# Annenberg School of Nursing

# Catalog

July 1, 2025 – August 31, 2026

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## WELCOME

The Administration and faculty of the Annenberg School of Nursing welcome you.

Annenberg School of Nursing fosters an environment that enhances the development of each student. We believe that through education, commitment, and caring, we can achieve our goal of educating, preparing, and graduating excellent nurses.

Please acquaint yourself with this student catalog, as it contains important information on School policies and available student services.

We are here to guide and assist you. We maintain an open-door policy and are always available to speak with you. Please feel free to call or stop by our offices at any time.

Annenberg School of Nursing wishes you the best in your nursing education.

Amandeep Kaur, MSN/Ed., RN, PHN
Executive Director

## PHILOSOPHY

Annenberg School of Nursing believes that education is a continuous process that allows individuals to pursue learning activities necessary for personal and professional growth.

Annenberg School of Nursing is dedicated to the following:

- Recognition of the unique worth and dignity of the individual
- Development and promotion of personal, professional, and intellectual qualities
- Instruction based on sound principles of adult learning
- Motivation and participation of the individual in the educational and training process

Annenberg School of Nursing is based on these philosophical premises:

- The unique worth and dignity of the individual within a multi-cultural society are recognized and respected.
- Society is a multi-cultural group of individuals joined together to achieve common goals, which in turn meet the needs of the individual.
- Nursing is the art and science of providing supportive, preventive, therapeutic, and restorative care for individuals in both instructional and community settings, focusing on the emotional, physical, social, and spiritual needs of the individual, family, and society as a whole.
- Healthcare practitioners are an integral part of nursing and of the health care team.
- The teaching and learning process is an interactive process between the instructor and student that fosters personal and professional growth for both student and instructor.
- Healthcare education is a framework within which an individual is educated and trained to become a member of the healthcare team.

## MISSION AND OBJECTIVES

To educate and train individuals to become qualified healthcare practitioners who will, in the course of their careers, meet the needs of a culturally diverse society in its continuum of illness-wellness and prepare for entry into nursing practice.

## HISTORY AND OWNERSHIP

Annenberg School of Nursing was established in June 2007 as a California nonprofit corporation (501(c)(3)) to provide vocational nursing education and training and is a subsidiary of The Los Angeles Jewish Health.

**Annenberg School of Nursing Board of Directors**

Sheldon Steier, President
Peggy Robin
Gail Millan, Secretary
Arminda Colmenares-Stafford, Chair
Elaine Gill
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Crystal Ruditsky, LAJH CFO & Treasurer
Amy Schnaid
Dale Surowitz, LAJH CEO – President
Betsy Applebaum
Yan Searcy
Tracia Corby

## ADMINISTRATOR

Amandeep Kaur, MSN/Ed., RN, PHN, Executive Director

## ACCREDITATION

Annenberg School of Nursing is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES). ABHES is located at 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, 301-291-7550.

## APPROVALS

Annenberg School of Nursing is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Vocational Nursing program is approved through the Board of Vocational Nursing and Psychiatric Technicians. The Board can be reached at: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, P: 916.263.7800, F: 916.263.7859.

The Nurse Assistant and Home Health Aide programs are approved through the California Department of Public Health, Licensing and Certification, Nurse Assistant Certification Section. The Vocational Nursing program is certified for participation in the U.S. Department of Education Title IV Pell Grant and Direct Loan Programs.

## LOCATION AND FACILITY

All classes taught in a residential format take place at either:
Main: 18855 Victory Boulevard, Reseda, CA 91335
Separate Educational Center/Satellite: 2035 Camfield Avenue, Los Angeles, CA 90040

Annenberg School of Nursing's main campus consists of two classrooms, one laboratory, a student lounge, a library/resource center, and administrative offices.

Annenberg School of Nursing's separate educational center/satellite location is located on the first floor of the AltaMed Health Services Corporation Administration Building. The facility consists of two classrooms, two laboratories, a student lounge, a library/resource center, and administrative offices.

Annenberg School of Nursing facilities include restroom facilities and parking. The facilities and equipment comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to disabled persons.

**Classrooms/Equipment and Materials**
Classrooms comfortably accommodate up to 26 students. Classrooms feature a flat-screen TV that allows video playback of nursing patient care skills and other nursing-related videos. It serves as a projector for instructional use and includes both audio and video capabilities, enabling faculty to present online educational material.

Equipment and materials used for instruction include patient beds, linens, mannequins, bedside and overhead tables, personal protective equipment, syringes, needles, treatment and medication carts, a monitoring machine, portable suction, a wheelchair, a scale, a bedside commode, blood pressure equipment, stethoscopes, disposable supplies, computers and software, and a television with a VCR.

## ADMISSIONS

**Admissions Policy and Procedures**

**Vocational Nursing**

1. Provide an official transcript, high school diploma, or GED certificate or equivalency before enrollment. Ability-to-benefit students are not accepted.
   *ASN will accept as a recognized equivalent of secondary education a GED, passing results of the California High School Proficiency Exam, a DD214 that indicates high school equivalency, or a degree issued to the student that indicates high school graduation.*
   Foreign students must submit a credentials evaluation.
2. Must be at least 18 years of age.
3. Possesses and provides a valid California ID and Social Security Number.
4. Pass a physical exam by a physician and provide documentation.

5. Take the Assessment Technology, Inc. (ATI) Test of Academic Skills (TEAS) and pass at a proficient level (58.7% or greater). The Executive Director will review each examination and determine if a proficient level has been met and if the prospective student demonstrates program readiness through testing. One retake of the TEAS exam is allowed. If a proficient score is not met, the student may request a waiver of this requirement with the Executive Director. The Executive Director's decision on the waiver will be provided in writing, and the decision is final.
6. Complete a written English assessment.
7. Complete a questionnaire.
8. Interview with Executive Director.
9. Obtain, pass and provide a drug screen clearance; a positive drug screen will result in denied admissions.
   *Note: Being under the influence or being impaired based on medical marijuana use is prohibited while attending ASN or any off-site activity associated with the institution, such as clinical experiences, field trips and community service. ASN's drug-free policy must follow federal laws as an institution with approval to distribute Title IV funds to those who qualify. Federal laws classify marijuana as an illegal drug.*
10. Must complete and pass a TB screening before the first day of clinical.

The Board of Vocational Nursing and Psychiatric Technicians allows vocational nursing programs to accept alternate students into the program (see Alternate Student Policy). Students chosen for alternate status will be informed of their standing on the first day of class (excluding orientation). Permanent status is determined from a compilation of the student's entrance score, personal interview, previous education or work experience, and written assessment. Those students who are not initially qualifying for permanent status and assigned alternate status may remain in the program until the beginning of clinical experience. If a permanent status student is terminated before the beginning of clinical experience, the alternate student, based on the alternate number, will be assigned permanent status.

**Nurse Assistant and Home Health Aide**

1. Provide an official transcript, high school diploma, or GED certificate or equivalency prior to enrollment. Ability-to-benefit students are not accepted.
   *ASN will accept as a recognized equivalent of secondary education a GED, passing results of the California High School Proficiency Exam, a DD214 that indicates high school equivalency, or a degree issued to the student that indicates high school graduation.*
2. Must be at least 18 years of age.
3. Possesses and provides a valid California ID and Social Security Number.
4. Must pass a physical exam through the clinic provided, indicated by ASN, unless a physical examination has been completed by the Los Angeles Jewish Health.
5. Take a math and English assessment published by ASN, minimum passing score is 75%. The Executive Director will review each examination and determine if a proficient level has been met and if the prospective student demonstrates program readiness through the assessment. One retake of the assessment is allowed. If a proficient score is not met the student may request a waiver of this requirement with the Executive Director. The Executive Director's decision on the waiver will be provided in writing, and the decision is final.
6. Complete, pass and provide a TB screening.
   *If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. A report signed by the examiner shall indicate that the student does not have any health condition that would create a hazard for him or herself, fellow employees, or patients.*
7. Complete a student questionnaire.
8. Interview with Admissions personnel.
9. Obtain, pass and provide a drug screen clearance; a positive drug screen will result in denied admissions.
   *Note: Being under the influence or being impaired based on medical marijuana use is prohibited while attending ASN or any off-site activity associated with the institution, such as clinical experiences, field trips,*

*and community service. ASN's drug-free policy must follow federal laws as an institution with approval to distribute Title IV funds to those who qualify. Federal laws classify marijuana as an illegal drug.*

10. *Applicants for the Home Health Aide program must provide a valid Certified Nurse Assistant card.*

**Acceptance into an Annenberg School of Nursing Program**

Upon completion of the requirements for admission and the appropriate nonrefundable application fee is submitted, a final determination on acceptance to the program will be made. The applicant will be informed verbally or in writing whether they have been accepted for enrollment. Enrollment becomes official after the signature of both the student and the Executive Director or assigned representative of the school is contained in the fully executed enrollment agreement. The Executive Director has final authority on admissions.

**Foreign Students**

Annenberg School of Nursing does not offer visa services to prospective students from other countries or English language services. All instruction occurs in English.

English language proficiency is determined by passing the English exam before enrollment.

**Foreign Transcript Evaluation**

All foreign transcripts must be evaluated and translated to meet U.S. equivalency. The evaluation must be conducted by an agency that has published standards for membership, affiliations to U.S.-based international higher education associations, and is frequently linked to and used by federal agencies, state agencies, educational institutions, and employers. Annenberg School of Nursing requires an evaluation by a member of the National Association of Credentialing Evaluation Services (NACES). Any costs related to the evaluation are paid by the prospective student, directly to the evaluation service.

NACES Members: https://naces.org/members/

Annenberg School of Nursing does not endorse any evaluators.

**Alternate Student Policy for the Vocational Nursing Program**

A school may admit alternate students in each new class to replace students who may drop out. The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.

Prior to the first official class (curricular) day, alternate students will be informed in writing of their alternate status and that they may be dropped from the program.

Alternate students may participate in classes until the commencement of scheduled clinical experiences at approved clinical facilities. Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that class.

The Executive Director will select regular and alternate students by the first official class day, with the selection based on the following:

1. Admissions Assessment Examination
2. Nursing experience
3. Writing skills
4. Pre-enrollment interview
5. Completion and accuracy of enrollment application
6. Completion of financial aid and/or promissory note

Regular and alternate students will receive written notification of their status on the first official class day, with the alternate student(s) assigned numbers to designate their position when and if an opening occurs in the class. Students will review the student status notification, sign and date it, and return it to the Executive Director to be placed in their academic file.

Alternate students will be evaluated before the beginning of clinical rotations to determine their final status. Evaluation will be based on attendance, test and quiz scores, and overall compliance with policies and procedures as outlined in the School Catalog. Regular students not meeting the required standards of the school may be terminated and replaced with an alternate at the discretion of the Executive Director.

Alternate students should attend class until the commencement of the scheduled clinical rotation. Alternate students may withdraw at any time and be refunded any tuition paid, except for the registration fee and those items listed in Section A below.

Determination of the final class roster will be as follows:

1. Regular students must maintain Satisfactory Academic Progress (SAP) to continue in the school
2. Regular students who are not meeting SAP
3. An alternate student must be meeting SAP to become a regular student
4. If all regular students are meeting SAP at the time of evaluation, no terminations will be made of regular students
5. Alternate students are ranked based on SAP when replacing regular students
6. Regular students who are terminated are liable for all costs incurred until the last day of attendance, as indicated in Section B below. Any remaining balance is the responsibility of the student.
7. Alternate students who do not become regular students will be financially responsible for all of section A.
8. Alternate students who become regular students will be responsible for the charges in Section B below, in addition to all other costs incurred during the duration of the program as outlined under Tuition, Fees, and other Charges.

**(A) Alternate Student Financial Responsibility**

Textbooks/ Handout Copies
CPR Class/Card
Physical and Lab
Fire Class/Card
Management of Assaultive Behavior (MAB) Class/Card
180 hours of Tuition

**(B) Regular Student Financial Responsibility**

Textbooks/ Handout Copies
CPR Class
Physical and Lab
Fire Class/Care
Management of Assaultive Behavior (MAB) Class/Card
Uniform and Supplies
180 hours of Tuition

**Student Physical Location Policy**

Students of the institution must reside in the state of California. The institution determines each student's physical location at the time of enrollment through the government-issued identification. Students are required to notify the institution of any change in address in writing. Failure to notify the institution of a change in physical location may impact the student's ability to continue in the program.

## TRANSFER OF CREDIT

**Credit Granting Policy**
Credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA) will be considered for credit into the school, provided the following are met:

- An official copy of the students' transcripts is on file with the school.
- Courses for consideration were completed within the last five years.
- A copy of the catalog containing the course description(s) that the student enrolled in is provided to the school.

**Transfer Credit**
Transfer credit accepted for previous education includes the following courses, if passed with a "C" or better:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nursing assistant course (theory component)
- Other courses the school determines are equivalent to courses in the program (i.e., Anatomy and Physiology, Psychology, Nutrition, Mental Health, Pharmacology, Growth and Development, and Microbiology)

Annenberg School of Nursing will evaluate requests for transfer of credit from postsecondary education outside of the United States or its territories if a foreign transcript evaluation is provided with each transcript submitted. The evaluation must meet the requirements published in this catalog under "Foreign Transcript Evaluation."

The granting of credit for previous education or experience for the Vocational Nursing program is based on the Vocational Nursing Practice Act and Regulations, Section 2535, and the Board of Vocational Nursing and Psychiatric Technician (BVNPT) guidelines. All credit granted plus work completed in the program shall meet the requirements of hours approved by BVNPT.

If the Executive Director determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation. Transfers of credit decisions are final and not appealable. There is no charge for an evaluation of credit. Transfer credits are not utilized in calculating grade point average.

**Residency Requirement**
The institution requires that a minimum of 25% of the total clock hours required for completion of a program be completed through instruction offered by the institution.

**Waiving Credit**
If the student desires to waive credit from credit-granting, they must sign the appropriate document and must be approved by the Executive Director. Annenberg School of Nursing does not provide credit for advanced placement through achievement tests, challenge examinations, or experiential learning.

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

The transferability of credits you earn at Annenberg School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn is also at the complete discretion of

the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Annenberg School of Nursing to determine if your credits, diploma or certificate will transfer.

**Transfer or Articulation Agreements**
Annenberg School of Nursing has not entered into a transfer or articulation agreement with any other college or university.

## Impact of Criminal Convictions on Licensure, Certification, or Registry Eligibility

You are enrolling in a program that prepares students for employment in a career that requires licensure by a California State agency or certification or registration with another agency. If you have a prior criminal conviction, you may not be eligible for licensure, certification, and/or registration, you may have to apply for a special waiver, or your application may be denied. Under California law, the Annenberg School of Nursing cannot ask prospective students if they have disqualifying criminal convictions. The Annenberg School of Nursing urges any student with a criminal conviction to contact the State licensing, certification, or registration agency prior to enrollment to determine whether they are eligible and if any special process must be followed.

**Acknowledgment**
I understand that Annenberg School of Nursing cannot ask me if I have a criminal conviction. I also understand that if I have a criminal conviction, I should carefully consider the impact that may have on my ability to obtain a license, certification, or registration in my chosen field. I understand that I should contact the licensing, certification, or registration agency in my field of study to obtain more information about my eligibility. I understand that if I cannot obtain a license or become certified or registered, I will not be able to work in my chosen field of study. Annenberg School of Nursing has not promised me that I will obtain a license, certification, or registration upon graduation from this program.

## LICENSURE/CERTIFICATION REQUIREMENTS

**VOCATIONAL NURSING**
In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by the National Council Licensure Examination (NCLEX-PN®). Completion of the Vocational Nursing program does not automatically enable a graduate to work.

*Summary of Requirements for Licensure as a Vocational Nurse*
*Section A*

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") *Note: A License will not be issued until the board receives the background information from DOJ.*
6. Attach the appropriate non-refundable fee made payable to the "BVNPT".

7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX-PN®) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

*Section B*

1. Graduate of a California Accredited School of Vocational Nursing.
   Successful completion of a California Accredited Vocational Nursing Program. Contact your program Executive Director for application forms and instructions.
2. Graduate of an Out-Of-State School of Practical/Vocational Nursing.
   The school of practical/vocational nursing from which you graduated must have been accredited by the Board of Nursing in the State in which it is located.
   *(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)*
3. Equivalent Education and/or Experience.
   This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
   - Knowledge of commonly used drugs and their action
   - Computation of dosages
   - Preparation of medications
   - Principles of administration

   The 51 months of experience shall include a minimum of each of the following:
   - 48 months medical/surgical nursing
   - 5 weeks maternity or genitourinary nursing
   - 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Executive Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

Basic Bedside Nursing

Ambulation Techniques

Intake and Output
Bed making
Neurological Check
Catheter Care
Personal Hygiene and Comfort Measures
Collection of Specimens
Positioning & Transfer
Diabetic Urine Testing
Range of Motion
Enema
Skin Care
Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)
Urinary Catheterization
Sterile Dressing Change
Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
Submit proof that service was honorable (DD-214).
Note: A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

4-Year Expired California Licensed Vocational Nurse.

Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

**Please Note:**

State Boards of Nursing in many states require graduation from an accredited school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Graduates who have prior felony convictions may be denied the opportunity to take professional licensing exams. Students are urged to contact the appropriate agencies for current requirements.

The Board's Enforcement Unit occasionally receives telephone calls from students requesting that the Board review their criminal convictions prior to submitting an application for licensure. These students want the Board to pre-approve their eligibility as it relates to their criminal convictions so that they can determine if they should pursue licensure. Although students are encouraged to contact the Board for clarification of the licensure requirements, **the Board cannot "pre-approve" their eligibility.** The Board can only make an official determination of a person's

eligibility for licensure as it relates to criminal convictions after an application for licensure is received by the Board and all requirements for initial licensure are met.

The Board publishes three disciplinary brochures which contain frequently asked questions about the disciplinary process and convictions. The brochures are titled *"Understanding the Disciplinary Process"*; *"Disciplinary Overview, Disciplinary Process, Frequently Asked Questions"*; and *"Disciplinary Overview, Convictions, Frequently Asked Questions."* They are available on the Board's website at www.bvnpt.ca.gov. If students need clarification after reading the brochures, they may contact the Board's Enforcement Unit at (916) 263-7827.

*Please note that giving false information to the Board of Vocational Nursing and Psychiatric Technicians is a reason for denial of licensure.

Upon successful completion of all program hours and requirements, the student is eligible and competent to take the National Council Licensing Examination for Practical Nursing (NCLEX-PN®).

The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) board forms will be completed at the end of the 4th term and will be submitted to the BVNPT after successfully completing all graduation requirements.

**National Council Licensure Examination - Practical Nursing NCLEX-PN®**

The NCLEX-PN® is an exam regulated by the licensing authorities and developed by the National Council of State Boards of Nursing to ensure public protection. Each vocational nursing student candidate who has successfully satisfied all requirements from an accredited program may take this exam. This exam measures the competencies needed to practice safely and effectively as a newly licensed, entry level vocational nurse in the State of California. NCLEX-PN® results are an important component used by the boards of nursing to make decisions about licensure. Only boards of nursing can release NCLEX-PN® results to candidates.

The NCLEX-PN® will be taken on a computer at any one of several conveniently located test centers as indicated by the National Council.

The NCLEX-PN® is given six days a week (Monday through Saturday) throughout the year. To take the NCLEX-PN®, candidates must satisfy these requirements:

- Graduate from an accredited vocational nursing program.
- Apply for licensure in the state or territory in which you wish to be licensed.
- Meet all of the board of nursing eligibility requirements to take the NCLEX-PN®.

**Information on Record of Conviction**

There are certain conditions that could interfere with the student's ability to take NCLEX-PN® for graduates of the Vocational Nursing Program. The Board of Vocational Nursing and Psychiatric Technicians require all applicants for licensure will submit to the Board along with the testing application a completed record of conviction form.

The applicant must reveal if he/she has been convicted, pled guilty or pled nolo contendere to any offense in the US or foreign country (excluding traffic violations under $1000 which do not involve alcohol, dangerous drugs or controlled substances).

The Executive Director will provide you with further information regarding the NCLEX-PN® as you proceed through the program.

**NURSE ASSISTANT**

In order to work as a Nurse Assistant in California, you will be required to pass the California certification examination.

**Certified Nurse Assistant (CNA) Applicants**

The applicant or training program should submit the following upon enrollment and before patient contact:

- The completed application form (CDPH 283 B); ***and***
- The second copy of the completed Request for Live Scan Services (BCIA 8016) form.

Provided the above has been submitted to ATCS by the applicant or training program, the nurse assistant may work with proof of successful completion of the competency evaluation while the criminal record review is in progress. CDPH 283B (07/11) form is available on the website: www.cdph.ca.gov.

The Nurse Assistant application with the California Department of Public Health (CDPH283B) requires disclosure of any conviction other than a minor traffic violation or marijuana-related offenses specified in the marijuana reform legislation and codified at the Health and Safety code, sections 11361.5 and 11361.7.

For potential students who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an "inquiry" with the Department by doing the following:

1. Fill out the top two sections of the CDPH283B form, and sign the applicant signature line. At the top of the form, write the following: "**CLEARANCE ONLY WITH LETTER**". The school does not fill out any information on the form.
2. Write at the top of the LiveScan form (BCIA8016) "**CLEARANCE ONLY WITH LETTER**", when filling out the form at the LiveScan vendor site.

CDPH will review LiveScan/DOJ results, determine if the individual is "cleared" or not "cleared"; and send the individual a letter explaining the results.

Students who submitted the CDPH283B application and Live Scan form to DOJ and want verbal acknowledgement regarding "clearance,", may call the Aide and Technician IVR line at (916) 327-2445 and request information from a phone representative regarding clearance.

Further questions may be referred to the Professional Certification Branch at cna@cdph.ca.gov or call (916) 327-2445.

## PROGRAMS

**VOCATIONAL NURSING**

**Objective**

The Vocational Nursing program is designed to provide students with the knowledge and skills necessary for an entry-level vocational nurse position in a medical office, clinic, HMO, acute care hospital, long-term care facility or other health care setting.

Vocational Nursing students develop knowledge and skills to enable them to give direct care to patients/clients under the supervision of a physician or registered nurse (RN) in a variety of health care settings, such as hospitals, long-term convalescent care facilities and home health agencies. Vocational Nursing students learn direct patient care, nursing process, assessment, diagnostic measurements and procedures and treatments. The combined academic and clinical training prepares vocational nursing students to take the National Council Licensure Examination (NCLEX-PN®) for licensure as a practical/vocational nurse meeting the standards set by the Board of Vocational Nursing and Psychiatric Technicians.

The training program is divided into four terms approximately 11 weeks in length. Each term is comprised of prescribed subjects or studies that build upon each other. Students begin their training in Term 1 and progress sequentially through each term until all courses and terms have been successfully completed instructional delivery is conducted through direct classroom instruction. The lectures and labs are held on campus and clinical at assigned clinical site(s).

All graduates should be prepared to take the National Council Licensure Examination (NCLEX- PN®). Those that pass qualify for entry-level employment as Licensed Vocational Nurses. Completion of the Vocational Nursing program is acknowledged by the awarding of a diploma.

Equipment and materials used for instruction include: four patient beds, linens, four mannequins, bedside and overhead tables, personal protective equipment, syringes, needles, treatment and medication carts, monitoring machine, portable suction, wheelchair, scale, bedside commode, blood pressure equipment, stethoscopes, disposable supplies, computers and software, and television with VCR.

Upon completion of the program the student will:

- Be eligible to apply for licensure as a vocational nurse in the state of California.
- Be prepared at an entry level position to work within the framework of the nursing process.
- Be able to function within the legal and ethical parameters of the nursing discipline.
- Function with accountability as defined in the statues of the Vocational Nursing Practice Act.
- Provide care to protect the health care worker and patient through utilization of Standard Precautions.
- Effectively communicate to members of the health care team through accurate and complete documentation of patient status and nursing interventions.
- Effectively utilize the Nursing Process as an organizational framework to assist the patient in meeting his/her self-care needs.
- Be able to perform nursing skills within his/her scope of practice.
- Implement therapeutic patient teaching to maintain or regain the patient's ability for self- care.
- Collaborate with other health care professionals to provide cost effective care that is based on the patient's need.
- Provide leadership to non-professional members of the health care team.

**Program**

1530 Hours
44 Weeks / 12 months
Program Delivery: Residential
Cumulative Final Exam: Yes
Credential Awarded: Diploma
Instructor to Student Ratio:

- Lecture 1:24
- Lab 1:12
- Clinical 1:12, 1:10, 1:8 (based on clinical site)

Theory and Lab Schedule: Monday through Friday

- 7:30 am to 2:30 pm or
- 8:00 am to 3:00 pm

Clinical Schedule: Monday through Friday

- 6:45 am to 3:15 pm
- 7;00 am to 3:30 pm

- 1:00 pm to 9:00 pm
- 2:00 pm to 10:00 pm or
- 3:00 pm to 11:00 pm.

Standard Occupational Code (SOC): 29-2061.00 - Licensed Vocational Nurses

Sample of Reported Job Titles: Charge Nurse; Clinic Licensed Practical Nurse (CLINIC LPN); Clinic Nurse; Licensed Practical Nurse (LPN); Licensed Practical Nurse, Clinic Nurse (LPN, Clinic Nurse); Licensed Vocational Nurse (LVN); Office Nurse; Pediatric Licensed Practical Nurse (PEDIATRIC LPN); Private Duty Nurse; Triage Licensed Practical Nurse (TRIAGE LPN)

**Program Sequence**

| Course Number | Course Title | Theory Hours | Lab Hours | Clinical Hours | Total Hours |
|---|---|---|---|---|---|
| **Term I** | **Fundamentals of Nursing** | **180** | **99** | **63** | **342** |
| T101 | Fundamentals of Nursing | 180 | 99 | 63 | 342 |
| **Term II** | **Medical/Surgical Nursing I** | **132** | **0** | **264** | **396** |
| T201 | Integumentary System | 26 | 0 | 48 | 74 |
| T202 | Musculoskeletal System | 26 | 0 | 48 | 74 |
| T203 | Hematology/Lymphatic System | 20 | 0 | 40 | 60 |
| T204 | Oncology | 8 | 0 | 8 | 16 |
| T205 | Immunology | 20 | 0 | 48 | 68 |
| T206 | Endocrine System | 32 | 0 | 72 | 104 |
| **Term III** | **Medical/Surgical Nursing II** | **132** | **0** | **264** | **396** |
| T301 | Cardiovascular System | 38 | 0 | 72 | 110 |
| T302 | Gastrointestinal System | 26 | 0 | 48 | 74 |
| T303 | Renal System | 20 | 0 | 48 | 68 |
| T304 | Respiratory System | 26 | 0 | 40 | 66 |
| T305 | Mental Health | 22 | 0 | 56 | 78 |
| **Term IV** | **Medical/Surgical Nursing III** | **132** | **0** | **264** | **396** |
| T401 | Maternal Child | 26 | 0 | 48 | 74 |
| T402 | Pediatrics | 26 | 0 | 48 | 74 |
| T403 | Leadership | 7 | 0 | 24 | 31 |
| T404 | Long Term Care | 7 | 0 | 24 | 31 |
| T405 | Neurosensory System | 26 | 0 | 48 | 74 |
| T406 | Reproductive System | 26 | 0 | 48 | 74 |
| T407 | Professional Development | 14 | 0 | 24 | 38 |
| | **Totals:** | **576** | **99** | **855** | **1530** |

**Outside Student Preparation Homework**

Students will be required to complete student preparation homework hours such as reading assignments, research and preparation for quizzes and exams outside of class hours. Estimated time for homework is 15 to 24 hours per week in all theory/laboratory modules.

**Course Descriptions**

**Term I: Fundamentals of Nursing**
**Theory Hours: 180 Lab Hours: 99 Clinical Hours: 63 Total Hours: 342**

**T101 Fundamentals of Nursing**
**Hours: 342**
**Prerequisite: None**
This course is designed to introduce the student to his/her role and the projected role of the Licensed Vocational Nurse. It will provide the student with the fundamental theory and clinical knowledge, attitudes and skills for the beginner to assess, plan, implement and evaluate needs of patients from birth to death with well-defined health and illness problems and its specific identified course. Early patient contact is provided where emphasis is placed on perfecting basic bedside nursing techniques. The nursing process is introduced as a major thread of curriculum. The student is given time to practice theory content in the skills laboratory in preparation to enter the hospital setting.

**Term II: Medical/Surgical Nursing I**
**Theory Hours: 132 Lab Hours: 0 Clinical Hours: 264 Total Hours: 396**

**T201 Integumentary System**
**Hours: 74**
**Prerequisite: T101**
The integumentary system will introduce the student to the anatomy and physiology of the integumentary system, common diseases and diagnostic procedures. Related pharmacological agents and specific nutritional needs are discussed. Assessment, emergency treatment and the complications of major burns are identified. The course emphasizes the nursing intervention and the psychosocial aspects for the care of the client with an integumentary disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**T202 Musculoskeletal System**
**Hours: 74**
**Prerequisite: T101, T201**
The musculoskeletal system introduces the student to the anatomy and physiology of the muscles, bones and related structures. The common diseases involving the system, related diagnostic tests, pharmacological agents and nutrition are discussed. The nursing interventions and psychosocial aspects of the client with a musculoskeletal disorder are emphasized. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**T203 Hematology/Lymphatic System**
**Hours: 60**
**Prerequisite: T101, T201, T202**
This course will introduce students to the hematological and lymphatic systems of the body. Discussion will include anatomy and physiology, common diseases, diagnostic procedures, related pharmacological agents and specific nutritional needs. Selected clinical experiences allow the student to practice appropriate nursing skills.
**T204 Oncology**
**Hours: 16**
**Prerequisite: T101, T201, T202, T203**

This course will introduce the student to the specialized field of oncology nursing. Emphasis will be placed on pharmacological agents, nutritional needs, psychosocial concerns and nursing interventions for the care of the patient with an oncological diagnosis.

**T205 Immunology**
**Hours: 68**
**Prerequisite: T101, T201, T202, T203, T204**
Immunology deals with the body's ability to distinguish the self from the non-self. Discussions will include the function of the immune system, homeostasis, immune- incompetence and the different types of immunities. Acquired Immune Deficiency Syndrome (AIDS) will be discussed extensively.

**T206 Endocrine System**
**Hours: 104**
**Prerequisite: T101, T201, T202, T2023, T204, T205**
The endocrine system course will introduce the student to the anatomy and physiology of the endocrine system, including how hormones work on a negative feedback system. Common diseases, diagnostic procedures, related pharmacological agents and specific nutritional needs are discussed. The course emphasizes the nursing interventions and psychosocial aspects regarding care of the client with an endocrine disorder. Additional emphasis is placed on care of the diabetic client, administration of insulin and signs of diabetic complications. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**Term III: Medical/Surgical Nursing II**
**Theory Hours: 144 Lab Hours: 0 Clinical Hours: 288 Total Hours: 432**

**T301 Cardiovascular System Hours: 110**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206**
The circulatory system introduces the student to the anatomy and physiology of the heart and gives a detailed description of blood and how it circulates through the body. The differences between veins and arteries, blood and lymph, angina and MI are delineated. Common diseases, pharmacological agents and specific nutritional needs are discussed. The course emphasizes nursing interventions for the client with cardiovascular disorders regarding life-styles and exercise. Important psychosocial concerns are addressed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**T302 Gastrointestinal System**
**Hours: 74**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301**
The gastrointestinal system will introduce the student to the anatomy and physiology of the gastrointestinal system. Accessory organs and a description of the process of digestion, common diseases, diagnostic procedures, related pharmacological agents and specific nutritional needs are discussed. The course emphasizes the nursing interventions and psychosocial aspects for the care of the client with a gastrointestinal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**T303 Renal System**
**Hours: 68**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302**
The renal system will introduce the student to the anatomy and physiology of the urinary system, including

the process of urine formation, common diseases and diagnostic procedures. Related pharmacological agents and specific nutritional needs are discussed. Discussion will include the role of the nurse in the care of a client receiving dialysis and the effect of aging on the urinary system's function. The course emphasizes the nursing interventions and psychosocial aspects for the care of the client with a urinary disorder. Selected clinical experiences allow the student to practice appropriate nursing skills.

**T304 Respiratory System**
**Hours: 68**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303**
The respiratory system introduces the anatomy and physiology of the upper and lower respiratory system. Common diseases and diagnostic procedures related to the respiratory system are discussed along with pharmacological agents and specific nutritional needs. The course emphasizes the nursing interventions and psychosocial aspects for the care of the client with a respiratory disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**T305 Mental Health**
**Hours: 78**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304**
This basic course in mental health will present basic concepts and discuss the factors involved in personality development. The development of appropriate patterns of problem solving will be introduced as well as phases of the therapeutic relationship and the communication themes involved. The physiological factors affecting a person's physical condition will be discussed. The characteristics of a value system will be explored. Additionally, personality defenses and their purposes in helping the individual deal with reality will be included as a component. Specific techniques of behavior modification will be addressed and the vocational nurse's role will be defined.

**Term IV: Medical/Surgical Nursing III**
**Theory Hours: 144 Lab Hours: 0 Clinical Hours: 288 Total Hours: 432**

**T401 Maternal Child**
**Hours: 74**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305**
The maternity course explains the physiology of conception and describes the anatomical and physiological changes that take place during pregnancy, labor and delivery and the post-partum period. Appropriate diagnostic and nutritional requirements are discussed. The course includes fetal development, complications of pregnancy and disorders of the newborn. Special emphasis is placed on the effects of drugs and alcohol usage during pregnancy. Nursing interventions and psychosocial aspects regarding the care of the client during pregnancy, labor and delivery and the post-partum period are discussed. Selected clinical experiences allow the student to practice appropriate nursing skills.

**T402 Pediatrics**
**Hours: 74**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305, T401**
The pediatric course approaches the care of the client based on the growth and development theory. Course content will include the stages of growth and development, battered child syndrome, common childhood diseases, common pediatric procedures, related pharmacology (including immunizations),

nutritional needs, accident prevention and nursing interventions. Special emphasis is placed on the impact illness has on the child as well as the family. Selected clinical experiences allow the student to practice appropriate nursing skills.

**T403 Leadership**
**Hours: 31**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305, T401, T402**
This course is designed to enhance leadership traits as part of the foundation for a career in nursing while providing examples of levels in the organization where leadership, management, supervision and administration are utilized. The team concept in health care is addressed.

**T404 Long Term Care**
**Hours: 31**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305, T401, T402, T403**
This course will include descriptions of long term care services, federal and state regulations, goals, reimbursement sources and patient populations of long term care. Selected clinical experiences allow the student to practice appropriate nursing skills.

**T405 Neurosensory System**
**Hours: 74**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305, T401, T402, T403, T404**
The neurosensory system will introduce the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye and the ear, common diseases and diagnostic procedures. Related pharmacological agents and specific nutritional needs are discussed. The course emphasizes nursing interventions including the importance of neurological assessment and measurements that are recommended in preventing complications. Psychosocial aspects and the effects of aging on the neurosensory system are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

**T406 Reproductive System**
**Hours: 74**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305, T401, T402, T403, T404, T405**
The reproductive system course will introduce the student to the anatomy and physiology of the male and the female reproductive systems. Common disorders, diseases, hormonal changes, diagnostic procedures and pharmacological agents are all discussed in this segment of the course. Also included is a discussion of birth control methods. The course emphasizes the nursing interventions and psychosocial aspects for the care of the client with a disorder of the reproductive system. Selected clinical experiences allow the student to practice appropriate nursing skills.

**T407 Professional Development**
**Hours: 38**
**Prerequisite: T101, T201, T202, T2023, T204, T205, T206, T301, T302, T303, T304, T305, T401, T402, T403, T404, T405 , T406**

**Professional development explores ethical and legal aspects, negligence,** malpractice, change, the decision making process and the Nursing Practice Act and its mandates. Home health, death and dying, hospice, disaster nursing and the role of the health care team are included. Selected clinical experiences allow the student to practice appropriate nursing skills in the clinical setting.

**Textbooks**

Asperheim, M.K. (2012). *Introduction to Pharmacology*. 12th Edition. Philadelphia: Mosby.

Cooper, K., Gosnell, K. (2019). *Foundations and Adult Health Nursing.* 9th Edition. Philadelphia: Mosby.

Cooper, K., Gosnell, K. (2019). *Foundations and Adult Health Nursing Study Guide*. 9th Edition. Philadelphia: Mosby.

Cooper, K., Gosnell, K. (2019). *Virtual Clinical Excursions. 8*th Edition. Philadelphia: Mosby.

Herlihy, B, Maebius, N.K. (2022). *The Human Body in Health and Illness.* 8h Edition. Philadelphia: Mosby.

Herlihy, B, Maebius, N.K. (2022). *The Human Body in Health and Illness Study Guide.* 8th Edition. Philadelphia: Mosby.

**ATI Textbooks**

Williams, D. (2023). PN Adult Medical-Surgical Nursing PN. Edition 12.0.
Assessment Technologies Institute.

Williams, D. (2023). Fundamentals for Nursing. Edition 12.0.
Assessment Technologies Institute.

Williams, D. (2023). Nursing Leadership and Management. Edition 9.0.
Assessment Technologies Institute.

Williams, D. (2023). PN Maternal Newborn Nursing. Edition 12.0.
Assessment Technologies Institute.

Williams, D. (2023). PN Mental Health Nursing. Edition 12.0.
Assessment Technologies Institute.

Williams, D. (2023). PN Nursing Care of the Children. Edition 12.0.
Assessment Technologies Institute.

Williams, D. (2023). Nutrition for Nursing. Edition 8.0.
Assessment Technologies Institute.

Williams, D. (2023). PN Pharmacology for Nursing. Edition 9.0.
Assessment Technologies Institute.

**NURSE ASSISTANT**

**Objective**

The Nurse Assistant program is designed to train students to provide quality care to residents and patients in nursing homes, acute care facilities and in home supportive services. The program prepares students to seek employment in various health care settings, including, skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals and day care facilities for the elderly.

This is a 24 day course. It will consist of all aspects of resident care including residents' rights, safety procedures, the aging process, assisting residents with personal care, taking vital signs, admitting, transferring and discharging residents, death and dying, modifying care, restorative nursing and time management. Additional modules are available to meet specific state requirements.

The Nurse Assistant program is approved by the California Department of Public Health (CDPH). In order to work as a Nurse Assistant in California you will be required to pass a state certification examination. Once the program is complete Annenberg School of Nursing will make arrangements for each student to take this exam. Each graduate is scheduled to take the exam as soon as possible, which is typically within five to thirty days after completion of the program.

Equipment and materials used for instruction include: four patient beds, linens, four mannequins, bedside and overhead tables, personal protective equipment, monitoring machine, portable suction, wheelchair, scale, bedside commode, blood pressure equipment, stethoscopes, disposable supplies, computers and software, and television with VCR.

**Program**

176 Clock Hours
24 Days / 5 Weeks
Program Delivery: Residential
Cumulative Final Exam: Yes
Credential Awarded: Certificate
Instructor to Student Ratio: 1:15
Theory and Clinical Schedule: Monday through Friday, 6:45 am to 3:15 pm, 7:00 am – 3:30 pm
Standard Occupational Code (SOC): 31-1131.00 - Nursing Assistants

Sample of reported job titles: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA).

**Program Sequence**

| Course Number | Course Title | Theory Hours | Clinical Hours | Total Hours |
|---|---|---|---|---|
| 1 | Introduction | 2 | 0 | 2 |
| 2 | Patient Rights | 3 | 1 | 4 |
| 3 | Communication/Interpersonal Skills | 2 | 0 | 2 |
| 4 | Prevention and Management of Catastrophe | 1 | 1 | 2 |

| Course Number | Course Title | Theory Hours | Clinical Hours | Total Hours |
|---|---|---|---|---|
| | and Unusual Occurrences | | | |
| 5 | Body Mechanics | 2 | 4 | 6 |
| 6 | Medical and Surgical Asepsis | 2 | 8 | 10 |
| 7 | Weights and Measures | 1 | 1 | 2 |
| 8 | Patient Care Skills | 14 | 52 | 66 |
| 9 | Patient Care Procedures | 7 | 22 | 29 |
| 10 | Vital Signs | 3 | 8 | 11 |
| 11 | Nutrition | 2 | 6 | 8 |
| 12 | Emergency Procedures | 2 | 1 | 3 |
| 13 | Long Term Care Resident | 5 | 4 | 9 |
| 14 | Rehabilitative Nursing | 2 | 4 | 6 |
| 15 | Observation and Charting | 4 | 4 | 8 |
| 16 | Death and Dying | 2 | 0 | 2 |
| 17 | Abuse | 6 | 0 | 6 |
| | **Total** | **60** | **116** | **176** |

**Outside Student Preparation Homework**

Students will be required to complete student preparation homework hours such as reading assignments, completing workbook chapters, research and preparation for quizzes and exams outside of class hours. Estimated time for homework is 10 to 15 hours per week in all theory/laboratory modules.

**Course Descriptions**

**1 - Introduction**

**Hours: 2**

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

**2 – Patient Rights**

**Hours: 4**

The purpose of this unit is to introduce the student to the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must he cared for in a manner that protects their rights and meets the individual family, psychosocial, and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

**3 – Communication/Interpersonal Skills**

**Hours: 2**

The purpose of this unit is to introduce concepts and skills required for the nurse assistant to communicate effectively and interact appropriately with residents, resident's families and guests, and other members of the health care team.

**4 - Prevention and Management of Catastrophe and Unusual Occurrences**
**Hours: 2**
The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The nurse assistant's role in creating a safe environment for the resident is discussed.

**5 – Body Mechanics**
**Hours: 6**
The purpose of this unit is to introduce the student with an understanding of efficient and proper use of the body in performing tasks related to the role of nurse assistant. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

**6 – Medical and Surgical Asepsis**
**Hours: 10**
The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and bio-hazardous waste management.

**7 – Weights and Measures**
**Hours: 2**
The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

**8 – Patient Care Skills**
**Hours: 66**
The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nurse assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in the module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

**9 – Patient Care Procedures**
**Hours: 29**
The purpose of this unit is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

**10 – Vital Signs**
**Hours: 11**
The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

**11 – Nutrition**
**Hours: 8**
The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

**12 – Emergency Procedures**
**Hours: 3**
The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs, and symptoms of distress, and the role of the nurse assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

**13 – Long Term Care Resident**
**Hours: 9**
The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on the body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

**14 - Rehabilitative Nursing**
**Hours: 6**
The purpose of this unit is to introduce the nurse assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The nurse assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

**15 – Observation and Charting**
**Hours: 8**
The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

**16 – Death and Dying**
**Hours: 2**
The nurse assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

**17 – Abuse**
**Hours: 6**
The purpose of this module is to make students aware about Resident Abuse.

## Textbooks

Book
Alvare Hedman, S., Fuzy, J., Rymer, S. (2022). *Hartman's Nursing Assistant Care Long-Term Care and Home Health.* 4th Edition

Workbook
Hartman Publishing, Inc. (2022). *Leahy's Nursing Assistant Care Long-Term Care and Home Health Workbook.* 4th Edition

**HOME HEALTH AIDE**

**Description and Objective**
The intent of the curriculum is to build upon the knowledge, skills and ability that individuals possess as nurse assistants. The curriculum is for the student who has completed a Nurse Aide Training Program and who already possesses a nurse assistant certificate. HHA curriculum hours represent 40 hours, 20 hours which are clinical.

**Program**
40 Clock Hours
1 Week
Program Delivery: Residential
Cumulative Final Exam: Yes
Credential Awarded: Certificate
Instructor to Student Ratio: 1:10
Theory and Clinical Schedule: Monday through Friday, 7:00 am – 3:30 pm
Standard Occupational Code (SOC): 31-1121.00 - Home Health Aides
Sample of reported job titles: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver.

**Program Sequence**

| Course Number | Course Title | Theory Hours | Lab Hours | Clinical Hours | Total Hours |
|---|---|---|---|---|---|
| Module 1 | Introduction to Aide and Agency Rule | 2 | 0 | 0 | 2 |
| Module 2 | Interpretation of Medical and Social Needs of People Being Served | 5 | 0 | 0 | 5 |
| Module 3 | Personnel Care Services | 5 | 0 | 15 | 20 |
| Module 4 | Cleaning and Care Tasks in the Home | 3 | 0 | 2 | 5 |
| Module 5 | Nutrition | 5 | 0 | 3 | 8 |
| | **Total** | **20** | **0** | **20** | **40** |

**Outside Student Preparation Homework**
Students will be required to complete student preparation homework hours such as reading assignments and preparation for quizzes and exams outside of class hours. Estimated time for homework is 10 to 15 hours for the week.

**Course Descriptions**

**Module 1 – Introduction to Aide and Agency Role**
**Hours: 2**
The purpose of this unit is to explain the purpose and need for home health care and describe a typical home health agency. Discuss the role of the home health aide; explain tasks performed and client care plan and how the home health aide contributes to each. Explain common procedures for the home health aide, how to organize care assignments and identify an employee's responsibilities and client's rights.

**Module 2 – Interpretation of Medical and Social Needs of People Being Served**
**Hours: 5**
The purpose of this unit is to identify basic human needs and how to accommodate those needs. Explain why independence and self-care are important. Identify ways to meet physical, spiritual, cultural, and religious needs of the client. Discuss the role of the family in home care and ways to respond to their needs.

**Module 3 – Personal Care Services**
**Hours: 20**
The purpose of this unit is to discuss preoperative and postoperative care and guidelines for caring for clients with equipment, tubes, and lines. Identify guidelines for providing bathing, skin care, feeding, grooming, and activities of daily living for the client. Explain the importance of vital signs and when and who to report to.

**Module 4 – Cleaning and Care Tasks in the Home**
**Hours: 5**
The purpose of this unit is to describe how housekeeping affects physical and psychological well-being. Discuss general housekeeping, shopping, and meal preparation guidelines and the role of the home health aide in assisting the client with these. Discuss hazardous materials, infection control, and utilization of proper body mechanics in the home setting.

**Module 5 – Nutrition**
**Hours: 8**
The purpose of this unit is to describe the importance of good nutrition and identify nutritional problems of the client who is ill. Explain how to prepare and serve meals and assist the client with eating. Identify ways to assist client with maintaining fluid balance.

**TEXTBOOK**
Hartman, Jetta Fuzy, RN, MS; William Leahy, MD (2023). The Home Health Aide Handbook, 6th Edition.

## ACADEMIC CALENDAR

**Vocational Nursing (VN)**

**Main Campus:**

| | |
|---|---|
| Orientation | May 11, 2026-May 15, 2026 |
| Term 1 | May 18, 2026-August 12, 2026 |
| Term 2 | August 13, 2026-November 5, 2026 |
| Term 3 | November 10, 2026-February 12, 2027 |
| Term 4 | February 17, 2027-May 18, 2027 |
| Graduation | May 27, 2027 |

**Separate Educational Center/Satellite:**

| | |
|---|---|
| Orientation | August 25, 2025 – August 29, 2025 |
| Term 1 | September 2, 2025 – November 26, 2025 |
| Term 2 | December 1, 2025 – March 6, 2026 |
| Term 3 | March 9, 2026 – June 5, 2026 |
| Term 4 | June 9, 2026 – September 4, 2026 |
| Graduation | September 10, 2026 |

**Nurse Assistant (NA)**

| | |
|---|---|
| Class 2026A | January 6, 2026 – February 10, 2026 |
| Class 2026B | February 18, 2026 – March 23, 2026 |
| Class 2026C | April 7, 2026 – May 8, 2026 |
| Class 2026D | May 12, 2026 – June 15, 2026 |
| Class 2026E | June 23, 2026 – July 27, 2026 |
| Class 2026F | August 11, 2026 – September 15, 2026 |
| Class 2026G | September 17, 2026 – October 21, 2026 |
| Class 2026H | November 3, 2026 – December 8, 2026 |

**Home Health Aide (HHA)**

| | |
|---|---|
| Class 2026 A | March 30, 2026 – April 3, 2026 |
| Class 2026 B | August 3, 2026 – August 7, 2026 |
| Class 2026 C | October 26, 2026 – October 30, 2026 |
| Class 2026 D | December 14, 2026 – December 18, 2026 |

**Holiday/Break Schedule**

| | |
|---|---|
| Memorial Day | May 25, 2026 |
| Juneteenth | June 19, 2026 |
| Independence Day | July 3, 2026 |
| Labor Day | September 7, 2026 |
| Rosh Hashanah | September 11, 2026 |
| Yom Kippur | September 22, 2026 |
| Diwali Day/Veterans Day | November 9, 2026 |
| Thanksgiving | November 26 – 27, 2026 |
| Winter Break | December 21, 2026 – January 1, 2027 |
| President's Day | February 15, 2027 |

| | |
|---|---|
| Farmworkers Day | March 31, 2027 |
| Spring Break | April 12 – 16, 2027 |

## ACADEMIC POLICIES - VOCATIONAL NURSING PROGRAM

**Satisfactory Academic Progress**

Satisfactory Academic Progress (SAP) is a measure that consists of both a qualitative and a quantitative measurement. Both measurements are evaluated at the point where a student has attended the scheduled clock hours of each payment period:

The qualitative measurement consists of a student's grades, calculated into a cumulative Grade Point Average (GPA).

The quantitative measurement consists of a student's satisfactory completion of program hours by a rate of progress calculation. The rate of progress is the percentage of successfully completed hours of the total hours attempted. A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period.

The Satisfactory Academic Progress policy at Annenberg School of Nursing applies to all students (Title IV recipients and non-Title IV recipients).

Satisfactory Academic Progress (SAP) standards ensure students are successfully completing ASN coursework and can continue to receive financial aid.

**Qualitative Measurement**
**Grading Policy - Theory**
Grading System

| | |
|---|---|
| A | 100% - 94% |
| B | 93% - 87% |
| C | 86% - 80% |
| D | 79% - 73% |
| F | 72% - 0% |
| W | Withdrawal |
| I | Incomplete |
| NC | Transfer of Credit |
| R | Repeat |

W = Withdrawal, a "W" grade is provided when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be provided for any course that a student and instructor develop a written plan for an extension to provide work by a date, no later than two weeks by the end of the course. Any course with

an “I” grade is not calculated into the grade point average. An “I” grade will be changed to an “F,” after two weeks of the end of the course if the written plan is not completed.

NC = Transfer of Credit, a “NC” will be provided for any course that is transferred in due to be taken at another institution or through experiential learning as transcript in the policy above. Any course with a “NC” grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any course that is repeated on the prior course attempted. Any course that has a grade of “F” (Fail) or “W” (Withdrawal) is required to be repeated. Any course with an “R” grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

**Grading Policy – Clinical**

S = Satisfactory (100%)
U = Unsatisfactory (Below 100%)

The instructor is the final authority on assignment of grade. Any questions regarding grades are to be discussed with the instructor for that term.

Final grade point average for program is based upon an average of all final grades in theory.

**Grading Procedures**
**Theory**

- Exams are given, corrected and discussed for reinforcement of learning.
- Students are encouraged to keep a record of all grades.
- Grades are recorded and are available to the student.
- Missed exams must be made up by next class day to receive full credit. Students not making up exams by the next class day will receive a zero “0”, unless prior arrangements are made with the instructor and/or Executive Director.
- Assignments must be completed during designated make up time.
- Assignments must be submitted as designated by the instructor.

**Clinical**

- Evaluation forms are developed for each term and reflect student proficiency.
- Evaluation of clinical performance is performed at mid-term and the completion of each term.
- A student instructor conference is held, the evaluation is discussed and the form is signed by both student and instructor.
- The completed evaluation form is reviewed with the student by the instructor. The original copy is maintained in the student file and a copy is provided to the student.
- Evaluation of an individual student may be performed more often if deemed necessary by the instructor.
- Students must achieve an “S = Satisfactory” in clinical in order to progress to the next term.

Students who do not receive a passing grade in clinical will be terminated. Those students wishing to readmit and continue their studies must go through the readmissions process for consideration of re-admittance.

Students who are readmitted must repeat the entire term, theory and clinical. There will be a fee charged for all repeated levels. Students may only repeat one term within the program.

All grading is typically completed during class time the same day. There may be circumstances were a grade may be provided at the next class meeting.

**Minimum Grade Point Average**
Students must maintain a minimum grade point average of 80% on a scale of 100% or 3.0 on a 4.0. Students must achieve the minimum GPA at the end of each term to advance to the next term.

| | |
|---|---|
| **Term 1:** Fundamentals of Nursing | 80% |
| **Term 2:** Medical Surgical Nursing 1 | 80% |
| **Term 3:** Medical Surgical Nursing 2 | 80% |
| **Term 4:** Medical Surgical Nursing 3 | 80% |

Students who fail to complete a term due to incomplete course work or hours completed will be assigned a grade of fail.

**Non-Credit / Remedial Courses**
Annenberg School of Nursing does not offer non-credit or remedial courses.

**Quantitative Measurement**
**Rate of Progress - Maximum Time Frame**
All students are expected to complete their program within an acceptable period of time. The maximum time frame for the completion of a program is 150% of the published length of the program. Hours include all hours that would appear on a student's academic transcript at the end of the program, including repeated terms and transfer hours. For students who transfer to Annenberg School of Nursing, transfer credit that has been granted applies to both attempted and completed hours in determining the rate of progress.

Students must successfully complete 100% of required hours for each term prior to advancing to the next term. Students who fail to meet the required hours at the end of the term will not advance to the next term and will be terminated.

Student's failing to complete their program of study within the maximum time frame will be terminated from the program, and are not eligible for reinstatement. Failures, withdrawals, incompletes or other designations, are not considered successful completion. Incompletes, withdrawals, and repeated or failed classes count towards the maximum time frame. A leave of absence is not counted as part of the 150% time frame

Successfully completed hours include meeting the minimum grade point average.

| | **Total Clock Hours** | **Minimum Number of Required Clock Hours** |
|---|---|---|
| Term 1 | 342 | 342 |
| Term 2 | 396 | 396 |
| Term 3 | 396 | 396 |
| Term 4 | 396 | 396 |

**Satisfactory Academic Progress Evaluation**
Satisfactory progress is evaluated when a student reaches the following number of hours:

- 450
- 900
- 1215
- 1530

**Probation**
Students failing to make satisfactory academic progress at the end of the term, yet whose GPA is between 77% and 79% will be placed on Academic Probation and allowed to progress to the next term. The length of the probation will conclude at the time the first major systems test is taken and the final grade is recorded, typically within the first three weeks of the next term. When a student is placed on probation he/she will be notified in writing. The letter will include the factor(s) of why the student is on probation and the requirements to be removed from probation. Only one probation is allowed for the entire program. Students on academic probation are not eligible for financial aid.

**Probation Appeal**
Students that have been placed on probation may request an appeal with the Academic Review Committee within five (5) working of days of being placed on probation, to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The students' academic plan will be reviewed with the student during the probationary period as stated on the plan.

**Probation Appeal Procedure**
In order for an appeal to be considered, the student must provide the Academic Review Committee with a letter that includes:

- information about the circumstances or events which prevented the student from attaining SAP, and
- what has changed in order for the student to be successful

The Academic Review Committee will then review the appeal and any documentation submitted to support the appeal to determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing, within five (5) working days, of the final decision. There are no additional appeals processes.

If the student is successful with the appeal, a student previously eligible for financial aid will regain financial aid eligibility while on an academic plan.

If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the SAP requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn. The student is ineligible for financial aid while on probation. A student will be allowed one appeal of probation status for the length of the program.

**Satisfactory Academic Progress - Termination Policy**
Students, who have below a 77% GPA, fail to meet satisfactory academic progress or to successful remove themselves from probation will be terminated from the program.

**Reinstatement Appeal**

A student who fails to make satisfactory academic progress and is terminated has the right to appeal. Appeals for reinstatement must be based on unusual or extenuating circumstances, including but not limited to death of a relative, illness, hospitalization, or injury of the student. There is no guarantee for approving an appeal and each appeal is resolved on a case by case basis.

- No appeal for grades.
- The student must submit a written appeal to the Executive Director petitioning for reinstatement at least one month prior to the start of the new term.
- Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress and a detailed plan for success. Such appeals must include official/professional documentation (i.e. medical records, court documents, or any other documentation which would support an appeal) which supports written explanation.
- The written appeal will be reviewed and considered by the Executive Director and approved or denied based on the student's individual circumstances, past academic record, and his or her proposed course of action to make satisfactory academic progress in the future.
- Appeals may be deferred pending additional documentation from the student.
- The Executive Director reserves the right to place conditions which the student must meet in order to be considered for reinstatement on a probationary basis into the term. The Executive Director also reserves the right to approve appeals one term at a time.
- The Executive Director will provide a formal response and decision to the student within five business days.
- The determination of the Executive Director is final.
- Reinstatement is based on class and space availability.
- Students who are reinstated and required to repeat a term must satisfactorily complete the repeated term. Students are responsible for and required to pay a "repeat fee".
- Admissions retesting is required if more than 12 months will have elapsed by the starting date of the proposed class start.
- Students must be current on any outstanding debt with the School and cannot be in default on any loan for reinstatement.
- Failure to achieve satisfactory academic progress and complete the terms of probation, will result in termination from the program.

**NOTIFICATION TO STUDENT:** The Executive Director of ASN will notify all students of their Academic Performance status at the end of each academic term. Notification will occur by delivery to the student of a copy of the student's transcript, after completion of all classes, clinical hours and exams. In addition, students receiving Title IV funds will be notified at the beginning of each payment period of their Title IV eligibility for the next payment period.

1) **Satisfactory Academic Performance:** SAP is indicated on the student's transcript by a grade of 80% or better and a grade of "Pass" in the clinical experience.
2) **Unsatisfactory Academic Performance:** If the student's Academic Performance is Unsatisfactory, a letter will so inform the student and indicate the specific academic areas that were unsatisfactory. A student whose GPA falls between 77% and 79% will be placed on academic probation. The letter to the student will indicate his or her status (Probation or Termination). If the student is on Probation, the letter will describe the Terms of Probation and appeals procedures available to the student. A student

whose GPA falls below 77% will be terminated from the VN program. The procedure for Reinstatement Appeals is defined in the ASN catalog.

**NOTIFICATION TO THE FINANCIAL AID OFFICE:** The ASN administrative assistant will send the Financial Aid Office a copy of each student's transcript and accompanying letter, if any. Financial Aid staff will review the transcript and letter to verify continuing eligibility for the next payment period, or failure to meet eligibility. These documents will be filed in the student's financial aid file. If the student has not made SAP, Financial Aid staff will not create or release disbursements of Title IV Funds.

**Attendance**

Annenberg School of Nursing emphasizes the need for all students to attend theory and clinical on a regular basis to develop the skills, knowledge and attitudes to be successful in a highly competitive market.

To achieve and maintain satisfactory academic progress, attendance in theory and clinical instruction is necessary. Should an emergency arise which results in a theory or clinical absence, it is required that the student notify the School and/or the clinical instructor of their absence. Failure to follow these procedures may be cause for counseling and possible termination from the School.

The specific attendance/tardiness guidelines are as follows:

- Students may not be absent more than a total of three days for each term. This is combined, theory and clinical.
- All absences must be made up.
- If a student is absent more than the allowed days for each term, the Executive Director will evaluate the students' circumstance. The Executive Director will determine, based on academic performance and circumstances of absences, the outcome of the student continuing in the School.
- Students are to be present on or before the scheduled starting time and return promptly from scheduled breaks and lunch. Any student arriving after the commencement of class or leaving before the end of class will be considered tardy. Arriving more than 10 minutes after the start time will be considered a Tardy.
- Tardiness on three occasions will accumulate to one absence.
- Students must be in attendance in class 5 out of 6 hours to be given attendance credit for the day, unless prior arrangements are made with instructor.
- Students must be in clinical the entire 8 hours to be given attendance credit for that day unless prior arrangements are made with the instructor.
- Students are responsible for keeping an individual record of absences and tardies.
- Methods for making up hours to complete objectives and competencies due to absences include: **Theory:** case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, research reports. **Clinical:** Clinical day (8 hours) or performance evaluation in skills laboratory.

Students are to notify their assigned clinical or theory instructor of intended absence or tardy at least 30 minutes prior to start time. Failure to follow this procedure may result in counseling and possible termination from the School.

**Comprehensive Assessment and Review Program (CARP) Exams**

In order to adequately prepare the student to take the NCLEX-PN® exam, several CARP exams are administered throughout the program. These CARP exams measure the students' comprehension of previously studied material; assess readiness to advance on to the next term, and readiness to pass NCLEX-PN®. These CARP exams are identified as mandatory or diagnostic. Mandatory CARP exams must be passed at the *Proficiency Level indicated below (see list)* before advancement to the next term. If the student does not pass the mandatory CARP exam on the first attempt, the student will be remediated for up to 2 weeks and one additional attempt will be offered to the student. The retake must be completed within six (6) weeks of the initial exam. After the second attempt, the student will not be allowed to continue in the term and will be terminated from the program. If the mandatory CARP exam is administered at the end of the term and the student does not pass, the student will be placed on academic probation, given up to two (2) weeks remediation, and then must retake the exam, for a total of two (2) attempts. If the student does not pass the mandatory CARP exam on the second attempt the student will be terminated. Both the term and the mandatory CARP exams must be passed. Even if the student passes the term and does not pass the mandatory CARP exams this will be considered not passing and the student will be terminated from the program.

*Up to two weeks remediation will be given for each CARP exam not passed. Student will be charged tuition during remediation and up until the time of the retake.*

| | |
|---|---|
| ***Mandatory*** *CARP Exams* | |
| *Fundamentals* | *Level 1* |
| *Maternal-Newborn* | *Level 1* |
| *Medical Surgical* | *Level 2* |
| *Pharmacology* | *Level 1* |
| *Comprehensive Predictor* | *"95% or more predicted probability of passing NCLEX-PN"* |
| ***Diagnostic*** *CARP Exams* | |
| *Management* | *Level 1* |
| *Mental Health* | *Level 1* |
| *Nursing Care of Children* | *Level 1* |
| *Critical Thinking Assessment* | *Level 1* |

**Testing Procedures**

All cell phones to be turned off and placed in each student's mailbox PRIOR to any testing materials being handed out.

All items, including water, are to be removed from desks PRIOR to any test/test booklet/test materials being handed out. Only items approved by the proctor can remain on the desk.

All students will be separated with at least one empty seat between them. Faculty or staff will adjust seating accordingly and will make any adjustments as needed.

Students will receive a point taken off for each item not completed on the top box of Scantron, name, date, test number, etc.

When a student is finished with a test, they must quietly LEAVE the room and not return to the room until the test is over.

A student can only leave the room during a test to use the restroom. No more than one student can leave to use the restroom at a time.

No marking on tests or test booklets. Scratch papers will be provided for all tests.

All tests will be checked for writing or marks. If there are any marks on the test, the student will receive an automatic ZERO for that test.

No turning around in seats, moving head from side to side, hand gestures, using cell phones, talking, or writing on tests will be allowed. If you have or encounter a particular problem or issue, please raise your hand, and the proctor will assist you. If a student is observed exhibiting any of these behaviors, they will be IMMEDIATELY escorted out of the room and TERMINATED from the program.

If a student has a suspicion that someone is exhibiting unethical behavior during a test, please IMMEDIATELY report to the test proctor.

*These same procedures apply to tests and quizzes. Proctor has the same authority to enforce these procedures as faculty or staff.*

**(Scantron)**

- The school uses machine scoring for most of the exams given to students.
- The student gets the appropriate exam from the instructor.
  - The student writes and marks her/his name on each side of the SCANTRON form. The instructor will distribute the exam.
  - The student must enter the exam name and exam copy number on her/his SCANTRON form.
- Start the exam. The time allowed for taking the exam is written on the board.
- The instructor will score the exam on the SCANTRON terminal.
- Students are responsible for following directions and marking the appropriate answer, and erasing any wrong answers marked
- The exam will be reviewed with the students. Students will not have pencils, pens, paper, or tape during review.

Any student cheating during or while reviewing the exam will be immediately terminated from the program. Cheating will include, but not be limited to, changing the answers on the SCANTRON form after it is turned in and/or not following Testing Procedures.

**Missed Exams**

If a student is absent on an exam day, an opportunity will be given to make up for the exam. A missed exam must be made up on the next day with an alternate exam given. Full earned credit will be granted. If the exam is not made up on the next day, the score will be recorded as a zero (0), unless prior arrangements are made with the instructor and/or Executive Director. Only one missed exam for full credit will be allowed for the entire program. .

**Retake Test**

Students who have not achieved satisfactory academic progress (minimum grade point average) by the end of the term are allowed to improve their grade point average by retaking exams based on the following criteria;

Term 1: Students may retake one exam.
Term 2: Students may retake one exam.
Term 3: no retakes.
Term 4: no retakes.

The retake exams will be determined by the instructor at the end of the term based on the lowest scores. A score of not more than 80% will be awarded on retake exams.

**Final Comprehensive Exam**

In its continued effort and commitment to increase the level of knowledge and skills our students obtain during the program, Annenberg School of Nursing provides a comprehensive exam, thus ensuring the knowledge base required to successfully pass the National Council Licensing Examination for Practical Nurses (NCLEX-PN®) exam.

The final comprehensive exam is administered at the end of term 4 and ***must be passed*** at a minimum **"**95% predicted probability of passing NCLEX-PN®**.** This test measures the student's mastery of nursing content and nursing practices as learned in the program. Students who pass the comprehensive exam will have successfully completed and passed the Vocational Nursing Program and will be issued a diploma and have their completion paperwork submitted to the BVNPT, authorizing eligibility to take the NCLEX-PN® licensure exam. Students who fail the comprehensive exam will be withdrawn and must meet with the Executive Director or designee to review the exam and:

- Will be able to participate in graduation ceremonies; however, will not receive a diploma nor have their completion paperwork submitted to the BVNPT.
- Will not have their BVNPT paperwork processed until the final comprehensive exam is passed.
- Must obtain assistance with tutoring and remediation through instructors and/or additional NCLEX-PN® review classes at no additional charge.
- Must register and work with the ATI Virtual tutor. Once the "green light" is given by the tutor, the student will be able to retake the Comprehensive Predictor.
- Maximum timeframe for completion post-graduation is 90 days. If program requirements are not completed, the student will be considered a drop. As a drop, the student will not receive a diploma, will not be eligible to take the licensure examination as a graduate, and the student's transcript will reflect a drop.

Students who do not comply with these procedures will delay or forfeit the completion of BVNPT paperwork authorizing eligibility to take the NCLEX-PN® examination. The Executive Director has the right to withhold his/her signature on the student's application to take the NCLEX-PN® if that student has not met all requirements of the program, including completion and passing of all standardized tests, including the comprehensive exam.

**Leave of Absence**

In case of serious illness, family bereavement, short-term military obligations, or other emergency circumstances, a student may apply for a leave of absence (LOA). Requests for a leave of absence will be considered on an individual basis and must be approved by the Executive Director.

- The request must be submitted to the Executive Director before non-attendance unless unforeseen circumstances prevent the student from doing so.
- A leave of absence must be requested in writing by the student and will be considered on an individual basis.

- The LOA request must be complete, and the reason for requesting the LOA should be substantiated by the request form
- The student may submit additional supporting documentation as deemed appropriate.
- LOA request must be approved by the Executive Director.
- The student must meet with the Executive Director of Financial Aid and complete the requirements for suspension of financial aid during the LOA.
- The school does not charge a student during or for the leave of absence.
- Acceptance back into School from an approved leave of absence is dependent upon class space and class availability.
- Students returning from a leave of absence must repeat the entire term in which they began their leave of absence, regardless of when during the term the leave of absence was granted.
- A student who fails to return to class on the scheduled date will be considered withdrawn, and the refund requirements will apply. The withdrawal date is the last recorded date of class attendance as documented by the school.
- A physician's statement must be provided upon return from maternity or medical leave stating that the student can resume studies without restrictions.

**Maternity Leave**

A student who becomes pregnant during her school enrollment may continue in the program for whatever time she and her physician determine is advisable. A physician's statement will be required stating "*the student is under no restrictions during her pregnancy*". Every effort will be made on the part of the school to enable her to continue safely in the program and still receive the required learning experience. Students may not return to School following a pregnancy leave until released from her physician's care and must return with a signed release from her physician indicating she may return to School with "*no restrictions*".

**Bereavement**

In the event of death in the student's immediate family, the student may have up to three School days to handle family affairs and to attend the funeral. Immediate family is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents, grandchildren and grandparents-in-law. Students must make up any days absent due to bereavement leave. Bereavement days off apply towards the allowed days absent in a term. Students missing School due to bereavement will be required to make up all missed work, tests, and/or quizzes, and be given full credit for missed work.

**Withdrawal from School**

Students who withdraw other than at the end of a term will receive a grade of "W," which is not calculated in their grade point average. Students who need to withdraw before completion should follow the steps below:

- Meet with the Executive Director to discuss the students' decision to withdraw. Every effort to assist the student in continuing his or her education will be made.
- If applicable, meet with the Financial Aid Executive Director for an exit interview and to determine if any financial obligations remain.

**Termination/Dismissal Policy**

Students are expected to conduct themselves in a professional manner, as responsible adults, to attend class regularly and to maintain a level of academic achievement. The school reserves the right to dismiss or terminate any student who:

- Fails to maintain satisfactory academic progress.

- Exhibits conduct which is found by the administration to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the Student Conduct section of this catalog.
- Fails to meet financial obligations to the school.
- Fails to meet attendance standards.
- Submits false or misleading information on admission, registration, student ID, or any other forms.
- Alters academic records, and/or is found cheating on a quiz, test, or exam.
- Uses, or is under the influence of, alcoholic beverages or illegal drugs on or adjacent to School property, or on affiliated hospital or clinical grounds.
- Vandalizes and/or damages or destroys School, student, faculty, or administrative property.
- Put patient safety in jeopardy through the exercise of poor judgment or the inability to safely perform assigned tasks.
- Failure to abide by the rules and regulations of any clinical or externship site.
- Conduct that interferes with the learning process of any student, the classroom presentation by the teacher, or the progress of the class in general.
- Unsafe practices.

**Alternate Learning Experience**

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not limited to, independent learning projects, afternoon and/or evening clinical rotation schedules. There may be instances where students will be required to attend their clinical training rotation in the evening. Students should be prepared to accommodate assigned alternate learning experiences and possible changes in class days and times if deemed necessary by faculty to obtain course objectives. Appropriate notification will be given.

**Graduation Requirements**

To be eligible to receive a diploma, the student must:

- Complete all levels with a minimum grade point average of 80% or better
- Pass the final comprehensive exam with a minimum "95% predicted probability of passing NCLEX-PN®**".**
- Complete all curriculum requirements and program hours
- Have satisfied all financial obligations

**Graduation Ceremony**

Graduation is the conclusion of months of hard work and commitment. It is a day to celebrate and share with friends and family. Annenberg School of Nursing holds a graduation for each class. The graduation ceremony is held at a site selected by the school. The school provides facilities, invitations, cap and gown, refreshments, decorations, and graduation programs for this occasion.

Graduates are required to wear a white cap and gown and adhere to all other dress code standards.

All students may participate in the graduation ceremony; however, the following criteria must be met for BVNPT paperwork to be submitted to the board and for a diploma to be issued.

- All required hours must be completed.
- All coursework, assignments, make-up hours, and make-up assignments must be complete.
- Students must have a grade point average of 80% or above.
- Students must satisfactorily perform and pass the applicable clinical portion of the program.

- All financial obligations must be met and satisfied, to include financial aid exit counseling, as applicable.
- Pass the final comprehensive exam at a minimum "95% predicted probability of passing NCLEX-PN®".
- All Library books returned.

**Graduate Retraining – Vocational Nursing Program**
Graduates of Annenberg School of Nursing are welcome to return for review based on space availability and approval of the Executive Director, excluding clinical. No tuition will be charged if the graduate is in good standing with the school. It is recommended and encouraged that all students attend several NCLEX-PN® review courses. Graduates requiring additional assistance for board exams must make arrangements with the Executive Director.

## ACADEMIC POLICIES – NURSE ASSISTANT AND HOME HEALTH AIDE PROGRAM

Satisfactory Academic Progress (SAP) is a measure that consists of both a qualitative and a quantitative measurement. Both measurements are evaluated at the point where a student has attended the scheduled clock hours of each payment period:

The qualitative measurement consists of a student's grades, calculated into a cumulative Grade Point Average (GPA).

The quantitative measurement consists of a student's satisfactory completion of program hours by a rate of progress calculation. The rate of progress is the percentage of successfully completed hours of the total hours attempted. A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period.

The Satisfactory Academic Progress policy at Annenberg School of Nursing applies to all students.

**Qualitative Measurement**
**Grading Policy - Theory**
Grading System

| | |
|---|---|
| A | 100% - 92% |
| B | 91% - 83% |
| C | 82% - 75% |
| D | 74% - 66% |
| F | 65% - 0% |
| W | Withdrawal |
| I | Incomplete |
| NC | Transfer of Credit |
| R | Repeat |

W = Withdrawal, a "W" grade is provided when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be provided for any course that a student and instructor develop a written plan for an extension to provide work by a date, no later than two weeks by the end of the course. Any course with an "I" grade is not calculated into the grade point average. An "I" grade will be changed to an "F," after two weeks of the end of the course if the written plan is not completed.

NC = Transfer of Credit, a "NC" will be provided for any course that is transferred in due to be taken at another institution or through experiential learning as transcript in the policy above. Any course with an "NC" grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any course that is repeated on the prior course attempted. Any course that has a grade of "F" (Fail) or "W" (Withdrawal) is required to be repeated. Any course with an "R" grade is not calculated into the grade point average. However, courses will be considered hours attempted for the purpose of determining the maximum time frame.

**Grading Policy – Clinical – Nurse Assistant Program Only**

S = Satisfactory (100%)
U = Unsatisfactory (Below 100%)

Satisfactory and Unsatisfactory clinical grading is not calculated into the grade point average; however, it is part of the final grade of each course. All theory hours are completed before clinical hours, and theory must be passed with a cumulative grade of 75% to begin clinical and remain in the program.

Both theory and clinical must be passed to complete the program.

The instructor is the final authority on the assignment of grades. Any questions regarding grades are to be discussed with the instructor for that course.

The final grade point average for the program is based on an average of all final grades in theory.

**Grading Procedures**
**Theory**

- Exams are given, corrected, and discussed for reinforcement of learning.
- Students are encouraged to keep a record of all grades.
- Grades are recorded and are available to the students.
- Missed exams must be made up by the next class day to receive full credit. Students not making up exams by the next class day will receive a zero "0", unless prior arrangements are made with the instructor and/or Executive Director.
- Assignments must be completed during designated make-up time.
- Assignments must be submitted as designated by the instructor.

**Clinical** Evaluation forms are developed and reflect student proficiency.

- A student instructor conference is held, the evaluation is discussed, and the form is signed by both student and instructor.
- The completed evaluation form is reviewed with the student by the instructor. The original copy is maintained in the student's file, and a copy is provided to the student.

- Evaluation of an individual student may be performed more often if deemed necessary by the instructor.
- Students must achieve a "S = Satisfactory" in clinical to complete the program.

Students who do not receive a passing grade in clinical will be terminated. Those students wishing to readmit and continue their studies must go through the readmission process for consideration of readmission. Students who are readmitted must repeat the clinical requirements previously failed.

## Minimum Grade Point Average

Students must maintain a minimum grade point average of 75% on a scale of 100% or 3.0 on a 4.0.

Students who fail to complete a course due to incomplete coursework or hours completed will be assigned a grade of fail.

### Non-Credit / Remedial Courses

Annenberg School of Nursing does not offer non-credit or remedial courses.

### Quantitative Measurement

### Rate of Progress - Maximum Time Frame

All students are expected to complete their program within an acceptable period. The maximum time frame for the completion of a program is 150% of the published length of the program. Hours include all hours that would appear on a student's academic transcript at the end of the program, including repeated courses and transfer hours. For students who transfer to Annenberg School of Nursing, transfer credit that has been granted applies to both attempted and completed hours in determining the rate of progress.

Students must complete 100% of the required hours. Students who fail to meet the required hours at the end of the course will not advance to the next course and will be terminated.

Students failing to complete their program of study within the maximum time frame will be terminated from the program and are not eligible for reinstatement. Failures, withdrawals, incompletes, or other designations are not considered successful completion. Incomplete, withdrawals, and repeated or failed classes count towards the maximum time frame. A leave of absence is not counted as part of the 150% time frame

Completed hours include meeting the minimum grade point average.

### Satisfactory Progress Evaluation

Satisfactory progress is evaluated when a student reaches mid-point at 88 hours for the Nurse Assistant program and 20 hours for the Home Health Aide program.

### Probation

Students failing to make satisfactory academic progress, yet whose GPA is between 72% and 74% or who have one (1) unsafe clinical practice observation, will be placed on Academic Probation. The length of the probation will conclude at the time the next course test is taken, and the final grade is recorded, or when the practice observations have concluded with no additional unsafe clinical practice observations. When a student is placed on probation, he/she will be notified in writing. The letter will include the factors of why the student is on probation and the requirements to be removed from probation. A second (2) unsafe clinical practice observation will result in withdrawal from the program. Only one probation is allowed for the entire program.

**Probation Appeal**
Students who have been placed on probation may request an appeal with the Academic Review Committee within one (1) working day of being placed on probation, to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The students' academic plan will be reviewed with the students during the probationary period, as stated on the plan.

**Probation Appeal Procedure**
For an appeal to be considered, the students must provide the Academic Review Committee with a letter that includes:

- information about the circumstances or events that prevented the student from attaining SAP, and
- What has changed for the student to be successful

The Academic Review Committee will then review the appeal, and any documentation submitted to support the appeal to determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing, within one (1) working day, of the final decision. There are no additional appeals processes.

If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the SAP requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn.

A student will be allowed one appeal of probation status for the length of the program.

**Satisfactory Academic Progress - Termination Policy**
Students who have a 75% GPA, fail to meet satisfactory academic progress, or fail to successfully remove themself from probation will be terminated from the program.

**Reinstatement Appeal**
A student who fails to make satisfactory academic progress and is terminated has the right to appeal. Appeals for reinstatement must be based on unusual or extenuating circumstances, including but not limited to the death of a relative, illness, hospitalization, or injury of the student. There is no guarantee of approving an appeal, and each appeal is resolved on a case-by-case basis.

- No appeal for grades.
- The student must submit a written appeal to the Executive Director petitioning for reinstatement at least one month before the start of the new program.
- Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress and a detailed plan for success. Such appeals must include official/professional documentation (i.e., medical records, court documents, or any other documentation that would support an appeal), which supports a written explanation.
- The written appeal will be reviewed and considered by the Executive Director and approved or denied based on the student's circumstances, past academic record, and his or her proposed course of action to make satisfactory academic progress in the future.
- Appeals may be deferred pending additional documentation from the student.
- The Executive Director reserves the right to place conditions that the student must meet to be considered for reinstatement on a probationary basis into a course.

- The Executive Director will provide a formal response and decision to the student within five business days.
- The determination of the Executive Director is final.
- Reinstatement is based on class and space availability.
- Students who are reinstated and required to repeat a course must satisfactorily complete the repeated course. Students are responsible for and required to pay a "repeat fee".
- Admissions retesting is required if more than 12 months have elapsed from the starting date of the proposed class.
- Students must be current on any outstanding debt with the school and cannot be in default on any loan for reinstatement.

Failure to achieve satisfactory academic progress and complete the terms of probation will result in termination from the program.

**Attendance**

The Program emphasizes the need for all students to attend theory and clinical, as applicable throughout the Program. In this way, the student will develop the skills, knowledge, and attitudes to be successful in a highly competitive market.

To achieve and maintain satisfactory academic progress, attendance in theory and clinical instruction is necessary. Should an emergency arise that results in missed hours, the student must notify the instructor of their absence. Failure to follow these procedures may be cause for counseling and possible termination from the program.

- Complete attendance is required every day of the program to receive full day credit
- Only one absence is allowed in the Nurse Assistant program. More than one absence will result in immediate dismissal.
- No absences are allowed in the Home Health Aide program; any absence may result in immediate dismissal
- If an emergency arises that would prevent the student from attending any portion of the program, the student must call as directed and report the absence as soon as possible
- All absences must be made up in their entirety
- Make up time for theory and clinical is at the instructor's discretion
- All makeup must be hour for hour with the instructor present
- If a student has excessive absences, which would prevent them from obtaining valuable education and information, the student could be subject to dismissal.
- Extenuating circumstances can be evaluated on an individual basis
- The Executive Director will determine, based on academic and clinical performance and the circumstances of absences, the outcome of the student continuing in the Program
- You are expected to be on time every day. Arriving more than 10 minutes late is considered tardy.
- Tardiness on 3 occasions will accumulate to one absence.
- In an emergency that would prevent a student from attending any part of the program, the student must call ASN at (818) 757-4431 by 7 AM and leave a message that the student will be absent that day. If a student is in clinical, he/she must call the instructor by cell phone.

**Testing Procedures**
All cell phones are to be turned off and placed on the instructor's desk before any testing materials are handed out.

All items, including water, are to be removed from desks before any test/test booklet/test materials are handed out. Only items approved by the proctor can remain on the desk.

Faculty or staff will adjust seating accordingly and will make any adjustments as needed.

Students will receive a point taken off for each item not completed in the top box of Scantron, name, date, test number, etc.

When a student is finished with a test, they must quietly LEAVE the room and not return to the room until the test is over.

A student can only leave the room during a test to use the restroom.

No marking on tests or test booklets. Scratch papers will be provided for all tests.

All tests will be checked for writing or marks. If there are any marks on the test, the student will receive an automatic ZERO for that test.

No turning around in seats, moving head from side to side, hand gestures, using cell phones, talking, or writing on tests will be allowed. If you have or encounter a particular problem or issue, please raise your hand, and the proctor will assist you. If a student is observed exhibiting any of these behaviors, they will be IMMEDIATELY escorted out of the room and TERMINATED from the program.

If a student has a suspicion that someone is exhibiting unethical behavior during a test, please IMMEDIATELY report to the test proctor.

*These same procedures apply to tests and quizzes. Proctor has the same authority to enforce these procedures as faculty or staff.*

**(Scantron)**

- The school uses machine scoring for most of the exams given to students.
- The student gets the appropriate exam from the instructor.
    - The student writes and marks her/his name on each side of the SCANTRON form. The instructor will distribute the exam.
    - The student must enter the exam name and exam copy number on her/his SCANTRON form.
- Start the exam. The time allowed for taking the exam is written on the board.
- The instructor will score the exam on the SCANTRON terminal.
- Students are responsible for following directions and marking the appropriate answer, and erasing any wrong answers marked
- The exam will be reviewed with the students. Students will not have pencils, pens, paper, or tape during review.

Any student cheating during or while reviewing the exam will be immediately terminated from the program. Cheating will include, but not be limited to, changing the answers on the SCANTRON form.

**Missed Exams**
If a student is absent on an exam day, an opportunity will be given to make up for the exam. A missed exam must be made up on the next day with an alternate exam given. Full earned credit will be granted. If the exam is not made up on the next day, the score will be recorded as a zero (0), unless prior arrangements are made with the instructor and/or Executive Director. Only one missed exam for full credit will be allowed for the entire program.

**Leave of Absence**
Annenberg School of Nursing does not grant leave of absences for the Nurse Assistant or Home Health Aide program.

**Withdrawal from School**
Students who withdraw from the program must:

- Meet with the Executive Director to discuss the students' decision to withdraw. Every effort to assist the student in continuing his or her education will be made.
- Meet with the Executive Director for an exit interview and to determine if any financial obligations remain.

**Graduation Requirements**
To be eligible to receive a certificate, the student must:

- Complete all levels and coursework with a minimum grade point average of 75% or better
- Complete all curriculum requirements and program hours
- Have satisfied all financial obligations

**Graduation Ceremony**
Graduation is the conclusion of hard work and commitment. It is a day to celebrate and share with friends and family. Annenberg School of Nursing holds a graduation for each class. The graduation ceremony is held at a site selected by the school. The school provides the facility, invitations, refreshments, decorations, and graduation programs for this occasion.

Graduates are required to wear clean, pressed school uniform and white shoes and adhere to all other dress code standards.

## STUDENT SERVICES

Annenberg School of Nursing offers a variety of services to its students as described below.

Many students at Annenberg School of Nursing experience not only academic difficulties, but also personal and family difficulties, which may interfere with their academic progress. A primary responsibility and goal of Annenberg School of Nursing is to assist students and to provide them with the appropriate student services to complete their training.

**Orientation**
Orientation is provided for all new students prior to the first day of class. Orientation consists of familiarizing students with the school facilities, policies and procedures, as well as an introduction to staff and faculty members.

**Student Housing**
Annenberg School of Nursing does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. According to Rentals.com for Reseda, CA, rental properties start at approximately $1,200.00 per month.

**Tutoring**
Annenberg School of Nursing provides tutoring assistance for students experiencing academic difficulties. Such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss difficulties with their instructors or the Executive Director.

**Security**
Annenberg School of Nursing is committed to providing an environment that promotes safety and security for all. Protection of people and property, as well as sensitive information, is a necessity and vital to the success of any organization. In order to accomplish these objectives for safety, all students are expected to exercise reasonable care to safeguard personal items brought to school. Such items should **never** be left unattended or in plain view. The School is not able to take responsibility for students' property. Also, remember that all items brought onto our property are subject to inspection. Examples of these items include but are not limited to, packages, purses, wallets, handbags, lunch boxes, and vehicles. Students who refuse to allow these inspections may be subject to disciplinary action, up to and including termination.

In addition, students are required to always wear their identification badges when on campus or at the clinical site. By State and Federal regulations, name badges must be worn in plain view to ensure the ease of identification. You will be provided with a badge at the time of your admission. If you lose or damage your badge, report it immediately, and a replacement will be provided at your expense. Failure to wear the identification badge provided will subject you to disciplinary action.

**Internet Access**
As a user of the Annenberg School of Nursing computing system, you have requested access to the Internet via the Annenberg School of Nursing system. Before such access can be granted, you must understand and agree to abide by some basic guidelines and rules for the appropriate and secure use of these resources.

Internet access via the Annenberg School of Nursing computer network is a privilege, not a right. Failure to comply with the guidelines could result in revocation of Internet access privileges and other disciplinary actions up to and including termination.

Internet Access Guidelines:

- Annenberg School of Nursing Internet access is intended for business purposes only. All activity will be monitored. Any suspicious behavior will be reported immediately.
- Internet access is controlled by your Annenberg School of Nursing computer network login name and password. The user will be held accountable for all Internet activity occurring under their

network login name. Lost, stolen, or compromised passwords should be reported to the Executive Director immediately.

- Annenberg School of Nursing's confidential information, including all financial, employee, donor, and residential information, may not be transmitted over the Internet without the prior written consent of the Executive Director.
- No software applications or compressed files may be downloaded or executed from the Internet without the prior written consent of the Executive Director.
- Access to certain Internet websites, deemed inappropriate by the Annenberg School of Nursing, may be restricted without prior notification. If you feel a site has been blocked in error, please contact the Executive Director.
- Annenberg School of Nursing Internet access is not to be used to gain unauthorized entry into any other computer system or for any activity that could be construed as unethical or illegal.
- Any potential security concerns, including but not limited to loss or dissemination of confidential information, unauthorized access or use of the Annenberg School of Nursing's computer network, or disclosure of an Annenberg School of Nursing network password, must be reported to the Executive Director.

**Local Area Network Access Policy**

As a student at Annenberg School of Nursing, you might have access to The School's local area computer network. Before such access can be granted, you must understand and agree to abide by some basic guidelines and rules for the appropriate and secure use of these resources.

Local area networks are, by definition, shared systems. While access to the network is an important part of your education, Internet access via the Annenberg School of Nursing computer network is a privilege, not a right. Failure to comply with the guidelines could result in revocation of Internet access privileges and other disciplinary actions up to and including termination.

Internet Access Guidelines:

- Annenberg School of Nursing Internet access is intended for educational purposes only. All activity will be monitored. Any suspicious behavior will be reported immediately.
- Internet access is controlled by your Annenberg School of Nursing computer network login name and password. The user will be held accountable for all Internet activity occurring under their network login name. Lost, stolen, or compromised passwords should be reported to the Executive Director immediately.
- Annenberg School of Nursing's confidential information, including all financial, donor, and residential information, may not be transmitted over the Internet without the prior written consent of the Executive Director.
- No software applications or compressed files may be downloaded or executed from the Internet without the prior written consent of the Executive Director.
- Access to certain Internet websites, deemed inappropriate by Annenberg School of Nursing, may be restricted without prior notification. If you feel a site has been blocked in error, please contact the Executive Director.
- Annenberg School of Nursing Internet access is not to be used to gain unauthorized entry into any other computer system or for any activity that could be construed as unethical or illegal.

- Any potential security concerns, including but not limited to loss or dissemination of confidential information, unauthorized access or use of the Annenberg School of Nursing computer network, or disclosure of an Annenberg School of Nursing network password, must be reported to the Executive Director.

**Computer and Email Usage**

Annenberg School of Nursing information system, including but not limited to computers, computer files, e-mail, and access to the Internet and World Wide Web, and software furnished to students, is the property of Annenberg School of Nursing and is intended for educational use only. For this reason, students are not to use a password access file or retrieve any stored communication outside normal school procedures without proper authorization from the Executive Director. The Executive Director may override individual passwords and access e-mail and systems at any time. You should not assume that messages in the email are confidential. Deletion of e-mail messages by individuals does not necessarily remove such messages from the system, and, in some cases, deleted messages may still be accessed after deletion by any user.

Students may access only files or programs that they have been permitted to enter. Unauthorized review of files, dissemination of passwords, the creation or use of passwords not authorized by Annenberg School of Nursing, damage to systems, removal of files, removal of programs or improper use of information contained in any software or other technical system or application may be grounds for disciplinary action, up and including termination.

The following applies to the use by students of all the school's information systems, including use of the Internet and World Wide Web, e-mail systems, and computers:

- Annenberg School of Nursing sexual harassment, non-discrimination, and solicitation policies all extend to such use. Students may not, for example, use sexually suggestive screen savers, download or disseminate pornographic materials, or transmit or receive e-mail messages that contain offensive or objectionable material that is sexual in nature.
- Commercial use of any of the organization's electronic communication systems that is not directly for the benefit of Annenberg School of Nursing is prohibited.
- The Internet and World Wide Web, and any other communication device, may not be used in a manner that infringes upon the patents, copyrights, or licenses of others.
- No electronic communication device may be used in a manner that infringes upon the rights of others' proprietary, confidential, or trade secret information.
- Such devices may not be used for any competitive purpose or any purpose that creates an actual, potential, or apparent conflict of interest.

The use of the school's information systems in any manner that may be disruptive, offensive to others or harmful to morale is specially prohibited, including but not limited to the display or transmission of sexually explicit images, messages and cartoons, as well as the use of any ethnic slurs or communication that may be construed as harassment or degradation of others. Such transmission may be grounds for disciplinary action, up to and including termination. The use of the school's information systems to solicit or persuade others for commercial ventures, religious or political causes, outside organizations, or other non-school-related solicitations is strictly forbidden.

Students may not duplicate software programs without the express permission of the Executive Director. Under no circumstances are students allowed to keep copies of proprietary information, data, or programs.

Students are required to notify the Executive Director upon learning of violations of this policy without fear of reprisal. Students who violate this policy will be subject to severe disciplinary action, up to and including termination.

**Placement Assistance**
The school will make every effort to assist graduates in developing job-obtaining skills such as resume and cover letter development, interviewing skills, and appropriate post-interview follow-up activities. Annenberg School of Nursing cannot and does not guarantee employment or salary, but makes every effort to assist each graduate in their job search.

**Academic Advising**
Academic advising may be initiated by school personnel or the student when the need is identified. The school provides students with support in academic and vocational guidance.

**Referrals**
Referral information will be provided to a student in need of guidance and/or support from a local program/agency, such as transportation, counseling, housing, and medical services.

**Library/Resource Center**
Each location has a library on campus that is available to students and is open daily during regular business hours, Monday through Friday, 8:00 am to 4:00 pm. The library maintains current reference materials such as books, journals, and magazines. There is a check-out, check-in system for removing reference materials from the library. A computer center is also available to students during regular business hours, Monday through Friday, 8:00 am to 4:00 pm. Equipped with computers so that students can access the Internet for library resources, access to the Employment Development Department, and graduate practice exams.

**Grievance Policy and Procedure**
The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. This procedure is available to any student or applicant for admission who believes a school decision or action has adversely affected his or her status, rights, and/or privileges. The school strongly urges students who have a grievance to pursue the grievance until a satisfactory resolution is reached. Most grievances can be resolved at their origin, and it is suggested that students utilize the following procedure:

- Discuss the problem with the person directly involved. If in fear of safety or need to speak confidentially, please inform the Executive Director.
- If the concern is not resolved to the student's satisfaction, he or she should submit the grievance in writing and, by appointment, meet with staff/ faculty members regarding the unresolved concern.
- If the grievance is not resolved to the student's satisfaction, the student should submit the concern in writing and, by appointment, meet with the Executive Director.
- If at this time the grievance is not resolved, the Executive Director shall recommend a hearing before a grievance committee, consisting of two alumni representatives, two faculty members, and a moderator. Students who request a hearing must do so within four days of the incident, and the grievance must be submitted in writing. The grievance committee meeting shall be held within five working days following the students' request.

- Copies of the findings and recommendations of the grievance committee and the final decision will be submitted to the Executive Director and mailed to all concerned parties within five days, thereby closing the grievance proceedings.
- Deliberation of the grievance committee shall be confidential.
- Findings and recommendations of the grievance committee are final.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov or Accrediting Bureau of Health Education Schools (ABHES) by calling 703.917.9503 or by emailing info@abhes.org.

## ADMINISTRATIVE POLICIES

**Violence-Free Campus**
We are firmly committed to preventing workplace violence and to maintaining a safe environment. Given the increasing violence in society in general, Annenberg School of Nursing has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during operational hours.

All students should be treated with courtesy and respect at all times. Students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Firearms, weapons, and any other dangerous or hazardous devices or substances are prohibited.

Conduct that threatens, intimidates, or coerces another person or member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Executive Director. All suspicious individuals or activities must also be reported to the Executive Director. Do not place yourself in peril or danger. If you see or hear a commotion or disturbance near you, please call for help rather than try to intercede alone or see what is happening.

**Equal Opportunity**
Annenberg School of Nursing is committed to the philosophy of equal opportunity and access in all educational programs and services. We are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, sex, age, handicap (unless the disability, physical or otherwise, would prevent use of knowledge or skill gained from the training offered to achieve success on the job, or after completion of the program), marital status, sexual orientation, or veteran status.

Annenberg School of Nursing is committed to nondiscrimination in all aspects of our operations and is an equal opportunity school. All actions will be administered without regard to race, color, religion, sex, gender, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, status as a disabled or Vietnam veteran, genetic information or characteristics, or any other protected characteristic as established by law.

Annenberg School of Nursing does not discriminate against applicants based on their disability or their association with an individual who is disabled. No student shall be denied admission or subject to discrimination because of his or her disability. We will provide reasonable accommodation to the known physical or mental limitation of an otherwise qualified disabled student or applicant to the extent required by law. All individuals

are required to perform the essential functions of the Vocational Nurse, with or without reasonable accommodation.

**Non-Discrimination Policy**
Annenberg School of Nursing does not discriminate based on race, color, creed, religion, ancestry, national origin, age, non-disqualifying disability, sex, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities.

Annenberg School of Nursing endorses Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990: "No otherwise qualified handicapped individual in the United States, as defined in Section 7(6), shall, solely because of his handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination."

**Sexual Harassment Policy**
The policy of Annenberg School of Nursing is to provide an educational environment free from unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct, or communications constituting sexual harassment. Students who engage in sexual harassment as defined by this policy, or by state or federal law, shall be subject to discipline, up to and including termination.

**Sexual and Other Unlawful Types of Harassment**
At Annenberg School of Nursing, we believe that to succeed, we must create and foster a supportive environment – one in which each person is valued as an individual and treated with dignity. Such an environment will stimulate people to do their best and encourage initiative, innovation, and teamwork in pursuit of our educational goals.

This policy describes our vision of a supportive environment and our need to make such an environment a reality. We specifically focus on harassment guidelines and our commitment to eliminate not only harassing behavior but also any behavior that is intimidating and counterproductive.

In a supportive environment, students feel motivated and energized. Respect for the individual and appreciation of diversity are the guiding principles that remain constant over time. We believe each person, regardless of level of personal identity, has valuable ideas and talents to offer. These should be encouraged.

We support the development and expression of individual competence. We strive for a participatory environment with two-way communication where students share an awareness of problems in suggesting solutions. We expect all students to treat others fairly.

**Valuing Diversity**
We appreciate and respect personal differences in race, color, creed, sex, gender, religion, marital status, veteran status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation and other such categories. And we respect different opinions and viewpoints. We recognize that it is our individuality that helps us develop diverse solutions and approaches to the challenges we face. We realize that looking at things from different perspectives can lead to innovative ideas.

**Anti-Harassment Policy**

One threat to a supportive culture is harassment. It contributes to low morale and productivity and takes a devastating toll on the learning environment. Harassment in any form undermines the abilities and potential of students and Annenberg School of Nursing.

However, defining harassment and its many nuances is difficult. Conduct one person finds objectionable may not be offensive to another.

We hope to shed light on this complex issue. The intent is not to instill fear or ill will or to discourage mutually friendly exchanges between students, but to enhance awareness.

**What is Harassment?**

Harassment is offensive conduct relating to an individual's race, color, creed, sex, gender, religion, marital status, veteran status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation or other protected status. Harassment has the purpose or effect of:

- Creating an intimidating, hostile, or offensive environment.
- Interfering with an individual's performance.
- Adversely affecting an individual's academic opportunity.

Improper conduct includes, but is not limited to, the following examples:

- Verbal epithets, derogatory or suggestive comments, demeaning jokes, slurs, unwelcome sexual flirtations or propositions, graphic comments, sexually oriented comments about the body appearance or lifestyle of a student or an Annenberg School of Nursing employee.
- Visual derogatory, demeaning or sexually suggestive posters, cards, cartoons, graffiti, drawings, gestures, or other offensive nonverbal behavior such as leering or staring, which is deemed to be unwelcome by the recipient.
- Physical assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement.
- Sexual harassment is one type of harassment and is defined as unwelcome advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of admission to school, (2) submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

**Any act of harassment is prohibited.** This policy covers all students. Any suspected acts of harassment should be reported to the Executive Director.

**Disciplinary Action**

Harassment in any form will not be tolerated by Annenberg School of Nursing. Students who violate the guidelines will be subject to discipline, including termination from the program. The specific disciplinary action taken will depend on the nature of the incident. The Executive Director is responsible for ensuring that harassment is reported and resolved.

**The Reporting Process**

What can you do if you feel you have been subjected to harassment or to intimidating, counterproductive behavior not in keeping with our vision of a supportive environment? We have created a flexible resolution

process, designed to foster mutual respect and fair treatment for all students; this process is tailored to help you resolve your concern in the manner you find most comfortable.

Students are encouraged to help eliminate unwelcome behavior by talking with the offending party directly. Let them know that you find their behavior unacceptable. However, we recognize there may be students who do not wish to do so and need assistance in resolving their concerns.
To accommodate different situations and rules, we have designed a resolution process that includes several alternatives. When pursuing your concern, you can use one option alone or in conjunction with others. The alternatives include:

- Handling the situation directly with the offending party.
- Soliciting administrative assistance.

**A Shared Responsibility**
To foster and preserve the supportive environment we've described in these pages, shared responsibility and participation is required. It is expected that the student:

- Understand the harassment guidelines and the implications for their personal behavior.
- Behave in a manner that does not treat others unfairly.
- Seek assistance through the resolution process if they feel they have been treated in a manner inconsistent with the philosophy stated in this catalog.
- Be willing to change their behavior if they learn that their actions have been deemed harassing, intimidating, or counterproductive.

Administration has additional responsibilities and is expected to:

- Ensure that students understand the harassment guidelines.
- Be positive role models through their personal behaviors.
- Ensure that students who feel they have been treated in a manner inconsistent with our guidelines are able to resolve their concerns promptly
- Help create an environment in which people with concerns feel comfortable using any of the resolution alternatives available without fear of retaliation.

When a violation of this policy is noted by the student, whether the student believes he or she is being harassed or a student becomes aware of the harassment of any other student, the student shall immediately report it to the Executive Director, who will take prompt investigatory, corrective, and preventive action.

Any charges of harassment brought to the Executive Director's attention will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

No person shall be subject to reprisal or retaliation for having made a complaint of sexual harassment. Each person shall, without fear of reprisal or retaliation, cooperate in the investigation of a complaint of harassment as defined in this policy.

**Penalty for Violation of Harassment Policy**
Anyone who has been found to have committed an act of harassment will be subject to disciplinary action, which may include termination. At a minimum, the harasser will be required to participate in appropriate training or counseling as part of the disciplinary process.

**Personal Behavior**
In addition to our non-harassment policy, the school maintains a Personal Behavior policy. This policy is directed toward conduct that may not otherwise fall within the legal definition of harassment but projects a negative image for the school.

All students must professionally conduct themselves. Unprofessional behavior such as sexual conversations, inappropriate and unwelcome touching (i.e., kissing, hugging, massaging, sitting on laps, etc.), and any other behavior of a sexual nature is prohibited. Students who fail to observe these standards will be subject to disciplinary action, up to and including termination.

**Substance Abuse Policy**
Annenberg School of Nursing has a zero-tolerance policy regarding the use of alcohol, drugs, or controlled substances as it affects the environment. Use of these substances, whether on or off campus, can adversely affect the student's work performance, efficiency, absenteeism, and health and safety, and therefore seriously impair the student's contribution to our school. The use, possession, or sale of illegal or controlled substances by any person on campus or at a clinical facility is prohibited. It is expected that each student arrives on time, fit to perform all applicable duties and responsibilities. Students who report or become unfit to perform their duties fully and satisfactorily may create safety hazards for themselves and others. Students who use, sell, or have or under the influence of non-prescribed or unlawful drugs or controlled substances or alcohol while on campus or at clinical sites, including parking lots, will be subject to disciplinary action that could include immediate termination.

Students must comply with this policy as a condition of admission to the school. Should a student be convicted of a drug-related crime, he or she must notify the Executive Director within five days of the conviction. Appropriate action, including possible discipline and/or participation in a drug abuse assistance or rehabilitation program, may result after notice of the conviction is received. Students may use physician-prescribed medications, provided that the use of such drugs does not adversely affect performance or the safety of others.

*Note: Being under the influence of alcohol or drugs, including marijuana, is prohibited while attending Annenberg School of Nursing or any off-site activity associated with the institution, such as clinical experiences and field trips. Annenberg School of Nursing's drug-free policy must follow federal laws, regardless of State law, as an institution with approval to distribute Title IV funds to those who qualify. Federal laws classify marijuana as an illegal drug, regardless of whether you have a medical marijuana card or the substance is legal within California.*

**Drug and Alcohol Testing**
Annenberg School of Nursing is committed to providing a safe, efficient, and productive environment for all students. In keeping with this commitment, students may be asked to provide body substance samples (e.g., blood, urine, etc.) to determine the illicit use of drugs and/or alcohol. We will attempt to protect the confidentiality of all drug test results. Drug or alcohol tests may be conducted in any of the following situations:

Post-Accident- Any student who is involved in a serious incident or accident may be asked to provide a body substance sample if there is a reasonable suspicion of alcohol or drug use.

Fitness - This test may be required if significant and observable changes in students' performance, appearance, behavior, speech, etc., provide reasonable suspicion of the influence of drugs or alcohol. A fitness evaluation may include the testing of a body substance sample.

Subject to any limitation imposed by law, a refusal to provide a body substance sample under the conditions described above, or testing positive for the illegal use of drugs and/or alcohol, may result in disciplinary action, up to and including immediate termination.

**Time Off for Victims of Violent Crimes or Domestic Abuse**

Annenberg School of Nursing will grant time off for students who are victims of crime to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. In addition, time off will be granted to students who are victims of domestic violence to obtain relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence victim or his or her child.

Annenberg School of Nursing will not discriminate against a student who is a victim of domestic violence for taking time off from school to seek medical attention for injuries caused by the domestic violence, to obtain services from a domestic violence program, to obtain psychological counseling related to the domestic violence, or to participate in actions to increase safety from future domestic violence, including temporary or permanent relocation.

Affected students must give the Executive Director reasonable notice that they are required to be absent for a purpose as stated above, except for unscheduled or emergency court appearances or other emergency circumstances. Annenberg School of Nursing must be provided with documentary evidence that an absence was required for any of the above-listed reasons. The school's make-up policy will apply to these absences.

**Class Cancellation**

To ensure the full enrichment of the program, a minimum number of students is required. If the minimum number is not met, the class may be postponed until the minimum number is attained. If the class is cancelled due to a shortage of enrollments, all monies taken will be refunded in full.

## NOTIFICATIONS

**Classroom Rules and Procedures**

- Professional behavior and attitudes are always expected.
- Punctuality, attentiveness, and all aspects of courtesy are expected in class.
- Attendance sheets are used daily. Each student signs his or her name and indicates the time of arrival. If leaving before dismissal time, the student will sign out and indicate the time of departure. The instructor will take roll after lunch, and if a student is late in returning to class, the instructor will note it on the attendance sheet. Signatures must be legible. Students who sign in for other students may be subject to disciplinary action up to and including termination.
- To receive credit for a day of attendance in the classroom, you must be present for five hours to receive credit for the day. To receive credit for a clinical day, you must be present for eight hours. If these hours are not met, you will be marked absent for the day, unless prior arrangements have been made with the instructor.

- Eating during class is not allowed, except during morning break and lunch. No food is permitted in the classroom at any other time. Students may bring in water and other drinks with lids.
- Monthly schedules will be given to each student on the first day of class.
- Each student is responsible for securing missed lecture notes and assignments.
- If the student is tardy for the lecture start, she/he must enter the classroom quietly. If there are any questions about material that she/he missed, it will be discussed later with the instructor. Note that three tardies and/or leaving early are equal to one theory absence.
- If a student is tardy for an exam start, she/he must enter the classroom quietly, without distracting noise or comments, and may take the exam within the remaining period, regardless of the amount of time left.
- Students are encouraged not to leave the classroom during the lecture. Please consult individual instructors for their classroom policies.
- Students are responsible for keeping classrooms clean and orderly during and after class sessions. Students found writing on desks, walls, or damaging School property will be subject to termination.
- Any student who gives or receives help during an exam, uses notes or any other aids, causes undue disturbances of any kind, or removes exam materials from the room, which is considered cheating, will be terminated from the school immediately without a chance for readmission.
- The dress code for class and clinical is ASN T-shirt, scrub pants, and tennis shoes. Name badges must always be worn. A white or blue sweater is acceptable as part of the uniform. No lab jackets are permitted, as those are for instructors only.
- If you have questions related to grades or attendance, speak with your instructor.
- Final grades will be given before the beginning of the next term.
- Students should keep a record of all exam results, enabling them to know their basic grade point average.
- All cell phones and other electronic devices must be turned off or in silence mode during class and clinical hours.

**Student Conduct**

Annenberg School of Nursing is proud of its academic standards. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Students at Annenberg School of Nursing shall respect and follow the procedures and policies as set forth:

- Students are responsible for their actions while in attendance at the school and at the clinical sites.
- Students are responsible for any theft or damage done to the School, or clinical property, the student is responsible for reimbursing the School or clinical site for such damage or loss is found to be responsible for such acts.
- Inappropriate, disruptive or profane behavior is not allowed. This includes actions which disrupt the learning opportunities of other students. Students indulging in this type of behavior will be counseled and disciplinary action may be imposed, up to and including termination.
- In accordance with the requirements of the Municipal Code Section 41.50, smoking is prohibited on campus. “Smoking” is defined as holding a lit cigar or cigarette or lighted pipe of any kind. It also includes the emitting of exhaling of smoke of any kind. Those wishing to smoke may do so in the designated smoking areas outside before their starting time, during breaks or lunch and after class. Students must comply with the clinical facilities smoking policy. Failure to comply with this policy will result in disciplinary action.
- Drinking and eating (with the exception of water) are prohibited in all School areas. Designated break areas are available for students. Students may eat a morning snack and lunch in the classroom during designated break times only. Students are responsible for cleaning up after break times.

- Children, family or friends of students will not be permitted in the teaching areas unless authorized by School personnel.
- Animals are not allowed on the premises unless specifically required to assist the physically impaired.
- Students must follow all health and safety standards and guidelines as required.
- Cell phones must be turned off while in class or at the clinical facility.
- Any student caught cheating on examinations, plagiarizing or being dishonest.
- A student must not possess, nor be under the influence of any intoxicating beverage or drug, nor possess weapons, nor create a safety hazard to others while on School premises, hospital or clinical sites.
- Students **shall not** be in possession of firearms, fireworks, explosives, or any other weapons while attending Annenberg School of Nursing or any off-site activity associated with the institution, such as clinical experiences and field trips.

**Cheating**

***Definition***

Cheating of any kind is dishonest and is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, aiding another in an individually assigned exam, any improvement in evaluation of performance by any dishonest or deceptive means, copying other's exams or essays, stealing exams, buying or otherwise procuring new or used exams, having someone else take an exam or do work for which you take credit and any other ways you might receive credit for work that is not your own. Dialog, cooperative work, and collaborating are encouraged and necessary for certain assignments such as clinical, research, and group projects as assigned and directed by your instructors.

***Testing Procedures***

Testing procedures will be as follows:

- Cell phones, iPhones, tablets, laptops, etc., will be turned off and placed inside each student's mailbox before test materials are handed out.
- All non-testing materials, including books, water bottles, coffee, tissue, food, medications, additional scratch paper, etc., shall be placed on the proctor's table during the test. If a student needs something, they will approach the proctor for it during testing.
- All scratch paper and calculators will be provided to students and returned to the instructor at the end of the test.
- Bathroom usage is to be conducted before the start of testing. No student is to leave the testing room during their test unless there is a documented medical exception. If students leave, their testing will be complete.
- All students will be separated with at least one empty seat between them if necessary and as needed. Faculty or staff will adjust seating accordingly as needed.
- Test proctors and faculty reserve the right to adjust the test-taking procedures for any reason.

***Consequences***

Any student observed exhibiting any of these behaviors will be escorted out of the room and will meet with the Executive Director to determine a final disposition up to and including termination from the program. If a student has a suspicion that someone is cheating or exhibiting unethical behavior during a test, immediately report it to the test proctor.

**Clinical Facilities Conduct**

- Students are guests of the clinical facility. Attitudes and behaviors may determine whether this class and future classes are permitted to use clinical facilities.

- Professional behavior is always expected.
- Be courteous to visitors, patients, fellow students, and staff members.
- The instructor should be notified immediately of problems encountered in the clinical facility.
- professionally address one another.
- Do not discuss patients, staff, personnel, or School matters in public areas.
- Confidentiality must be maintained in all areas.
- Follow lines of authority.
- Work as part of the hospital team.
- A student having one (1) documented incident of unsafe patient care will be subject to termination from the program.

**Student Records**

Annenberg School of Nursing maintains electronic records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. Annenberg School of Nursing maintains, for each student granted admissions permanent record of all of the following for a minimum of five (5) years:

- The graduation award granted and the date on which it was granted.
- The courses and hours on which the diploma was based.
- The grade earned by the student in each of those courses.
- Admission records
- Financial record
- Academic records
- Advisory Notices
- Complaints

Annenberg School of Nursing maintains student transcripts permanently. Information on transcripts include the following:

- Courses or educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades or evaluations given to the student;
- Graduation awarded the student; and
- The name, address, email address, and telephone number of the institution.

**Student Rights and Responsibilities**

A student accepted into Annenberg School of Nursing has certain rights and responsibilities. These rights and the associated responsibilities are outlined below:

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive, in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
- When confronted with injustices, students may seek redress through established grievance procedures. Such procedures will be available to those students who make their grievances promptly.

- Students may make reasonable exceptions to the data or views offered in any course of study and may form their judgments, but they are responsible for learning the academic content of any course in which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligations to Annenberg School of Nursing.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the school.
- Students have the right to a quality education. This right encompasses quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the responsibility to conduct themselves professionally within the school and clinical settings and to abide by the policies of the School and the Executive Director.
- Students are expected to conduct all relationships with the staff and faculty, their peers, and patients with honesty and respect.
- Students are to comply with directions from faculty and staff members who are acting within the scope of their employment.
- Students have the right and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students are encouraged to apply creativity to their learning processes while striving for academic and clinical excellence and to share their knowledge and learning.

**Student Interaction**

Student interaction is considered to be an important component of academic experience at Annenberg School of Nursing. Class organization is designed to encourage opportunities for student communication. Students are encouraged to form or join study or special interest groups.

Each class will elect class officers as follows: president, vice-president, secretary, and treasurer. Class officers will be the liaison between the administration, faculty, and the class. Class officers are encouraged to attend faculty meetings to discuss areas of concern and report back to the class.

**Dress Code and Personal Appearance**

The professional appearance of all students is a matter of individual pride and is a key element in the professionalism of all students at the Annenberg School of Nursing. To present a professional and caring image and to maintain a safe environment while in school and at clinical facilities, each student is expected to utilize good judgment in the manner and neatness of their dress and to maintain excellent grooming and personal hygiene practices.

The following standards are to be followed by all students of the Annenberg School of Nursing, and maintenance and compliance is the responsibility of the Executive Director, instructors, and staff. Each student will compare himself/herself to the following standards, rather than making a comparison to fellow students. Any student who does not meet the standards of this policy will be required to take corrective action, which may include signing out and returning in appropriate attire. Failure to comply with these guidelines may also result in disciplinary action up to and including termination.

GENERAL DRESS STANDARDS (When not in required uniform)

1. Leggings without tunic-length layers, blue jeans, skimpy tank or halter tops, mini-skirts, or shorts other than knee-length walking shorts are not permitted while on campus or clinical sites. T-shirts are also not permitted unless they are ASN T-shirts.
2. All clothing should be clean, neat, and in good repair. Slashed clothing is NOT acceptable. Clothing should fit comfortably and not be too tight or show outlines of undergarments.
3. All clothing should be appropriate for the school and clinical environment. Blouses and shirts should not be cut too low in front or in back, or in a fashion that openly reveals the chest or back. Clothing should not be transparent and/or show undergarments when worn; skirts and dresses should not be too short. If you are in doubt, please err on the side of being conservative.
4. For your safety and that of your fellow students and while in direct patient care areas, do not wear jewelry that is large or dangling, subject to snagging on clothing or pulling or jewelry that could easily cause injury to someone else. Facial or visible body jewelry is prohibited except for earrings, one pair of plain studs, one in each ear.
5. Tattoos must be covered by normal clothing as much as possible.
6. All students must abide by the policy of no excessive use of fragrance.
7. Professional pins may be worn on your person if they do not interfere with patient care.

SHOES

1. Shoes are to be in good repair as well as cleaned and polished at all times.
2. Shoes, as part of a required uniform, are to be compatible with the style and color of the uniform itself. White shoes are the only acceptable color while at the clinical sites.
3. For safety reasons while on duty, students in direct patient care areas are prohibited from wearing clogs, beach sandals, high platform shoes, slip-ons, and other similar footwear. When in non-carpeted areas, shoes must have a rubber sole to avoid slipping. In areas where students are exposed to heavy machinery, shoes should be sturdy and reinforced to avoid potential injury. During school and clinical hours, ALL students are required to wear shoes that are safe and in good repair.

GROOMING STANDARDS

1. Excellent personal grooming practices are to be always maintained.
2. Hair must be neat, clean, and well-trimmed within the style of the cut.
3. When working in direct patient care areas, long hair should be restrained off the face.
4. Heavily scented perfumes, colognes, hair spray, or deodorants are to be avoided, particularly in patient care areas. Cosmetics should be used professionally.
5. Fingernails should be neat and clean. Nail length should not be so excessive as to cause frequent breaking or possible injury. Nails should not interfere with the performance of your job.
6. Facial hairs must be neat, clean, and well-trimmed.

PERSONAL HYGIENE STANDARDS

1. Personal hygiene practices, including bathing and use of deodorant and daily care of teeth and breath, are to be always maintained.
2. Whenever it appears to be justified, students may be required to consult a private physician about hygiene problems of a medical nature.

IDENTIFICATION BADGES

All students must wear ASN identification name badges while on school premises, at clinical sites, and anytime they are representing ASN. A badge will be given to you at your initial orientation class. Lost or stolen badges will be replaced by the Human Resources department. There may be a cost for repeated replacements.

A student's appearance must always be appropriate when the student is at School, on campus, and at the clinical facilities. Students are required to adhere to the Annenberg School of Nursing dress code in the classroom and in the assigned clinical area, as designated by the campus (see Clinical Dress Code). The student should show concern for the appropriateness of dress while attending the school and be guided by the principle that what is appropriate for the work site is appropriate for the school. Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be asked to leave the class, and time missed will be recorded as an absence.

CLINICAL DRESS CODE

- Students must wear the designated School uniform, including name badge, and watch. Navy Blue or White colored long shirts may be worn under the ASN T-shirts or scrub tunic top. A warm-up jacket is provided as part of the uniform ensemble. No turtlenecks or T-shirts are to be visible under the tunic top. No adornments or "fanny packs" allowed.
- Uniform must be neat and clean.
- For women: white or beige hose and/or socks; no dark hose, knee-highs, or socks. For men: white socks.
- Clean white nurses' shoes and shoelaces; no canvas shoes, open shoes, or visible colored brand names.
- Only the warm-up jacket issued by the school is to be worn in clinical facilities.
- Cosmetics are to be worn in moderation. Because of allergies to clinical patients, perfume or cologne is not allowed.
- Nails are to be short (no more than ¼ inches beyond the end of the finger), and if polish is worn, it is to be clear and not chipped. No acrylic nails.
- The only acceptable jewelry: watch (with second hand), one (1) pair of plain stud earrings, one (1) ring, wedding band or engagement ring; no other jewelry is to be worn with the uniform. No nose, tongue, or other visible body piercings will be permitted. All tattoos must be covered.
- Hair must be of natural color/s and entirely off uniform collar. Hair must be up when in uniform. Long hair must be pulled up off the collar. No jewelry, beads, or ribbons in hair.
- Beards must be worn short and neatly trimmed.
- Departure from the required standard of dress will result in students being sent home and will be marked absent.
- Loss of any item (name badge, books) is to be reported; replacement cost is a student's responsibility.

**Transportation Policy**

Transportation for students to clinical assignments at the various hospitals and agencies throughout the area is NOT provided by the school. The student must provide his/her transportation. Car-pooling is encouraged. The student needs to have independent, reliable transportation. Clinical placement CANNOT and will not be based on transportation or car-pooling. Travel to a clinical site can be up to 30 miles one way from the campus.

## CANCELLATION, WITHDRAWAL, AND REFUND POLICY

**STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata

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

2. Cancellation may occur when the student provides a written notice of cancellation to the Administrative Office at the following address: 18855 Victory Boulevard, Reseda, CA 91335. This can be done by email, mail, or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $100.00.

**WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00 and any other non-refundable fees for services/items delivered within 45 days of withdrawal. If the student has completed more than 60% of the program, the tuition is considered earned, and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or, as of the date of the student's withdrawal, whichever is later. Withdrawal may occur when the student provides a written notice of withdrawal to the Administrative Office at the following address: 18855 Victory Boulevard, Reseda, CA 91335. This can be done by email, mail, or by hand delivery.
- The institution terminates the students' enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences above the maximum set forth by the institution, and/or failure to meet financial obligations to the school.
- The student has failed to attend class for three (3) weeks/twenty-one (21) days.
- Failure to return from a leave of absence.

To determine the amount of the refund, the date of the students' withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charges, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, before withdrawal. To determine when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) weeks.

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

**Cancellation and Refund Disclosures**

Annenberg School of Nursing will provide each student enrolled with documentation (hardcopy or electronic format) within 45 days of the cancellation or withdrawal specifying the amount of refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity (third-party) to which the refund was sent, if applicable.

If a refund is made to a third party on behalf of a student who has cancelled their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation, a written notice, in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

If an institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation, the institution shall refund the money to the student within 45 calendar days of the student's cancellation.

If a program is discontinued, cancelled, or Annenberg School of Nursing closes after starting a program, and before program completion, student institutional charges may be refunded on a pro rata basis if the Bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.

**Liability and Personal Property Disclaimer**
Annenberg School of Nursing disclaims liability of any kind for injury or illness of any student because of participation in a program of study, including associated activities in clinical, classroom, laboratory work, or field trips. Any student injured while in a learning experience must report this injury to their instructor. An incident report must be filled out, with a copy given to the Executive Director.

If emergency care is required, the student must follow the procedure established by the school or affiliated facility for such injuries.

The school assumes no responsibility for loss or damage to students' personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the school property or at any clinical facility.

**Changes in Program or Policies**
The school has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in program, grading and attendance policies, and criteria, or locations of clinical sites, in the interest of improving the student's education, or were deemed necessary, due to academic scheduling or professional requirements. The school reserves the right to postpone or change the date or time when a class is offered if the minimum student enrollment for that class is not reached.

## TUITION, FEES AND OTHER CHARGES

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

| Vocational Nursing Program | |
|---|---|
| Application Fee* | $ 100.00 |
| Student Tuition Recovery Fund Fee* | $ 0 |
| Books and Supplies** | $ 1,355.00 |
| Cards** | $ 220.00 |
| Exams and Licensing** | $ 1,150.00 |

| Vocational Nursing Program | |
|---|---|
| Tuition | $22,275.00 |
| **TOTAL*** ** | **$25,100.00** |

*Non-refundable $0 for every $1,000 rounded to the nearest $1,000 of institutional charges. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).
**Non-refundable upon receipt after the cancellation period.
***Charges for the period of attendance and the entire program.

If an alternate student is not changed from an alternate to an enrolled student before or at 180 scheduled hours, the tuition and fees will be as follows:

| Alternate Student - Vocational Nursing Program | |
|---|---|
| Application Fee* | $ 100.00 |
| Student Tuition Recovery Fund Fee* | $ 0 |
| Books and Supplies** | $ 1,355.00 |
| Cards** | $ 220.00 |
| Exams and Licensing** | $ 1,150.00 |
| Tuition | $ 2,386.80 |
| **TOTAL*** ** | **$5,211.80** |

*Non-refundable $0 for every $1,000 rounded to the nearest $1,000 of institutional charges. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).
**Non-refundable upon receipt.
***Charges for the period of attendance and the entire program.

**Book and Supplies (non-refundable upon receipt):**

| | |
|---|---|
| $ 20.00 | Stethoscope |
| $ 5.00 | Bandage Scissors |
| $ 5.00 | Penlight |
| $ 20.00 | Watch |
| $ 15.00 | Lamp (Graduation) |
| $200.00 | 3 Sets of ASN Scrubs, plus 1 extra pant, 1 ASN Warm Up Jacket, 2 ASN Tee-Shirts |
| $1,020.00 | Textbooks, Handouts, Workbooks |
| $70.00 | Graduation Stole |

**Exams and Licensing (non-refundable upon receipt):**

| | |
|---|---|
| $550.00 | ATI Complete Package |
| $200.00 | NCLEX Registration |
| $150.00 | Initial License |
| $150.00 | BVNPT Application |
| $100.00 | Live Scan (DOJ and FBI fingerprints) |

**Cards (non-refundable upon receipt):**

| | |
|---|---|
| $50.00 | Fire Class and Card |
| $50.00 | CPR Card |
| $120.00 | Management of Assaultive Behavior (MAB) Class/Card |

| Nurse Assistant Program | |
|---|---|
| Application Fee (Entrance Exam)* | $ 10.00 |
| Student Tuition Recovery Fund Fee* | $ 0 |
| Books, Supplies, Tests, and Exams** | $ 435.00 |
| Tuition | $ 955.00 |
| **TOTAL*** ** | **$1,400.00** |

*Non-refundable $0 for every $1,000 rounded to the nearest $1,000 of institutional charges. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).
**Non-refundable upon receipt after the cancellation period.
*** Charges for the period of attendance and the entire program.

**Books, Supplies, Tests and Exams**

| **Physical Exam** | **CPR Card** | **T-Shirt** |
|---|---|---|
| $60.00 | $50.00 | $10.00 |
| **Drug Test** | **Certified Nurse Exam** | **Textbook** |
| $40.00 | $100.00 | $100.00 |
| **Livescan** | | |
| $75.00 | | |

| Home Health Aide Program | |
|---|---|
| Application Fee (Entrance Exam)* | $ 10.00 |
| Student Tuition Recovery Fund Fee* | $ 0.00 |
| Books, Supplies, Tests, and Exams** | $295.00 |
| Tuition | $195.00 |
| **TOTAL*** ** | **$500.00** |

*Non-refundable $0 for every $1,000 rounded to the nearest $1,000 of institutional charges. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).
**Non-refundable upon receipt after the cancellation period.
*** Charges for the period of attendance and the entire program.

**Books, Supplies, Tests and Exams:**

| **Physical Exam** | **Livescan/Fingerprints** | **T-Shirt** |
|---|---|---|
| $70.00 | $75.00 | $10.00 |
| **Drug Test** | **Textbook/Workbook** | |
| $40.00 | $100.00 | |

***Additional Fees, if applicable:*** If a student does not have a current, unexpired CPR card from the American Heart Association, ASN will provide a class and card for $50.00. Each official transcript costs $10.00; if an official transcript needs to be provided within 48 hours (Saturday and Sunday not applicable) of the request, each official transcript will cost $25.00.

**Tuition Payment**
Tuition payments should be made in person during regular office hours or mailed before the due date. Payments may be made with a check, money order, or credit card.

**Financial Obligation**
Students who are required to pay monthly tuition payments must complete all payments before the end of the program. If the account balance is not paid in full, students will not receive a diploma/certificate.

Students who fail to make prompt payments or fail to make a good faith effort to catch up on their account promptly may be subject to disciplinary action, up to termination. Students who have been dismissed for nonpayment of tuition will not be readmitted until all delinquent payments have been paid in full.

**Late Fees and Returned Check Fee**
Any payment received after the due date will be charged a $25.00 late fee. It is the student's responsibility to make all tuition payments as agreed to.

Students who issue personal checks that are returned by banks will be charged a $25.00 service fee in addition to the $25.00 late fee. Checks that have been returned for nonpayment must be replaced with a certified check or money order. Students who have had checks returned will not be allowed to pay any further payments by personal check.

**Transcripts**
The transcript shows all courses taken and hours for the courses, and final grades. Transcript requests must be presented in writing to administration. Each official transcript costs $10.00; if an official transcript needs to be provided within 48 hours (Saturday and Sunday not applicable) of the request, each official transcript will cost $25.00.

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

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

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

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

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

## FINANCIAL AID

Financial aid is available to students who qualify, based on the requirements of the various financial aid programs. Annenberg School of Nursing offers several options for obtaining financial aid to assist you in funding the tuition, fees, and other educational expenses of the school. The ASN Vocational Nursing program is certified to participate in the U.S. Department of Education Title IV Pell Grant and Direct Loan programs. In addition, the Jewish Interest Free Loan is available to VN and NA students. The ASN Financial Aid office is available to help you determine your financial aid options and your plans for paying your ASN tuition and fees.

**Types of Financial Aid for those that qualify**:

*For Vocational Nursing Students:*

**Grants:** Grants are offered through the Federal Student Aid Pell Grant Program.
Pell Grant Awards are based on need, and students must apply by submitting the FAFSA.
Pell Grants do NOT require the award money to be paid back.

**Loans:** Federal Student Aid Loans are available through the Direct Loan program that offers both subsidized and unsubsidized loans to students, and Parent Plus loans to parents of dependent students. Students apply by completing the FAFSA. Direct Loan money must be paid back to the U.S. Department of Education. Students will complete and sign a Master Promissory Note and participate in entrance and exit financial counseling to understand the terms and conditions of repayment plans, if eligible to receive loan money.

Detailed information about the Federal Grant and Loan Programs can be found online at www.studentaid.ed.gov, or from the ASN Financial Aid Office.

**Scholarships:** When fully funded by our generous LAJH and ASN donors, ASN will offer a scholarship to VN students. All students admitted to the VN program who maintain Satisfactory Academic Progress in the program will be awarded the scholarship. The amount of the scholarship will be determined prior to the program's scheduled Orientation. The scholarship amount will be credited to students' tuition accounts in equal increments at the end of each term of the VN program.

*For Vocational Nursing and Nursing Assistant Students:*

**Jewish Free Loan Association**: This interest free loan is available to eligible students pursuing post-secondary education for health care careers. Applications are open to all students attending the ASN programs. The Jewish Interest Free Loan Program represents a unique opportunity to obtain funds that can be paid back over time with ZERO interest. Details are available from the ASN Financial Aid office.

**How to Apply for Financial Aid:**
Students applying for funds from any of the Federal Pell Grant or Direct Loan Programs must complete and submit the FAFSA (Free Application for Federal Student Aid) either online at the FAFSA website (www.fafsa.ed.gov) or in hard copy form available at the Financial Aid office, or via download from the FAFSA website. This application collects the demographic and financial information needed to determine eligibility for the Federal programs. The online application is easy to navigate and will automatically access other federal databases (e.g. Social Security, IRS) to collect and verify information electronically. Detailed instructions are available on the FAFSA website. The School Code for ASN is **041913.** Your FAFSA will automatically be sent to the ASN Financial Aid Office for review when you list that code number in Step 6 on your FAFSA.

**Satisfactory Academic Progress (SAP)**
Students receiving Title IV Federal Student Aid must meet the requirements for achieving Satisfactory Academic Progress in the VN program to continue receiving aid for the duration of the program. SAP is verified before the release of funds at the beginning of each financial aid payment period. Requirements for SAP at the Annenberg School of Nursing are detailed in this catalog.

**Withdrawals and Return of Title IV funds:**
Procedures for withdrawal from ASN, and refunds of tuition based on the withdrawal date are described in this catalog. If a student withdraws from the Vocational Nursing program and is receiving federal Title IV funds (Pell Grant and/or Direct Loan), the school must perform a Return of Title IV Funds calculation. The school will determine if it has disbursed unearned federal funds and provide written notification to the student of the excess amount disbursed. The unearned funds must be returned to the Department of Education as soon as possible, but no later than 45 days of the date the school determines the student withdrew. If ASN has disbursed less aid than the student has earned at the time of withdrawal, the student is due to a post-withdrawal disbursement. If the student is eligible for a post-withdrawal disbursal of Direct Loan funds, ASN will provide written notification to the student within 30 days of the date the school determined that the student withdrew. Further details regarding the Return of Title IV funds and related disbursements can be obtained from the ASN Financial Aid Office.

**Procedure(s):**
You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00 and any other non-

refundable fees for services/items delivered within 45 days of withdrawal. If the student has completed more than 60% of the program, the tuition is considered earned, and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or, as of the date of the student's withdrawal, whichever is later.
- The institution terminates the students' enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences above the maximum set forth by the institution, and/or failure to meet financial obligations to the school.
- The student has failed to attend class for three (3) weeks.
- Failure to return from a leave of absence.

To determine the amount of the refund, the date of the students' withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charges, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, before withdrawal. To determine when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) weeks.

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

1. **Calculation of Withdrawal Date:** The student's Withdrawal Date for calculation of FSA return is the Last Date of Attendance. The Vocational Nursing Program is a clock hour program and takes attendance daily at all academic and clinical sessions. Staff will determine the Last Date of Attendance for a student who is withdrawing, by reviewing the daily attendance sheets and determining the last day the student's name is recorded as being present for class.

   For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charges, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) weeks.

   If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

2. **Date of Determination:** The ASN Date of Determination for calculation of FSA returns is the date on which ASN staff becomes aware of the student's non-attendance, but no later than 14 days after the Last Date of Attendance. The ASN Executive Director will notify the Financial Aid Office of the student's Withdrawal Date and the Date of Determination for that student. Title IV funds must be returned as soon as possible, but no later than 45 days after determining the student has withdrawn.

3. **Payment Period:** Returns of Title IV funds are calculated on a Payment Period basis. The Payment Period is defined as follows: the first 900 clock hours of the full Academic Program of 1530 hours constitutes the first Academic Year, which contains two (2) Payment Periods of 450 hours each. The remaining 630 hours of the Academic Program constitute the second Academic Year of the Program and contains two payment periods of 315 hours each.

4. **Calculation of FSA Title IV Returns:** Within 45 days of the Withdrawal Date, ASN Financial Aid Office will calculate the amount of Federal Student Aid earned prior to the Withdrawal date. Staff will use the most recently issued FSA worksheet "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program" to determine the amount of Title IV aid earned by the student, and the amount to be disbursed or returned by ASN, and received or returned by the student. Financial Aid staff will complete all portions of the worksheet. The worksheet will be kept in the student's permanent ASN Financial Aid File. If calculation of FSA Title IV results in a credit balance on the student's account, credit balance will be disbursed as soon as possible, but no later than 14 days after R2T4 calculation.

5. **Post Withdrawal Disbursements:** If the worksheet calculations in #5 (above) indicate that the student has received less Federal Student Aid than the amount earned for the specified period of enrollment, ASN will offer the student a disbursement of the balance of earned aid that was not received. Staff will use the Post Withdrawal Tracking Sheet to track the handling of the disbursement and maintain this as a permanent record. The Financial Aid Office will comply with guidelines and instructions in the current FSA Handbook for the order and timing of disbursing grant and loan funds, the written notification to the student (or parent) of the disbursement, cash management and authorization requirements, and consideration of student educational charges due at time of withdrawal. ASN will not require the student (or parent) to collect disbursed funds in person; the last known address in the Admissions Office file will be used to mail a check, if necessary. Any Title IV grant funds a student is due as part of a post-withdrawal disbursement must be given as follows; grants must be disbursed within 45 days and loans offered must be disbursed within 30 days of the date the school determined the student withdrew, allowing students to respond within 14 days. All post-withdrawal disbursements are applied to the student account first, before any resulting credit balance is handled in accordance to policy & procedure #7 and #8.

6. **ASN responsibility for returning unearned aid to the U.S. Department of Education**: If the worksheet calculations in #5 (above) indicate that the student has received more Federal Student Aid than the amount earned for the specified period of enrollment, staff will determine the amount of overpayment and what amount must be returned (per the worksheet). For this calculation, ASN will use the actual institutional charges for the period of enrollment (tuition earned based on scheduled hours of attendance, fees, books, supplies) as listed in the student's Enrollment Agreement. ASN will return funds to the Title IV programs from which the funds were received, in the following order,

   1) Unsubsidized Federal Stafford Loan
   2) Subsidized Federal Stafford Loan
   3) Federal PLUS loan
   4)Federal Pell Grant

   up to the net amount disbursed from each program. ASN will return the federal funds for which it is responsible as soon as possible, but no later than 45 days from the Withdrawal Date, utilizing the electronic refund function in G5.

7. **Student responsibility for returning unearned aid**: After ASN has calculated the amount of unearned Federal Student Aid it must retur (#7 above), the Financial Aid office will determine the amount, if any, that the student

must return. The student is responsible for all unearned Title IV funds that ASN is not required to return. The initial amount due from the student is: the total amount of unearned Title IV funds to be returned minus the amount returned by the school. The initial amount due may be adjusted as follows: The amount of overpayment of grant funds due from the student is limited to the amount by which the original grant overpayment exceeds 50% of the total Title IV grant funds disbursed/could have been disbursed. Amounts due of $50 or less are not required to be repaid. ASN will notify the student within 30 days of the Withdrawal Date that he/she must repay the overpayment or make satisfactory arrangements to do so. The student will return funds to the Title IV programs in the same order as is required for school returns. Outstanding student loans are repaid according to the terms of the student's promissory note.

8. **Student responsibility for Tuition Account Balance:** The return of Federal funds may result in an outstanding balance on the Student's account. Outstanding balances must be resolved by payment in full upon leaving school, or by making payment arrangements with the *Los Angeles Jewish Health accounts receivable department.

9. **Consumer Information**: All ASN students receiving Title IV funds will receive a statement summarizing the requirement for the return of unearned Title IV funds by the school and by the student/parent if the student withdraws from the school prior to completion of the Vocational Nursing program. This statement is contained in the ASN catalog and on the ASN website.

*Los Angeles Jewish Health (LAJH) is the parent company of The Annenberg School of Nursing.

## MANAGEMENT, FACULTY, AND STAFF

Amandeep Kaur, MSN/Ed, RN, PHN, Executive Director
Instructor, HHA and Substitute Instructor, VN and HHA
Master of Science in Nursing Education
University of Phoenix, Woodland Hills, CA
Bachelor of Science in Nursing, Public Health Nurse - Registered Nurse
West Coast University, North Hollywood, CA
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Licensed Registered Nurse
Over 25 years of nursing experience
Deborah Edwards, Financial Aid Coordinator, Part-time

Catalina Perez, Administrative Assistant, Full-time

Lisset Gil Hernandez, Administrative Assistant, Full-time

## CONSUMER PROTECTION

Annenberg School of Nursing has never filed for a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 431-6959.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 3707589, option #5, or by visiting osar.bppe.ca.gov.

Annenberg School of Nursing

# School Catalog Acknowledgement

**This is to acknowledge that I have received a copy of the Annenberg School of Nursing Catalog before signing the enrollment agreement. I understand that it contains important information on the school's general policies and procedures and on my privileges and obligations as a student. I acknowledge that I am expected to adhere to these policies and procedures and will familiarize myself with the material in this catalog; that I have had every opportunity to ask questions regarding the material provided herein, and understand that I am governed by its contents. I further acknowledge that this catalog supersedes and replaces any inconsistent policies or practices and all prior statements or guidelines.**

**I also understand that this catalog covers policies and procedures in effect at this time and that the school may change, rescind, or add to any policies, benefits, or practices described in this guide at its sole discretion but only in writing and signed by the Executive Director. I am aware that no one has the authority to modify this catalog orally or in writing except with the written approval of the Executive Director.**

**ACKNOWLEDGED:**

_____ _____

**Signature** **Date**

_____

**Print Name**

***This will be placed in your academic file. The other copy remains in the catalog for your reference.***

Annenberg School of Nursing

# Student Confidentiality Agreement

**I understand that in the performance of my duties as a vocational nurse, nurse assistant, or home health aide, I may have access to confidential patient-related information and that I have no right to read any medical record or portion of a medical record that does not relate to the performance of my duties. I also understand that personnel information, reports to regulatory agencies, and conversations between or among health care professionals regarding patient matters are considered confidential and should be treated with utmost confidentiality.**

I agree that as a student at Annenberg School of Nursing and a student at the assigned clinical facilities, I will not make any voluntary disclosures of such confidential information except to authorized people.

I understand that a violation of confidentiality may result in disciplinary action up to termination.

**I certify by signing that I concur with the terms of this agreement.**

_____

**Signature** **Date**

_____

**Print Name**

*Please sign one copy and return it to your instructor. This will be placed in your academic file. The other copy remains in your catalog for reference.*