



Student Handbook 2015

Revised January 2015

A Message from the President

On behalf of the entire Hope College of Arts & Sciences family, welcome! We are pleased you have chosen Hope College of Arts & Sciences to pursue your education. We are committed to helping you accomplish your goals. We understand that as an adult learner, you may be anxious about returning to a learning environment, which is why we encourage positive communication between students and faculty as an essential part of your success.



Dr. Chantal Desir

At Hope College of Arts & Sciences, you will find that we are focused on you, the student. We provide students with tutoring, career advisement, and job placement from the beginning of your program through completion.

We wish you success in achieving the ultimate goal you have set for yourself. We are excited to have you at Hope College of Arts & Sciences! See you at graduation!

Dr. Chantal Desir
President

Table of Contents

A Message from the President.....	2
Mission Statement	8
Vision Statement	8
Philosophy	8
Goals and Objectives	9
General Academic Information.....	10
Office of Admissions	10
Transfer Credits.....	10
Maximum Transfer Credits Accepted.....	10
Transferability of Credits.....	10
Attendance Policy	10
Excused Absences	11
Online Attendance	12
Leave of Absence.....	12
Withdrawal Policy.....	12
Education Department	12
Tuition Payment.....	13
Financial Assistance.....	13
Program Advancement.....	14
Cancellation and Refund Policy.....	14
Office of the Registrar	15
Criteria for Program Dismissal.....	15
Transcripts.....	15
Criteria for Graduation.....	16
Readmission Requirements.....	16
Student Grievance Procedure.....	16
Steps toward Resolution	17
Procedures for Official Hearings	17
Recourse after Hearing	17
Student Services	18
Academic Counseling.....	18
Auditing Services.....	18

Remedial Education	18
Student Email System	19
Computer Lab.....	20
Library	20
Tutoring Services.....	20
Career Services.....	20
Liability Insurance	20
General College Information and Policies.....	21
Office and Class Hours	21
Change of Name or Address	21
Bulletin Boards.....	21
Facilities	21
Transportation	21
Professional Appearance and Uniform Guidelines.....	22
Smoking.....	22
Textbooks.....	22
School Equipment and Property.....	22
Sexual Harassment.....	22
Academic Policies and Procedures	24
Grading System	24
Scholastic Standards	24
Experiential Learning	25
Incomplete Grades	25
Course Withdrawals	25
Academic Jeopardy	26
Grade Posting.....	26
Grade Reports.....	26
Laboratory and Simulation Grading Policy	26
Clinical Grading Policy.....	26
Evaluation of Clinical Behavioral Objectives Component.....	27
Progression Standards	27
Examination/Testing Policy	27
Review Policy	28

Examination Procedure.....	28
Nationally Scored Testing	28
Uniform Dress Code	29
Specific Regulations While in Uniform.....	29
Additional Requirements	30
Confidentiality	30
Behavior	31
Inclement Weather	31
Disciplinary Procedures	31
Disciplinary Action	32
Appeals to Disciplinary Action	32
Academic/Clinical Probation.....	32
Program Expenses.....	33
Tuition	33
Additional Expenses	33
Academic Calendar	34
Academic Calendar 2015	34

This catalog is in compliance with the following: Title IV (the Civil Rights Act), Title IX (Discrimination on the Basis of Sex), the Equal Credit Opportunity Act (Discrimination in Lending), and the Age Discrimination Act. Hope College of Arts & Sciences, 1200 S.W. 3rd Street, Pompano Beach, Florida, admits students to its courses of study from any national and ethnic origin, color, race, sex, age, or religion. Students are extended all rights, privileges, programs, and activities of the college which are made available to students. Hope College does not discriminate on the basis of race, color, age, sex, or national and ethnic origin in the administration of its educational policies, admission policies, scholarships and loan programs, and any other institutional program.

A Welcome from Hope College of Arts & Sciences

Dear Nursing Student:

Welcome to the Associate of Science in Nursing program at Hope College of Arts & Sciences. We are pleased you have chosen our college to pursue your nursing education. We are committed to helping you accomplish your goals. We understand that as an adult learner, you may be anxious about returning to a learning environment. Communication between student and faculty is essential to facilitate your success. You need to actively participate and assume responsibility for your learning; it is a two-way process.

Our job as faculty, staff, counselors, and administrators at Hope College of Arts & Sciences is to support you as you make your journey. We believe that you will find Hope College of Arts & Sciences' service to be focused on you, the student. From admission, advising, and registration at the beginning, to graduation at the end, we hope to surround you with the supportive atmosphere that will enable you to focus your efforts on your education.

This handbook has been designed to help you become aware of the mission and philosophy of the nursing program and the policies and procedures which will affect your retention, progression, and graduation from the program. We wish you success in achieving the ultimate goal you have set for yourself. We are pleased to have you at Hope College of Arts & Sciences.

Respectfully,

Administration, Faculty, and Staff

Mission Statement

Our mission is to prepare qualified entry-level and professional nurses to work in diverse healthcare settings. Partnerships with members of the southeast Florida healthcare community are essential to the mission's success. The programs accomplish their mission by providing a challenging education that prepares students to think logically, critically, and analytically in order to problem-solve effectively and make sound clinical decisions; communicate effectively; and to integrate knowledge, skills, values, and professionalism in the delivery of high-quality health care.

Vision Statement

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

Philosophy

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

Goals and Objectives

The goals of Hope College of Arts & Sciences are:

- ◆ To provide occupational and supplemental educational programs that prepare graduates for industry, health care and business while serving the needs of our community
- ◆ To provide safe, patient-centered care in a variety of clinical settings
- ◆ To provide laboratories, classroom instruction and clinical experiences that reflect current and evidenced-based practice
- ◆ To provide advanced adult and pediatric programs to facilitate the opportunity for personal and career growth
- ◆ To integrate information technology into nursing practice in a variety of settings
- ◆ To provide the student with potential employment opportunities, assistance in securing employment, and continued employment opportunities post-graduation.

General Academic Information

Office of Admissions

Hope College of Arts & Sciences encourages all individuals to further their educational interest. We are committed to a policy of equal opportunity in student admissions, student financial assistance, and student policies and procedures without regard to age, race, sex, color, religious belief, national origin, sexual orientation, or disability. The Admissions Office accepts applications based on requirements set forth by the Board of Education.

Transfer Credits

Hope College of Arts & Sciences' transfer credit policy recognizes both traditional college credit and nontraditional learning. Hope College of Arts & Sciences considers the following criteria when determining if transfer credit should be awarded:

1. Accreditation of the institution;
2. The comparability of the scope, depth, and breadth of the course/s to be transferred;
3. General education credits will be considered for transfer;
4. Science course credits that were earned within five (5) years may be accepted for transfer;
5. Nursing courses will not be considered for transfer, with the exceptions of Pharmacology and Fundamentals of Nursing;
6. The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit, and if the learning was obtained outside a formal academic setting;
7. Hope College of Arts & Sciences will evaluate and award transfer credit using professional judgment and the recommendations for credit issues by the American Council on Education (ACE).

Maximum Transfer Credits Accepted

The maximum number of credits allowable for the Associate of Science in Nursing shall be 27 credits from other institutions unless approved by an Academic Adviser.

Transferability of Credits

The acceptance of any credits earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Attendance Policy

Hope College of Arts & Sciences recognizes the correlation between attendance and student retention and achievement. Students are expected to attend all scheduled classes regularly and on time to achieve the learning goals in their program of study. Any class session or activity missed, regardless of the cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

It is the responsibility of the student to arrange to make up all course work or clinical hours missed due to legitimate class absence, and to notify the instructor when the absence will occur. Students

have 24-48 hours to make-up any missed exams or quizzes from the date and time that the student returns to campus. It is the instructor's discretion to administer an alternative exam (e.g. fill-in-the-blank, essay, case study, care plan). Students must make up clinical hours, with the approval of the Clinical Coordinator, at the assigned site. Laboratory hours are to be made up with the approval of the Laboratory Faculty.

Excused Absences

The College identifies the following absences as excused:

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

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

Distance Learning Criteria

Hope College of Arts & Sciences is committed to educating students in the field of nursing who will enhance the nursing profession. As part of that commitment, the faculty of HCAS must be committed to a standard of excellence in teaching. Therefore, all posts in the course room, from the syllabus to the daily discussions and lessons must be written in American Standard English and must be without error. It is important that the online course room reflects our high standards of excellence.

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

1. Students are directed to learn how to access the online course rooms, which use Moodle in the general education courses and Elsevier for the core nursing courses. Course information and training is provided by the Administrator.
2. Students are required to follow the course syllabi, which are posted in the Introduction of every course. Online course instruction will follow the syllabi.
3. Attendance is recorded by the time and dates of student log-ins. The course period is five (5) weeks, and the number of hours and credits are reflected on the top of the first page of the syllabi. Student hours of attendance will be reflected by the following:
 - a. Completion of a test or quiz by the due date that is posted;
 - b. Participation in weekly Discussion Boards by the due date posted;
 - c. Responding to messages the instructor posts in the Announcement Board;
 - d. On-campus meeting with faculty directly related to the course and any concerns the student is having, including the need for additional tutoring assistance.
4. Course weeks are set as follows:
 - a. The course opens at 1:00 a.m. on Monday of each week;

- b. The course week closes at 11:59 p.m. on Sunday of each week.
5. A survey is posted just before the final exam in each online course. In order to take the final exam, students must complete the survey. The survey is completely confidential and is not seen by the instructor. It is a process of Student Services and is designed to learn how well the college is meeting the students' needs in online education.

Online Attendance

In online or e-learning courses, instructors define expected interaction between themselves, students, and the class learning management system. Inconsistent interaction and/or inconsistent use of the learning management system or course materials, regardless of cause, reduce the opportunity for learning. Online or e-learning students who do not participate in classes as defined by the course syllabi may be withdrawn for non-attendance.

Leave of Absence

If a student wants to withdraw or delay his/her education for one or more semesters, he/she should submit a written request for leave of absence to the Academic Department for approval.

1. US Students – complete the Leave of Absence form, proceed to the Academic Department for approval, and submit the completed form to the Registrar for processing.
2. International Students – complete the Leave of Absence form, proceed to the Academic Department for approval, and submit the completed form to the Registrar for processing with proof that you are returning to your country by submitting your ticket confirmation, or provide a letter from a licensed Florida physician if the matter is related to a medical illness.

Withdrawal Policy

Students who wish to withdraw after registration must submit a written request for approval to the Academic Department. Students, who withdraw without permission or after the final withdrawal date as indicated in the academic calendar, will receive a failing grade in each course dropped.

If a student withdraws from a course, voluntarily or otherwise, before the completion of the course, the student will receive a “W” for that course. A student absent for five consecutive days is considered withdrawn from the program. A “W” grade will count toward attempted credits, but will not be included in the cumulative grade average. If the student reenrolls, all course work with a “W” grade must be repeated. A withdrawal form must be signed to receive a “W” grade.

Education Department

At the start of the Admissions process, applicants are provided with a review of their transcript for the courses that are approved and accepted for transfer into the program, including the credited amount of each course. For courses credited, the credited amount is deducted from the total cost of the program based on the current tuition cost of the course. Upon completion of this review, and once all deductions have been applied, the student's financial contract will be generated by a Finance Representative. The contract will include: the total amount of the program minus credited deductions, the amount of down payment that is required, and the monthly payment amount and due date.

Tuition Payment

Hope College of Arts & Sciences tuition payment is due on the first day of each month. The student is responsible to pay no less than the monthly tuition payment set forth in the contract. In the event a payment is not received by the Finance Department on or before the 15th of the month, the student will incur a late fee in the amount of \$25.00.

Financial Assistance

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

Robert St. Brice Scholarship - \$2,000 available to be offered to students who hold an unencumbered occupational license (e.g. LPN, Respiratory Therapist, EMT) toward their tuition on an annual basis. Four (4) applicants will be chosen to be awarded \$500 each.

Elita Joseph Scholarship - \$2,000 available to be offered to nursing students toward their tuition on an annual basis. Two (2) applicants will be chosen to be awarded \$1,000 each.

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

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

Required Documentation for Scholarship Applicants

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

SCHOLARSHIP PROCESS OF SELECTION

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

Student Services Office

ATT: Scholarship Committee

Program Advancement

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

Cancellation and Refund Policy

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

1. Cancellation may be made in person, by electronic mail, by certified mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third business day but before the start of the first class will result in a refund of all monies except the registration fee in the amount of \$150.00.
4. Cancellation after the attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination date: when calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Dismissal/termination for misconduct or any other reason outlined herein will result in no refund.
8. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a cancellation notice from the student.

Office of the Registrar

The Registrar's Office assists with the processing of student applications and maintains the academic record of each student from the acceptance in a program through graduation. The Office distributes course schedules, processes course adds, drops, and withdrawals, maintains grade records, fulfills transcript requests, and processes changes of address. After graduation, the student's records are kept on file and students may continue to request transcripts as needed.

An "I" indicates that the student was passing the course, but failed to complete all required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending the completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F" grade.

Criteria for Program Dismissal

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

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

A recommendation for dismissal will be made collaboratively by the instructor and the program director.

Transcripts

An official transcript may be requested by completing an Official Transcript Request Form. The first transcript is free of charge. Additional transcripts will be issued for a fee of \$20 per transcript.

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

Criteria for Graduation

Readmission Requirements

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

1. Completion of “Request to Reenter” form
2. Space availability in the nursing program
3. Academic eligibility:
 - a. 2.0 cumulative grade point average
 - b. No more than one failing grade (less than or equal to 76%) in a nursing course (whether the course is the repeated course or a different course). If a student has been dismissed from clinical and/or the nursing program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
 - c. Successful completion of a nursing course with a clinical component within the past 12 months.
 - d. A student, who has been out of school for more than six months, or 180 days, will be considered a new enrollee. The student is not eligible to return to school as a readmission.
4. Completion of a learning contract, which will require:
 - a. Minimum passing score of 90% on a drug calculation exam; the student is allowed one attempt; and,
 - b. Successful demonstration of practicum skills from all previous courses that were completed successfully by the student during a clinical check-off session.
5. Ability to meet and comply with the standards and policies in the current Institutional Handbook, including the ability to meet the core performance standards and physical requirements.
6. Completion of a urine drug screen (10-panel) and a Florida Department of Law Enforcement (FDLE) background check at the cost of the student.

Student Grievance Procedure

Hope College of Arts & Sciences has several avenues of communication for students to express their concerns, problems, or questions. They include the faculty members who are teaching the courses, the program directors, and the administrators of the school. When a grievance has occurred, the proper procedure to follow is:

1. Consult the faculty member involved in the grievance directly within three days of the occurrence. This faculty member will discuss the situation with the program director for advice and get back to the student within three school days after the first meeting with the student.
2. If the student is not satisfied with the results of the conference, the program director should be consulted within three school days after the previous conference.
3. If results are still not satisfactory, the administrators and advisory committee will be consulted for final outcome within a week’s time after program director’s decision.

4. Students who are not satisfied with the outcome of their grievance may appeal to the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400; toll free 888-224-6684 or 850-245-3200.

A grievance is any situation arising from a college action, which a student deems to cause them academic, financial, or emotional distress. The grievance procedure is available to any student who believes a decision or action by the College had adversely affected their status, rights, or privileges as a student. The purpose of the grievance procedure is to provide a prompt and impartial process for resolving student grievances.

In pursuit of its policy of openness, accountability, and responsiveness to students, the College has established a grievance procedure policy. The Campus Director shall maintain a file on each grievance reported, including ensuring that the proper procedure is followed. The outcome then shall be filed in the complaint log with a resolution to the complaint.

If a student has a grievance, a written complaint must be submitted to the College, either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Campus Director. Resolution shall be attempted first at the level of the complaint (instructor, student, staff member and/or student). If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute and reconciliation, and mutual resolution shall be encouraged at all stages of the procedure.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, the Campus Director will schedule a Student Grievance committee meeting. The voting members of this committee shall be comprised of the Campus Director, Program Director, Student Services, Faculty Member, and Student Representative. Further, a non-voting member will serve as a moderator.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves in which the majorities vote of such qualified members who may also make recommendations, disciplinary actions, or modifications in policy to the appropriate administrative officials.

Recourse after Hearing

If students have exhausted these procedures and the problem has not been resolved, they have the right to contact the Commission for Independent Education and/or the Florida Board of Nursing.

1. Contact Commission for Independent Education or the Florida Board of Nursing offices by mail. A written follow-up letter must accompany complaints received by phone.

2. Include the following required information in the letter of complaint:

- a. The nature of the problem.
- b. The approximate date(s) that the problem(s) occurred,
- c. The name(s) of the individual(s) involved in the problem(s) (within the college or other students who were involved),
- d. Copies of important information regarding the problem(s) (facts, not rumors, examples of attempts toward solution),
- e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the State. The complainant must sign the complaint.

3. Send the complaint to the Commission for Independent Education, 325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400; 888-224-668; and/or the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399, 850-245-4444.

Student Services

The Student Services Office aims to enhance the quality of the Hope College of Arts & Sciences experience for every student. Services for students include the following: counseling, academic assistance through tutoring services, career counseling, jobs referrals, computer lab services, library access, student email access, and student activities.

Academic Counseling

Academic Counseling is available to all students during the admission process, and throughout the program. Any problems the school is not able to address will be referred to community organizations and agencies to better meet the student's needs.

Auditing Services

As an auditor, the student enrolls in, attends classes, participates in class discussions, but is not required to or is exempt from completing assignments or taking examinations. The student receives no credit for the class, but the class will be placed on his or her transcript with the symbol "TA" (transfer audit) to indicate their special registration status. Although student does not receive credit, the credit value for the class counts in determining the credit hours for the program.

Hope College of Arts & Sciences has additional requirements for a student to meet during an audit. A student must attend 75% of any course audited. If the mandatory attendance is not met, the student is required to pay the full tuition of the course audited.

Remedial Education

The remediation process is intended to help the student make up deficiencies in nursing skills and/or knowledge. This process may be implemented any time a student's weakness is identified in class or clinical experiences. Any nursing student who fails to meet the program expectations and requirements is in jeopardy of not completing the nursing program. In the event of a referral, an "Action Plan" for remediation to determine the student's readiness to remain in the nursing program will be developed by a committee consisting of the student's clinical or classroom instructor, program director, and administration.

1. Referral forms will be completed by the referring instructor and will be submitted to the program director. The referring instructor will notify the student of the referral, and then the student may contact the program director for further instruction or information.
2. The committee will meet and develop a personalized plan to address and remediate those areas identified as weaknesses exhibited by the student during clinical and/or classroom activities. A formal plan will be developed and the student will be required to attend the second meeting (held approximately within a week of the initial meeting) to read, review, and sign the plan to demonstrate that he/she understands the plan and agrees to follow it.
3. A referral may delay the student's progression through the program. Plans are individualized for each student and may include, but will not be limited to, the following examples:
 - a. Repeating coursework
 - b. Auditing classes in whole or in part
 - c. Repeating classroom and clinical courses where the weaknesses were identified in a subsequent course after the successful completion of the remediation plan.
4. Process for remediation is as follows:
 - a. Description of weakness
 - b. Goals for improvement
 - c. Data for completion of remediation activities
 - d. Appropriate committee, as assigned to the student, signed approval.

The student may be required to complete additional activities for remediation as recommended by the committee.

Failure to follow and successfully complete the prescribed remediation plan developed for the referred student will result in the student's inability to continue in the nursing program at Hope College of Arts & Sciences.

The following tools are utilized to identify student weaknesses:

- Failure to pass Kaplan examinations
- Poor course grades
- Poor clinical evaluations
- Failure to pass dosage calculations exams

Student Email System

Hope College of Arts & Sciences utilizes an internal email system for instructors and staff to effectively communicate with students. Student email accounts will be set up upon completion of the admissions' process. It is strongly recommended that every student request his/her email account information and access the email system immediately to ensure that it is functioning properly. All email communication between students and the college will be done utilizing only the HCAS email accounts. No other email is acceptable for use in communicating between the student and the college once a student is enrolled and has been provided a HCAS email account.

Computer Lab

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

Library

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

The library subscribes to Library Internet Resource Network, or LIRN. Users can access the library from anywhere with an Internet connection, and at any time.

Tutoring Services

Tutoring services are available by appointment only with faculty or student tutors. If a student needs assistance in any course, he or she should notify Student Services to schedule a session with a tutor. Regular class attendance is a prerequisite for tutoring.

Career Services

Student Services personnel assist students with resumé preparation, interviewing, and job search techniques. There are many written materials relating to interviewing, writing resumés, and cover letters that are available to all students in the Student Services Department. In addition, there are job search and company websites, as well as an electronic job board, to which students are referred. A representative of the department is available to introduce the Student Services staff and their duties, to make short presentations about how the department assists the students, and to relay relevant topics around “job search”. Once students near their graduation dates, Student Services will have a discussion with student(s) about the upcoming graduates’ intentions in looking for a job. This is done so that Student Services can assist them as effectively as possible and to discuss strategies and their responsibilities in locating work. Mock interviews may be held.

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

Liability Insurance

Registration fees for core nursing courses include student professional liability (malpractice) insurance and student accident insurance. This coverage applies while a student is enrolled in the nursing program courses and is functioning as a student nurse. Upon graduation, the student is responsible for his/her continuing insurance coverage. The student accident insurance is a limited coverage. Students are covered during the policy period while participating in the college courses, labs, or clinical training sponsored by the policyholder; on the premises designated and supervised by the policyholder; or while on the premises used for classes, labs or clinical training as designated by these activities and under the direct supervision of the policyholder.

General College Information and Policies

Office and Class Hours

Administrative Offices

Monday – Friday: 9:00 AM – 5:00 PM

Finance Office

Monday – Thursday: 9:00 AM – 8:00 PM

Friday: 9:00 AM – 5:00 PM

Classes

Monday – Thursday: 9:00 AM – 11:00 PM

Fridays: Closed

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

Change of Name or Address

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

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

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

Bulletin Boards

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

Facilities

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

Transportation

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

Professional Appearance and Uniform Guidelines

Students are required to be in uniform at all times during theory class meetings or clinical activities. Uniform appearance is expected to be neat and professional at all times.

The appearance of nursing students must conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. At any time a student does not meet the standards set forth, the student may be dismissed until the standards are met.

Smoking

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

Textbooks

Students are expected to purchase their own textbooks. The Library keeps on hand reference materials that are available to facilitate the educational experience, but does not keep current textbooks on hand for student use. If you purchase a textbook that is different than the book as outlined in the course syllabi, the student may experience issues in studying the material as presented by the instructor.

School Equipment and Property

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

Sexual Harassment

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

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

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic status, participation in the College's activities or programs, or affects the measure of a student's academic performance; or,

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

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

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

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

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

Academic Policies and Procedures

Grading System

Scholastic Standards

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

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

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

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

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

Letter Grade	Standard
P	Pass
F	Fail

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

Letter Grade	Standard
S	Satisfactory
U	Unsatisfactory

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

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

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

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

Experiential Learning

HCAS utilizes Experiential Learning to recognize the academic value of what students have learned through experiences prior to attending the college. Experiential Learning may result from work experience, employment-related training, other health care programs such as EMTs, licensed practical nursing, respiratory therapy, and military service. If students have gained HCAS course equivalent knowledge, competencies, and/or skills as a result of experiential learning, academic credit may be earned.

The assessment process for assigning experiential learning credit will be done by the Director of Nursing and the Director of Education. Assessment will evaluate one or more of the following: student certificates and licenses, and/or interviews with faculty members.

Incomplete Grades

Incomplete grades are given at the discretion of the instructor for work not completed because of a serious problem not caused by the student’s own negligence. An “Incomplete” must be made up as quickly as possible. A copy of the initial “Incomplete” should be placed in the student’s file explaining the work the student must complete. This documentation will provide clarification of the incomplete grade if the faculty member is not available and any question arises. If the Incomplete is not satisfied within the time frame agreed on with the instructor, the grade will automatically become an “F”. Should the student be unable to convert the Incomplete to a passing letter grade, the student is mandated to repeat the course.

Course Withdrawals

If a student withdraws from a course, voluntarily or otherwise, before the completion of the course, the student will receive a “W” for that course. A student absent for five consecutive days is considered withdrawn from the program. A “W” grade will count toward attempted credits but will not be included in the cumulative grade average. If the student reenrolls, all course work with

a “W” grade must be repeated. A withdrawal form must be signed to receive a “W” grade. Voluntary withdrawal requires that the student complete the appropriate form as provided by the Office of the Registrar and obtain the appropriate approvals from the Program Director.

Academic Jeopardy

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

Grade Posting

Student examination grades and course final grades are posted in a designated area. Student grades are listed by Student ID Number as issued upon the completion of the Admission Process.

Grade Reports

Grade Reports are submitted to administrators by instructors after the second examination during each course. Students in academic jeopardy will be notified in writing through an Academic Counseling and provided with a course of action plan for successful completion of the course. The student will be provided with a copy of the counseling form upon completion and the original will be placed in the student’s file. Grade Report and Academic Counseling Forms will not be available to students via mail or electronic mail.

Laboratory and Simulation Grading Policy

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

Clinical Grading Policy

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

Evaluation of Clinical Behavioral Objectives Component

Satisfactory performance in the clinical area will be evaluated by:

1. Professional characteristics: The student maintains standards of appearance, professionalism, attitude, and dependability.
2. Use of nursing process in providing patient care: The student demonstrates skill in assessment, planning, implementing, and evaluating nursing care.
3. Organization and skill in performing nursing activities: The student utilizes time management and efficiency skills.
4. Ability to provide safe and competent care: The student provides adequate physical and emotional support, and makes appropriate and accurate observations.
5. Understands scientific principles and rationale based on theory: The student utilizes scientific principles and rationale when planning nursing care.
6. Ability to communicate effectively with patients, families, and the healthcare team: The student communicates and cooperates with clients, peers, staff, and instructors.

The student will receive a “Satisfactory” (S) or “Unsatisfactory” (U) mark for each of these behavioral objectives every clinical day. Students who earn more than two unsatisfactory marks on any one behavioral objective, or more than six unsatisfactory marks overall, will fail regardless of their grade in the theory section of the course.

Progression Standards

Students are required to meet the minimum requirements to progress to the next course of study in each program. The minimum passing grade of 75% in general education courses, 77% or greater in nursing theory courses, and a passing or satisfactory grade in laboratory, simulation and clinical courses must be achieved.

No more than two core nursing courses may be repeated. Only one repetition of any core course may be attempted. A second failure in the same course or a third failure will result in dismissal from the program. In addition, students enrolled in the advance placement program will be required to transfer to the generic program at the time of the first failure.

Nursing students with a grade “I” cannot advance in their program until a final grade is documented.

Examination/Testing Policy

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

Review Policy

Students will be allowed to review test a maximum of one week following the exam by appointment with the instructor. Students may submit any questions regarding the test question and answer of his/her grade in writing within one week of taking the test. The student must include annotated documentation to support his/her argument regarding the test in order for the request to be reviewed and considered. Upon completion of the review by the instructor, the question(s) may or may not be omitted from the grade calculation of the test. A general exam review may be provided; however, such reviews will be scheduled outside of the time allotted for course work (e.g. after lecture on a scheduled theory day) and after all students have had the opportunity to complete the test.

Examination Procedure

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

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

Students are expected to comply with the following examination rules:

- Students may not have any textbooks, notebooks, or beverages on the desk at any time during an exam. All books, coats, backpacks, and other belongings will be placed at the front or sides of the classroom prior to the exam.
- No hats or sunglasses are allowed.
- Students may use calculators during exams. Each student is required to provide his/her own calculator. Students are not permitted to share calculators.
- Cell phones are to be turned off or silenced during the testing period.
- Students are expected to demonstrate honesty and integrity, and are not to utilize textbooks, note cards, or personal assistance during the testing period.
- Students are required to come prepared for exams, including pens, pencils, and calculators. Faculty and staff will not provide students with essential supplies. Student may not share or borrow supplies during the testing period.
- It is the instructor’s discretion to assign seats during the testing period. Students are expected to comply with the seating assignment.

Nationally Scored Testing

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

Uniform Dress Code

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

A. Female:

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

B. Male

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

Specific Regulations While in Uniform

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

1. All uniforms and lab coats should be clean and wrinkle free.
2. Students will be neat, clean, and well-groomed by performing impeccable personal hygiene.
3. Hair should be clean and manageable. If it is longer than shoulder length, it must be held back and tied away from the face.
4. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
5. Natural nails should be maintained reasonably short. Neutral colored nail polishes are acceptable if maintained in good condition. The application of artificial nails is strictly prohibited, including, acrylic nails, acrylic tips, acrylic coating, silk wraps, gel nails, and extenders. Gloving hands is not an alternative.
6. No ponytails, fancy bows or barrettes, hanging curls, “punk” cuts, or “punk” colors.

7. Perfume, scented hair products, or any strong odor is prohibited.
8. Undergarments must be worn, but should not be visible through clothing.
9. Students are allowed one piercing in each earlobe. All other body piercings, including tongue piercing, are not permitted. Students may use a clear spacer if the piercing cannot be removed completely.
10. Students may not smoke in uniform either on campus or at a clinical site.
11. The school picture ID must be worn at all times when in uniform in the upper right shoulder area.
12. The only jewelry permitted is small post earrings; one necklace may be worn that is no longer than 17"; no bracelets with stones; the only rings that may be worn are engagement rings or wedding rings.
13. Excessive makeup should be avoided.

Additional Requirements

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

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

Confidentiality

Nursing students will not, under any circumstances, disclose any patient, hospital, or staff information outside of the classroom, clinical or post-conference area. If at any time a student has a concern regarding an occurrence in the classroom or clinical setting, the student is to discuss the concern with the nursing faculty, assistant director or program director. Failure to comply with this confidentiality policy will result in dismissal from the program and possible legal proceedings.

Behavior

Students are expected to abide by all clinical agency policies as well as Hope College of Arts & Sciences policies.

Students are expected to behave in a responsible, ethical and professional manner at all times as follows:

1. Provide services with respect for the dignity of man, unrestricted by consideration of nationality, race, creed or status.
2. Safeguard the individual's right to privacy by judiciously protecting information of a confidential nature.
3. Recognize and accept responsibility for individuals' actions and judgment.
4. Act to safeguard the patient when his/her care and safety are affected by incompetent, unethical or illegal conduct of any person. If this is suspected, the student is to go directly to the instructor.
5. Use individual competencies as criteria in accepting delegated responsibilities; must always seek help from the clinical instructor.
6. Refuse to give or imply endorsement to advertising, promotion or sales for commercial products, services or enterprises.
7. Accept no monetary compensation from patients or staff and do not solicit gifts.
8. Abstain from taking prescription medications that have not been prescribed to him/her.
9. Show respect for authority when dealing with instructors and other members of the healthcare team.

Inclement Weather

All nursing classes will be held as usual at Hope College of Arts & Sciences, weather permitting. In the event the school is closed due to inclement weather, clinical activities will be cancelled as well. Students will be notified by the clinical instructor or designee.

If you do not hear from your clinical instructor and the school is not closed, the clinical session will meet as scheduled.

If you have any questions, call your clinical instructor before you leave home. If you are unable to attend clinical, be sure to follow the appropriate notification procedure.

Disciplinary Procedures

Any member of the Hope College of Arts & Sciences faculty may file a complaint that a student is in violation of the Policies and Procedures or Code of Conduct set forth by the College.

Disciplinary Action

1. The staff personnel who first observe unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues. A written disciplinary warning is placed in the student's file.
2. If the unacceptable behavior continues, the student shall be referred to the appropriate director for further disciplinary action. A second written disciplinary warning is placed in the student's file.
3. If the student does not modify his/her behavior, the student may be suspended for up to three days. A third written disciplinary warning is placed in the student's file.
4. If the student's unacceptable behavior continues, the student will be dismissed from the program without reentry.
5. At the discretion of the school, students may be immediately dismissed from the program depending upon the severity and type of violation.

Appeals to Disciplinary Action

A student who has been found in violation of the Hope College of Arts & Sciences Policies and Procedures or Code of Conduct will have the opportunity to appeal the decision. The student's appeal must be in writing and submitted within 14 days of the College's final decision. Refer to the Grievance Procedure for detail steps and requirements.

Academic/Clinical Probation

Student academic progress is reviewed consistently throughout the program. Students that fail to meet the academic standard will be placed on academic probation with a plan of action to improve the student's readiness to continue in the program.

Students may be placed on academic probation for the following reasons:

- a. A term grade average below 77% in nursing classes and 75% in general education classes; and,
- b. Failure to make satisfactory progress towards the degree.

A student who does not consistently perform at a satisfactory level, but who does pass the clinical component for the semester, may be placed on clinical probation. Clinical probation will allow the clinical instructor to formally communicate documented concerns to the student, and allows the faculty and student to collaborate on the development of a performance improvement plan.

The clinical instructor will achieve this communication by completing the Clinical Probation form, reviewing it with the student in question, and including it in the student's clinical folder.

Program Expenses

Tuition

The following is a complete breakdown of tuition costs by program:

Associate of Science in Nursing	
*Licensed Practical Nurse to Registered Nurse Program	
Program Tuition	\$ 25,000.00
Kaplan Solutions Program	\$ 500.00
NCLEX-RN Review	350.00
Elsevier Simulation Learning System	\$ 125.00
Healthcare License Credit	\$ (6,000.00)
Total Tuition Cost	\$ 19,975.00

*License current

Associate of Science in Nursing	
**Registered Nurse	
Program Tuition	\$ 25,000.00
Kaplan Solutions Program	\$ 500.00
NCLEX-RN Review	350.00
Elsevier Simulation Learning System	\$ 125.00
Total Tuition Cost	\$ 25,975.00

**General Program

Additional Expenses

The following additional expenses are not included in the tuition cost of the programs:

General Additional Expenses	
Books	\$ <i>VARIES</i>
Uniform (per set)	\$ 30.00
FDLE Level II Background Check	\$ 45.50
Drug Screen (10-panel)	\$ 35.00
Registration Fees (nonrefundable)	\$ 150.00

Academic Calendar

Academic Calendar 2015

January 1 New Year's Day

January 5 Classes resume

January 6 Orientation

January 7 Cohort Start Date*

January 19 Martin Luther King Day
No School

January 30 Staff Development Day

February ~ American Heart Month

February 14 Valentine's Day

February 16 Presidents' Day **No School**

March 18 Orientations

March 20 Staff Development Day

March 23 Cohort Start Date*

March 1 Health Fair ~Total Health Expo

April 5 Easter Sunday

May 6-12 Nurses' Appreciation Week

May 10 Mother's Day

May 11-14 Student Appreciation Week

May 15 Staff Development Day

May 25 Memorial Day **No School**

May 27 Orientation

June 1 Cohort Start Date*

June 20 Graduation

June 21 Father's Day

July 3 Independence Day Observed

July 4 Independence Day

July 17 Staff Development Day

August 5 Orientation

August 10 Cohort Start Date*

August 14 Staff Development Day

August 17-21 Staff Appreciation Week

September 7 Labor Day **No school**

September 18 Staff Development Day

October ~ Breast Cancer Awareness Month

October 14 Orientation

October 19 Cohort Start Date*

October 31 Halloween

November 11 Veterans Day

November 26 Thanksgiving Day **No School**

November 27 **No School**

December 24 Christmas Eve

December 25 Christmas Day

December 31 New Year's Eve

* Indicates tentative dates for Nursing Program start.

Hope College of Arts & Sciences

Disclaimer Notice Transportation to Clinical Sites

Hope College of Arts & Sciences hereby notifies you that the assignment of any or all clinical locations is not guaranteed to all. Students are hereby advised that by agreeing to the terms and requirements for clinical attendance in the nursing program, they may be required to participate at clinical sites within the county that is the location of the campus. This radius is delegated as up to, or more than, 100 miles of travel for students to attend clinical sites.

Further, students are responsible for their personal transportation expenses, including, but not limited to, automobile insurance, gasoline, automobile maintenance, and toll expenses. These expenses are considered to be standard expenses related to travel to and from the college and the clinical sites.

Clinical participation is mandatory in order to graduate from Hope College of Arts and Sciences in the nursing program. In addition, clinical participation is a requirement to obtain a license from the State of Florida Board of Nursing.

Signature of Student

Print Student's Name

Date

Acknowledgment of Student Handbook Receipt

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

I understand that successful completion of the program curriculum will result in the award of an Associate of Science in Nursing Degree. Completion of the program does not ensure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure. I understand that licensure is based on meeting all of the requirements set forth by the State Board of Nursing.

Student Signature

Date

Print Student Name

Date

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

Date