or term, or graduating from the program

#### Third Absence in Theory Sessions

- Student is not allowed to complete the subject and gets an automatic failure
- Student may be allowed to repeat the failed subject, if eligible
- Student is terminated from the program, if not eligible to repeat the failed subject
- Failure in a theory subject means automatic failure in the corresponding clinical subject, and both must be repeated if eligible

#### First Absence in Clinical or Skills Lab Sessions

- Instructor calls or texts the office about the absence the same day, during morning break
- Student arranges make-up or remediation within same week, but will be approved on space-availability-basis
- All make-up classes must be completed before progressing to the next subject or term, or graduating from the program

#### Second Absence in Clinical or Skills Lab Sessions

- Instructor calls or texts the office about the absence the same day, during morning break
- Instructor issues a Notice of Unsatisfactory Program (NUAP) & student is put on attendance probation
- Student arranges make-up or remediation within same week, but will be approved on space-availability-basis
- All make-up classes must be completed before progressing to the next subject or term, or graduating from the program

#### Third Absence in Clinical or Skills Lab Sessions

- Instructor calls or texts the office about the absence the same day, during morning break
- Instructor updates the Notice of Unsatisfactory Program (NUAP) and warns the student of possible failure or termination if more absences are incurred
- Student arranges make-up or remediation within same week, but will be approved on space-availability-basis
- All make-up classes must be completed before progressing to the next subject or term, or graduating from the program

#### Fourth Absence in Clinical or Skills Lab Sessions

- Student is not allowed to complete the subject and gets an automatic failure
- Student may be allowed to repeat the failed subject, if eligible
- Student is terminated from the program, if not eligible to repeat the failed subject
- Failure in a clinical subject means automatic failure in the corresponding theory subject, and both must be repeated if eligible

### Leave of Absence

A student may apply for a leave of absence (LOA) in situations such as serious illness, pregnancy, family bereavement, military obligation, or other emergencies. The request will be considered on an individual basis and must be approved by the Program Director and the Financial Aid Director or their designees.

1. LOA requests must be made in writing by the student.
2. LOAs may not exceed 180 calendar days.
3. A student may take only one LOA during his or her program of study.
4. A student who fails to return on the scheduled date will be terminated from the program.
5. A student returning to class will be placed at the term level when the LOA was granted.
6. A student who does not report to school and/or clinicals for 14 consecutive calendar days, and does not have a signed leave of absence, will be terminated from the program.

### Pregnancy

A student who becomes pregnant during her enrollment may continue her course of study for whatever time she and her physician determines acceptable. A written statement to the Program Director from her physician must be presented. The statement must indicate the approval by the physician for the student to continue the program of study without limitations. Every effort will be made to enable the student to continue safely and still receive the required learning experience. If a student is unable to meet the requirements, she may request a leave of absence, subject to the provisions of the Leave of Absence Policy.

### **Nondiscrimination Policy**

Marian College, Marian Health Careers Center is committed to provide equal opportunities for all individuals in all programs which it offers. Therefore, no student of Marian College, Marian Health Careers Center, or applicant for enrollment, or others who might receive the benefits of the College's activities will be excluded from participation in any process, position, program, service, or activity on the basis of race, religion, creed, color, national origin, or sex.

The College complies with the Civil Rights Act of 1964, as amended; Title VII of the Equal Employment Opportunity Commission; Title IX of the Education Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity; the Family Educational and Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973 which bars discrimination on the basis of physical disability; the Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990. Accordingly, equal opportunity for admission will be extended to all persons.

All inquiries or complaints regarding these laws and regulations should be directed to the Campus Administrator who can provide students with procedures available in resolving complaints to alleged unlawful discriminatory actions. Action will be taken to investigate and resolve all such formal complaints in a "prompt and equitable manner."

### **Sexual Harassment Policy**

MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. is committed to a work environment in which all individuals are treated with respect. MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Title VII of the Equal Employment Opportunity Commission (EEOC) Guidelines defines sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

It will be a violation of this policy for anyone who is authorized to recommend, make, or take academic or personal actions affecting a student or an employee, or perform other acts or services on behalf of the College, to engage in sexual harassment.

## School Policies

Within the educational environment, sexual harassment is prohibited between students, between students and employees, and between students and non students. Within the work environment, sexual harassment is prohibited between employees, between employees and students, and between employees and non-employees.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

### **Employee Complaint Procedure**

MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. An employee who believes he or she has been subjected to sexual harassment on the job should report the matter promptly to any two of the following (on the basis of whom the person feels more comfortable with): his or her immediate supervisor, the Program Director, the Campus Administrator, or any of the Company's Officers.

Any reported allegation of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

### **The Student's Responsibilities**

1. An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, you have a responsibility as a student to be aware of your rights as they pertain to your educational experience at Marian College, Marian Health Careers Center.

2. Any student who believes that he or she has been discriminated against or treated unfairly because of his or her gender, has the right to bring the incident or incidents to the attention of the people involved or the Campus Administrator. If the student gets no satisfaction, he or she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the Campus Administrator.

Title IX mandates that all such formal complaints be investigated and resolved in a “prompt and equitable manner.” Allegations of sexual harassment will be fully investigated and corrective or disciplinary actions, up to and including dismissal from employment or termination from the program of study, will be taken as warranted. Anonymous complaints in writing may be filed and will be investigated to the extent practicable.

### **Retaliation Prohibited**

MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

### **Sex Offense Policy**

The federal Uniform Crime Reporting (UCR) program defines a forcible sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Non-forcible sexual offenses are defined as acts of unlawful, non-forcible sexual intercourse. These include incest and statutory rape.

Students and employees who are victims of a sexual offense on campus should use the following guidelines to report the offense:

1. Report the crime immediately to the Campus Administrator.
2. Do not shower, douche, or change clothing.
3. Have a medical examination and internal gynecological examination as soon as possible. A delay in time may destroy evidence.
  - a. Semen smears must be taken by a clinician.
  - b. Inform clinician of exact acts committed and have the clinician note any medical evidence of those acts.
  - c. The clinician should note any internal or external bruises or injuries (bleeding, lacerations, etc.).
  - d. Do not disturb the scene of the assault
4. Inform the local police of all details of the attack, however intimate. Remember what the person said and how it was said. It may lead to the arrest of the assailant.
5. The physical examination needs to be done within the first 72 hours following the assault.
6. If you change clothes, place the articles that were worn at the time of the assault in a paper bag (not a plastic bag).

## School Policies

The Campus Administrator will assist victims in contacting family and friends as requested, obtaining health care as appropriate, explaining the options one has of notifying law enforcement agencies, filing criminal charges, and making academic arrangement that are reasonably available. Students and employees may also take advantage of off-campus services a local crisis center at anytime by calling the National Sexual Assault Hotline at:

1-800-HOPE or 1-800-4673

A Sexual Offense Hearing Committee headed by the College President will be composed of the Campus Administrator, and one full-time faculty. The committee will hear the sexual offense. The accused must attend the hearing if he or she desires to present evidence. Both the accused and the accuser have the right to be informed of the final disposition of any disciplinary action as it relates to the guilt or innocence of the accused and the sanction imposed. Students and employees found guilty of rape or other sex offenses in administrative disciplinary proceedings are subject to a range of sanctions including suspension or termination.

For information and protection against possible sex offenders, students and employees are encouraged to check out the following websites:

<http://www.meganslaw.ca.gov/>  
<http://www.familywatchdog.us/>

### Drug and Alcohol Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. is committed to maintaining a workplace free of substance abuse. No employee or student is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of the College, or in any vehicle owned or leased on behalf of the College.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job or the student's ability to meet class objectives. Employees and students should inform their supervisor or administrator if they believe their medication will impair their job or class performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. will not tolerate employees and students who report for duty while impaired by the use of alcohol or drugs. All employees and students should report evidence of alcohol or drug abuse to their supervisor or campus administrator immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees and students are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment or enrollment.

As a part of our effort to maintain a workplace free of substance abuse, MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. employees and students may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC. reserves the right to examine and test for drugs and alcohol at our discretion.

MARIAN COLLEGE, MARIAN HEALTH CAREERS CENTER, INC., as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees and students convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with the same regulations, employees, as a condition of employment, are required to provide written notice to this Institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW,  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.



## School Policies

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, State and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this Institution through:

- Out-Patient Drug Abuse Counseling Program, 1010 S. Flower, 5th Floor, Los Angeles, CA 90015  
(213) 744-0724
- LA County Alcohol and Drug Program Administration, 714 W. Olympic Blvd, Ste 1004, Los Angeles, CA 90015  
(213) 744-6584
- Van Nuys Alcohol and Drug Treatment, 15015 Oxnard Street, Van Nuys, CA 91411  
(818) 787-4151

Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact these organizations.

An employee or student who is a drug or alcohol offender will face disciplinary action imposed by the School. These sanctions include:

- Mandated attendance at a local treatment center
- Mandated completion of a drug rehabilitation program
- Mandated probation period not to exceed one month
- Discharge from employment or expulsion from school

### Penalties for Drug Violations

The School will provide a timely notice to each student who has lost eligibility for federal grant or loan as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

In general, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any federal (Title IV) grant or loan during the period beginning on the date of such conviction and ending after the interval specified below:

1. If convicted of an offense involving the possession of a controlled substance:

Ineligibility period (if not already dismissed from School) is:

- First Offense - 1 year
- Second Offense - 2 years
- Third Offense - Indefinite

2. If convicted of an offense involving the sale of a controlled substance:

Ineligibility period (if not already dismissed from School) is:

- First Offense - 2 years
- Second Offense - Indefinite

A student whose federal financial aid eligibility has been suspended may resume eligibility before the end of the eligibility period if:

1. the student satisfactorily completes a drug rehabilitation program that:
  - a. complies with such criteria as the Secretary of Education shall prescribe for purposes of this paragraph; and
  - b. includes two unannounced drug tests; or
2. the conviction is reversed, set aside, or otherwise rendered nugatory.

### **Drug Abuse Prevention Program**

Drug abuse and excessive alcohol consumption is dangerous and can affect your health and ability to function and think. Listed below are some of the health risks associated with drug and alcohol use:

- Heart disease
- Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers
- Chronic obstructive lung diseases such as emphysema and chronic bronchitis
- Lung damage, respiratory depression, coma, and death
- Damage to vital organs such as the brain and the liver
- Altered motivation and cognition, disorientation, unconsciousness
- Spontaneous abortion, pre-term birth, low birth weights, fetal and infant deaths
- Impaired judgment and coordination, memory loss
- Reduced sperm count and sperm motility, and can affect ovulation cycles
- Hepatitis

This Institution has a Drug Abuse Prevention Program which is conducted in May of each year when the Campus Administrators will present a seminar on drug abuse prevention to all employees and enrolled students. Randomly, the students may also be subjected to drug testing in the course of their enrollment. The cost of these random drug tests will be the responsibility of the student and will be charged to his or her tuition and fees account. The Drug Abuse Prevention Program will be documented and reviewed annually by the Campus Administrators and recommendations are presented to the Officers of the Institution for further action.

### **Safety Awareness Program**

A Safety Awareness Program is conducted in May of each year when the Campus Administrators will present a seminar on campus safety and emergency and evacuation procedures to all employees and enrolled students. The Safety Awareness Program will be documented and reviewed annually by the Campus Administrators and recommendations are presented to the Officers of the Institution for further action.

### **Campus Safety, Emergency, & Evacuation Procedures**

This Institution strives to promote the safety of all employees, students, and other parties who are on campus at any given time. This document provides a basic contingency guide for all employees and students to plan for campus emergencies. While this guide does not cover every specific situation, it supplies the basic administrative guidelines necessary to cope with most campus emergencies. These written procedures are expected to be followed unless a situation warrants emergency changes or alternative procedures.

Marian College, Marian Health Careers Center employees and students should be aware of potential hazards that are present in our day-to-day routines. These hazards can be categorized as follows:

- Natural Hazards - no human involvement such as earthquakes, volcanic activity, weather
- Social Hazards - result from human involvement such as terrorism, vandalism, bomb threats, or personal assaults
- Technological Hazards - result from human error or involvement such as explosions, fires, power failures, vehicle accidents, or industrial accidents

Emergency situations are difficult to predict and seldom provide adequate warning. The importance of effective planning cannot be stressed strongly enough.

Other than the College President or Designee, no one is authorized to release information regarding any incident including the whereabouts or status of students, staff, or faculty, whether in person or over the phone. All inquiries must be directed to the College President or Designee.

#### **Building or Landlord Procedures**

Both campuses of Marian College, Marian Health Careers Center are located in leased spaces of a separately managed building. As tenants, we will abide by all building policies, procedures, and advice during emergencies. The College President or Designee will communicate with the landlord/ building management in these instances.

#### **Emergency Closure and Evacuation Procedures**

In the event that emergency campus closure is required for weather, national disaster, or any other causes, the College President or Designee will make the final decision for an announcement of closure. Closures may include complete closure, cancellation of classes only, or early release from work.

#### **Emergency Notification**

The Institution, through the Campus Administrators or their designees, will use all available methods of communication regarding school closure including phone calls, text messages, emails, or news on the School website, and information will also be relayed to local radio and television stations.

### Media Contact

In case of campus emergencies or lockdowns, information will be relayed to the following TV and radio stations:

Associated Press Broadcast (213) 626-1200	National Public Radio (310) 815-4200	
KCBS - TV 2 (818) 655-2000	KNBC - TV 4 (818) 684-3425	KTLA - TV 5 (323) 460-5500
KABC - TV 7 (877) 777-6397	KCAL - TV 9 (818) 655-2000	KTTV - TV 11 (310) 584-2025
KNX-AM 1070 (323) 569-1070	KABC-AM 790 (310) 840-4900	KBIG-FM 104.3 (818) 559-2252
KIIS-AM/FM 102.7 (818) 559-2252		

The School President or Designee will address the media and disclose available verified facts about the emergency and where and when the students and employees may be picked up.

### Evacuation Procedures

Only the Building management or the College President or Designee may authorize the evacuation of the campus. The evacuation order will specify that employees and students are to exit the building at the most accessible exit and gather at the following locations:

- Main Campus - Southeast corner of Catalina Street and 6<sup>th</sup> Street
- Van Nuys Campus - Westernmost area of the building's front parking lot

The notice to evacuate will be facilitated by the staff and faculty who will walk through all classrooms and offices to ensure that everyone has heeded the notice. All employees are required to comply with the evacuation order and expected to aid in the orderly evacuation of students in immediate areas.

If the fire alarm sounds, notice of evacuation from the College President is waived, and each employee is to facilitate the orderly evacuation of their area immediately. No one is to re-enter the building until the building is declared safe by the College President or other authority having jurisdiction.

### Emergency Situations

#### Fire

1. Determine what is on fire and the extent of the fire.  
Sound the alarm or send someone to sound the alarm.  
Attempt to contain a small fire by utilizing available fire extinguishers if you are trained to do so.
2. Call 9-1-1 and report the fire.  
Describe the nature of the fire and the exact location of the fire.
3. Notify School employees and assist with orderly evacuation.  
Close all doors after making sure no one is left behind.  
Follow evacuation procedures.
4. Notify emergency personnel if you suspect that someone may be trapped in the building.

### Explosions

Explosions can be the result of accidents, natural disasters, or deliberate acts of terrorism.

1. Pull the fire alarm to prompt evacuation of the building.
2. Call 9-1-1 and report the explosion.  
Clearly describe the explosion and your exact location, including any information on injuries.
3. Notify the College President or School Officers.
4. Employees will stay to provide assistance for which they are qualified and assist survivors who can move on their own to evacuate.
5. Keep in mind that there could be a second explosion, and be alert for electrical hazards and gas leaks.

### Earthquakes

1. During an earthquake, School Personnel should take charge and advise others to stay calm and practice good sense procedures.
2. Immediately get away from windows and glass doors, take cover in doorways and under sturdy furniture, and do not allow people to run outside.
3. After the earthquake, determine if any injuries have occurred in your area.  
Provide First Aid, if you are qualified, or find someone who is.
4. Determine if any damage has occurred in your area; in the event of arcing electrical circuits, gas leaks, flooding, or any other major damage, clear the area of people and report the damage to the School Personnel or landlord/building management.
5. Use the telephone, ONLY to report emergencies; do not allow people to use the phone to call home.
6. The College President or Designee will determine whether the building should be evacuated.
7. If the building is evacuated, do not re-enter the building until it is declared safe by the College President or other authority having jurisdiction.
8. Be prepared for aftershocks.

### Weapons/Firearm Incidents

1. Call 9-1-1 if an unauthorized weapon is suspected to be on site.  
Report your location and provide as much detailed information as possible about the person or activity.
2. Do not approach or physically confront the suspect.
3. Take cover behind something that will stop bullet or attack.
4. Keep your mobile phone on vibrate so you do not alert the suspect of your location.
5. Hide or look for a chance to escape; get out if possible; or play dead.
6. If suspect threatens you with a weapon, do not try to disarm them.  
Back away with your arms up.
7. If the suspect is outside, do not let them in. Lock in and use furniture to lock the door.
8. Be calm and plan a strategy for survival.  
Remain in place and do not respond to any voice command until you can verify with certainty that all is clear and it is now safe.

### **Bomb Threats**

1. When a report is received, the recipient will record complete information and forward them to the School Officers.
2. DO NOT pull the fire alarm to evacuate the building; this could cause the bomb to go off.
3. Call 9-1-1 and report the threat. Always assume the threat is real; a bomb threat is a felony offense.
4. It is important that the person who received the call be made available to the police for a follow-up investigation.  
Make sure that this person immediately writes down everything they remember about the call.
5. The President or Designee will initiate evacuation procedures.
6. Employees will lock the doors so a person cannot re-enter the building, and unlock door for emergency personnel only.
7. The police will perform a security check of the building.  
No one is allowed to re-enter the building until the building is declared safe by the College President or other authority having jurisdiction.

### **Power Outages**

1. The College President or Designee will attempt to determine the length of the power outage and will decide to cancel classes and/or close the campus.
2. When classes are cancelled or campus is closed, employees and students will be informed by phone, text messages, emails, or news on the School website.

### **Medical Emergencies**

1. Determine the nature of the problem.  
If the injury or illness appears serious (potentially life-threatening), and you are qualified to provide First Aid, provide aid and send another person to call 9-1-1 and notify School Officials.  
Make sure that the person calling 9-1-1 understands the nature of the emergency and your exact location.  
If you are not qualified to provide First Aid, notify School Officials and call 9-1-1.
2. School Personnel will NEVER transport injured or seriously ill persons; leave the transporting of injured or ill persons to emergency personnel.
3. Assigned School Personnel will meet emergency responders at the door of the building and direct them to the scene.
4. First Aid kits and latex gloves are located in the Employee Lounges, Skills Laboratories, and Faculty Rooms.
5. Report the injury or illness to the Campus Administrator and to the College President so a written report can be made.

### Hazardous Material Conditions

1. In these conditions, a chemical or hazardous gas leak presents a danger or potential threat.
2. Assist evacuation in the location immediately affected by the escape of the hazardous material, and pull the fire alarm at the first opportunity to prompt evacuation of the building.
3. If any injuries have occurred, provide First Aid if you are qualified, or notify School Personnel.
4. Call 9-1-1.  
Describe the nature of the emergency, the exact location, and any information regarding injuries.
5. Report the condition to the College President or other School Officials.
6. An assigned School Official will meet emergency personnel at the entrance of the building to direct them to the affected area.
7. School Personnel will never transport an injured person off campus.

### Blood-borne Pathogens and Infectious Diseases

For exposure while in School:

1. Immediately report the incident to the Administrator or designee.
2. Immediate antiseptic procedures must be followed after exposure.
3. Wash skin with soap and water.
4. Rinse eyes/nose/mouth with water or saline.
5. Immediately go to the Emergency Room of the nearest hospital.
6. File an Incident Report.
7. Following exposure, the School will offer confidential testing and appropriate counseling to the student.

For employees or students who incur a needle stick, splash, or other body fluid exposure at any affiliated health care setting, while on Clinical Rotation:

1. Immediately report to the assigned clinical instructor.
2. Decontaminate.
3. Wash skin with soap and water.
4. Rinse eyes/nose/mouth with water or saline.
5. Immediately go to the Emergency Room of the nearest hospital.
6. File a Hospital (Facility) Incident Report.  
All determinations regarding source of exposure, including contact with source, notification of the source's health provider, testing of the source, and applicable laws/regulations regarding confidentiality will be made by the student's health care provider.
7. Follow the CDC guidelines for occupational exposure: For needle stick, test for HIV to establish seronegativity first, then retest at 6 weeks, 3 months, 6 months, and 1 year.



### Conduct Policy

Students must conduct themselves in a professional manner at all times by displaying courtesy, respect, and tolerance. Those whose conduct reflects discredit upon themselves or the College will be subject to termination. The student must adhere to conduct that will not interfere with the learning process of any student, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, such sanctions as placing the student on probation, suspension, and/or termination are meted out only by the Program Director and/or the Campus Administrator in consultation with the Education Committee.

The administration reserves the right to place a student on probation or suspension, or terminate a student on any of the following grounds:

1. Breach of the School Enrollment Agreement
2. Carrying concealed or potentially dangerous weapon(s)
3. Cheating, plagiarism, dishonesty, including computer crime
4. Conduct that reflects unfavorably upon the College and/or its students
5. Demonstrating poor judgment, or inability to function properly, which could put patient safety in jeopardy
6. Entering classes or clinical sites while under the influence or effect of alcohol, drugs, narcotics, and dangerous substances of any kind
7. Excessive absences or tardiness
8. Failure to abide by the rules and regulations of clinical sites
9. Failure to pay charges when due
10. Falsifying school records or other documentation submitted to the School
11. Forgery, including signing attendance sheets and other school forms for another student or teacher
12. Flagrant violation of dress code
13. Insulting or harassing the faculty, administration, or students
14. Nonconformity with the rules and policies of the College
15. Poor health
16. Prosecution on charges ranging from misdemeanor to third degree felony
17. Unsatisfactory academic progress
18. Use of profanity
19. Vandalism of College property or equipment
20. Unauthorized possession, duplication, or dissemination of School test questionnaires and instructor's lecture notes, outlines, and guides
21. Unapproved use of electronic devices in the classroom

### Electronic Devices

1. Laptops, tablets, PDAs, iPods or similar devices, and cellular phones must be turned off during skills lab, or clinical sessions.
2. If you need a laptop or tablet to write down notes while the lecture is going on, please note that you will be much better off if you jot down brief notes on your notebook, and then type them on your laptop or tablet during breaks or after class. This will serve as your review.
3. At no instance may a student use cellular phones while the class is ongoing. If you are expecting an emergency call, you are requested to make arrangements with the front desk and care will be had to ensure that you get the call you are waiting for.
4. Laptops, tablets, PDAs, iPods or similar devices, cellular phones, and other electronic devices will be collected by the instructor or proctor during testing and test review sessions.

Those who do not comply with the above rules will have their electronic devices confiscated and these items may be retrieved from the office of the Campus Administrator. A second offense may also result in a one-day suspension.

### Testing Policy

Students are required to take the tests as scheduled. A student who misses a unit and/or a final test may arrange for a make-up without penalty after submitting verification of illness or personal emergency to the instructor. This proof or verification must be kept in the student's file. The student must contact the instructor prior to the student's first day of return to school. The make-up test will be taken on the day the student reports back to class. The make-up test will not be the same exact test as previously scheduled. The highest grade allowed in a make-up test is 75%.

Students who cannot take a final examination because of non-payment of tuition and fees, may take a make-up test upon fulfillment of their financial obligation. The make-up test will not be the same exact test as previously scheduled. The highest grade allowed in a make-up test is 75%.

When a student is aware in advance of a scheduled test that he or she will not be able to take at the scheduled time, the student should contact the instructor no less than two school days before the test date. The instructor will make the necessary arrangements for the student to take the test prior to the date on which the test is to be given to the rest of the class. In this case, if the test is taken in advance, the student's score will be marked with full credits.

### **Guidelines for Students and Proctors During Tests**

The administration of tests is an official function of the School. The students, instructors, and proctors are to give the administration of tests the highest level of integrity. Any act of cheating will not be tolerated.

1. All students will begin and end their test at the same time without any exception. Late comers may catch up to take the test for the remaining time only; no extensions will be given. It is important to wear watches. The Proctor will mark the time 5 minutes before the end of each test.
2. The use of the restroom must be done before the test. However, if a student needs to use the restroom during a test, a staff member will chaperone the student.
3. Only pencils, erasers, test questionnaires, and Scantron answer sheets must be on the student's desk. All other student belongings, including cellular phones, laptops, tape recorders, and other electronic devices are to be put at the front or sides of the room. Scratch paper will be provided when needed.
4. Cell phones, tape recorders and all other electronic devices are to be turned off or put in vibrate mode during the test. Students may use battery-operated, standard 4-function calculators only.
5. The proctor assigns seats during the test. No student may sit anywhere without the proctor's approval.
6. No questions are allowed during the test.
7. Erasures on the Scantron answer sheet must be completely done. An answer that is murky because of not erasing a previous answer completely will be marked wrong.
8. Looking at the paper of another, sharing answers with another, talking to another or making eye-contact and other signals to others while taking the test are not allowed. The test paper of any student caught doing any of the foregoing during a test will be confiscated and marked "ZERO."
9. Any student caught using notes of any type during the tests such as written on paper, scribbled on a pen of any other item, hidden on any part of the body, or hidden nearby, will be punished by either suspension or termination. The test paper will be confiscated and marked "ZERO."
10. The proctor is in charge of the administration of the test. All students taking a test are required to comply with all instructions given by the proctor.

### **Testing and Other Instructional Materials**

Test questionnaires, lecture notes, and instructor's outlines and guides are properties of the School. Unauthorized use, possession, duplication, or dissemination of such are punishable by suspension or termination.

### **Review of Quizzes and Unit Tests**

The review of Quizzes and Unit Tests is to be done in the classroom by the instructor currently holding the class for the day. The instructor for the day will handle any questions on the test. If concerns are not resolved then, the instructor for the day will consult the instructor who taught the subject matter covered in the test, for proper resolution of such concerns. If despite consultation between instructors, students' concerns cannot be readily resolved, the instructors involved will consult with the Program Director and/or the Administrator. Final Examinations may not be reviewed.

### School Uniform

Marian College, Marian Health Careers Center is a professional career institution. It is expected that students and employees will groom, attire, and behave in a professional manner. This includes cleanliness in dress and personal hygiene. All students are required to come to school and to the clinical site in the prescribed complete school uniform as listed below. Further, cleanliness and tidiness in person and in attire must be observed.

1. White pants with white short sleeve scrubs with Marian College imprint; For certain students whose religion prohibits the wearing of pants, an A-line skirt 1 inch or more below the knee is acceptable
2. White closed pair of shoes without any decorative color trim
3. White regular pair of crew socks; Quarter or ankle socks not allowed
4. At specified times, alternate school-approved apparel may be worn in lieu of the white uniforms
5. Dangling jewelry, necklaces, and bracelets are not allowed
6. Female students may wear one simple pair of stud earrings; No earrings allowed for men
7. Wedding bands are allowed for married students; No other rings are allowed; Nobody who is not married may wear rings
8. Tattoos must be covered by clothing
9. Undergarments must be either white or of a very light color to maintain the white color of the prescribed uniform
10. Additional white clothing worn under the prescribed scrubs must not go beyond the scrub sleeves; If long sleeved white shirts are worn under the scrubs during cold days, the prescribed School jacket must be worn over them
11. Only the School white jacket with Marian College imprint may be worn
12. No hats or other headgear may be worn with the uniform at any time, except when required by the student's religion
13. Earpieces, headphones, iPods and other similar devices are not allowed while in School uniform
14. Hair that reaches beyond the shoulder for both male and female students need to be brushed up or tied at all times while in School uniform
15. Nails must be properly trimmed at all times; No colored nails allowed
16. Students are required to wear watches at all times, preferably with the second hand
17. The identification card or name badge must be properly worn at all times while in uniform

On certain days, students are allowed to come to a school activity in alternate school-issued apparel or any decent attire of their choice. Due to insurance regulations, sandals or other types of open shoes are not permitted. Additionally, the following items are not permitted:

1. Revealing outfits (excessive slits in skirts, excessive body exposure including midriff, arms, or legs)
2. Shorts or torn jeans; other commercial logos on clothing
3. Tank tops or other sleeveless clothing
4. Undergarments worn in place of outer clothing
5. Tight-fitting outfits (top and bottom); see-through outfits
6. Clothing that is considered unsuitable in the classroom and work place and detracts from the learning process

### **Violations of the Dress Code on Lecture and Test Days**

Any student not in complete uniform as prescribed and listed above will receive a 5% deduction in the test for that day, whether quiz, unit test, finals, or removal exams. No exception will be entertained for whatever reason presented. This deduction will be based on the Attendance Sheet where under Uniform, the instructor and/or proctor marks "INC" for anyone who does not wear the School uniform as prescribed.

The instructor or proctor will not ask a question nor give a reminder. He or she will just mark "INC" opposite the name of the student who is not wearing the prescribed uniform. Anybody who has a question regarding the marking is free to see the Administrator or any of the school officers. As a general rule, we do not see any reason for not wearing the prescribed uniform.

### **Violations of the Dress Code on Clinical and Skills Lab Days**

Any student not in complete uniform will be denied admittance to any skills laboratory and/or clinical class. The student will be marked "ABSENT" for the day, and like any absence, the student needs to make up for it within the term the absence occurred. No promotion to the next term or graduation will be granted for students with absences not made up for.

The student will not receive any warning nor reminder. The clinical instructor will just mark "INC" for uniform and "ABSENT" opposite the student's name if he or she is not wearing the complete uniform as prescribed in this policy.

## **Student Identification Cards**

The student Identification Card (ID) issued to a student is part of the School uniform. It must be worn by the student at all times when on campus and in the affiliated training facilities. Failure to wear the School ID will result in the student being marked for a dress code violation, subject to the provisions of the School Uniform Policy.

The ID is issued and charged as part of the student's school uniforms and supplies. If a student requests for a replacement ID, a photo and the currently published fee will be collected up front. A temporary ID will then be issued which is valid for one week while the replacement ID is being processed. A replacement ID request is noncancellable.

### Student Records

Official educational records are maintained for each student from the date of enrollment. Educational records are defined as files, materials, and documents which contain information related to a student and are maintained by the Registrar.

Students are advised that State law requires the College to maintain educational records for five years. Students have the right to review, inspect, and/or challenge the information contained within his or her records. A student who wishes to obtain access to his or her educational records may do so in the presence of the Registrar or a designated representative. Students are not entitled to inspect the financial records of their parents.

Student records are confidentially protected through the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Marian College, Marian Health Careers Centers adheres to the Buckley Amendment whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the students' written consent.

The following information, considered "directory information" may be disclosed to the public by any College employee unless the student specifically requested in writing that this information be withheld:

1. Name
2. Local address & telephone number
3. Date and place of birth
4. Major or program of study
5. Enrollment status
6. Year in school
7. Participation in sports
8. Weight and height of athletes
9. Dates of enrollment
10. Degrees and awards granted
11. Most recent attendance or previous educational institution
12. Anticipated graduation date

A student's consent is required for the disclosure or publication of any non-directory information with the following exceptions:

1. For use by another College employee
2. To accrediting organizations, and representatives of federal and State agencies
3. To the U.S. Comptroller General, Attorney General, or Department of Education
4. To an alleged victim of a crime
5. To a parent of a dependent student as defined by the Internal Revenue Service

A student's written consent must contain following before educational records may be disclosed to third parties:

1. Date of request
2. Student's signature & social security number
3. Specific contact name or agency
4. Summary of information which may be released

### **Notice of Privacy Regarding Your Medical Information**

Marian College, Marian Health Careers Center complies Health Insurance Portability and Accountability Act of 1996 (HIPAA). It collects medical information from the students in so far as is reasonable to ensure that only healthy individuals without any contagious and communicable diseases are enrolled in its program of study. This is done to safeguard the student body, its faculty and staff, and the affiliate hospitals and clinics where it sends its students for clinical practice.

In view of the above, the medical information Marian College, Marian Health Careers Center collects from its students is shared with our affiliate clinical training facilities every time a student does clinical rotation. To safeguard the student's medical information, the School Personnel may access the same information according to the following conditions:

1. They will access your health and medical information only in so far as it is necessary in order for you to do the clinical rotation at a specific clinical site.
2. They are under strict obligation not to divulge, copy, release, sell, loan, review, alter, or destroy any of this confidential information for any other purpose.

This Institution is required by law to abide by this Notice.

By signing the Enrollment Agreement after receipt of the School Catalog, Student Handbook, you authorize Marian College, Marian Health Careers Center to use and disclose your medical information solely in order for you to do clinical rotation in its affiliated clinical training facilities.

### **Background Check and Drug Screening Consent and Release**

A background check and drug screening is a required part of the admission process, clinical rotation, and/or a condition of continued enrollment. Some College-affiliated clinical facilities may also require disclosure of a student's background check report and drug screening results prior to permitting the student to participate in the educational program at the facility.

Marian College engages the services of private licensed agencies to conduct background checks and drug screening. A favorable review of this information by Marian College as a condition for admission, clinical rotation, and/or continued enrollment is not binding upon a clinical facility. A clinical facility may refuse to permit a student to participate in the clinical rotation if background check information or drug screen results are not provided, or if upon review of a student's background check or drug screen, it determines the student is disqualified.

As an enrolled student, you authorize Marian College, Marian Health Careers Center to obtain and review your background check reports and drug screens. If requested, you authorize the College to release background check reports and drug screens in its possession to affiliated clinical facilities that you may attend as part of your educational requirements. This information is being released so that the clinical facility may verify your

qualifications to participate in the educational program or clinical assignments offered at the facility or for auditing and accreditation purposes.

Furthermore, you grant Marian College permission to access and release certain identifying information, such as your social security number, State ID or driver's license number, and date of birth, for purposes stated in the aforementioned background check and drug screening reports.

### **Confidentiality and Disclosure of Patient Information**

As a student with access to patients' protected health information, medical images, reports, employee information, and financial information from our affiliate hospitals and clinics due to your clinical practice, you will have access to what this agreement refers to as "confidential information." The purpose of this policy is to help you understand and acknowledge both your legal and ethical responsibility regarding confidential information.

Confidential information includes, but is not limited to patients' protected health information, medical images, reports, employee information, and financial information. You may learn of, or have access to, some or all of this confidential information through your clinical practice at our affiliate hospitals and clinics. Confidential information is valuable and sensitive and is protected by law and by strict School and Clinical Training Facility policies. The intent of these laws and policies is to assure that confidential information will remain confidential, that is, that it will be used only as necessary to provide authorized patient care.

As a student, you are required to conduct yourself in strict conformance with applicable State and federal laws and School and Clinical Training Facility policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and abide by these duties. Any breach or threatened breach of any of these duties shall be a ground for severe disciplinary action, which may include, but is not limited to, termination from the program you are now taking.

Accordingly, as a condition of, and in consideration of, your access to confidential information, you agree to comply with the following conditions:

1. You will use confidential information only as needed to complete your training as a student. This means, among other things that:
  - a. You will only access information of which you have a need to know.
  - b. You will not in any way divulge, copy, release, sell, lend, review, alter, or destroy any confidential information.
  - c. You will not misuse confidential information or carelessly handle confidential information.
2. You will accept responsibility for all activities you have undertaken regarding confidential information.
3. You understand that your obligation under this agreement will continue after your clinical training in our affiliate sites.
4. You will be responsible for your misuse or wrongful disclosure of confidential information. You understand that your failure to comply with this agreement may result in your termination from the program you are enrolled in, as well as a legal liability for breach of confidentiality.



### **Compliance with Health Insurance Portability and Accountability Act (HIPAA)**

You shall comply with all applicable federal and State laws, rules and regulations, including, without limitation, those laws and regulations governing the maintenance of medical records and confidentiality of patient information as well as with all standards promulgated by any relevant accrediting agency. You agree to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C., Section 1320d through d-8 (“HIPAA”), and the requirements of any regulation promulgated thereunder including, without limitation, the Federal Privacy Regulations as contained in 45 CFR Part 164 (the “Federal Privacy Regulations”) and the Federal Security Standards as contained in 45 CFR Part 142 (the “Federal Security Regulations”).

You agree not to use or further disclose any protected health information, as defined in 42 U.S.C., Section 130d (collectively, the “Protected Health Information”) concerning a patient other than as permitted by this agreement and the requirements of HIPAA or regulations promulgated under HIPAA including, without limitation, the Federal Privacy Regulations and the Federal Security Regulations.

By signing your Enrollment Agreement after receipt of the School Catalog, Student Handbook you agree to your rights and responsibilities as a student including compliance with the Confidentiality and Disclosure of Patient Information policy.

### **Publication of Information, Photographs, and Electronic Files**

Marian College, Marian Health Careers Center may wish to publish names, photographs, films, videos, or other electronic representations and/or sound recordings of students and employees in bulletin boards, the School Website or other social networking sites on an Internet accessible World Wide Web server, flyers, brochures, and newspapers, for marketing and public relations purposes. Students and employees recognize that the information and files published through the World Wide Web, or other electronic and print media, is not private and can be reviewed, copied, downloaded, and transmitted by anyone, and that the School has no control over this.

Students enrolled in and all employees of Marian College, Marian Health Careers Center, assign and grant the School the right and permission to use and publish their names, photographs, films, videos, or other electronic representations and/or sound recordings made of themselves. Students and employees waive, release, and forever discharge any and all claims, demands, or causes of action against the School and its faculty, staff, employees, agents, contractors, and any other person, organization, or entity assisting them in connection with the posting and use of such information or files in printed publications or through the Internet, and expressly assume the risk of any injury or damage resulting from said manner of using the files and information.

Students and employees also authorize the reproduction of all aforementioned files without limitation at the discretion of Marian College, Marian Health Careers Center, and specifically waive any right to any compensation they may have for any of the foregoing. Students and employees, who wish, may request in writing that information, photographs, films, videos, or electronic representations and/or sound recordings of themselves not be published.

### Copyright and Fair Use Guidelines

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

Copyright protected works include the following categories:

1. literary works
2. musical works, including any accompanying words; dramatic works, including any accompanying music
3. pantomimes and choreographic works
4. pictorial, graphic, and sculptural works
5. motion pictures and other audiovisual works
6. sound recordings
7. and architectural works

Some materials are generally not eligible for federal copyright protection. These include:

1. Works that have not been fixed in a tangible form of expression (for example, choreographic works that have not been notated or recorded, or improvisational speeches or performances that have not been written or recorded)
2. Title, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents
3. Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration
4. Works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources)

## School Policies

One of the rights of the owner of copyright is the right to reproduce or to authorize others to reproduce their work. This right is subject to certain limitations found in sections 107 through 108 of the copyright law (Title 17, U.S. Code). Section 107 lists four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiability of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

For the Institution’s purposes, we have adapted the following common interpretations on copyrighting materials for classroom use.

Classroom Copyright Chart			
Source: <a href="http://halldavidson.net/copyrigh.pdf">http://halldavidson.net/copyrigh.pdf</a>			
Medium	What You Can Do	According To	The Fine Print
Printed Material			
<ul style="list-style-type: none"> <li>• Poem less than 250 words</li> <li>• Excerpts of 250 words from a poem greater than 250 words</li> <li>• Articles, stories, or essays less than 2,500 words</li> <li>• Excerpt from a longer work (10% of work or 1,000 words, whichever is less - but a minimum of 500 words)</li> <li>• One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue</li> <li>• Two pages (max) from an illustrated work less than 2,500 words (like children’s books)</li> </ul>	Teachers may make multiple copies for classroom use.	United States Copyright Office, Circular 21	No more than 1 copy per student. Usage must be: at the “instance and inspiration of a single teacher” and when the time frame doesn’t allow enough time for asking permission. Only for 1 course in the school. No more than 9 instances per class per term (current news publications such as newspapers can be used more often). Don’t create anthologies. “Consumables” cannot be copied. Don’t do it every term (if time allows, seek permission). Can’t be directed by “higher authority.” Copying can’t substitute for buying. Copies may be made only from legally acquired originals.
<ul style="list-style-type: none"> <li>• A chapter from a book</li> <li>• An article from a periodical</li> <li>• Short story, short essay, short poem</li> <li>• Chart, graph, diagram, drawing, cartoon, picture from a book, periodical, or newspaper</li> <li>• Portions of a work</li> <li>• An entire work</li> <li>• A work if “the existing format in which a work is stored has become obsolete</li> </ul>	Teachers may make a single copy for teacher use for research or lesson preparation. A librarian may make up to 3 copies “solely for the purpose of replacement of a copy... that is damaged, deteriorating, lost or stolen”	United States Copyright Office, Circular 21  Section 108, Copyright Act (1976) as amended by the Digital Millennium Copyright Act	Same as above  The library must first determine that after “reasonable investigation that copy... cannot be obtained at a fair price” or that the format is obsolete.
Text for Use in Multimedia Projects			
<ul style="list-style-type: none"> <li>• Same rights as “Printed Material” above</li> </ul>	Students may incorporate text in multimedia projects. Teachers may incorporated into multimedia for teaching courses.	Fair Use Guidelines for Educational Multimedia	Teachers may use for 2 years, after that permission is required. Students may keep in portfolio for life.

## School Policies

<b>Classroom Copyright Chart</b> Source: <a href="http://halldavidson.net/copyrigh.pdf">http://halldavidson.net/copyrigh.pdf</a>			
Medium	What You Can Do	According To	The Fine Print
Video			
<ul style="list-style-type: none"> <li>• Videotapes (purchased)</li> <li>• Videotape (rented)</li> <li>• DVD; Video CDs</li> <li>• Laser Discs</li> </ul>	<p>Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use</p> <p>May be copied for archival purposes or to replace lost, damaged, or stolen copies</p>	Section 110 of the Copyright Act	<p>The material must be legitimately acquired (a legal copy). It must be used in a classroom or similar place "dedicated to face-to-face instruction."</p> <p>Not for use as entertainment or reward. The use should be instructional. The place should be a non-profit educational institution.</p> <p>If replacements are unavailable at a fair price or are available only in obsolete formats (e.g., Betamax videos)</p>
Videos ("Motion Media") for Use in Multimedia Projects			
<ul style="list-style-type: none"> <li>• Videotapes</li> <li>• DVD, Video CDs</li> <li>• Laser Discs</li> <li>• QuickTime Movies</li> <li>• Encyclopedias (CDROM)</li> </ul>	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or 3 minutes (whichever is less) of "motion media"	Fair Use Guidelines for Educational Multimedia	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." Tina Ivany, UC San Diego 12/08/98
Video for Integration into Video Projects			
<ul style="list-style-type: none"> <li>• Videotapes</li> <li>• DVD, Video CDs</li> <li>• Laser Discs</li> <li>• QuickTime Movies</li> <li>• Encyclopedias (CDROM)</li> </ul>	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or 3 minutes	Fair Use Guidelines for Educational Multimedia	The material must be legitimately acquired (a legal copy, not bootleg or home recording)
Illustration and Photographs			
<ul style="list-style-type: none"> <li>• Photograph</li> <li>• Illustration</li> <li>• Collections of photographs</li> <li>• Collections of illustrations</li> </ul>	<p>Single works may be used in their entirety but not more than 5 images by an artist or photographer.</p> <p>If from a collection, not more than 15 images or 10%, whichever is less.</p>	Fair Use Guidelines for Educational Multimedia	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia/Video Projects			
<ul style="list-style-type: none"> <li>• Music</li> </ul>	Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes	Fair Use Guidelines for Educational Multimedia	Some authorities site a maximum length of 30 seconds ( <a href="http://www.indiana.edu">www.indiana.edu</a> ), some do not mention a maximum (Tina Ivany, UC San Diego 12/08/98)

## School Policies

<b>Classroom Copyright Chart</b>			
Source: <a href="http://halldavidson.net/copyrigh.pdf">http://halldavidson.net/copyrigh.pdf</a>			
Medium	What You Can Do	According To	The Fine Print
Computer Software			
<ul style="list-style-type: none"> <li>• Purchased Software</li> <li>• Licensed Software</li> </ul>	Software may be lent by library. Software may be installed at home and at school. Software may be installed on multiple machines Software may be copied for archival use to replace lost, damaged, or stolen copies. Software can be distributed to users via a network. Librarian may make archival copies	Sections 107 and 108 of Copyright Act and subsequent amendments	Take aggressive action to monitor that copying is not taking place (for retention) Only one machine at a time may use the program. The number of machines being used must never exceed number of licenses. May be copied, if unavailable at a fair price or is an obsolete format. The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.
Internet			
<ul style="list-style-type: none"> <li>• Internet Connections</li> <li>• World Wide Web</li> </ul>	Images may be downloaded for student projects. Sound files may be downloaded for use in projects	Fair Use Guidelines for Educational Multimedia and DMCA	Images may not be re-posted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
Internet			
<ul style="list-style-type: none"> <li>• Internet Connections</li> <li>• World Wide Web</li> </ul>	Images may be downloaded for student projects. Sound files may be downloaded for use in projects	Fair Use Guidelines for Educational Multimedia and DMCA	Images may not be re-posted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
Television			
<ul style="list-style-type: none"> <li>• Broadcast</li> <li>• ABC</li> <li>• NBC</li> <li>• PBS</li> <li>• Tapes made from Broadcast</li> </ul>	Live "off the air" broadcasts may be used for instruction. Tapes made from broadcasts may be used for instruction	Congress	Things get interesting when you want to retain tapes. Minimum rights allow for 10 school days. Some right holders often allow for much more.
Cable Television			
<ul style="list-style-type: none"> <li>• CNN</li> <li>• MTV</li> <li>• HBO (etc.)</li> <li>• Tapes made from cable</li> </ul>	May be used without permission. Many programs may be retained for years - depending on program Check with Cable in Classroom ( <a href="http://www.ciconline.org/main.cfm">http://www.ciconline.org/main.cfm</a> )	Cable Systems (and their associations)	The guidelines for television programs were defined by Congress before cable television was a factor. Cable programs are not technically covered by the same guidelines as broadcast television.
Film or Filmstrip			
<ul style="list-style-type: none"> <li>• 16 mm films</li> <li>• filmstrips</li> </ul>	"Teachers may duplicate a single copy of a small portion...for teaching purposes."	Copyright Policy and Guidelines for California's School Districts, California Department of Education	These must be films or filmstrips that you own.

Sources: United States Copyright Office (<http://www.copyright.gov/circs/circ01.pdf>); <http://www.copyright.gov/fs/fl102.html>; <http://halldavidson.net/copyrigh.pdf>

### Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing allows users to download files such as music, movies, and games using a file sharing software that searches for other connected computers called “peers.” Similarly, other computers on the network are able to search for files on your computer.

This policy is aimed at limiting the exposure of Marian College, Marian Health Careers Center to security risks and liabilities associated with the irresponsible use of School resources for illegal file sharing activities and comply with the Higher Education Opportunities Act (HEOA).

This policy applies to all computer workstations, laptops, servers, networked appliances, and any other device owned by the School; or any device using School network resources, even if that device is privately owned by a student, employee, or third party. This policy applies to all individuals, regardless of affiliation or status with Marian College, Marian Health Careers Center, at such time that they are using any resource described in this paragraph.

The distribution, downloading, uploading, or sharing of any material, software, data, document, sound, picture, or any other file is strictly prohibited if that material is:

1. Specified as illegal by any federal or State law, statute, proclamation, order, or decree
2. Copyrighted and not authorized for distribution by the copyright owner
3. Considered to be proprietary, privileged, private, or otherwise vital to the operation of the School; including, but not limited to, personnel, student, financial records, or any material governed by federal and state regulations
4. A virus or malicious software for the purpose of deployment or implementation with ill-intent

An example of a prohibited activity is downloading a “cracked” copy of a commercial software title, so that it may be used without the purchase of a valid license. An example of a permitted activity is downloading music files from a musician’s website, where the artist has explicitly given permission to download those files.

All individual persons or groups utilizing the School’s networks, including but not limited to, employees, students, guests, and other third parties, are financially responsible for events or consequences resulting from their own use of the School’s network resources.

A student or employee found to have violated this policy may be subject to suspension or termination. Employees, students, and third parties violating this policy may face legal and civil penalties. Under federal laws, a person infringing on copyright may be obligated to repay significant amounts if it is proven that the copyright infringement was willful. It is a federal crime to infringe copyright when it can be proven that the violation was committed willingly to attempt to profit. An individual convicted of infringing copyright can face imprisonment.

### **Student Services**

The College maintains a Student Services Department to assist students with obtaining access to programs outside the classroom. Academic counseling sessions by instructors, are available to all students at the College. The campus administrators also act as guidance counselors and advise students on academic or other matters. Students may also be referred to community professionals for personal, non-academic counseling.

Bus pass, ride-share, and Metrolink information, list(s) of apartment lessors, and names of nearby hospitals, restaurants, and libraries may be secured from the Student Services Department.

Photo identification is provided to each student.

The Director of Student Services coordinates the College's activities including, but not limited to the following: Foundation Day, Annual Field Day, Family Day, Capping, Badging, & Candle-Lighting Ceremony, Graduation Ceremony, Holiday Party, Career Day, and Field Trips.

Voter registration information may be obtained from the California Department of State website at: [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

The offices and classrooms are located in buildings that provide accessibility for disabled clients like ramps and Braille signs.

This Institution does not provide housing to its students, nor does it assist students in finding housing.

### **Career Counseling**

Students are counseled individually as often as necessary. Counseling takes place in the monitoring by the instructor and program director of student progress as scheduled. Instructors also conduct counseling as part of their daily class activities. Career Days are also conducted and prospective employers are invited to the School to give the students information on the job market.

### Grading System

Marian College, Marian Health Careers Center utilizes an absolute grading system as follows:

90% - 100%	= A	Passed	= P
80% - 89%	= B	Failed	= F
75% - 79%	= C	Incomplete	= INC
Below 75 %	= F	Withdrawn	= W

The quality of a student’s clinical work may be measured by: Passed (P) or Failed (F)

Incomplete (INC) grades must be completed no later than 180 days from the date it was incurred. Failing to meet this deadline will result in the assignment of an “F” grade.

### Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to continue in their course of study and to continue to receive financial aid from federal and state aid programs, if qualified.

All students are considered to be making satisfactory progress when they begin school, when doing repeat subjects, and during any probationary period, for purposes of determining financial aid eligibility.

Students with “Incomplete” or “Failed” grades are not considered to be in satisfactory academic progress and must seek advising from the Program Director for reinstatement. Reinstatement may be done by remediation, removal exams or repeat subjects to the extent allowed by the academic standards of the program of study.

Students who withdraw from the program will be considered in satisfactory academic progress up to their last date of attendance unless they have been dismissed for lack of academic progress.

Students are allowed to complete and pass all course work for up to 150% of the time enrolled. There is no extra fee for remaining in school beyond 100% up to 150% of the time enrolled.

### Satisfactory Academic Progress Measurement

Satisfactory progress must be maintained in order to continue in the nursing program. The following requirements must be met to qualify for satisfactory progress:

1. Attain an academic grade of 75% in each subject to be able to progress to the next subject
2. Attain a “Passed” or “P” grade in each clinical subject to progress to the next subject
3. Meet the attendance criteria allowing a maximum of 2 theory and 3 clinical or skills lab absences per term
4. Complete course objectives in each subject



## Grading, Satisfactory Progress, Course Completion

To coincide with the measurement points required by federal financial aid programs, the determination points for satisfactory academic progress will be as follows:

End of First Payment Period at the completion of 450 Hours

End of Second Payment Period at the completion of 900 Hours

End of Third Payment Period at the completion of 1,217 Hours

End of Fourth Payment Period at the completion of 1,534 Hours

### Academic Standards

#### Progression Policy

1. The passing grade in every academic subject is 75%.
2. A subject or a term may be repeated only once. This means that a student who gets a grade below 75% in a repeated subject will be automatically dismissed from the Vocational Nursing Program.
3. Final grades for each subject is computed based on the following:

Average of Quizzes	30%
Average of Unit Tests	45%
Final Exams	25%
Final Subject Grade	100%
4. In clinical rotations, a student needs to receive a "Passed" or "P" grade in order to be promoted to the next term.
5. When repeating an academic subject, the corresponding clinical rotations are also repeated.
6. The approval of the Program Director based on availability is needed to repeat a subject. A student may only repeat a subject if the same subject is currently being offered by the School. Otherwise, the student will be terminated from the program if the class that needs to be repeated is not currently being offered.
7. Students have the option to request for special classes in writing, in cases when a subject that needs to be repeated is not currently being offered. Special classes are charged separately.

#### Vocational Nursing - Term I

1. Term I has the following subjects:

VN 101	-	Anatomy & Physiology (54 Hours)
VN 102	-	Nursing Fundamentals: Nursing Process, Growth & Development, Nutrition, Critical Thinking, Communication, Ethics & Unethical Conduct, Culturally Congruent Care (91 Hours)
VN 103	-	Nursing Fundamentals: Skills Laboratory & Clinical Rotation (239 Hours)
2. A student must pass VN 101 with a grade of at least 75% to be able progress to VN 102. A student must pass VN 102 with a grade of at least 75% and must have a "Passed" or "P" grade in VN 103 to be able to progress to Term II.

## Grading, Satisfactory Progress, Course Completion

3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive removal exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog, Student Handbook.
7. A student who repeats VN 102 must also repeat VN 103 concurrently.
8. Term I GPA is the average grade of VN 101 and VN 102.

### Vocational Nursing - Term II

1. Term II has the following subjects:
  - VN 201 - Pharmacology (54 Hours)
  - VN 202 - Medical-Surgical Nursing 1: Introduction (Geriatrics, Psychology, Patient Education, Nutrition, End of Life Care) (91 Hours)
  - VN 203 - Medical-Surgical Nursing 1: Skills Laboratory & Clinical Rotation (239 Hours)
2. A student must pass VN 201 with a grade of at least 75% to be able progress to VN 202. A student must pass VN 202 with a grade of at least 75% and must have a "Passed" or "P" grade in VN 203 to be able to progress to Term III.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive removal exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog, Student Handbook.
7. A student who repeats VN 202 must also repeat VN 203 concurrently.
8. Term II GPA is the average of VN 201 and VN 202.

### Vocational Nursing - Term III

1. Term III has the following subjects:
  - VN 301 - Medical-Surgical Nursing 2: Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems (145 Hours)
  - VN 302 - Medical-Surgical Nursing 2: Clinical Rotation (238 Hours)
2. A student must pass VN 301 with a grade of at least 75% and must have a “Passed” or “P” grade in VN 302 to be able to progress to Term IV.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive removal exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.
6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog, Student Handbook.
7. A student who repeats VN 301 must also repeat VN 302 concurrently.
8. Term III GPA is the final subject grade in VN 301.

### Vocational Nursing - Term IV

1. Term IV has the following subjects:
  - VN 401 - Medical-Surgical Nursing 3: Reproductive System, Urinary System, Communicable Diseases, Nervous System, Rehabilitation Nursing (73 Hours)
  - VN 402 - Maternity Nursing (30 Hours)
  - VN 403 - Pediatric Nursing (30 Hours)
  - VN 404 - Leadership & Supervision (6 Hours)
  - VN 405 - Career Opportunities (6 Hours)
  - VN 406 - Medical-Surgical Nursing 3: Clinical Rotation (238 Hours)
2. A student must pass VN 401, VN 402, and VN 403 with final subject grades of at least 75% and must have a “Passed” grade in VN 404, VN 405, and VN 406 to be able to graduate.
3. A student with a unit test or final exam score between 70% and 74% may take a removal exam. The highest possible grade in a removal exam is only 75%. A student has the option to take a removal exam for unit tests and final examinations only. There is no removal exam option for quizzes.
4. A student with a final subject grade between 70% and 74% may take a comprehensive removal exam for the subject. The highest possible grade in a comprehensive removal exam is only 75% and will replace the final subject grade. If a student gets a grade below 75% in a comprehensive exam, he or she may repeat the subject only once, subject to the provisions of the Progression and Remediation Policy.
5. Removal exams and comprehensive removal exams are offered for a \$50.00 fee per test. It is administered within 4 days from the initial failed test.

6. There is no removal exam option for grades below 70% in unit tests, final exams, or final subject grades. The student will be subject to the repeat policy described in this School Catalog, Student Handbook.
7. A student who repeats any of VN 401, VN 402, or VN 403 must also repeat VN 406 concurrently.
8. Term IV GPA is the average of VN 401, VN 402, and VN 403.

### Remediation Policy

#### Theory Remediation

A student who obtains a grade below 75% in a quiz, test, or exam will be advised to attend a remediation program with the Program Director or an assigned instructor. Details of the remediation plan will be given by the assigned instructor to the student in writing using the Notice of Unsatisfactory Academic Progress and Action Plan for Success form. Acceptable methods for remediation include supplemental classes after lecture hours from 2 pm to 4 pm, case studies, homework, research, or written examination.

If the student does not carry out the remediation plan and/or continues to be unable to meet the theory course objectives, the student may be placed on probation, advised to withdraw from the program, or fail the course.

#### Skills Laboratory or Clinical Remediation

A student who fails to demonstrate skills competency or demonstrates inability to meet the clinical objectives, will be advised to attend a remediation program with the Program Director or an assigned instructor. Details of the remediation plan will be given by the assigned instructor to the student in writing using the Notice of Unsatisfactory Academic Progress and Action Plan for Success form. Acceptable methods for remediation include performance evaluation in skills laboratory or additional time in the clinical area.

If the student does not carry out the remediation plan and/or continues to demonstrate any unsafe behavior in the clinical setting, the student may be placed on probation, advised to withdraw from the program, or fail the course.

### Course Repeats

Students who cannot attend the remediation program in the failed subject(s), or who fail the removal examination, are allowed to repeat each subject only once. Permission to repeat the subject is obtained from the Program Director. There is no fee to repeat a subject at a regular class schedule. Attendance in the repeated subject counts toward the maximum allowable hours to complete each program, which is 150% of the normal program length, and is credited toward graduation.

If there is no regular class schedule for the subject to be repeated, a special class may be opened at the discretion of the Program Director. Special classes may require a fee and current rates are published as an appendix to this School Catalog, Student Handbook.

## Grading, Satisfactory Progress, Course Completion

A subject may be repeated only once, and the new grade must be at least 75%. A higher grade for any repeated subject remains 75%. A student who fails on any repeated subject will be terminated from the program.

A student who fails a theory class must repeat the theory and the clinical component of the same class. A student who fails a clinical class only, will have to repeat the corresponding theory component of the same class. In either instance, a student can only repeat a subject once.

### Academic Probation

Probation is a period of time when a student undergoes an evaluation of progress by a faculty member or the Program Director. This time period includes observation of behavior, attitude, responsibility, skills and academic testing.

Students who do not meet the satisfactory progress policy will be placed on probation. Probation status may also be initiated if a student jeopardizes minimum patient care standards or when patterns of behavior or performance interfere with student and class progress.

Probation status will remain in effect for a period not to exceed 4 weeks. Students who do not meet the requirements under the probation provisions will be terminated.

### Suspension

Suspension is the temporary removal of a student from school and its privileges. Students may be suspended for inappropriate behavior, not following school policies, interfering with the teaching-learning process or violating the policies detailed in this School Catalog, Student Handbook.

### Probation and Suspension Procedures

The following procedures will be followed for probation and/or suspension:

1. The student will be promptly informed, verbally and in writing, by the Program Director, or Campus Administrator, about his or her probation or suspension.
2. The student will be counseled as to the terms of the probation or suspension by the Program Director. The terms of probation or suspension will be in writing and will include the time frame and the criteria for removal from probation or suspension status.
3. If the student's performance remains below the minimum acceptable standards of the criteria at the completion of the probation or suspension period, he or she will be terminated.

### Termination and Dismissal Policy

A student enrolled in any program may be terminated or dismissed for any or all of the following reasons:

1. The student is unable to conduct himself or herself in a professional manner in the classroom and/or clinical or laboratory setting.
2. The student has violated the Conduct Policy as described in this School Catalog, Student Handbook.
3. The student did not pass the Removal Examination after probation or the repeat class, as described in the academic guidelines.
4. The Program Director and Faculty have concluded that all efforts to remediate the student have been exhausted.
5. The student has exceeded the 150% normal completion time but has not completed all required course work.

### Student Grievance Policy

The purpose of the grievance policy is to provide a means of resolving student complaints regarding a decision or action by the College representatives, that adversely affects the student's status, rights or privileges.

It is recommended, by the College, that a complaint be resolved by the following procedures:

1. Discuss the problem with the instructor.
2. If not resolved by the instructor, bring the matter to the attention of the Program Director.
3. If the problem is not resolved to the student's satisfaction, submit a complaint in writing to the Grievance Officer, also requesting an appointment. This must be submitted within seven days of discussion with the instructor. The Grievance Officer will meet with the student within five days of receiving the request.
4. If there is not a resolution, the Grievance Officer will request a joint meeting with the President, the Campus Administrator, the Program Director, two faculty members, and two student representatives. The President will act as moderator. This meeting will be held within five days of receiving the request. Deliberation will be confidential.
5. Written copies of the findings, recommendations, and final decision of the committee will be mailed within five days to all parties involved.
6. This, thereby, closes the grievance proceedings and the decision is final.

## Grading, Satisfactory Progress, Course Completion

If no resolution has been concluded to the satisfaction of the student, he or she, may file a complaint with the following agencies:

1. California Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833      Tel (916) 263-7800
2. Bureau for Private Postsecondary Education  
California Department of Student Affairs, Private Postsecondary Education  
P.O. Box 980818, West Sacramento, CA 95798-0818      Tel (916) 574-7720  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)      Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)
3. Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043      Tel (703) 917-9503  
Website: [www.abhes.org](http://www.abhes.org)      Email: [info@abhes.org](mailto:info@abhes.org)

For concerns about the Vocational Nursing Program, students have the right to contact the California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone (916) 263-7800.

### Appeal Procedures

A student placed on probation, suspension, or terminated for failure to maintain satisfactory academic progress, who wishes to appeal his or her status may do so by submitting a written statement to the Campus Administrator explaining the extenuating circumstances he or she feels should be considered. The student's appeal is then deliberated upon by the Education Committee composed of the President, the Campus Administrator, the Program Director, the Instructor(s), and the Remediation Instructor (if applicable). The student will be notified of the College's decision within 2 weeks from receipt of the appeal.

The following types of information will be considered in determining whether to change the student's status:

1. Unusual circumstances, such as extended illness
2. Class attendance and completion of assignments
3. Changes in educational objectives
4. Satisfactory completion of a period of non-regular attendance

A student on probation, and whose appeal was subsequently granted will immediately be reinstated into his or her program of study. A student who was suspended, and whose appeal was subsequently granted will immediately be reinstated into the program of study, but will be subject to probation for up to 4 weeks.

The decision of the Education Committee is final and unappealable.

### Reentry

If a student withdraws from Marian College, Marian Health Careers Center, he or she may petition in writing for reinstatement no earlier than 180 days after his or her last day of attendance on record. The written petition and student file will be reviewed by a Committee composed of the President, Campus Administrator, Program Director, and Finance Director. The Committee will consider the student's prior record of progress, successful completion of a non-regular remediation period, previous attendance, and attitude, in making a decision for reinstatement. The student will be notified of the Committee's decision in writing.

Placement in the program will be determined the following criteria:

1. Completing all admission requirements including the entrance examination, personal interview, drug testing, physical exam, and background check.
2. Obtaining a minimum score of 75% in the comprehensive examination covering all areas prior to the desired transfer-in term or subject in the program.

The student seeking re-entry will be subject to probation for up to 4 weeks. During the 4-week probationary period, student must not have any unexcused absence or tardiness. Grading and repeat policies will apply, and any repeated subjects will be graded up to a maximum of 75%. Violation of the probation conditions will be a ground for dismissal from the program.

At the time of reentry, a new enrollment contract will be written. A student may be reinstated only once unless extenuating circumstances are determined by the Administrator. Hours not funded under the previous enrollment may be not covered by financial aid in the new enrollment.

The student will be credited for any books or other materials that he or she may have previously received. If an updated textbook is required, the student will be charged the new textbook cost. Students who are accepted for reentry will be seated on space availability.

A student who is granted a re-entry may start with the newly assigned class only after full payment of all outstanding balances from prior enrollments.



### Graduation Policy

Graduation from all programs of study is accomplished by satisfactorily completing all requirements, maintaining satisfactory attendance, attaining the minimum grade point average in the specific course or program of study, fulfilling all financial obligations to the College, and attending a graduate exit interview.

Grades are recorded for each course as follows:

90% - 100%	= A	Passed	= P
80% - 89%	= B	Failed	= F
75% - 79%	= C	Incomplete	= INC
Below 75 %	= F	Withdrawn	= W

For skills and clinical performance, the following are used:

Passed	= P
Failed	= F
Incomplete	= INC
Withdrawn	= W

A student with grades “F,” “INC,” and “W” has not successfully completed his or her course or program of study. These grades cannot be used to meet graduation requirements. However, they may be used in the determination of progress and/or grade averages. Remedial and special classes are included in courses completed and are used in the computation of course work finished.

Incomplete (INC) grades must be completed no later than 180 days from the date it was incurred. Failing to meet this deadline will result in the assignment of an “F” grade.

### Graduation Requirements

California statute requires that students who successfully complete a specific course or program of study will be awarded an appropriate diploma or certificate verifying the fact.

To receive a diploma or certificate, a student must:

1. complete all course work in no more than 150% of normal completion time;
2. achieve a minimum cumulative grade of “C” or 75%;
3. meet the skill requirements, if any;
4. pay all tuition fees and other institutional charges, or have a loan account in good standing;
5. complete the hours and testing requirements of the mandatory review class; and
6. obtain final clearance from the Administrator.

### Graduation Ceremonies

Graduation ceremonies must not be confused with graduation from a program of study. A student may be allowed to attend graduation ceremonies without completing all the graduation requirements. However, the student will not be issued a diploma or certificate of completion until all graduation requirements, as stated in the preceding section are met. Additionally, a student may still be terminated from the program even if the student has already attended a graduation ceremony.

### Review Class Policy

Marian College, Marian Health Careers Center offers a 15-day Review Course after the end of Term 4 in the Vocational Nursing Program. This course is mandatory and is a requirement for graduation. A student's application to take the Board Examination will not be processed unless he or she has completed the review course.

The Review Course starts with a diagnostic test to encourage the attendees to make a comprehensive review of the entire Vocational Nursing curriculum, both theory and clinical. At the Review Course, the review instructor gives tests in various areas of the curriculum. The students will also be taking comprehensive and predictor exams utilizing the Health Education Services, Inc (HESI) online format. Passing this exam is a requirement for completion of the Review Course. A student may retake the comprehensive or predictor exam until a passing grade for such is obtained.

This Review Course is mandatory as to attendance but there is no additional fee to attend. No charges will be made per hour of attendance and the cost of books and review materials, are already included in the total tuition and fees charged in the Enrollment Agreement and specified in this School Catalog, Student Handbook. Furthermore, there is no "Passed" or "Failed" grade issued to each student for the completion of the review course.

Passing the board examination (NCLEX-PN<sup>®</sup>) is ultimately the student's goal in taking the vocational nursing program. However, passing the board examination requires serious review of the vocational nursing program. The best time for the review is after a student meets all the requirements of Term 4. Further, it is highly recommended by the Board of Vocational Nursing and Psychiatric Technicians that graduates of the Vocational Nursing program take the board examination as soon as possible, no longer than six months after graduation. In the final analysis, passing the (NCLEX-PN)<sup>®</sup> is the graduate's personal commitment and a loyal tribute to his or her alma mater, as well as a passport to better job opportunities.

### State and National Board Examinations

State licensing, national licensing, certification or registration examinations or processes are the student's responsibility. Marian College, Marian Health Careers Center, through its Student Services Department, will provide students with information regarding test dates, test location, and fees, if possible. Students should be aware that all application, testing, and fingerprinting fees may be required by specific agencies and are not part of the total tuition and fees paid to the School. Students who choose to participate in licensing, certification, or registration examinations are responsible for paying the sponsoring organization.

Completion of all academic requirements including the mandatory review class and full payment of a student's account must be done before the School can process the initial NCLEX-PN® application for each student.

### Licensing and Job Requirements

The California Board of Vocational Nursing and Psychiatric Technicians grants licenses to candidates who pass the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX-PN®) or the National League for Nursing Test Pool Practical Nursing Examination (NLN) and satisfy all other requirements detailed in their website at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov). Note that among these requirements, candidates must submit a "Record of Conviction" form and the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. A license will not be issued until the board receives the background check information from the DOJ.

Job requirements differ among the different employers, but most of them include background checks, drug and alcohol testing, and DOJ or FBI fingerprinting requirements and employment may be denied due to adverse findings.

### Transferability of Credits Earned

Marian College, Marian Health Careers center does not have articulation or transfer agreements with any other college or university. The transferability of credits you earn at Marian College, Marian Health Careers Center is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Vocational Nursing diploma you earn in Marian College, Marian Health Careers Center is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or diploma 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 course work 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 Marian College to determine if your Vocational Nursing credits or diploma will transfer.

### **Placement Services**

No guarantees are made concerning professional placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation. However, limited job assistance by providing referrals to graduates is available.

To the extent possible, the Placement Department may provide assistance in the preparation of resumes and job applications, interview techniques, and professional networking.

### **Requests for Transcript of Records, Diploma, and Other Documents**

All requests for Transcript of Records, Diplomas, Certificates of Completion, Certifications, and Recommendation Letters, including requests by authorized third parties, will not be processed until student accounts are settled with the Accounting Department. Final payments to students accounts must be made by cash, credit card, or money order. Check payments may be accepted but documents will not be released until funds are cleared by the bank.

Transcript of Records, Diplomas, Certificates of Completion, Certifications, and Recommendation Letters, including requests by authorized third parties, are subject to current processing and postage fees published in an appendix to this School Catalog, Student Handbook.

### Tuition and Fees

The student will sign only one Enrollment Agreement for the entire Vocational Nursing Program. If a student has transfer credits, the cost of amount credited in the tuition and fees will also be indicated in the Enrollment Agreement.

Tuition and Fees are charged and posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books, and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. A payment period is 450 clock hours, or the mid-point of a period shorter than 900 hours.

Tuition and Fees for the Vocational Nursing Program are provided in an appendix to this School Catalog, Student Handbook.

### Textbook Information

Charges for textbooks and supplies are included in your Enrollment Agreement. The School does not have a student bookstore but obtains the textbooks and supplies from publishers and vendors. The books and supplies are issued to the students at designated times before the start of each term where the items will be needed. Textbooks issued by the School to the student are nonreturnable and non-refundable. A list of textbooks and supplies for the Vocational Nursing Program is provided in an appendix to this School Catalog, Student Handbook.

### Student Tuition Recovery Fund (STRF)

As mandated by the Bureau for Private Postsecondary Education (BPPE), the School will not collect STRF assessments from students who enroll after January 1, 2015. The STRF assessment will be \$0.

### Purpose and Operation of the Student Tuition Recovery Fund (STRF)

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 school closure.

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 the Division within 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.

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

### **Tuition Payment**

Tuition for the program selected is disclosed and agreed to at the time of enrollment. Enrollment occurs at the time the student signs the Enrollment Agreement after receipt of the School Catalog, Student Handbook. All terms and obligations, including when payments are due, are reflected in the Enrollment Agreement.

Payment may be made with cash, credit card, personal check or money order payable to Marian Health Careers Center. Credit card payments are subject to a 3% service charge. Tuition payments should be made in person at the Front Office during regular office hours, or mailed and postmarked prior to the payment due date as arranged.

Returned check payments will be assessed a \$25.00 service charge per item, regardless of the amount of the check, or the reason it was returned. A returned check, against a closed account or an account with no-sufficient funds, is in violation of civil law, and in certain situations, criminal law. If a student's check payments are returned more than once during the term of the Enrollment Agreement, he or she will be required to make all future payments in cash or money order.

### **Past-Due Accounts**

Students who fail to make prompt payments or issue personal checks which are returned by banks may be subject to College disciplinary action. Students may be terminated because of three consecutive non-payments of scheduled weekly or monthly obligations, as applicable. Students who have been dismissed for non-payment of tuition will not be readmitted until all delinquent tuition payments have been made in full, and will be subject to the Re-entry policy in this School Catalog, Student Handbook.

### Tuition Financing Options

Students are expected to contribute from their own family resources toward the student's cost of attendance. It is the policy of this Institution to request from the student whenever possible, to contribute toward their school charges by making monthly installments according to their means. It is also our policy to discourage students from borrowing loan funds unless necessary. All estimates of available funds from financial aid will be first used to cover Institutional charges; if funds remain available, they will be disbursed directly to the student. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All Institutional charges must be paid in full before graduation. However, the student has the option to pay tuition and fees in full after being accepted in the program and upon signing the Enrollment Agreement.

Payment of tuition and fees in the different programs of study at the College may be made in any of the following ways:

#### 1. Self-Pay

Students pay a down payment (if required) and equal monthly installments directly to the College, until the balance is paid in full at the end of the program. Students must pay their accounts in full before they are awarded diplomas and/or are processed to take their licensure examinations. Self-pay students are not charged interest or finance charges.

#### 2. Private Loan

Students may apply for a private loan after coming up with the required down payment. Students must apply for their own private loan financing with any bank or lender of their choice and the transaction is between the student and the lender. Private loan lenders may charge interest at their current disclosed rates and fees to process the loans. Interest rates may be variable or fixed and may depend on the borrower's credit rating. The School does not have preferred lenders.

#### 3. Federal Financial Aid

Financial aid helps reduce out-of-pocket costs that the students and their families must pay to obtain secondary education. Financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay them in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program, or if a student's attendance falls below half time.

## Tuition Payment, Refund Calculation, Financial Aid

Eligible students enrolled in eligible programs may apply for federal financial aid through the Financial Aid Office or online at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). The College participates in the following financial aid programs:

### Need-Based Programs:

- a. Federal Pell Grant
- b. Federal Direct Subsidized Stafford Loan

### Non-Need-Based Programs:

- a. Federal Direct Unsubsidized Stafford Loan
- b. Federal Direct PLUS (Parent Loan for Undergraduate Students)

Interested students must fill up the Free Application for Federal Financial Aid (FAFSA) online at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) within the first two months of their enrollment. All renewal FAFSAs must be submitted by September of the subsequent year.

Federal financial aid funds may not cover all of the eligible program's tuition and fees. Students may be required to pay to the College whatever balance not covered by financial aid funds.

If the student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Admission Disclosure on Federal Student Loan Funds**

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.



### Tuition Payment Requirement for Final Examinations

All monthly payments toward a student's tuition account must be current to be able to take scheduled subject final examinations.

1. Self-paying students must have up-to-date monthly payments. Any missed payments up to the date of the subject final exams must be remitted before a student is cleared to take such exam.
2. Students who have private loans through other lenders must have received their scheduled disbursements to cover tuition up to the date of the subject final exams. If loan funds have not been disbursed yet, students are liable for tuition payments as if they are self-paying, and Number 1 above applies. Besides private loan funding, if students owe monthly payments to School, such payments must be up-to-date. Any missed payments up to the date of the subject final exams must be remitted before a student is cleared to take such exams.
3. Students who receive federal financial aid funds must comply with documentation requirements for funds to be released. If federal financial aid funds are not payable because of non-submission of requirements, students are liable for tuition payments as if they are self-paying, and Number 1 above applies. Besides federal financial aid funding, if students owe monthly payments to School, such payments must be up-to-date. Any missed payments up to the date of the subject final exams must be remitted before a student is cleared to take such exams.

Tuition payments may be made with cash, credit card, personal check, or money order payable to Marian Health Careers Center. Credit card payments are subject to a 3% service charge. Personal check payments are only acceptable if made 5 days before the test or earlier, to allow for bank clearing.

The teacher or proctor will have a list of all students who are cleared to take a test as scheduled. Students who are not cleared to take a test, may take a make-up test upon fulfilling their financial obligation at a later date. The make up test will not be the same exact test as previously scheduled, and the highest grade allowed is 75%. Note that final exams are part of the subject grade, and a student cannot progress to the next term nor graduate without passing the current term.

Note that the School Catalog, Student Handbook states that a student may be terminated because of failure to pay charges when due.

### Student Eligibility for Financial Aid

Marian College, Marian Health Careers Center participates in the following Federal Financial Aid Programs:

- Federal Pell Grants
- Federal Direct Stafford Subsidized Loans
- Federal Direct Stafford Unsubsidized Loans
- Federal Direct Parent Loans for Undergraduate Students (PLUS)

To receive aid from any of the federal student aid programs offered at Marian College, Marian Health Careers Center, a student must meet all of the following criteria:

- Demonstrate financial need, except for certain loan programs
- Provide proof of completing at least U.S. high school or equivalent, or a General Educational Development (GED®) or High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC) certificates
- Be enrolled or accepted for enrollment as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Meet satisfactory academic progress standards set forth by the College
- Certify that he or she will use federal student aid funds only for educational purposes
- Certify that he or she is not in default on a federal student loan and does not owe money on a federal student grant
- Register with Selective Service, if required
- If the applicant is male, 18 through 25 years of age and have not yet registered with Selective Service, he can give the Selective Service permission to register him by checking a box on the FAFSA.
- Submit all documentation required throughout the enrollment period

The law suspends aid eligibility for students convicted under federal or State law of sale or possession of illegal drugs. The period of ineligibility for each student continues until the eligibility date arrives or the student completes an acceptable drug rehabilitation program. If you have a conviction or convictions for these offenses, call 1-800-4-FED-AID (1-800-433-3243) to find out how, or if, this law applies to you. If a student leaves the question on drug convictions in the FAFSA blank, he or she will automatically become ineligible for federal student aid.

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his or her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs.

**Satisfactory Academic Progress and Financial Aid**

The following table illustrates how a student maintains federal financial aid (Title IV) eligibility in relation of the School’s Satisfactory Academic Progress (SAP) Policy:

SAP Measurement or Evaluation Point	SAP Evaluation Results	Eligible for Next Federal Financial Aid (Title IV) Payment Period
Start of Program (Zero Hours)	Not applicable	YES
End of 1 <sup>st</sup> Payment Period (450 Hours)	Passed 1 <sup>st</sup> Evaluation Period; Hours Completed	YES
	Failed 1 <sup>st</sup> Evaluation Period; Hours Completed or Not	YES but warning; must pass the next Evaluation Period
End of 2 <sup>nd</sup> Payment Period (900 Hours)	Passed 1 <sup>st</sup> and 2 <sup>nd</sup> Evaluation Periods; Hours Completed	YES
	Passed 1 <sup>st</sup> Evaluation Period but Failed 2 <sup>nd</sup> Evaluation Period; Hours Completed or Not	YES but warning; must pass the next Evaluation Period
	Failed 1 <sup>st</sup> and 2 <sup>nd</sup> Evaluation Periods; Hours Completed or Not	NO
End of 3 <sup>rd</sup> Payment Period (1217 Hours)	Passed 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Evaluation Periods; Hours Completed	YES
	Passed 1 <sup>st</sup> Evaluation Period, Failed 2 <sup>nd</sup> Evaluation Period, and Passed 3 <sup>rd</sup> Evaluation Period; Hours Completed or Not	YES
	Passed 1 <sup>st</sup> and 2 <sup>nd</sup> Evaluation Periods but Failed 3 <sup>rd</sup> Evaluation Period; Hours Completed or Not	YES but warning; must pass the next Evaluation Period
	Passed 1 <sup>st</sup> Evaluation Period but Failed 2 <sup>nd</sup> and 3 <sup>rd</sup> Evaluation Periods; Hours Completed or Not	NO
End of 4 <sup>th</sup> Payment Period (1534 Hours)	Passed 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Evaluation Periods; Hours Completed	Not applicable; no more additional disbursements
	Passed 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Evaluation Periods, but Failed 4 <sup>th</sup> Evaluation Period; Hours Completed or Not	Not applicable; no more additional disbursements
	Passed 1 <sup>st</sup> and 2 <sup>nd</sup> Evaluation Periods but Failed 3 <sup>rd</sup> and 4 <sup>th</sup> Evaluation Period; Hours Completed or Not	Not applicable; no more additional disbursements

If a student becomes ineligible under this policy, there will be no disbursements of federal financial aid funds, and the student is responsible for paying for tuition and fees not covered by federal financial aid. Funds disbursed may not be recovered or paid in future payment periods even if the student has reestablished federal financial aid eligibility. A student who loses federal financial aid eligibility may continue to attend school as a self-paying student, subject to the School’s academic requirements and Course Repeats policy.

### Procedures and Forms for Financial Aid Application

#### Apply for Federal Financial Aid in 3 Easy Steps:

1. Apply for an FSA ID (student and parent) at [www.FSAID.ed.gov](http://www.FSAID.ed.gov). This FSA ID will serve as your electronic signature.
2. Complete your FAFSA for the appropriate year online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use your FSA ID to “sign your FAFSA on the web.” Our school code is 034404.
3. Visit [www.studentloans.gov](http://www.studentloans.gov) to complete both the Federal Direct Stafford Loan Entrance Counseling and Master Promissory Note (MPN).

Additional documents may be requested to complete processing of the aid request and when an application is selected for further verification. Notification about these additional documents are sent to students through a Missing Document Letter. Disbursement of financial aid funds will only be done after submission of all required documents or information. Additional information may include, but is not limited to, the following:

- Proof of citizenship or permanent resident status
- Proof of Selective Service registration
- Marriage Certificate or verification of marital status
- Verification Form (independent and dependent students)
- Tax Return Transcripts from the Internal Revenue Service (student and parent or spouse)
- Statement of non-tax filer (student and parent of spouse)
- Student Aid Report (SAR)
- Admission Status
- Student Certifications and Employment Verification

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his or her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding and collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs.

Students receive notice of financial aid via an award letter. Students are required to accept or decline each award by signing on the award letter (blank responses are considered acceptances).

Before a first disbursement may be made to a first-time Direct Loan Subsidized/Unsubsidized borrower, the student must take the Direct Loan Entrance Counseling at <https://studentloans.gov/>. After completing the Direct Loan Entrance Counseling session on line, the student must print his or her test results and submit it to the Financial Aid Office. Upon termination or graduation, the student must complete the Direct Loan Exit Counseling Session online at <https://studentloans.gov/>.

Financial aid funds are paid co-payable to the student and the College. Students must sign their checks for proper credit to their account. Financial aid funds are awarded to pay for tuition and other institutional charges. If all of these charges have been paid, any excess is paid out to the student.

### Citizens or Eligible Non-Citizens

To receive federal student aid, the student must have a valid Social Security Number and be either of the following:

- U.S. citizen
- U.S. national from Puerto Rico, Guam, the Virgin Islands, the Northern Mariana Island, American Samoa, or Swain's Island
- A national from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau (the Federal Pell Grant, FSEOG, and Federal Work-Study only)
- U.S. permanent resident who has an I-151 or I-551 or I-551C (Alien Registration Receipt Card)

If the student is not in one of the above categories, he or she must have an Arrival-Departure Record (I-94) issued by a Border and Customs Protection Officer showing one of the following designations in order to be eligible to receive Federal Financial Aid:

- Refugee
- Asylum Granted
- Indefinite Parole and/or Humanitarian Parole
- Cuban-Haitian Entrant, Status Pending
- Conditional Entrant (valid only if issued before April 1, 1980)

Students are NOT ELIGIBLE for federal student aid if:

- They are in the U.S. on an F-1, F-2, or M-1 student visa
- They are in the U.S. on a J-1 or J-2 exchange visitor visa
- They are in the U.S. on a B-1 or B-2 visitor visa
- They have a G series visa (pertaining to international organizations)
- They have an H series or L series visa (allowing temporary employment in the U.S.)
- They have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464)
- They have an I-94 stamped "Temporary Protected Status"

### Cost of Attendance

The components of the cost of attendance (COA) are the same for all federal financial aid programs, as specified in the law. However, in the case of programs of study or enrollment periods that are less than or greater than the School's academic year, the cost for purposes of loans differs from the cost of the Pell Grant Program. Pell costs are always prorated to the costs for a full-time student for a full academic year, but the cost of attendance for the other programs is based on the student's actual cost for the period for which need is being analyzed.

A student's cost of attendance, based on the annual budgets published by the California Student Aid Commission, is generally the sum of the following:

- Tuition and Fees, Books, Supplies, Transportation, Miscellaneous Personal Expenses
- Room and Board and Cost of Dependent Care
- Expenses Related to Student's Disability - includes special services, personal assistance, transportation, equipment, and supplies
- Loan Fees

### Expected Family Contribution

The Expected Family Contribution (EFC) is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education. All data used to calculate the EFC come from the information the student provides on the Free Application for Federal Student Aid (FAFSA). The Central Processing Center of the U.S. Department of Education analyzes the information from the FAFSA and calculates the EFC. The EFC formula also takes into account the family's expenses relative to the number of persons in the household and how many of them will be attending college during the award year.

### Financial Need

A student must have financial need to receive all federal financial aid funds except for Unsubsidized Stafford loans and PLUS. Financial need is defined as the difference between the student's cost of attendance (COA) and the family's ability to pay these costs, the expected family contribution (EFC). For the Stafford loan programs, other aid received by the student including estimated financial assistance is also subtracted from the cost of attendance to determine financial need.

### Continuance of Aid

Students must apply for financial aid each year. The types of aid awarded and the amount of aid eligibility will be dependent upon the availability of institutional funds, demonstration of need as defined by filing the FAFSA, and whether or not the student has met the minimum standard for Satisfactory Academic Progress. Receiving funds during one academic year is NOT a guarantee of the same award in future years.

### The Federal Verification Process

The Financial Aid Office will verify all undergraduate applicants selected by the U.S. Department of Education's (USDE) system edits. Other applicants may be selected for Verification by the Financial Aid Office if conflicting information is found.

It is the policy of the Financial Aid Office to **NOT DISBURSE AID OR CERTIFY STUDENT LOANS** until all required documentation has been submitted. Therefore, the College has no procedures for referring overpayment cases to USDE, and will not be liable for any overpayments made to students who fail to comply with Verification or who do not submit required documentation.

#### Requirements of Verification

All students, parents of dependent students, and spouses of independent students (if applicable) must submit a copy of their IRS Tax Transcript and corresponding W2 Forms, or they must have successfully transferred their federal tax information on the FAFSA using the IRS Data Retrieval Tool.

We also request a completed Verification Worksheet, and the following:

- Proof of high school completion status

- Proof of identity/Statement of Educational Purpose

#### Notification of Verification

All students will be notified of their selection for Verification shortly after the application for aid is received. If a student has been selected to be verified at a later date either by the Federal Government or the College, the student will be notified as soon as the selection takes place. Students will be given reminders during the course of their program if they fail to provide the needed documentation in a timely manner.

### Overpayment

If an overpayment of federal funds is created, the College will work with the student to correct the situation internally. If the student is unwilling to work with the Financial Aid Office and the Business Office, they will be reported to the Department of Education regarding the overpayment situation.

### NSLDS Disclosure

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

### Understanding Disbursements and Credit Balances

The annual award letter is a document that illustrates the estimated cost of attendance (COA) for the course you have chosen to enroll in, the expected family contribution (EFC) as calculated by the U.S. Department of Education and available funds from the Title IV Federal Student Aid Program that you may be eligible for, as well as the amount of aid offered by the institution (with aid names, amounts, expected disbursement dates, and an opportunity for the student and/or the parent to cancel any part or all of the loan awards included in your package within 14 calendar days from the date of the letter).

Funds from Federal Pell Grant and Direct Loan Programs will be utilized to cover institutional charges by checks co-payable to the Institution and the student. The student authorizes to credit his or her account for charges including books and supplies issued by the institution. The student authorizes the institution to credit his or her account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. The institution will inform the student of each disbursement from aid credited to his or her account.

All estimates of financial aid have been considered in meeting educational expenses. Institutional charges will be assessed to the student's account by payment period. The institution will observe Federal Guidelines in its administration of Title IV Federal Student Aid Programs.

Title IV credit balances are created when the Title IV awards exceed the total of the institutional charges in the period. After the applicable school charges have been covered, if funds are still available: those funds will be paid directly to the student to cover additional education-related expenses (i.e, uniforms, transportation, etc.). If the student needs the institution's help in budgeting these funds, he or she may make a written request for such. At any time, the student may request the excess funds by rescinding the written request. The institution may take up to 7 business days to process the request for these funds.

The student will be required to sign a Promissory Note for any loan program received, stating his or her payment obligations.

All funds awarded to the student are subject to his or her submission of required documentation, compliance with the school satisfactory progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous eligibility of the student and the institution, as well as the continuous appropriations of funds from the U.S. Department of Education.

If the institution receives Federal funds based on the reimbursement system, all funds to be used for tuition payments and/or for student personal expenses, will be subject to monthly submission to the USDE for approval. The approval from the USDE may take 30 to 60 days. The request for funds may be approved or rejected by the USDE. If approved, funds may be expected within 2 to 3 weeks from the date of approval. If rejected, the request may be resubmitted within the following month's request for funds. Under this process, students receive credit in their school account for the amounts requested to cover school charges. As of 7/1/2016, funds scheduled to be disbursed to the student to cover personal expenses will NOT be subject to the approval and receipt of funds from the USDE.



## Tuition Payment, Refund Calculation, Financial Aid

By enrolling in an eligible program, and accepting Title IV funds, the student authorizes the institution to credit his or her account with any available federal student aid funds for any current direct institutional charges for tuition and fees, and any other institutional charges for books and supplies provided by the institution and assessed to his or her tuition account and a maximum of \$200 for direct institutional charges incurred in the prior academic year/loan period. This authorization includes Federal Grant funds available during the normal enrollment period, those treated as late disbursements, and those treated as post-withdrawal disbursements. Late and post-withdrawal disbursements must be requested and approved by the student.

This institution does not provide room and board accommodations.

### **Rights and Responsibilities of Students on Financial Aid**

#### **Students have the right to know the:**

- financial aid programs available at Marian College, Marian Health Careers Center
- application process which must be followed to be considered for aid
- criteria used to select recipients and calculate need
- Marian College, Marian Health Careers Center refund and repayment policy
- Financial Aid Office policies surrounding satisfactory academic progress

#### **Students are responsible for:**

- completing all forms accurately and by the published deadlines
- submitting information requested by Financial Aid Office staff in a timely manner
- keeping the Financial Aid Office informed of any changes in address, name, marital status, financial situation, or any change in student status
- reporting to the Financial Aid Office any additional assistance from sources such as scholarships, loans, fellowships, and educational benefits outside of Marian College, Marian Health Careers Center
- notifying the Financial Aid Office of a change in enrollment status

### **Loan Entrance and Exit Counseling**

You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov), and sign in using your FSA ID. Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, go to <https://studentloans.gov>.

If a student withdraws or terminates and the Institution is unable to have the student complete exit counseling prior to the student's departure, the Institution will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov). Paper formats of the exit counseling are also available at the school.

### Cancellation and Withdrawal Policies

1. The student has the right to cancel this Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.
2. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
3. The written Notice of Cancellation, if given by mail, is effective when deposited in the mail and properly addressed with prepaid postage. The written Notice of Cancellation may be sent by mail, hand delivery or telegram.
4. The written Notice of Cancellation need not take a particular form, and, however expressed, is effective if it indicates the student's desire not to be bound by the Enrollment Agreement.
5. After the cancellation period, the Institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (including absences), there will be no refund to the student.
6. The registration fee of \$75.00 is a non-refundable item.
7. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.
8. If you cancel this Enrollment Agreement, the Institution will refund any money that you paid, less any deduction for registration fee and equipment or services received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.
9. A Notice of Cancellation form is included at the back of the School Catalog, Student Handbook for your information. Read it for an explanation of your rights and responsibilities.
10. If you do not receive a Notice of Cancellation form before or at your first class session, or lose the Notice of Cancellation form which was given to you, please notify the Admissions Office immediately.

### Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

1. the date you notify the Financial Aid Office of your intent to withdraw; only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw;
2. the date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the School Catalog;
3. the date you fail to attend classes for a two-week period and fail to inform the School that you are withdrawing;
4. the date you failed to return as scheduled from an approved leave of absence; the withdrawal date shall be the last date of recorded attendance; the date of the determination of withdrawal will be the scheduled date of return from leave of absence.

### Charging for Make-Up Classes, Repeats, and Absences

Refund calculations are based on hours of attendance for clock-hour programs. For purposes of calculating refunds, a student will be charged tuition incurred from regular classes, absences, repeated subjects and make-up classes for up to a total of 1,534 hours. The subjects composing the total hours incurred, including absences, whether taken the first time or repeated, does not affect the calculation of the refund. If the student has incurred more than 1,534 hours, the total number of hours used for refund calculations remain at 1,534. To illustrate:

A student takes Anatomy and Physiology for 54 hours and fails.

A student is allowed by the Repeat Policy to retake Anatomy and Physiology for another 54 hours. If the student fails at this point, the student will be terminated from the program.

For purposes of refund calculations, the total number of hours that has been incurred and should be charged is 108 hours.

It is the Institution's policy that a student will be charged tuition for the applicable enrollment period in the course including absences.

### **Treatment of Title IV Funds if the Student Withdraws from School**

As of 10/07/2000, Federal regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the 60% of the payment period in the course, the student would have earned the same percentage of aid received. For example, if the student withdraws at 50% of the payment period, the student would have earned only 50% of the aid received or was eligible to receive. To determine the percentage completed, the scheduled class hours or the actual hours attended (if less than 70% of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance with the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

### **Return of Title IV Funds Policy (R2T4)**

For students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid: If you withdraw from School prior to completion of 60% of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the School and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award received per program. For example, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the School during the period of enrollment.

If you have received federal financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The following order of payment of refunds will apply in accordance to the aid programs available at this Institution:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS (Parent) Loan
4. Federal Pell Grant

If calculations show that a student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If calculations show that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid within that time, and if the student has not made arrangements with the US Department of Education to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until that matter is taken care of by the student.

If the Institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the Institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the Institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program, within 45 days from the determination of withdrawal from school.

### **Post Withdrawal Disbursement of Title IV Funds**

If the calculation shows that the student received less aid than what was earned within the payment period or enrollment period, then the student would be notified by the School of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the School will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from, and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The School will honor late acceptances only at its discretion.

### **Deferments**

Under certain conditions, students can receive a deferment on their loan as long as the loan is not on default. This allows students to temporarily postpone payments. Students enrolled at least half-time can be considered for an in-school deferment.

Direct Loan borrowers must contact the Direct Loan Servicing Center to request a deferment ([www.studentloans.gov](http://www.studentloans.gov) or 1-800-848-0979). A student who has not borrowed a Direct Loan must contact the lender or guarantee agency that holds their loan. The student must continue making scheduled payments until he or she is notified that the deferment has been granted, otherwise the loan could enter into default. All deferment forms must be submitted to the Financial Aid Office for completion.

### Third-Party Services

Marian College, Marian Health Careers Center uses a third-party servicer to administer federal financial aid funds and reports. R. Gonzales Management Inc., as the College's third-party servicer, assists in communicating and reporting to the U.S. Department of Education and its related agencies like the Federal Direct Loan Program, Pell Grant Program, The National Student Loan Data System.

### Financial Aid Office Calendar of Activities

Being a non-traditional school, enrollment may be monthly, quarterly, or at specified dates.

The initial Free Application for Federal Student Aid (FAFSA) must be filed electronically at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) on or before the second month of each new program schedule. Renewal FAFSAs must be completed by September of the subsequent award year.

### Fraud

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

Intentional misrepresentation, false statements, or alteration of documents by a student, which have resulted or could result in the awarding or disbursement of funds for which he or she is not eligible, is subject to possible disciplinary action. After investigating the situation, all information will be forwarded to the Office of Inspector General of the U.S. Department of Education or the local law enforcement agency.

If the Financial Aid Director decides to pursue the possibility of denying or canceling financial aid because of fraud, a written request to make an appointment is sent to the student (and parent, if applicable). If the student (and parent, if applicable) does not make an appointment, the Financial Aid Office may:

- not process a financial aid application until the situation is resolved satisfactorily
- not award financial aid
- cancel financial aid
- determine that financial aid will not be processed for future years

All processing of the application or disbursement of funds shall be suspended until the Financial Aid Director has made a determination as to whether the student shall be required to make an appointment.

### Vocational Nursing

CIP Code: 51.3901  
Diploma Program  
55 Weeks - Weekdays  
70 Weeks - Weekends  
1,534 Clock Hours

**Medium of Instruction:** English

#### Program Objectives

The objective of the Vocational Nursing Program is to provide the student with skills that will afford him or her the opportunity to seek employment in hospitals, clinics, private physicians' offices, and extended long-term care facilities under the supervision of a licensed vocational nurse, a registered nurse or a physician. Emphasis is on nursing theory, development and application of nursing skills in the basic care of individuals throughout the life span.

A minimum grade of C (75%) in all Vocational Nursing course work is required to successfully complete the program. Upon completion of this program, the student will receive a diploma and will be eligible to take the National Council Licensing Examination (NCLEX-PN®), and if successful, will qualify to obtain licensure from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to practice in the State of California.

#### Terminal Proficiencies and Competencies

Upon completion of the nursing program and under the direction of a registered nurse and/or licensed physician, the vocational nurse graduate will:

- Utilize the nursing process, caring relationships, along with client basic needs and patient teaching, in providing and adapting safe, competent nursing care to clients and families of a diverse cultural and social population in varied health care settings.
- Utilize therapeutic and effective communication skills (written, verbal and body language) to maintain and enhance the interaction and interpersonal relations with the client, family and health care team.
- Practice within the role of the Vocational Nursing Practice Act, adhering to ethical and legal standards, accepting responsibility and accountability for actions and behavior.
- Demonstrate self-understanding and self-awareness of the importance of education as a life-long process enhancing the life-span and self-fulfillment of the graduate, client and family.

### Program Overview

VN 101	-	Anatomy & Physiology (54 Hours)
VN 102	-	Nursing Fundamentals: Nursing Process, Growth & Development, Nutrition, Critical Thinking, Communication, Ethics & Unethical Conduct, Culturally Congruent Care (91 Hours)
VN 103	-	Nursing Fundamentals: Skills Laboratory & Clinical Rotation (239 Hours)
VN 201	-	Pharmacology (54 Hours)
VN 202	-	Medical-Surgical Nursing 1: Introduction (Geriatrics, Psychology, Patient Education, Nutrition, End of Life Care) (91 Hours)
VN 203	-	Medical-Surgical Nursing 1: Skills Laboratory & Clinical Rotation (239 Hours)
VN 301	-	Medical-Surgical Nursing 2: Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems (145 Hours)
VN 302	-	Medical-Surgical Nursing 2: Clinical Rotation (238 Hours)
VN 401	-	Medical-Surgical Nursing 3: Reproductive System, Urinary System, Communicable Diseases, Nervous-Sensory System, and Rehabilitation Nursing (73 Hours)
VN 402	-	Maternity Nursing (30 Hours)
VN 403	-	Pediatric Nursing (30 Hours)
VN 404	-	Leadership & Supervision (6 Hours)
VN 405	-	Career Opportunities (6 Hours)
VN 406	-	Medical-Surgical Nursing 3: Clinical Rotation (238)

### Philosophy of the Program

Marian College's Vocational Nursing Program is based on the following philosophical concepts:

Man is an individual, a unique being with physical, psychological, social, intellectual and spiritual attributes. Man defines a system of living which reflects values, cultures, motives, life style and health.

Society is a multi-cultural group of individuals who join together to achieve common goals within a surrounding environment.

Environment is both internal and external. The individual and society respond, constantly adapting to environmental demands to maintain a constant state which is the designated goal of the system.

Health, a goal of the individual and society, is a state of well-being which is constantly in a continuum of wellness-illness.

Education is a pattern of learning experiences designed to develop knowledge and skills. These include the ability to think and communicate clearly, both orally and in writing; to be aware of other cultures; to use mathematics; to gain insight about ethical problems and legal parameters; and develop the capacity for self-understanding. Education is a life long process which enhances the quality of life of the individual.



Nursing is an art of rendering health care based on scientific knowledge and a caring relationship. It is dynamic and evolving. Its purpose is to promote health and assist individuals throughout the life span of the continuum of wellness-illness to attain an optimal level of functioning.

Nursing education is the framework for the teaching and learning of the knowledge and competencies of skills necessary to assist in meeting the health needs of individuals in a variety of health care settings.

“Competency implies knowledge, understanding and skills that transcend specific tasks and is guided by a commitment to ethical and legal principles.” (NAPNES 1997)

### **Conceptual Framework**

The conceptual framework of the nursing program incorporates the concept that an individual has basic physical and psychological needs. All needs are present within the individual at all times but some are more basic than others and must be met minimally before other needs are considered. The nursing model is based on Abraham Maslow’s hierarchy of needs.

Nursing care and a caring relationship are directed towards meeting unmet needs. The hierarchy of needs along with a caring relationship provides a framework for assessing the individual, understanding his level of need and implementing the nursing intervention that is necessary.

The five levels of the hierarchy of needs are: (1) Physiological (2) Safety and Security (3) Love and Belonging (4) Self-Esteem and (5) Self-Actualization.

The nurse considers in the assessment and intervention that each individual sets priorities to their needs on the level most important to them. The nurse also considers that basic human needs are related and may require nursing intervention at more than one level.

The hierarchy of needs is applied to the nursing process, can be used with all ages, in all health care settings and in both wellness and illness.

The nursing program is divided into four terms.

### **TERM I**

The student begins with learning that man is a bio-psycho-social, spiritual being with individual needs. Emphasis is on basic nursing skills (taught in the skills laboratory and clinical setting), communication, cultural differences, the nursing process, interpersonal relations along with a caring relationship, and ethical and professional behavior.

Anatomy and Physiology gives a solid understanding of the parts and functions of the human body. The course provides the basis for beginning nursing assessment.

### TERM II

With the introduction to special areas of care in medical-surgical nursing, (the surgical patient, oncology, mental health, patient teaching, emergency care) the student develops more advanced knowledge and skills utilizing the nursing process, the hierarchy of needs and caring relationship.

Pharmacology is an integral part of the program with the teaching of the preparation and administration of medications, drug actions, dosage, side effects and patient teaching.

### TERM III

This course focuses on more advanced studies in medical-surgical nursing. Emphasis is placed on diseases and disorders of the various body systems. In the clinical setting, the following areas are emphasized: nursing process, advanced nursing skills, documentation, communication, medications, nutritional and psychosocial considerations, interpersonal relations, patient teaching, a caring relationship and working with the health care team.

### TERM IV

The advanced studies in medical-surgical nursing are completed. A course in maternal child care provides the knowledge of the obstetrical client, the prenatal and post-natal care, and care of the newborn. Pediatrics is an introduction to the care of children. Clinical is the continuation of developing caring relationships, and of proficiency and competency in previous skills taught and learned along with leadership and supervision skills.

### Course Descriptions

#### TERM I

- VN 101 - Anatomy and Physiology  
Lecture - 54 Hours  
The course is designed to give the students a solid understanding of the parts and function of the human body. Emphasis is placed upon how to apply the knowledge when performing physical assessment.  
Prerequisite: None
- VN 102 - Nursing Fundamentals: Nursing Process, Growth & Development, Nutrition, Critical Thinking, Communication, Ethics & Unethical Conduct, Culturally Congruent Care  
Lecture - 91 Hours  
The course is designed to give the students a thorough understanding of nursing fundamentals. This covers the history of nursing, health care system, law, ethics and unethical conduct, and values, medical terminology, community and environmental health, safety, fire and disaster planning, basic human needs, health and wellness, microbiology, medical asepsis, nursing process, critical thinking communication and culturally congruent care, nutrition, and human life span. Emphasis is placed on how to apply the knowledge in the performance of physical assessment. Prerequisite: Anatomy and Physiology with a minimum grade of 75%.

## Program of Study

- VN 103 - Nursing Fundamentals: Skills Laboratory & Clinical Rotation  
Skills Lab - 79 Hours; Clinical - 160 Hours  
Term 1 clinical experience is an introduction to the practice and application of basic nursing care for the hospitalized client in a non-acute setting. The students apply and return-demonstrate basic nursing skills in the laboratory. Students also apply basic nursing care skills in the clinical setting utilizing Maslow's hierarchy of needs, and demonstrate effective communication skills as well as ethical and legal conduct. Prerequisite: Anatomy and Physiology with a minimum grade of 75%.

### TERM II

- VN 201 - Pharmacology  
Lecture - 54 Hours  
The course is designed to give the students a basic knowledge on pharmacology. Students will understand the origin, nature, chemistry, effects and uses of medication. Prerequisites: A minimum grade of 75% in Term I theory subjects and "Passed" grade in Term I skills lab and clinicals.
- VN 202 - Medical-Surgical Nursing 1: Introduction (Geriatrics, Psychology, Patient Education, Nutrition, End of Life Care)  
Lecture - 91 Hours  
The course is designed to give the students a thorough understanding of the basic knowledge on medical and surgical nursing. It covers an introduction to gerontology and geriatrics, therapeutic diets, principle of surgical asepsis, wound care, catheterization, peri-op care, emergency care, mental health, oncology, hospice care, pain management, sleep, end of life care, and patient teaching. Emphasis is placed upon actual application of the knowledge learned. Prerequisites: A minimum grade of 75% in Term I theory subjects and Pharmacology, and "Passed" grade in Term I skills lab and clinicals.
- VN 203 - Medical-Surgical Nursing 1: Skills Laboratory & Clinical Rotation  
Skills Lab - 63 Hours; Clinical - 176 Hours  
In the skills lab and clinical setting, emphasis is placed on the administration of medication and the application of advanced nursing care. Students utilize Maslow's hierarchy of needs to determine the appropriate level of nursing care and client needs, asepsis care for the client on physical therapy, isolation precautions, therapeutic diet, pain management, management of client with tubes, oncology, perioperative care and oxygen therapy. Prerequisites: A minimum grade of 75% in Term I theory subjects and Pharmacology, and "Passed" grade in Term I skills lab and clinicals.

### TERM III

- VN 301 - Medical-Surgical Nursing 2: Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems With corresponding hours for VN 302 - Medical-Surgical Nursing 2: Clinical Rotation

Integumentary System: Lecture - 12 Hours; Clinical - 24 Hours

Musculoskeletal System: Lecture - 24 Hours; Clinical - 39 Hours

Gastrointestinal System: Lecture - 30 Hours; Clinical - 48 Hours

Respiratory System: Lecture - 24; Clinical - 39 Hours

Cardiovascular System: Lecture - 30 Hours; Clinical - 48 Hours

Immune System: Lecture - 7 Hours; Clinical - 8 Hours

Endocrine System: Lecture - 18 Hours; Clinical - 32 Hours

The course is designed to give the students a thorough knowledge and understanding of the Integumentary, Musculoskeletal, Gastrointestinal, Respiratory, Cardiovascular, Immune, and Endocrine Systems. It covers an introduction of the integumentary system, structure and functions, skin lesion, disorders of the integumentary system, traumatic injuries, and structural disorders of the musculoskeletal system. It also covers an introduction to the gastrointestinal system and accessory structure, disorders of the upper and lower gastrointestinal tract, disorders of the liver, gallbladder and pancreas, caring for clients with ostomy, an introduction to the respiratory system, anatomy and physiology, disorders of the lower and upper respiratory systems, assessment of clients with respiratory disorders, nursing management of clients with respiratory disorders, pharmacologic considerations and gerontologic considerations.

The course also covers topics on cardiac physiology, assessment of cardiovascular disorders, infectious and inflammatory disorders of the heart and blood vessels, caring for patients with cardiovascular disorders, an introduction to the immune system, general nutritional considerations, etiology and pathophysiology of allergy, allergies and autoimmune disorders, caring for clients with allergies and autoimmune disorders, and caring for clients with AIDS, an introduction to the endocrine system, parts and functions, hormones, assessment of clients with endocrine disorders, and nursing clients with endocrine disorders.

General nutritional and psychosocial considerations are also covered for all the body systems and disorders covered in this subject. Emphasis is placed upon how to apply the knowledge when performing the physical assessment and developing the skills. Prerequisites: A minimum grade of 75% in Terms I and II theory subjects and "Passed" grade in Terms I and II skills lab and clinicals.

- VN 302 - Medical-Surgical Nursing 2: Clinical Rotation  
Clinicals - 238 Hours, as distributed among Term III subjects  
Emphasis is placed on the practice and application of advanced nursing skills in the care of complex client needs. Students must demonstrate competency by utilizing Maslow's hierarchy of needs and the nursing process in the care and management of clients in the following areas: integumentary, musculoskeletal, gastrointestinal, respiratory, cardiovascular, immune, endocrine, and clients with AIDS. Prerequisites: A minimum grade of 75% in Terms I and II theory subjects and "Passed" grade in Terms I and II skills lab and clinicals.

### TERM IV

- VN 401 - Medical-Surgical Nursing 3: Reproductive System, Urinary System, Communicable Diseases, Nervous System, Rehabilitation Nursing With corresponding hours for VN 406 - Medical-Surgical Nursing 3: Clinical Rotation

Reproductive System: Lecture - 18 Hours; Clinical - 30 Hours

Urinary System: Lecture - 18 Hours; Clinical - 30 Hours

Communicable Diseases: Lecture - 7 Hours; Clinical - 8 Hours

Nervous-Sensory System: Lecture - 24 Hours; Clinical - 34 Hours

Rehabilitation Nursing: Lecture - 6; Clinical - 8 Hours

This course is designed to give the students a thorough knowledge and understanding of the Reproductive System, the Urinary System, Communicable Diseases, the Nervous System, and Rehabilitation Nursing. It covers an introduction to breast, female and male reproductive system, disorders of female reproductive structures, disorders of the male reproductive system, sexually transmitted diseases, the anatomy and physiology of the urinary system, disorders of the urinary system, as well as diagnostic and laboratory procedures. When studying communicable diseases, topics in infection, types of microorganisms, modes of transmissions, sexually transmitted diseases, immunization schedules, and caring for clients with communicable diseases are covered.

The course also covers the anatomy and physiology of the nervous system, disorders of the nervous-sensory system, and diagnostic and laboratory procedures. The students are also given a thorough knowledge and understanding of goals of rehabilitation, scope of services, resources and the barriers of rehabilitation, Maslow's hierarchy of needs, and nursing considerations in rehabilitation. Emphasis is placed on how to apply the knowledge learned when performing physical assessment.

General nutritional and psychosocial considerations are also covered for all the body systems and disorders covered in this subject. Emphasis is placed upon the application of knowledge when performing physical assessment. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.

- VN 402 - Maternity Nursing

Lecture - 30 Hours; Clinical - 48 Hours

The course is designed to give the students a thorough knowledge and understanding of pregnancy-associated disorders. It covers a review of the anatomy and physiology of the female reproductive system, prenatal and postnatal nursing care, nursing care of women with pregnancy complications, nursing care of mothers and infant during labor and birth, nursing considerations for specific groups of patients, the nurse's role in women's health care, and general nutritional considerations. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and "Passed" grade in Terms I, II, and III clinicals.

## Program of Study

- VN 403 - Pediatric Nursing  
Lecture - 30 Hours; Clinical - 48 Hours  
The course is designed to give the students a thorough knowledge and understanding of the different stages in child growth and development and associated diseases and disorders. It covers newborn, infancy, toddler, preschool, school-age, puberty and adolescent, different age-related diseases, disorders and injuries, and general nutritional considerations. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and “Passed” grade in Terms I, II, and III clinicals.
- VN 404 - Leadership & Supervision  
Lecture - 6 Hours; Clinical - 32 Hours  
The course is designed to give the students a thorough understanding of leadership in nursing and career opportunities in nursing. This covers topics on leadership roles available to the LVN, characteristics of a good manager, and different leadership styles. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and “Passed” grade in Terms I, II, and III clinicals.
- VN 405 - Career Opportunities (6 Hours)  
Lecture - 6 Hours  
This course provides information on various job opportunities and further education upon completion of the Vocational Nursing Program. The student will be able to demonstrate skills needed when seeking employment. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and “Passed” grade in Terms I, II, and III clinicals.
- VN 406 - Medical-Surgical Nursing 3: Clinical Rotation  
Clinicals - 238 Hours, as distributed among Term IV subjects  
Students demonstrate competence in the application of nursing care to obstetric, pediatric, acute, and complex clients. Students utilize Maslow’s hierarchy of needs and the application of the nursing process in the care and management of clients in the following areas: maternity, pediatric, urinary, neurology, rehabilitation and communicable disease. Students will demonstrate the ability to function as competent healthcare team members. Prerequisites: A minimum grade of 75% in Terms I, II, and III theory subjects and “Passed” grade in Terms I, II, and III clinicals.

### Program Delivery

The Vocational Nursing Program is a residential program. Classes are conducted on-campus and clinical rotations are done with various affiliated clinical facilities. The affiliated clinical facilities are approved by the BVNPT and may vary by distance from the School’s main or non-main campuses.

### **Additional Requirements for Clinical Sessions**

Our affiliated clinical training facilities may require any or all of the following to be accomplished before a student starts a clinical rotation:

- Facility Orientation
- Current CPR Card
- Current TB Test Results
- Statement of General Health
- Fire Class Card

### **Clinical Rotation Protocol**

#### **Attendance**

- Come on time. Clinical rotation is an 8-hour period, usually from 7:00 am to 3:00 pm. In some cases, when the facility and the School approve, clinical rotation may be done from 6:30 am to 2:30 pm or any other 8-hour period.
- If late for up to 15 minutes at the skills lab or clinical area, the student will be allowed to stay. If late for 16 minutes or more in the skills lab or clinical area, the student will not be admitted and marked absent.
- Absences must be made up before a student can be promoted to the next term or graduated.

#### **Dress Code**

Corollary to the Dress Code and Uniform Policy in this School Catalog, Student Handbook, the following are required for clinical sessions:

- White uniform tops and pants with student ID badge provided by the School
- School-issued white jackets may be used (if the clinical facility allows) but not when giving direct patient care
- White shoes with minimal trim and made of non-absorbent material
- White crew socks; No ankle socks allowed
- Hair should be short, or pinned up above the neck; No ponytails that fall below the shoulders
- Nails trimmed short, clean and not colored
- No jewelry except wedding band and wristwatch; Females may also wear one pair of stud earrings
- Tattoos must be covered with clothing
- Undergarments should be plain white or plain beige, and not longer than the school uniform

### Supplies Required

In order to provide safe and efficient client care, all students must bring the following items every clinical day:

Supplies Issued by the School:

- Clinical Tote Bag with Supplies
- Clinical Guidelines
- Nursing Drug Reference (Drug Book) for Terms II, III, & IV

The above supplies must immediately be checked for defects and are returnable up to 1 week from issue date. Students are responsible to purchase any replacements for items lost or found defective after 1 week from issue date.

Additional supplies required at student's own expense:

- Watch with second hand
- Clipboard & Pocket Calculator
- Paper, Pens, Permanent Marker, Index Cards

Students with missing supplies will receive a verbal warning. A second offense will result to students not allowed to attend the scheduled clinical session for the day.

### Conduct

- The clinical instructor is responsible for everything that happens in the clinical session. Students are required to comply with all instructions given by the clinical instructor for the whole duration of the clinical session.
- Helping one another in the clinical is commendable. However, students are responsible for the patient(s) specifically assigned to them.
- Students may not leave their assigned patient(s) during the clinical session without approval by the clinical instructor. This is a grave offense and is punishable by suspension or termination.
- Doing anything against the precise instruction of the clinical instructor is an act of insubordination and is punishable by suspension or termination.
- Any verbal and behavioral disrespectful act against the clinical instructor, e.g., shouting at the clinical instructor is not allowed. No matter how provoked a student is, this unprofessional behavior will not be condoned, and may be punishable by suspension or termination.



## Program of Study

- Students must promote and uphold the dignity and gravity of the hospital setting. Any unbecoming behavior such as loud talking, laughing, and giggling inside the facility are not permissible. Disregarding this policy is punishable by suspension or termination.
- Because of the rigors of the vocational nursing program, tardiness and absences are highly discouraged. Students may be suspended and/or terminated for excessive absences.
- No student may demand to be transferred to another clinical rotation because of differences with the clinical instructor. The students have the responsibility to perform within the School's academic framework which includes subject and instructor assignments.

### **Performance of Clinical Skills**

In addition to clinical skills specific for each subject, students are expected to continually perform basic client care, including hygiene, morning care, activities of daily living, and range of motion exercises, regardless of the term they are in.

### **Agreement for Specific Skills Laboratory Practices**

During the course of the program, you will study the procedures for checking or testing blood glucose levels and administering intradermal, subcutaneous, and intramuscular injections. To have a better insight on these procedures, students may be allowed to practice among themselves. By your enrollment in this program, you agree to subject yourself to these practice procedures, and understand that your fingers will be punctured with the use of proper equipment, and you will give and receive any of the aforementioned injections with sterile unexpired saline solutions in your arms. You further agree not to hold the School, your instructor, or any classmate responsible for any consequence arising from any of these procedures.

### **Curriculum Review and Improvements**

The Program Director together with the Administrative Officials and Faculty constantly reviews the curriculum and its implementation. Extensive discussions are conducted in faculty meetings and in-service training throughout the year.

Any improvements and revisions are promptly implemented upon approval by the Board of Vocational Nursing and Psychiatric Technicians. Students and employees are advised of any curriculum changes through memoranda and the School Catalog, Student Handbook.

## **Appendices**

Organizational Chart  
School Calendar  
Tuition and Other Fees  
Textbooks and Supplies Information  
Notice of Student Rights  
Notice of Cancellation  
Campus Security Act Disclosure Statement  
Information Sheet on Licensed Vocational Nurse Jobs  
School Performance Fact Sheet (State Required Disclosures)  
Federal Disclosure Requirements (Students' Right-to-Know)  
Gainful Employment Program Disclosure  
Accrediting Bureau of Health Education Schools - Program Outcomes  
Important Links for Federal Student Aid  
FAFSA and Federal Student Loan Instructions  
Student Financial Aid Flow Chart

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