



**ARIZONA  
COLLEGE  
of Nursing<sup>®</sup>**  
FLORIDA CAMPUSES

**2022/2023**

ACADEMIC  
CATALOG

*Tempe Campus*

Get the Professional  
**ADVANTAGE**

## **REVISED 06.26.23**

- P 3: Mission updated.
- P 4: Wendy Soliz's title updated.
- P 37-38: Program Readmission/Re-entry/Repeating updated.
- P 41: Graduation Requirements updated.
- P 42-43: Pages moved after HIPAA and before Student Support Information.
- P 47-48: Dress Code updated.

## **REVISED 05.01.23**

- P 3: ABHES contact information updated.
- P 25: Tuition & Fees updated.
- P 37: Leave of Absence (LOA) updated.
- P 38: Grading Scales updated.
- P 41: Official Transcripts updated.
- PP 49-50: Clinical Code of Conduct updated.
- P 51: Core Clinical Practice & Simulation updated.
- P 66: National Leadership updated.
- PP 67-68: Fort Lauderdale campus faculty and administration updated.
- P 69: Sarasota campus faculty and administration updated.

## **REVISED 03.06.23**

- PP 67-68: Sarasota campus faculty and administration updated.

## **REVISED 02.08.23**

- P 38: Added General Education Dean's list.

## **REVISED 12.31.22**

- P 3: ABHES contact information updated.
- P 13: Laptop Requirements updated.
- P 30: Sample Standard Repayment Schedule updated.
- P 30: Repayment Summary updated.
- P 31: Collection Policy updated.
- P 42: Core Clinical Practice & Simulation updated.
- PP 49-50: Dress Code updated.
- P 52: Appeal of Grievance Decision updated.
- P 56: Title IX Coordinators updated.
- PP 64-65: National Leadership updated.
- PP 65-67: Fort Lauderdale campus faculty and administration updated.
- PP 67-68: Sarasota campus faculty and administration updated.
- PP 68-69: Tampa campus faculty and administration updated.

## 2022-23 College of Nursing Florida Campuses Academic Catalog Addendum

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- P 72: Campus location updated.

### **REVISED 10.16.22**

- P 5: 2022-2023 Term Schedule updated.
- P 29: Veterans Benefits updated.
- P 38: Honors Designations updated.
- P 47: For Cause Substance Screening updated.

### **REVISED 10.06.22**

- P 15: Requirements for Admission into the BSN updated.
- P 47: For Cause Substance Screening updated.





Tempe Campus





## CONTENTS

THE CHALLENGE . . . . .	1	<b>TUITION, REFUND POLICIES &amp; FINANCIAL AID . . . . .</b>	<b>24</b>
<b>GENERAL INFORMATION . . . . .</b>	<b>2</b>	TUITION & FEES . . . . .	25
ABOUT ARIZONA COLLEGE OF NURSING . . . . .	3	STUDENT FINANCIAL ASSISTANCE . . . . .	27
<b>PROGRAM OF STUDY . . . . .</b>	<b>6</b>	<b>ACADEMIC STANDARDS . . . . .</b>	<b>32</b>
BACHELOR OF SCIENCE IN NURSING (BSN) . . . . .	7	GENERAL ACADEMIC STANDARDS . . . . .	33
ADMISSION REQUIREMENTS . . . . .	12	PROFESSIONAL STANDARDS & CODE OF CONDUCT . . . . .	42
CREDIT FOR GENERAL EDUCATION . . . . .	14	EXPERIENTIAL LEARNING PRACTICUM & LABORATORY . . . . .	49
PROGRESSION INTO CORE NURSING . . . . .	15	<b>STUDENT SUPPORT INFORMATION . . . . .</b>	<b>55</b>
BACHELOR OF SCIENCE IN NURSING (BSN) COURSE DESCRIPTIONS . . . . .	17	STUDENT RIGHTS & RESPONSIBILITIES . . . . .	56
General Education & Science . . . . .	17	SAFETY GUIDELINES . . . . .	60
Nursing Core . . . . .	19	SERVICES . . . . .	64
		<b>ADMINISTRATION &amp; FACULTY . . . . .</b>	<b>65</b>
		<b>INDEX . . . . .</b>	<b>72</b>

The information contained in this catalog is true and correct to the best of my knowledge.

*Matthew Egan*  
Signature of College Official

Information is current as of 06/26/2023 at the time of publication. This catalog is valid through 08/27/2023. Arizona College of Nursing reserves the right to change the terms and conditions outlined in this catalog. Updated information, including additions and amendments, are available via <https://www.arizonacollege.edu/academic-catalog/>. It is the responsibility of applicants and students to check online for updates in publication and abide by the policies within. The catalog published online supersedes all previously published editions and is in effect until a subsequent catalog is published.

# THE CHALLENGE



Welcome to Arizona College of Nursing! We are glad you have chosen to attend or are considering attending our school. Our goal is to provide our students the opportunity to better their lives.

We believe in a focused and structured educational environment. You will find this to be a positive learning atmosphere. We're here to serve you and help you reach your aspirations. At the same time, we require a meaningful effort from our students. The rewards are success, earning a diploma or degree and achieving your goals.

Arizona College of Nursing focuses on careers that are in demand. The number of health care workers is growing and the US Bureau of Labor Statistics projects it will continue to grow. Our programs are designed to give you the technical knowledge, hands-on learning and skills to prepare you to work in health care. We partner with health care and related organizations for internships and clinical experiences.

This catalog is meant to give you detailed information and answers to your questions about our programs and Arizona College of Nursing. It is available to all students and prospective students. Turn the page and learn about the opportunities at Arizona College of Nursing!

If you have made the commitment to attend Arizona College of Nursing, congratulations! If you are deciding whether to enroll, I invite you to visit our school and meet with our staff. If you have any questions, do not hesitate to contact me personally. We are here to help!

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick Mansour'.

**Nick Mansour**  
**Chairman of the Board**



# GENERAL INFORMATION



## QUICK LINKS



855.706.8382



REQUEST INFO

# ABOUT ARIZONA COLLEGE OF NURSING



## MISSION

Our Mission is to prepare students to participate in society and the workforce as productive, responsible, and engaged citizens and as educated individuals to meet the community's future healthcare needs. This is accomplished through living our values and focusing on teaching within a highly structured and disciplined educational environment.

Our personalized, culturally rich, and dynamic learning environment fosters faculty, staff, and student engagement. Through didactic and clinical learning, students gain skills, attributes, and abilities that foster personal and professional growth, while preparing them as competent employees in their chosen health field.

## GOALS

- Provide educational programs and career development opportunities for students pursuing careers in the health professions.
- Provide highly motivated faculty and industry standard equipment in support of educational success within an environment that nurtures professionalism.
- Embrace systematic assessment and evaluation of program outcomes and processes for program improvement and optimizing student success.
- Prepare graduates with employable entry-level knowledge and skills in the health professions that contribute to addressing workforce needs in the community.

## ACCREDITATIONS

The Accrediting Bureau of Health Education Schools (ABHES) institutionally accredits Arizona College of Nursing and is listed by the United States Department of Education as a nationally recognized accrediting agency.

ABHES  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
(301) 291-7550  
<https://abhес.org>

The baccalaureate degree program in nursing at Arizona College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE)  
655 K Street NW, Suite 750  
Washington, DC 20001  
(202) 887-6791  
[www.ccneaccreditation.org](http://www.ccneaccreditation.org)



## APPROVALS, LICENSURES, & MEMBERSHIPS

Arizona College of Nursing is a private college and is a member of or associated with the following agencies:

- Approved by Arizona and Florida State Boards of Nursing for the Baccalaureate Pre-Licensure Nursing Program
- Member of Career Education Colleges and Universities

Arizona College of Nursing Tampa, Fort Lauderdale and Sarasota are licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888.224.6684.

- Arizona College of Nursing has been approved to participate in the Arizona Council for State Authorization Reciprocity Agreements (AZ SARA)
- Arizona College of Nursing has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA)

Certificates are available for viewing in the main lobby of the college.

Any enrolled or prospective student who wishes to review the documents describing the institution's accreditation, and its State, Federal or tribal approval or licensing, should contact Wendy Soliz, Manager of Internal Audit at [wsoliz@arizonacollege.edu](mailto:wsoliz@arizonacollege.edu).

## COLLEGE HISTORY

Arizona School of Pharmacy Technology was founded in 1991 by pharmacists to provide a quality source of Pharmacy Technicians to the valley pharmacy community. In 1995, Eduvision, Inc., an educational services corporation with over 20 years experience in allied health education, purchased the school and changed its name to Arizona College of Allied Health. In 1996, Arizona College of Allied Health moved from the Scottsdale

Airpark to 19<sup>th</sup> Avenue and Indian School Road. The larger facility allowed the college to add Medical Assistant and Health Information Specialist to its programs.

The college again relocated to 4425 West Olive in Glendale, Arizona. This 32,953-foot facility allowed the addition of new programs, as well as an increase in student populations. In 2012, the name was changed to Arizona College and a second campus was added in Mesa, Arizona.

The Bachelor of Science in Nursing program was added in 2013. This was the beginning of Arizona College of Nursing. Arizona College of Nursing has continued its growth into California, Florida, Michigan, Nevada, Ohio, Texas, Utah and Virginia.

## MAIN CAMPUS

The Tempe campus is located in the busy Broadway curve area. It has approximately 25,00 square feet and is dedicated to nursing education. The campus has five Nursing Skills Labs equipped with hospital-style amenities that are equivalent to those used in the local hospitals, eight Simulation Labs with state-of-the-art simulation technology including high-fidelity simulation manikins. The campus has eight didactic classrooms with smartboard technology that allows for an interactive classroom environment. The campus also has two wet science labs that allows students to have hands-on experiences with chemistry and biology.

## NON-MAIN CAMPUSES

The Fort Lauderdale campus is located in the heart of Cypress Creek, just east of the 95/Cypress Creek exchange. It has 17,194 square feet and is dedicated to nursing education. The Bachelor of Science in Nursing (BSN) Program is the only program offered at the Ft. Lauderdale campus. The campus has two Nursing Skills Labs equipped with hospital-style amenities that are equivalent to those used in the local hospitals, three Simulation Labs with state-of-the-art simulation technology including high-fidelity simulation manikins. The campus has two didactic classrooms with smartboard technology that allows for an interactive classroom environment. The campus also has two science labs that allows students to have hands-on experiences with chemistry and biology.

The Tampa campus has approximately 22,000 square feet and is dedicated to nursing education. The Bachelor of Science in Nursing (BSN) Program is the only program offered at the Tampa campus. The campus has two Nursing Skills Labs equipped with hospital-style amenities that are equivalent to those used in the local hospitals, four Simulation bays with state-of-the-art simulation technology including high-fidelity simulation manikins, and two debrief rooms. Each Nursing Skills Lab has a didactic teaching area that will set 20 students. The campus has six didactic classrooms with smartboard technology that allows for an interactive classroom environment. The campus also has one science lab that allows students to have hands-on experiences with chemistry and biology. The campus also has two break areas for the students to rest between classes and a Learning Resource Center or academic assistance and a quiet space to study.

The Sarasota campus is located on the Southwestern Coast of Florida, just south of the Tampa Bay Region. The 19,000 square foot campus is dedicated to nursing education. This campus has one Nursing Skills lab equipped with hospital-style amenities equivalent to those used in local hospitals. The campus has four simulation labs, and four large debrief rooms. State-of-the-art simulation technology is included in the simulation lab, including high-fidelity manikins. The four large campus classrooms are equipped with smartboard technology that allows for an interactive classroom experience. The campus has one science lab that includes hands-on experience areas for hands-on activities in Chemistry and Biology. The campus has a learning resource center with four group study areas and a student commons area with vending.

All locations have ample parking. The classrooms and laboratories provide a working health care environment for its educational programs. All facilities are accessible to people with disabilities.

## HOURS OF OPERATION

Monday–Friday: 7:00 am–8:30 pm  
Saturday: Special Events  
Sunday: Closed

These are our general hours of operation. Please contact the campus for specific times.

**2022-2023 TERM SCHEDULE**

<b>NURSING START DATE</b>	<b>APPROXIMATE COMPLETION DATE</b>
8/29/22	8/24/2025
10/24/22	8/24/2025
1/2/23	12/28/2025
2/27/23	12/28/2025
5/1/23	4/26/2026
6/26/23	4/26/2026
8/28/23	8/23/2026
10/23/23	8/23/2026



**2022-2023 HOLIDAYS**

**2022**

August 22-28	Summer Break
September 5	Labor Day
November 11	Veterans Day
November 24-25	Thanksgiving Holiday
December 19-January 1	Winter Break

**2023**

January 1 (Observed on January 2)	New Year's Day
January 16	Martin Luther King, Jr. Day
February 20	President's Day
April 24-April 30	Spring Break
May 29	Memorial Day
June 19	Juneteenth
July 4	Independence Day
August 21-27	Summer Break

**PROGRAM ACADEMIC CALENDAR 2022-2023**

**Fall Semester 2022**

Session A	August 29 - October 23
Session B	October 24 - December 18

**Spring Semester 2023**

Session A	January 2 - February 26
Session B	February 27 - April 23

**Summer Semester 2023**

Session A	May 1 - June 25
Session B	June 26 - August 20

**Fall Semester 2023**

Session A	August 28 - October 22
Session B	October 23 - December 17



# PROGRAM OF STUDY



## QUICK LINKS



855.706.8382



REQUEST INFO

# BACHELOR OF SCIENCE IN NURSING (BSN)



## BSN NURSING PRACTICE

BSN-educated Registered Nurses (RNs) are health care professionals who provide and coordinate care for individuals, families, communities and populations. Their practice is based on nursing knowledge, theory and research as well as knowledge from a wide array of other fields and professions, adapting and applying this knowledge as appropriate to professional practice.

Employment opportunities continue to grow for the nursing profession. Registered nurses work in hospitals, clinics, home health care agencies and subacute and long-term care facilities. Others work in correctional facilities, schools, community organizations, occupational health settings or serve in the military. Nurses also provide care in locations such as camps, homeless shelters, sporting events and tourist destinations.

## PROGRAM MISSION

The mission of the Arizona College of Nursing BSN degree program is to prepare professional nurses who are competent in delivering evidence-based patient- and community-centered care as members and leaders of an interprofessional health care team with an emphasis on quality improvement that drives desired patient, systems and population outcomes.

## PROGRAM GOAL

The goal of the BSN degree program is to prepare generalist nurses who competently deliver safe and effective entry-level nursing care.

## PROGRAM STUDENT LEARNING OUTCOMES

- Deliver patient- and community-centered care to achieve desired patient and population outcomes.
- Improve quality and safety of care to achieve desired systems and population outcomes.
- Make evidence based decisions to achieve desired patient, systems, and population outcomes.
- Collaborate with the interprofessional team to achieve desired patient, systems and population outcomes.
- Manage information and technology to achieve desired patient, systems and population outcomes.



MILITARY & VETERAN  
PROGRAMS

## EDUCATIONAL ENVIRONMENT, TECHNOLOGY & EQUIPMENT

Campuses provide space optimized for student learning and engagement. Wi-Fi is available throughout. Classrooms are outfitted with computer-operated audiovisual equipment. A Learning Resource Center (LRC) is the campus hub of academic support including tutoring plus group and individual study space.

State-of-the-art high fidelity human patient simulation laboratories provide a safe space for practicing clinical care and learning by peer feedback and self-reflection. Additional skills laboratories are equipped with task trainers, patient care devices and clinical supplies. An additional science laboratory, used for general education courses, is furnished with microscopes, anatomical models and equipment for performing biology and chemistry experiments.

The BSN degree program is supported by a variety of web-based education applications that support the development of critical thinking and clinical judgement. Such applications include virtual clinical scenarios, virtual laboratory simulations, interactive e-books, personalized learning platforms and video case studies.

## INSTRUCTION

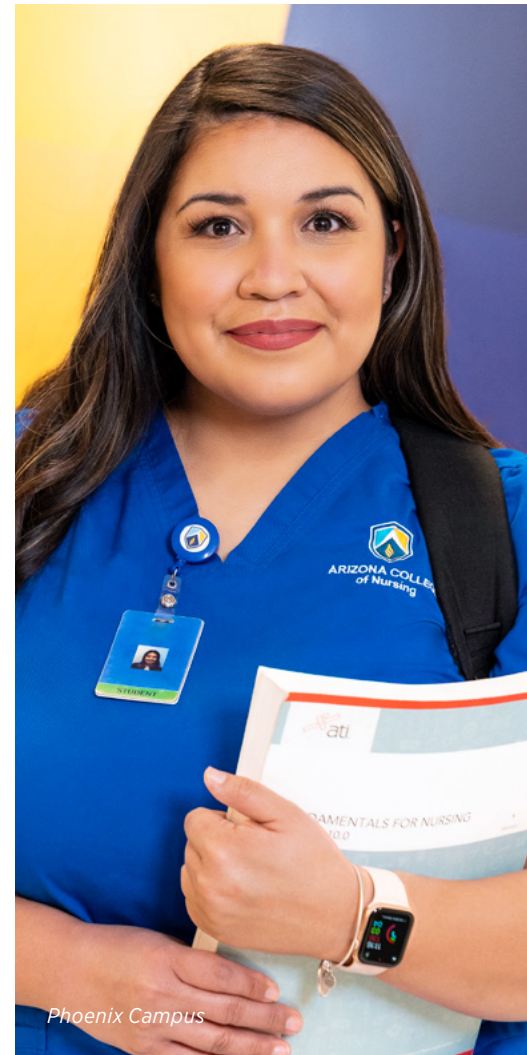
Learning takes place in multiple environments including the classroom, clinical agencies, simulation and learning laboratories, the community and virtually through the internet. Courses may be offered residentially, online or in a blended format. The faculty at Arizona College of Nursing commit to teaching-learning practices that are evidence based, interactive and student centered. Learning is an active process facilitated by faculty. Students engage actively with faculty, peers and patients to promote learning and achieve competence for entry-level nursing practice. Faculty are readily available for extra support, tutoring and guidance. Students and their success are at the heart of everything faculty do.

## CURRICULUM

The BSN degree program is divided into two parts: general education and core nursing. BSN nursing is grounded in a foundation of liberal arts and sciences. The program requires 50 credits hours of general education that prepare the student for the nursing curriculum and are designed to achieve the following outcomes:

- **Communicating effectively:**  
Communicate clearly and appropriately in writing with the ability to logically defend one's position.
- **Solving problems quantitatively:**  
Analyze data quantitatively as the basis for making valid inferences in order to draw appropriate conclusions.
- **Exploring the natural world:**  
Apply principles of physical and biological science to interpret human-environment interaction.
- **Understanding human behavior:**  
Apply principles of biobehavioral science to interpret human behavior and social interaction.
- **Including diverse perspectives:**  
Value the inclusion of diversity in all social processes.
- **Engaging civically:** Impact communities through advocacy.

The core nursing curriculum (70 credit hours) is structured to build competencies in patient-centered care, evidence based practice, quality improvement, interprofessional teamwork, informatics and clinical reasoning to be used in the process of clinical judgment. Sound clinical judgment is the catalyst for all aspects of professional nursing care, which results in driving desired patient, systems and population outcomes.



Phoenix Campus

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The nursing program consists of nine semesters. The entire program is approximately 144 weeks.

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Tempe Campus

### CURRICULUM FRAMEWORK

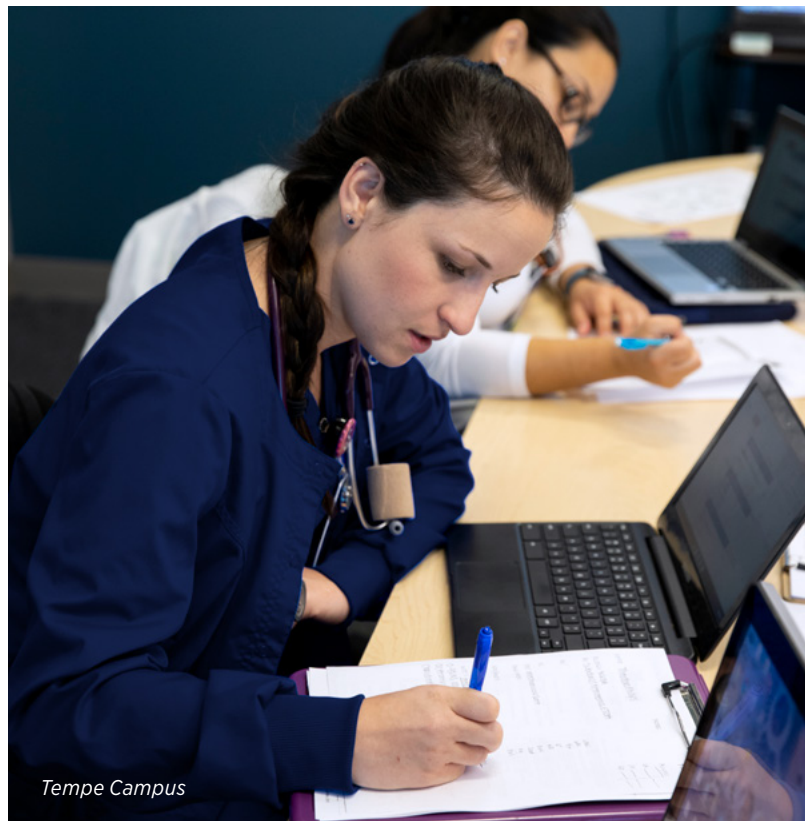
Included within the nursing courses are 630 clinical practicum contact hours that provide experiences in direct and indirect patient care across specialties, settings and acuity levels. The curriculum incorporates the following profession standards to support the students' ability to address the challenges of current nursing practice:

- American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice
- Quality Safety Education for Nurses (QSEN)
- American Nurses Association Scope and Standards of Practice
- American Nurses Association Code for Nurses
- American Nurses Association Social Policy Statement

## BACHELOR OF SCIENCE IN NURSING (BSN) - SCHEDULE OF COURSES

### REQUIRED GENERAL EDUCATION & SCIENCE COURSES

COURSE	TITLE	SEMESTER CREDIT HOURS
<b>PREREQUISITE</b>		
BIO 189	Fundamentals of Biology	3
BIO 201	Natural Science – General: Human Anatomy/Physiology I (Lecture/Lab)	4
BIO 202	Natural Science – General: Human Anatomy/Physiology II (Lecture/Lab)	4
BIO 205	Natural Science – General: Microbiology (Lecture/Lab)	4
CHM 130	Natural Science – Quantitative: Introductory Chemistry (Lecture/Lab)	4
ENG 101	First Year Composition I	3
ENG 102	First Year Composition II	3
PSC 101	Introduction to American Politics	3
HCR 230	Culture & Health/Humanities: Cultural Diversity & Global Health	3
HCR 240	Human Systems: Human Pathophysiology	4
MAT 151	Mathematical Studies: College Mathematics	3
NTR 241	Human Systems: Human Nutrition	3
PSY 101	Social & Behavioral Sciences: Introduction to Psychology	3
PSY 230	Statistics/Quantitative Analysis: Statistics	3
PSY 240	Social & Behavioral Sciences: Human Development	3
<b>GENERAL EDUCATION &amp; SCIENCE COURSES SUBTOTAL</b>		<b>50</b>



## NURSING CORE COURSES

COURSE	TITLE	CLASSROOM CONTACT HOURS	LAB CONTACT HOURS	CLINICAL CONTACT HOURS	SEMESTER CREDIT HOURS
<b>SEMESTER 5</b>					
NUR 211	Critical Thinking in Clinical Decision-Making	30	0	0	2
NUR 213	Ethics & Legal Standards in Nursing Practice I	15	0	0	1
NUR 215	Theoretical Foundation in Nursing Practice	30	0	0	2
NUR 215L	Theoretical Foundation in Nursing Practice Practicum	0	60	45	3
NUR 216	Health Assessment	30	30	0	3
NUR 218	Interprofessional Communications	15	0	0	1
NUR 338	Leader in Quality & Patient Safety I	15	0	0	1
<b>SUBTOTAL</b>		<b>135</b>	<b>90</b>	<b>45</b>	<b>13</b>
<b>SEMESTER 6</b>					
NUR 333	Ethics & Legal Standards in Nursing Practice II	15	0	0	1
NUR 334	Pharmacology I	30	0	0	2
NUR 337	Evidence-Based Practice I	15	0	0	1
NUR 355	Acute & Chronic Health Disruptions in Adults I	45	0	0	3
NUR 355L	Acute & Chronic Health Disruptions in Adults I Practicum	0	30	90	3
NUR 356	Mental Health Theory & Application	45	0	0	3
NUR 356L	Mental Health Theory & Application Practicum	0	30	45	2
<b>SUBTOTAL</b>		<b>150</b>	<b>60</b>	<b>135</b>	<b>15</b>
<b>SEMESTER 7</b>					
NUR 354	Pharmacology II	30	0	0	2
NUR 357	Evidence-Based Practice II	15	0	0	1
NUR 358	Leader in Quality Care & Patient Safety II	15	0	0	1
NUR 425	Acute & Chronic Health Disruptions in Adults II	30	0	0	2
NUR 425L	Acute & Chronic Health Disruptions in Adults II Practicum	0	15	112.5	3
NUR 426	Community Health Nursing Theory & Application	45	0	0	3
NUR 426L	Community Health Nursing Theory & Application Practicum	0	30	90	3
<b>SUBTOTAL</b>		<b>135</b>	<b>45</b>	<b>202.5</b>	<b>15</b>
<b>SEMESTER 8</b>					
NUR 335	Maternal Health Theory & Application	45	0	0	3
NUR 335L	Maternal Health Theory & Application Practicum	0	30	45	2
NUR 336	Pediatric Health Theory & Application	45	0	0	3
NUR 336L	Pediatric Health Theory & Application Practicum	0	30	45	2
NUR 423	Ethics & Legal Standards in Nursing Practice III	15	0	0	1
NUR 427	Evidence-Based Practice III	15	0	0	1
NUR 428	Leader in Quality & Patient Safety III	15	0	0	1
<b>SUBTOTAL</b>		<b>135</b>	<b>60</b>	<b>90</b>	<b>13</b>
<b>SEMESTER 9</b>					
NUR 443	Transition to the Profession	15	0	0	1
NUR 445	Acute & Chronic Health Disruptions in Adults III	45	0	0	3
NUR 445L	Acute & Chronic Health Disruptions in Adults III Practicum	0	15	157.5	4
NUR 446	Professional Seminar	30	0	0	2
NUR 447	Evidence-Based Practice IV	15	0	0	1
NUR 448	Leader in Quality Care & Patient Safety IV	45	0	0	3
<b>SUBTOTAL</b>		<b>150</b>	<b>15</b>	<b>157.5</b>	<b>14</b>
<b>NURSING CORE COURSES SUBTOTAL</b>		<b>705</b>	<b>270</b>	<b>630</b>	<b>70</b>
<b>NURSING PROGRAM GRAND TOTAL</b>					<b>120</b>

NOTE: The nursing program consists of nine semesters. The entire program is approximately 144 weeks.



## NURSING PROGRAM

# ADMISSION REQUIREMENTS

## ADMISSION

Bachelor of Science in Nursing (BSN) applicants who meet the requirements below are admitted directly into the nursing program and enrolled into the program's general education courses, which may take four semesters to complete. Applicants may request that general education credits earned at another nationally or regionally accredited college be evaluated for transfer to the BSN program. Credits that transfer will likely reduce the total number of semesters required for program completion.

Students who successfully complete the general education curriculum, having satisfied certain grade and GPA criteria, progress into the core nursing courses beginning in semester five.

## RESIDENCY

Arizona College of Nursing is authorized to deliver distance education. A student's physical location at the time of enrollment is determined by the address the student lists on their Admissions application. The address is reviewed prior to submitting for approval into the program.

If a student has a change of address, updates can be made via the Student Portal or by contacting their Program Manager. An address change in the Student Portal will automatically update the Student Information System. If a student contacts the Program Manager for an address change, the Program Manager will update the Student Information System.

Students who relocate to a state in which Arizona College of Nursing does not have the approval to operate may be adversely impacted in their ability to complete their program.

## REQUIREMENTS FOR ADMISSION INTO THE BSN

### PROGRAM ADMISSION DOCUMENTS

1. Completed application and enrollment agreement for the nursing program.
2. Official high school transcript/diploma with a minimum cumulative GPA of 2.75 or one of the following official high school equivalency test results with these minimum scores:

#### General Equivalency Diploma (GED®):

- No minimum score

#### High School Equivalency Test (HiSET®):

- Cumulative score of 80 or above

#### Test Assessing Secondary Completion (TASC™):

- 500 in all subject areas and
- At least two on the written essay

#### California High School Proficiency Exam (CHSPE):

- Passing in all subject areas

A cumulative college GPA of 2.75 or higher with at least 12 college credits from an institution accredited by either a regional or national accrediting body or an agency recognized by the Council for Higher Education (CHEA) will be accepted in lieu of the high school GPA or GED® score requirement. College credit is defined as credit for courses that lead to a degree or program of study that leads to a degree.

GPA requirements will be waived if student is a graduate of an Allied Health program at Arizona College.

3. Signed transcript release form for all colleges and universities attended if the college GPA is to be used in the admission decision. The official transcripts for the high school and all colleges or universities attended (if these are to be used in the admission decision) must be submitted within six weeks of the first day of class to remain enrolled.

NOTE: Applicants educated outside the United States will have transcripts (both high school and college) evaluated by the Arizona International Credential Evaluators, Josef Silny and Associates, Inc., the Foreign Educational Document Service or other agencies listed on the National Association of Credential Evaluation Services (NACES) website.

4. A weighted composite score of 60% on the HESI A2 Admissions Exam. See "Admissions Testing." (GPA requirements will be waived if A2 weighted composite score is  $\geq 75\%$ .)\*
5. Proof of United States citizenship, alien status or legal residency. A driver's license, passport or birth certificate, combined with a government-issued document that contains a photograph of the applicant and or a green card (I-551) are the most common demonstrations of proof.

\*Effective 01/04/21

## ADMISSIONS TESTING

**HESI A2:** Prior to acceptance, each applicant must complete an exam consisting of four HESI Admission Assessment (A2) subtests:

- **Anatomy and Physiology:** 30-item exam. Provides coverage of general terminology and anatomical structures and systems.  
**Recommended time:** 25 minutes
- **Reading Comprehension:** 55-item exam. Reading scenarios that measure comprehension, including identifying the main idea, finding meaning of words in context, passage comprehension and making logical inferences.  
**Recommended time:** 60 minutes
- **Vocabulary and General Knowledge:** 55-item exam. Contains basic vocabulary that is often used in health care fields.  
**Recommended time:** 50 minutes
- **Math:** 55-item exam. Focuses on math skills, including basic addition, subtraction, multiplication, fractions, decimals, ratios and proportions and household measures.  
**Recommended time:** 60 minutes

**Four hours is allotted to complete these subtests.**

### Preparation for the HESI A2

Resources for preparing for these exams are available online, via mobile apps and workbooks. In addition, staff-supported study groups and tutoring will be organized by the college as requested by the applicants.

### HESI A2 Retesting Policies:

- Applicants are permitted a maximum of three (3) attempts to achieve the minimum score.
- A minimum of three days is required between attempts one and two. A minimum of 14 days is required between attempts two and three.

## CAMPUS TRANSFERS

Students currently enrolled and in good financial and academic standing may request a campus transfer to another campus location offering the same program of study as their current enrollment.

Any student transfer between campuses at Arizona College of Nursing must comply with residency and curriculum requirements. Program, degree, and residency requirements vary from campus to campus within Arizona College of Nursing due to varying state Board of Nursing regulations. Course credits are not guaranteed to transfer to other campuses for this reason. Acceptance of credits is subject to the receiving campus's program requirements and class space availability. If the credits earned at another Arizona College of Nursing campus cannot be accepted at the campus to which a student seeks to transfer, the student may be required to repeat some or all coursework at that new campus. To minimize the risk of having to repeat coursework, students should work with their academic advisor in advance for evaluation and determination of transferability of credits. State specific requirements are available on the Arizona College website.

Students must sign new enrollment paperwork for the receiving campus prior to transfer.

Student must have all official transfer credits on file prior to transfer.

## LAPTOP REQUIREMENTS

Students are responsible for providing their own laptop, which is used extensively in the BSN degree program. This is considered an admission requirement. Below are the **minimum** hardware and software specifications:

### • Minimum System Requirements: Windows PC

- Wireless capability
- Windows OS
  - 64-bit version of Windows 10 and Windows 11
  - No Chromebooks
  - OS must be updated at all times
- Any OS not updated may have reduced functionality

- 4GB of usable RAM or higher
- Hard drive: 4GB or higher of available space
- Screen resolution should be at least 1280x768. Scaling should be set to 100%
- Anti-virus protection
- Webcam and microphone

### Minimum System Requirements: Mac

- Big Sur, Monterey, Ventura
- Wireless capability
- CPU: Intel, M1, or M2 processor. Devices using Apple's M1 and M2 processor and Apple Rosetta 2 are supported
- RAM: 4GB or higher
- Hard drive: 4GB or higher available space
- Screen resolution should be at least 1280x768. Scaling should be set to 100%.

### Minimum System Requirement: iPad

- Hardware requirements: iPad 5+, iPad Air 2+, iPad mini 4+, iPad Pro
- Operating systems: iPadOS 14, iPadOS 15 and iPadOS 16
- 500 MB of free space required to commence an examination
- iPad must not be modified (e.g. Jailbroken).
- Wireless capabilities available space

### Minimum System Requirements for Remote Testing

- Exemplify version 2.9.2 or greater (2.9.8 or 3.1.2 for MacOS)
- Hard drive: 4GB or higher of available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

## NURSING PROGRAM

# CREDIT FOR GENERAL EDUCATION

## GENERAL EDUCATION TRANSFER CREDITS

Applicants may request that general education credits earned at another nationally or regionally accredited college be evaluated for transfer to the BSN program.

Arizona College of Nursing evaluates courses for transfer from other accredited institutions approved by the U.S. Department of Education, Council for Higher Education (CHEA) or American Council of Education (ACE). Each course is evaluated individually based on an official course description and/or syllabus.

For students enrolling at Arizona College of Nursing, Official Transcripts displaying credit for courses or degrees completed at another institution will be sealed and issued to Arizona College of Nursing. The transcript must be opened and reviewed by the Registrar, BSN Program Manager, Executive Director of Academic Operations or other Academic campus designee.

Transferable courses must be similar in content and credit hour requirements and meet specific requirements of the Arizona College of Nursing curriculum. Applicants must sign a release for Arizona College of Nursing to request an official transcript from the institution where the credit was earned. A final determination for course transfer will not be made until the official transcript is received.

- Science & Math Gen-Ed Courses
  - Science and math related general education courses must have been completed within 5 years of starting classes at Arizona College of Nursing
- Non-Science Related Gen-Ed Courses
  - Non-science related general education courses must have been completed within 10 years of starting classes at Arizona College of Nursing

Students may be required to provide a course syllabus or catalog from the school at which the applicant earned the credit. Nursing courses from other nursing programs will not be accepted by Arizona College of Nursing for transfer credit.

Students who meet the admission requirements through their high school GPA or GED score and do not intend to transfer courses to Arizona College of Nursing from other colleges attended, including Arizona College of Allied Health, must sign a waiver, indicating the college they attended and their intention to not seek credit transfer. Students who intend to transfer credits from other colleges attended must ensure that Arizona College of Nursing receives their official college transcripts within six weeks of the class start.

Arizona College of Nursing does not offer credit for experiential learning.

## VETERAN TRANSFER OF CREDITS

A Veterans Administration benefit recipient is required to report all previous education and training to Arizona College of Nursing. The college evaluates the information and grants appropriate credit with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Arizona College of Nursing accepts military credits from the Joint Services Transcript (JST) when appropriate for general education courses according to equivalencies determined by the American Council of Education (ACE).

## APPROVED TESTS & PROFICIENCY OPTIONS

Arizona College of Nursing may accept test scores from the International Baccalaureate Program (IB), Advanced Placement (AP), College Level Examination Program (CLEP) and Advanced International Certificate of Education (AICE) in lieu of a grade.

## GENERAL EDUCATION ENROLLMENT AT MATRICULATION

Once students have matriculated (i.e., been admitted and enrolled) into Arizona College of Nursing, all general education courses that did not transfer from another college previously attended must be taken at Arizona College of Nursing. In rare circumstances, policy exceptions will be made based on scheduling hardship or loan gap challenges. Students who wish to earn credit at another college while enrolled at Arizona College of Nursing should submit a request to their Executive Director of Academic Operations, outlining the need.



Glendale Campus



# PROGRESSION INTO CORE NURSING



Tempe Campus

## ACADEMIC REQUIREMENTS

To advance from the general education courses into the core nursing curriculum (Semester 5), the student must meet the following GPA and grade requirements:

- Complete all science and math courses within five years prior to admission to the program
- Achieve a cumulative GPA of 2.75 or higher in the required general education and science courses (semesters 1-4)
- Achieve a “B” or higher in the six required science courses (Fundamentals of Biology, Chemistry, Microbiology, Anatomy & Physiology I and II and Pathophysiology)
- Achieve a “B” or higher in Math
- Achieve a “B” or higher in Statistics
- Achieve a “C” or higher in all other general education courses

## BACKGROUND CHECK & SUBSTANCE SCREENING AS A CONDITION OF PROGRESSION

A Pass Status background check and negative urine substance screen (as described subsequently) are required to progress to the core nursing component of the curriculum. Requirements vary by state and may include additional documentation such as Fingerprint Clearance card, Board of Nursing Clearance card, or other items. Students will receive information regarding specific state requirements during health and safety orientation. These requirements must be completed no later than the end of the first semester of attendance.



Tempe Campus

If all required conditions are not met, the student will be administratively withdrawn from the program.

Students are required to cover the cost of all requirements.

There are no exemptions to the requirement of a Pass Status for background checks. Students who believe their background results are in error must work with the background check company and, if necessary, appropriate local, state and national officials to obtain a Pass Status.

Students who receive a Fail Status on the background check will be withdrawn from the program but will be able to complete any general education courses in which they are currently enrolled.

## SUBSTANCE SCREENING

Students must complete an initial random urine substance screening as directed.

- Only students receiving negative results can remain enrolled in the BSN Program. In some cases, students may have a positive result due to a prescribed medication. In these cases, a Medical Review Officer (MRO) evaluation will be necessary.
  - Prescribed medications can alter a student's functional capabilities. Students whose results are determined to be negative from an MRO review must meet with the Dean of Nursing or designee to determine ability to participate in clinical.
- Substances screened for include: Marijuana, Cocaine, Amphetamines, Opiates, Propoxyphene, Oxycodone Oxymorphone, PCP, Barbiturates, Benzodiazepines, Methadone.

- Students may not use any substance or drug screen other than that authorized by the college, regardless of how current it is, who ordered it or for what purpose.
- Students who have positive results on the substance screen will be withdrawn from the program but will be able to complete any general education courses in which they are currently enrolled.

## STATE REGULATIONS & CLINICAL AGENCY REQUIREMENTS

State regulations and clinical agencies where students may be placed for clinical practicum may have additional screening requirements.

The requirements in this section should be considered minimum screening requirements for progression to core nursing. Campus specific information will be given to students in writing in preparation for progression to core nursing courses to ensure adequate time for compliance.

# BACHELOR OF SCIENCE IN NURSING (BSN) COURSE DESCRIPTIONS

## General Education & Science

### **BIO 189** FUNDAMENTALS OF BIOLOGY

This foundational biology course is a survey of basic biological concepts, processes, structures and functions. The emphasis is on the relevance of fundamental biological principles to human biology and health.

■ *Prerequisites: None*

### **BIO 201** NATURAL SCIENCE - GENERAL: HUMAN ANATOMY/PHYSIOLOGY I

The first of a two sequence course that focuses on the structure and function of the human body. The emphasis is on typical anatomical structures and human body system function and interaction. The course is organized by select human body systems.

■ *Prerequisites: BIO 189*

### **BIO 202** NATURAL SCIENCE - GENERAL: HUMAN ANATOMY/PHYSIOLOGY II

The second of a two sequence course that focuses on the structure and function of the human body. The emphasis is on typical anatomical structures and human body system function and interaction. The course is organized by select human body systems.

■ *Prerequisites: BIO 189, BIO 201*

### **BIO 205** NATURAL SCIENCE - GENERAL: MICROBIOLOGY

This course focuses the interrelationship between biological organisms of the macro- and microscopic worlds. The emphasis is on the impact of microorganisms on human health and function.

■ *Prerequisites: BIO 189*

### **CHM 130** NATURAL SCIENCE - QUANTITATIVE: INTRODUCTORY CHEMISTRY

This foundational chemistry course is a survey of basic general organic and biochemistry concepts, processes and structures. The emphasis is on the relevance of fundamental chemistry principles to human health and functioning.

■ *Prerequisites: None*

### **ENG 101** FIRST YEAR COMPOSITION I

This course is an introduction to scholarly writing and research. It serves as the foundation of skills needed for appropriate academic and professional writing. The emphasis is on organization, formatting and source integration.

■ *Prerequisites : None*

### **ENG 102** FIRST YEAR COMPOSITION II

This course is an introduction to rhetoric in relation to academic and professional writing. It serves to foster critical thinking and argumentation skills. The emphasis is on source evaluation and argument structure.

■ *Prerequisites : ENG 101*





Glendale Campus

### **HCR 230** **CULTURE & HEALTH/ HUMANITIES: CULTURAL DIVERSITY & GLOBAL HEALTH**

This course focuses on human diversity and its relevance to human health and functioning. Emphasis is on developing self-awareness of one's own perspective on diversity including cultural influence and bias. Exploration of non-allopathic healing practices is included.

■ *Prerequisites : None*

### **HCR 240** **HUMANS SYSTEMS: HUMAN PATHOPHYSIOLOGY**

This course focuses on the biophysical aspects of human health alterations including disease, illness, injury and pathology. Emphasis is on abnormal function of human body systems and their interaction.

■ *Prerequisites : BIO 189,  
BIO 201, BIO 202*

### **MAT 151** **MATHEMATICAL STUDIES: COLLEGE MATHEMATICS**

This foundational mathematics course focuses on mathematical skills, techniques and operations for problem solving in the health sciences. The emphasis is on dimensional analysis and solving for unknowns. The course includes financial and basic probability calculations.

■ *Prerequisites : None*

### **NTR 241** **HUMAN SYSTEMS: HUMAN NUTRITION**

This course focuses on the role of nutrition on human health and function. The course spans all levels of prevention. The emphasis is on health promotion and nutrition therapy.

■ *Prerequisites : CHM 130*

### **PSC 101** **INTRODUCTION TO AMERICAN POLITICS**

This course is an introduction to the political culture and behavior that shape American politics. The emphasis is on political concepts and processes and their policies and public governance. (Satisfies the legislative requirement for the United States and Nevada Constitutions.)

■ *Prerequisites : None*

### **PSY 101** **SOCIAL & BEHAVIORAL SCIENCES: INTRODUCTION TO PSYCHOLOGY**

This foundational psychology course is a survey of basic mental concepts, principles and processes that impact human health and function. Emphasis is on the scientific study of human thought and behavior.

■ *Prerequisites : None*

### **PSY 230** **STATISTICS/QUANTITATIVE ANALYSIS: STATISTICS**

This course is an introduction to concepts in descriptive and inferential statistics with an application to psychology and the health sciences. The emphasis is on statistical methods and the ability to make valid inferences. The course includes use of contemporary information processing technology.

■ *Prerequisites : None*

### **PSY 240** **SOCIAL & BEHAVIORAL SCIENCES: HUMAN DEVELOPMENT**

This course focuses on human development throughout the lifespan. The emphasis is on the physical, cognitive, social and emotional changes at each stage of life. The course includes sociocultural influences on growth and development.

■ *Prerequisites : None*

## Nursing Core

### SEMESTER 5

#### **NUR 211** **CRITICAL THINKING IN CLINICAL DECISION MAKING**

**Credit Hours: 2**

This course focuses on the foundational knowledge and skills required to develop clinical judgment and decision making in order to provide safe and effective patient-centered care as a member of an interprofessional team. Emphasis is on the use of the nursing process as a model for delivering care.

■ *Prerequisites: Admission to Core Nursing Program*

#### **NUR 213** **ETHICS & LEGAL STANDARDS IN NURSING PRACTICE I**

**Credit Hours: 1**

This is the first in a three-course sequence that focuses on the ethical, legal and professional standards, concepts and processes that guide and inform nursing practice. Emphasis is on the use of these various components in the processes of clinical judgment and evidence-based decision making in order to deliver patient-centered interprofessional care that achieves desired patient, systems and population outcomes. The course is organized by various professional and practice-relevant concepts.

■ *Prerequisites: Admission to Core Nursing Program*

#### **NUR 215** **THEORETICAL FOUNDATION IN NURSING PRACTICE**

**Credit Hours: 2**

This course focuses on the foundational knowledge and skills for professional nursing practice. Emphasis is on basic care processes for patient-centered interprofessional care that achieve desired patient outcomes in adults and older adults.

■ *Prerequisite: Admission to Core Nursing Program*

#### **NUR 215L** **THEORETICAL FOUNDATION IN NURSING PRACTICE PRACTICUM**

**Credit Hours: 3**

This is a clinical practicum where basic nursing care processes are applied to adults and older adults in order to achieve desired patient outcomes. Course includes the training in and practice of select psychomotor skills in the laboratory setting.

■ *Prerequisites: Admission to Core Nursing Program*

#### **NUR 216** **HEALTH ASSESSMENT**

**Credit Hours: 3**

This course focuses on the gathering and evaluation of biopsychosocial data from adults and older adults to inform clinical judgment and make an evidence-based decision regarding priority actions. Emphasis is on physical assessment and health history taking. Course includes training in and practice of select health assessment skills in the laboratory setting.

■ *Prerequisites: Admission to Core Nursing Program*

#### **NUR 218** **INTERPROFESSIONAL COMMUNICATIONS**

**Credit Hours: 1**

This course focuses on the development of effective communication and collaboration skills that promote safe and high-quality patient-centered interprofessional care.

■ *Prerequisites: Admission to Core Nursing Program*

#### **NUR 338** **LEADER IN QUALITY & PATIENT SAFETY I**

**Credit Hours: 1**

This is the first of a four-course sequence that focuses on the ability to participate in and lead practice initiatives that promote patient safety and improvement of the quality of interprofessional care. Emphasis is on the structures, processes, sociopolitical issues and human factors that affect patient safety and quality.

■ *Prerequisites: Admission to Core Nursing Program*

## SEMESTER 6

**NUR 333**  
**ETHICS & LEGAL STANDARDS**  
**IN NURSING PRACTICE II****Credit Hours: 1**

This is the second in a three-course sequence that focuses on the ethical, legal and professional standards, concepts and processes that guide and inform nursing practice. Emphasis is on the use of these various components in the processes of clinical judgment and evidence-based decision making in order to deliver patient-centered interprofessional care that achieves desired patient, systems and population outcomes. The course is organized by various professional and practice-relevant concepts.

■ *Prerequisites:* NUR 213

**NUR 334**  
**PHARMACOLOGY I****Credit Hours: 2**

This is the first of a two-course sequence that focuses on the role of professional nursing as a component of interprofessional patient-centered care in the application of pharmacotherapy to treat commonly occurring health problems and restore health. Emphasis is on the development of clinical judgment and evidence-based decision making to promote safe and effective medication administration and monitoring. The course is organized by various biological concepts.

■ *Prerequisites:* NUR 211; NUR 213;  
NUR 215; NUR 215L; NUR 216;  
NUR 218; NUR 338

**NUR 337**  
**EVIDENCE-BASED PRACTICE I****Credit Hours: 1**

This is the first of a four-course sequence that focuses on the ability to access, appraise and use the best available evidence in the process of making a decision as a member of an interprofessional team to achieve desired patient, systems and population outcomes.

■ *Prerequisites:* NONE

**NUR 355**  
**ACUTE & CHRONIC HEALTH**  
**DISRUPTIONS IN ADULTS I****Credit Hours: 3**

This is the first of a three-course sequence that focuses on the provision of professional nursing care to adults and older adults as a critical component of patient-centered interprofessional care. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient outcomes. The course is organized by specific biopsychosocial concepts that are applied across practice settings and levels of prevention.

■ *Prerequisites:* NUR 211; NUR 213;  
NUR 215; NUR 215L; NUR 216;  
NUR 218; NUR 338

**NUR 355L**  
**ACUTE & CHRONIC**  
**HEALTH DISRUPTIONS**  
**IN ADULTS I PRACTICUM****Credit Hours: 3**

This is a clinical practicum where professional patient-centered nursing care is delivered to adults and older adults as a member of an interprofessional team. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient outcomes. Course includes training in and practice of select psychomotor skills in the laboratory setting.

■ *Prerequisites:* NUR 211; NUR 213;  
NUR 215; NUR 215L; NUR 216;  
NUR 218; NUR 338

**NUR 356**  
**MENTAL HEALTH**  
**THEORY & APPLICATION****Credit Hours: 3**

This course focuses on the provision of professional nursing care as a critical component of patient-centered interprofessional care to individuals across the life span who are experiencing alterations in mental health. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and systems outcomes. The course is organized by specific biopsychosocial concepts that are applied across practice settings and levels of prevention.

■ *Prerequisites:* NUR 211; NUR 213;  
NUR 215; NUR 215L; NUR 216;  
NUR 218; NUR 338

**NUR 356L**  
**MENTAL HEALTH THEORY &**  
**APPLICATION PRACTICUM****Credit Hours: 2**

This is a clinical practicum where professional patient-centered nursing care is delivered as a member of an interprofessional team to individuals who are experiencing mental health alterations. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and systems outcomes. Course includes training in and practice of select psychomotor and therapeutic communication skills in the laboratory setting.

■ *Prerequisites:* NUR 211; NUR 213;  
NUR 215; NUR 215L; NUR 216;  
NUR 218; NUR 338



## SEMESTER 7

**NUR 354**  
**PHARMACOLOGY II****Credit Hours: 2**

This is the second of a two-course sequence that focuses on the role of professional nursing as a component of interprofessional patient-centered care in the application of pharmacotherapy to treat commonly occurring health problems and restore health. Emphasis is on the development of clinical judgment and evidence-based decision making to promote safe and effective medication administration and monitoring. The course is organized by various biological concepts.

- *Prerequisites:* NUR 333; NUR 334; NUR 337; NUR 355; NUR 355L; NUR 356; NUR 356L

**NUR 357**  
**EVIDENCE-BASED PRACTICE II****Credit Hours: 1**

This is the second of a four-course sequence that focuses on the ability to access, appraise and use the best available evidence in the process of making a decision as a member of an interprofessional team to achieve desired patient, systems and population outcomes.

- *Prerequisites:* NUR 337

**NUR 358**  
**LEADER IN QUALITY & PATIENT SAFETY II****Credit Hours: 1**

This is the second of a four-course sequence that focuses on the ability to participate in and lead practice initiatives that promote patient safety and improvement of the quality of interprofessional care. Emphasis is on the structures, processes, sociopolitical issues and human factors that affect patient safety and quality.

- *Prerequisites:* NUR 338

**NUR 425**  
**ACUTE & CHRONIC HEALTH DISRUPTIONS IN ADULTS II****Credit Hours: 2**

This is the second of a three-course sequence that focuses on the provision of professional nursing care to adults and older adults as a critical component of patient-centered interprofessional care. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and systems outcomes. The course is organized by specific biopsychosocial concepts that are applied across practice settings and levels of prevention.

- *Prerequisites:* NUR 333; NUR 334; NUR 337; NUR 355; NUR 355L; NUR 356; NUR 356L

**NUR 425L**  
**ACUTE & CHRONIC HEALTH DISRUPTIONS IN ADULTS II PRACTICUM****Credit Hours: 3**

This is a clinical practicum where professional patient-centered nursing care is delivered to adults and older adults as a member of an interprofessional team. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and systems outcomes. Course includes training in and practice of select psychomotor skills in the laboratory setting.

- *Prerequisites:* NUR 333; NUR 334; NUR 337; NUR 355; NUR 355L; NUR 356; NUR 356L

**NUR 426**  
**COMMUNITY HEALTH NURSING THEORY & APPLICATION****Credit Hours: 3**

This course focuses on the application of professional nursing knowledge and skills as a critical component of community health. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired population health outcomes. Further emphasis is on addressing social determinants of health as a member of an interprofessional team. The course is organized by specific biopsychosocial concepts that are applied in the community to the primary and secondary levels of prevention.

- *Prerequisites:* NUR 333; NUR 334; NUR 337; NUR 355; NUR 355L; NUR 356; NUR 356L

**NUR 426L**  
**COMMUNITY HEALTH NURSING THEORY & APPLICATION PRACTICUM****Credit Hours: 3**

This is a clinical practicum where professional nursing knowledge and skills are applied as a member of an interprofessional team in community practice settings. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired population health outcomes and address social determinants of health. Course includes training in and practice of community assessment, surveillance and health promotion skills in the laboratory setting.

- *Prerequisites:* NUR 333; NUR 334; NUR 337; NUR 355; NUR 355L; NUR 356; NUR 356L

## SEMESTER 8

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### **NUR 335** **MATERNAL HEALTH** **THEORY & APPLICATION**

#### **Credit Hours: 3**

This course focuses on the provision of professional nursing care to women, their newborn and their families during the perinatal period as a critical component of patient-centered interprofessional care. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and family outcomes. The course is organized by both chronological events (pre-conception through newborn care) and biopsychosocial concepts that are relevant to the health, safety and adaptation of the family during the perinatal period. All levels of prevention and application across practice settings are included.

■ *Prerequisites: NUR 354; NUR 357; NUR 358; NUR 425; NUR 425L; NUR 426; NUR 426L*

### **NUR 335L** **MATERNAL HEALTH THEORY** **& APPLICATION PRACTICUM**

#### **Credit Hours: 2**

This is a clinical practicum where professional patient-centered nursing care is delivered to women, their newborns and their families during the perinatal period as a member of an interprofessional team. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and family outcomes. Course includes training in and practice of select psychomotor and assessment skills in the laboratory setting.

■ *Prerequisites: NUR 354; NUR 357; NUR 358; NUR 425; NUR 425L; NUR 426; NUR 426L*

### **NUR 336** **PEDIATRIC HEALTH** **THEORY & APPLICATION**

#### **Credit Hours: 3**

This course focuses on the provision of professional nursing care to children and their families as a critical component of patient-centered interprofessional care. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and family outcomes. The course is organized by both life span development and biopsychosocial concepts that are relevant to children's health, safety and wellness as well as family adaptation during a child's alternation in health status. All levels of prevention and application across practice settings are included.

■ *Prerequisites: NUR 354; NUR 357; NUR 358; NUR 425; NUR 425L; NUR 426; NUR 426L*

### **NUR 336L** **PEDIATRIC HEALTH THEORY** **& APPLICATION PRACTICUM**

#### **Credit Hours: 2**

This is a clinical practicum where professional patient-centered nursing care is delivered to children and their families as a member of an interprofessional team. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient and family outcomes. Course includes training in and practice of select psychomotor and assessment skills in the laboratory setting.

■ *Prerequisites: NUR 354; NUR 357; NUR 358; NUR 425; NUR 425L; NUR 426; NUR 426L*

### **NUR 423** **ETHICS & LEGAL STANDARDS** **IN NURSING PRACTICE III**

#### **Credit Hours: 1**

This is the third in a three-course sequence that focuses on the ethical, legal and professional standards, concepts and processes that guide and inform nursing practice. Emphasis is on the use of these various components in the processes of clinical judgment and evidence-based decision making in order to deliver patient-centered interprofessional care that achieves desired patient, systems and population outcomes. The course is organized by various professional and practice-relevant concepts.

■ *Prerequisites: NUR 213; NUR 333*

### **NUR 427** **EVIDENCE-BASED PRACTICE III**

#### **Credit Hours: 1**

This is the third of a four-course sequence that focuses on the ability to access, appraise and use the best available evidence in the process of making a decision as a member of an interprofessional team to achieve desired patient, systems and population outcomes.

■ *Prerequisites: NUR 337; NUR 357*



### **NUR 428** **LEADER IN QUALITY & PATIENT SAFETY III**

**Credit Hours: 1**

This is the third of a four-course sequence that focuses on the ability to participate in and lead practice initiatives that promote patient safety and improvement of the quality of interprofessional care. Emphasis is on the structures, processes, sociopolitical issues and human factors that affect patient safety and quality.

■ *Prerequisites: NUR 338; NUR 358*

## SEMESTER 9

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### **NUR 443** **TRANSITION TO THE PROFESSION**

**Credit Hours: 1**

This course focuses on the development of reflective practice as a mechanism for professional nurses to identify gaps in professional and clinical competencies and develop lifelong learning plans.

■ *Prerequisites: NUR 335; NUR 335L;  
NUR 336; NUR 336L; NUR 423;  
NUR 427; NUR 428*

### **NUR 445** **ACUTE & CHRONIC HEALTH DISRUPTIONS IN ADULTS III**

**Credit Hours: 3**

This is the third of a three-course sequence that focuses on the provision of professional nursing care to adults and older adults as a critical component of patient-centered interprofessional care. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient, systems and population outcomes. The course is organized by specific biopsychosocial concepts that are applied across practice settings and levels of prevention.

■ *Prerequisites: NUR 335; NUR 335L;  
NUR 336; NUR 336L; NUR 423;  
NUR 427; NUR 428*

### **NUR 445L** **ACUTE & CHRONIC HEALTH DISRUPTIONS IN ADULTS III PRACTICUM**

**Credit Hours: 4**

This is a clinical practicum where professional patient-centered nursing care is delivered to adults and older adults as a member of an interprofessional team. Emphasis is on the development of clinical judgment and evidence-based decision making in order to achieve desired patient, systems and population outcomes. Course includes training in and practice of select psychomotor skills in the laboratory setting.

■ *Prerequisites: NUR 335; NUR 335L;  
NUR 336; NUR 336L; NUR 423;  
NUR 427; NUR 428*

### **NUR 446** **PROFESSIONAL SEMINAR**

**Credit Hours: 2**

This course focuses on readiness for professional nursing practice. Emphasis is on clinical judgment, evidence-based decision making and prioritization of assessments and actions in order to provide safe, effective and high-quality care as a member of an interprofessional team.

■ *Prerequisites: NUR 335; NUR 335L;  
NUR 336; NUR 336L; NUR 423;  
NUR 427; NUR 428*

### **NUR 447** **EVIDENCE-BASED PRACTICE IV**

**Credit Hours: 1**

This is the fourth of a four-course sequence that focuses on the ability to access, appraise and use the best available evidence in the process of making a decision as a member of an interprofessional team to achieve desired patient, systems and population outcomes.

■ *Prerequisites: NUR 337;  
NUR 357; NUR 427*

### **NUR 448** **LEADER IN QUALITY & PATIENT SAFETY IV**

**Credit Hours: 3**

This is the fourth of a four-course sequence that focuses on the ability to participate in and lead practice initiatives that promote patient safety and improvement of the quality of interprofessional care. Emphasis is on the structures, processes, sociopolitical issues and human factors that affect patient safety and quality.

■ *Prerequisites: NUR 338;  
NUR 358; NUR 428*



# TUITION, REFUND POLICIES & FINANCIAL AID



## QUICK LINKS



855.706.8382



REQUEST INFO

# TUITION & FEES



## TUITION & FEES\*

### BACHELOR OF SCIENCE IN NURSING

CAMPUS	PER CREDIT HOUR	TUITION
Fort Lauderdale	\$894 \$926**	\$107,280 \$111,120**
Sarasota	\$790 \$818***	\$94,800 \$98,160**
Tampa	\$790 \$818***	\$94,800 \$98,160***

#### Not Included in Tuition:

Registration Fee	\$49
Resource Fee	\$640*** per semester

Included in Resource Fee: Virtual library resources, ATI Specialty Exam administered throughout the core curriculum, initial membership in the National Student Nurses Association (NSNA), science lab supplies, simulation and health assessment lab supplies, on-site tutoring, nursing pin, virtual ATI NCLEX support, Live 3-day ATI NCLEX review post-graduation, individual ATI virtual tutoring extended four weeks post-graduation, technical support, Canvas LMS system and textbook (may include physical and/or e-text).

### ESTIMATED VARIABLE COSTS†

Fingerprint Clearance	\$67
Physical Exam & Immunizations‡	\$200
Drug Screen	\$40
Background Clearance	\$50
HESI Testing	\$44
Student Liability Insurance	\$39
Nursing Licensure (NCLEX®)	\$200-550

\* Arizona College of Nursing reserves the right to increase tuition and fees and to set new fees, not to exceed an increase of 5% annually. Any changes may be made applicable to students already enrolled in the school.

\*\* Effective 8/28/2023 Start Date and enrolled on/after 5/1/2023

\*\*\* Included in Resource Fee: Virtual library resources, ATI Specialty Exam administered throughout the core curriculum, initial membership in the National Student Nurses Association (NSNA), science lab supplies, simulation and health assessment lab supplies, on-site tutoring, nursing pin, virtual ATI NCLEX support, Live 3-day ATI NCLEX review post-graduation, individual ATI virtual tutoring extended four weeks post-graduation, technical support, Canvas LMS system and textbook (may include physical and/or e-text).

† These costs are excluded and subject to change. Additional costs may be incurred.

‡ Actual cost is dependent on the student's insurance and medical status.

Students are charged per credit hour, regardless of their enrollment status (ex. full-time or part-time). For example, the Fort Lauderdale campus is \$894 per credit hour.

If a student took three credit hours, the student would be charged:

$$\$894 \times 3 = \$2,682$$

Resource fee: \$640

Total term cost: \$3,322

## TRANSFER FEES

Active students who wish to transfer to a program that is lesser in academic length will be required to pay a \$100 transfer fee. This fee cannot be charged to the student account and must be paid in full before the transfer can take place.

Estimates of indirect living costs can be obtained from the Financial Aid Office.

## FLORIDA REFUND POLICY

### Student's Right to Cancel:

An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, Arizona College shall provide the 100% refund.

An applicant that cancels more than 3 business days after enrolling and before the start of the training program, Arizona College shall refund to the Student all the money the Student has paid, minus the registration fee (not to exceed the lesser of \$49 or 10% of the tuition agreed upon in this Enrollment Agreement). If the Student reschedules his/her start date or program after the first three (3) business days of the cancellation

period, a rescheduling fee of \$49.00 will be assessed. All cancellation refunds will be paid within 15 days of cancellation. Any Student canceling enrollment must do so in writing to the campus at which Student is enrolled.

#### **Withdrawal After Program Start:**

A Student may choose to withdraw from Arizona College at any time after starting a program. This can be done by notifying advisor of his/her intent to officially withdraw. A Student who does not officially withdraw and is absent for 14 consecutive calendar days will be considered an unofficial withdrawal from Arizona College effective on the last day of attendance. If Student has received federal student financial aid funds, Arizona College will refund federal student financial aid program funds paid but not earned back to the federal programs. Any unearned federal aid program funds will be returned to the federal programs within 45 days of withdrawal. The institution will also calculate the Student's tuition obligation for the period of enrollment completed prior to withdrawal.

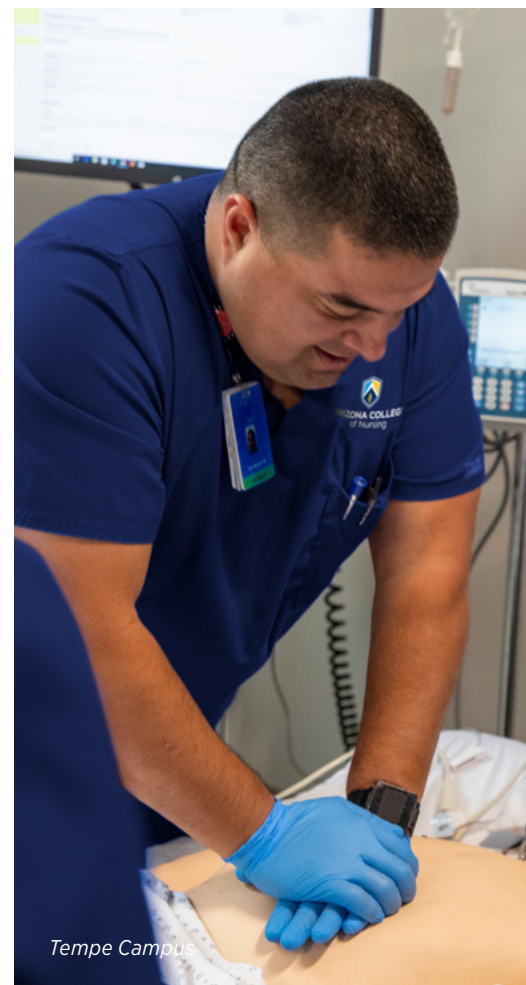
The period of a Student's attendance will be measured from the first day of instruction as set forth in this Enrollment Agreement through the Student's last day of actual attendance, regardless of absences. The period of time for a training program is the period set forth in this Enrollment Agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

#### **Institutional Refund Policy:**

A. If a Student withdraws (officially or unofficially) or is expelled by Arizona College after the start of the semester and before the completion of more than 60% of the semester, Arizona College will refund to the Student a pro-rata amount of the tuition charged for the semester

of withdrawal agreed upon in this Enrollment Agreement minus 10% of the tuition or \$150, whichever is less, based on the number of days completed as of the last day of attendance. For example, if a Student completed 18 days out of 112 days in the semester, the Student would have completed 16% of the semester and this percentage is applied to the tuition obligation to determine the prorated charges for the semester.

- B. If a Student completes more than 60% of his/her semester, he/she is not entitled to a tuition refund and is obligated for the full contract price of the semester. There are no tuition refunds for completed terms or semesters.
- C. The refund calculation is for tuition only and does not include registration or uniform fees incurred. Books, educational supplies or equipment for individual use and generally not returnable and are not included in this policy for a refund. A separate refund must be paid by Arizona College to the Student if those items were not provided to the Student. Refund disputes must be resolved by an administrator on a case-by-case basis.
- D. If a refund is owed, Arizona College shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the: (a) Date of cancellation by a Student of his/her enrollment; (b) Date of termination by Arizona College of the enrollment of a Student; (c) Last day of an authorized leave of absence if a Student fails to return after the period of authorized absence; or (d) Last day of attendance of a Student, whichever is applicable. The institution will pay any refund due as a result of withdrawal no later than 30 days after the determination the Student withdrew.





# STUDENT FINANCIAL ASSISTANCE

As an accredited institution and an institution under agreement with the U.S. Department of Education, the college is eligible to participate in a variety of student financial aid programs. The college is committed to providing its students the most advantageous financial aid package the student's eligibility allows.

## General Student Aid Eligibility

Eligibility for most federal student aid is based on financial need and on several other factors. The most basic eligibility requirements to receive federal student aid are the following:

- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number
- Maintain satisfactory academic progress
- Have a high school diploma or recognized equivalent such as a General Educational Development (GED®)
- Not be in default or owe an overpayment of Federal Student Aid

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

## TERMS & CONDITIONS - DIRECT LOANS

The Direct Loan Program provides funds to undergraduate students to assist them in meeting their educational expenses. To qualify for a Federal Direct Loan the student must meet the eligibility requirements for Federal Student Aid.

Students must be enrolled at least half-time during the period of enrollment to retain their eligibility for Direct Loan program funds. Students whose enrollment status is below half-time are not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

## How to Apply

You can complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov). Follow these easy steps to simplify the process of applying for federal student aid.

Gather the documents needed to apply. For example, you'll need:

- Income tax returns (yours and sometimes your parents), W-2 forms and other records of income
- Identification documents (Social Security cards, driver's licenses, etc.)

The FAFSA is used to apply for federal financial aid (grants, work-study and loans). You (and your parent for dependent students) will need an FSA ID to complete your FAFSA, make corrections to the application and more. To apply for your FSA ID, go to <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.

## METHOD & FREQUENCY OF AID DISBURSEMENTS

Financial aid is awarded based on an academic year as defined on a program-by-program basis. Disbursements vary by the type of aid.

Federal Student Aid, including the Pell Grant, SEOG, Direct Subsidized/Unsubsidized Loans



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and Parent PLUS Loans, generally will cover a full academic year and your school will pay out your money in at least two payments called disbursements. In most cases, your school must pay you at least once per term (semester, trimester or quarter). Once tuition and fee obligations charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account.

## DISBURSEMENTS FOR BOOKS & SUPPLIES

Arizona College provides e-books to students as part of their tuition cost. The e-books are made available no later than the 1st day of class through the online classroom. A book list is provided if the student would like to purchase hard copy books.

Arizona College will make funds available to the student by the seventh day of the payment period to purchase hard copy books or supplies, if presuming funds were disbursed, the student would have a credit balance on their student ledger. Funds will be disbursed in the same manner as other Financial Aid Stipends. Direct deposit by utilizing Automated Clearing House (ACH) is the preferred method for processing student stipends. The ACH method allows Arizona College to deposit the stipend directly into a US checking or savings account. A student (or parent for a PLUS Loan) may enroll in ACH by submitting a Direct Deposit Enrollment Form to the Bursar's Office. The form requires banking information, including the routing number and checking or savings account number. The form also requires a voided check or bank authorization of deposit. If no ACH is available, a check for the credit balance will be mailed to the student's and/or parent's address.

## TYPES OF AID AVAILABLE

### FEDERAL PELL GRANT

TYPE OF AID:	Grant: does not have to be repaid
DESCRIPTION:	The Pell Grant is awarded to students who have a financial need as determined by the U.S. Department of Education. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. You may receive less than the maximum award depending not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student and your plans to attend school for a full academic year or less.
ELIGIBILITY:	\$700 - \$6,895

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

TYPE OF AID:	Grant: does not have to be repaid
DESCRIPTION:	For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.
ELIGIBILITY:	\$100 - \$4,000

### DIRECT SUBSIDIZED/UNSUBSIDIZED/PARENT PLUS

TYPE OF AID:	Loan: must be repaid with interest
DESCRIPTION:	<p>Subsidized Loans are available to undergraduate students with financial need. Your school determines the amount you can borrow and the amount may not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period) and during a period of deferment (a postponement of loan payments).</p> <p>Direct Unsubsidized Loans are available to undergraduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).</p> <p>Direct PLUS Loans are eligible to parents through schools participating in the Direct Loan program. The U.S. Department of Education is your lender. A credit check will be conducted and the parent must not have an adverse credit history. The maximum PLUS Loan amount you can receive is the cost of attendance (determined by the school) minus any other financial aid received.</p>
ELIGIBILITY:	<p>Subsidized: \$3,500 - \$5,500, depending on grade level</p> <p>Unsubsidized: \$2,000 - \$7,000 (less any subsidized amounts received for same period), depending on grade level and dependency status</p> <p>Parent PLUS: Up to cost of attendance minus any other financial aid received</p>

### LOANS FIRST DISBURSED ON OR AFTER

LOAN TYPE	BORROWER TYPE	7/1/2021 AND BEFORE 7/1/2022	7/1/2022 AND BEFORE 7/1/2023
Direct Subsidized/ Unsubsidized Loans	Undergraduate	3.73%	4.99%
Direct Parent PLUS	Undergraduate	6.28%	7.54%

### PRIVATE LOAN

TYPE OF AID:	Loan: must be repaid with interest
DESCRIPTION:	A number of private outside entities offer students alternative sources for financing their education. Unlike federal loans, the terms of private loans are set by the individual lenders. The interest rate and fees are determined by your credit history, your debt-to-income ratio and that of your co-signer, if necessary. The interest rates for private educational loans are variable and are most often based on a range using Prime or the LIBOR as a base and add an additional percentage based on the borrower's credit.
ELIGIBILITY:	Based on unmet need and borrower's credit

### INSTITUTIONAL RETAIL INSTALLMENT CONTRACT

TYPE OF AID:	Payment Plan: must be repaid with interest
DESCRIPTION:	Students who are not eligible to cover the cost of their education with Federal Student Aid can make payments to the institution for the difference. Payments begin after graduation and a 12% annual interest rate is applied.
ELIGIBILITY:	\$5,000 limit for diploma programs and limit varies based on enrollment status and balance for degree programs

More information about interest rates can be found at: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

## ARIZONA COLLEGE OF NURSING SCHOLARSHIPS

### FUTURES SCHOLARSHIP

TYPE OF AID: Scholarship

DESCRIPTION: This scholarship is intended to support students whose parents have not completed a bachelor's degree program.

### GED® SCHOLAR SCHOLARSHIP

TYPE OF AID: Scholarship

DESCRIPTION: This scholarship is intended to support students who did not earn a high school diploma but instead completed the requirements for a GED.

### CONTINUING EDUCATION SCHOLARSHIP

TYPE OF AID: Scholarship

DESCRIPTION: This scholarship is intended to support students who have completed a previous post-secondary certificate or degree program.

### WORKING PARENT SCHOLARSHIP

TYPE OF AID: Scholarship

DESCRIPTION: This scholarship is intended to support students who have dependents living in their home who are age 18 or under; student works a minimum of 10 hours per week.

### ACHIEVEMENT SCHOLARSHIP

TYPE OF AID: Scholarship

DESCRIPTION: This is a merit based scholarship awarded to students with a CGPA of 3.0 or higher.

### OPPORTUNITY SCHOLARSHIP

TYPE OF AID: Scholarship

DESCRIPTION: A scholarship to assist those students with the greatest financial need.

To learn more about scholarship options at Arizona College of Nursing, please see the Financial Aid Department.

NOTE: Institutional scholarships are not offered at the Tampa Campus.

## SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress while enrolled at Arizona College of Nursing. Failure to maintain Satisfactory Academic Progress could result in ineligibility for federal student aid. The Satisfactory Academic Progress information is contained in the General Academic Standards section of this catalog.

## VETERANS BENEFITS

In compliance with the Veterans Benefits and Transition Act of 2018, section 3679 of Title 38 amendment:

- Arizona College of Nursing permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate

of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
  2. 90 days after the date Arizona College of Nursing certifies tuition and fees following the receipt of the certificate of eligibility.
- Arizona College of Nursing ensures it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: A covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). The Sarasota campus is not approved to train eligible Veterans and their dependents.

## REPAYMENT TERMS OF DIRECT LOANS

The U.S. Department of Education's National Student Loan Data System<sup>SM</sup> (NSLDS<sup>SM</sup>) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, the total amount of all your loans and your To access this information, go to Federal Student Aid at [studentaid.gov](http://studentaid.gov).

Your loan servicer, the company that handles the billing and other services for your loan, will provide you with information about repayment and your repayment start date. You can visit the servicer's website or call them to find out how to make payments. After you graduate, leave school or drop below half-time enrollment, you have a period of time called a grace

period before you begin repayment. The grace period is six-months for a Federal Direct Loan. You have a choice of several repayment plans that are designed to meet the different needs of individual borrowers. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. In some cases, you might be able to reduce your interest rate if you sign up for electronic debiting. It is very important that you make your full loan payment on time either monthly or according to your repayment schedule. If you do not, you could end up in default, which has serious consequences.

If you're having trouble making payments on your loans, contact your loan servicer as soon as possible. Your servicer will work with you to determine the best option for you. Options include:

- Changing repayment plans.
- Requesting a deferment – if you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.
- Requesting a forbearance – If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments or extend the time for making payments.

If you stop making payments and don't get a deferment or forbearance, your loan could go into default. If you default, it means you failed to make payments on your student loans according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor and the federal government can all take action to recover the money you owe. Here are some consequences of default:

- The entire unpaid balance of your loan and any interest you owe becomes immediately due (this is called "acceleration").
- You will lose eligibility for additional federal student aid.

- The default will be reported to credit bureaus, damaging your credit rating and affecting your ability to buy a car or house or to get a credit card.
- Your tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan (this is called "treasury offset").
- Your wages will be garnished. This means your employer may be required to withhold a portion of your pay and send it to your loan holder to repay your defaulted loan.
- Your loan holder can take you to court.

#### Sample Standard Repayment Schedule

Loan Amount	\$9,500.00
Interest Rate	4.99%

#### Repayment Summary

Months in Repayment	120
Monthly Payment	\$101.00
Total Interest Payment	\$2,586.00
Total Loan Payment	\$12,086.00

#### TERMS FOR WORKSTUDY

Federal Work-Study is a federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at his or her school. The student will be paid directly for the hours he or she works and the amount he or she earns cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Arizona College of Nursing work-study is awarded on a first come, first serve basis to students.

Prior to beginning work all work-study students must meet new hire eligibility requirements for the position, complete all human resource/payroll paperwork, as well as be approved by the Financial Aid Office.

As a work-study employee, students may have access to documents, files and records that are protected under the Privacy Act of 1974. Students are prohibited from sharing information obtained while at work. Failure to adhere to this act will be cause for termination and loss of eligibility to receive future work-study awards.

Employees must report to work on time and work the agreed-upon hours. Employees must inform the supervisor if they cannot report to work or will be late. Work-study employees must be in good academic standing to continue in the position.

#### EXIT COUNSELING

A direct loan borrower who is graduating, leaving school or dropping below half-time enrollment is required to complete exit counseling. At the time of exit counseling the Exit Counseling Guide for Federal Student Loan Borrowers will be provided. Students are required to complete the Borrower's Rights and Responsibilities form included in this publication.



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## TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

Arizona College of Nursing will comply with the federal regulation in the determination of the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that Arizona College of Nursing participates in and that are covered by federal law are:

- Pell Grants
- Direct Subsidized/ Unsubsidized Loans
- Parent PLUS Loans
- Supplemental Educational Opportunity Grants (FSEOG)



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Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. If you do not begin attendance in all classes in a payment period, the amount of your Pell Grant and/or SEOG may have to be recalculated.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must obtain your permission before it can disburse them. Arizona College of Nursing can disburse eligible grant funds without the student's permission for current charges, including tuition and fees, up to the amount of outstanding charges. Arizona College of Nursing will request your permission to use the post-withdrawal grant disbursement for any other charges.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

If you or Arizona College of Nursing receives (on your behalf) excess Title IV program funds that must be returned, Arizona College of Nursing must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds or the entire amount of excess funds.

If Arizona College of Nursing is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Arizona College of Nursing must return Title IV funds to the programs as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Parent PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

The requirements for Title IV program funds when you withdraw are separate from the refund policy of Arizona College of Nursing. Therefore, you may still owe funds to the school to cover unpaid institutional charges. See "Financial Information" section for the Arizona College of Nursing refund policy.

## COLLECTIONS POLICY

Students who have a past due balance above \$1200 will need to pay at least 20% of the balance in order to continue to the next semester. Exceptions will be given to students who have a cumulative GPA of 2.75 or above at the end of the most completed semester. Students who began the program prior to 5/1/21 are subject to the previous collections policy.

# ACADEMIC STANDARDS



## QUICK LINKS



855.706.8382



REQUEST INFO

# GENERAL ACADEMIC STANDARDS

## TIME ALLOTMENT FOR EDUCATION

The College of Nursing delivers an extremely rigorous program of study and success in each nursing course requires a significant commitment of the student's time and focus.

- Arizona College of Nursing follows the Program Integrity Rules and Regulations (PIRR) required by the United States Department of Education (DOE). For degree programs, such as the BSN program, a student is expected to spend a minimum of one (1) to three (3) hours on outside work for every one (1) hour he/she is in class, dependent on the type of class (theory, lab or clinical). This can equate to 30-40 plus additional hours per week. When this time is added to travel, sleep and personal and home responsibilities, little opportunity remains for free/leisure time during the week.
- PIRR hours are based on the average; therefore, it may take some students greater than or less than the 1:1-to-3:1-hour ratio.

## CREDIT HOUR DEFINITION

Courses are measured in credit hours. A semester is 16 weeks. A semester is divided into two 8-week sessions. In general, general education courses are offered in 8 week sessions while core nursing courses are offered over 8 weeks or over a full 16-week semester. In some cases, some nursing courses may be offered over a shorter length of time. In all cases, conversion from clock hours is as follows:

### One semester credit hour equals:

- 15 clock hours of didactic/lecture/classroom
- 30 clock hours of laboratory
- 45 clock hours of clinical practicum

## ACADEMIC LOAD

Full-time students are those enrolled in a minimum of 12 credit hours per term.

Part-time students are those enrolled for less than 12 credit hours per term.

## CUMULATIVE GRADE POINT AVERAGE

Cumulative grade point average (CGPA) by dividing total cumulative "quality grade points" earned by "total quality hours" attempted. Academic letter grades carry the following grade points: A = 4.00, B = 3.00, C = 2.00 and F = 0.00.

For repeated courses, the highest grade earned will be used in the Cumulative GPA calculation.

## ENROLLMENT IN MORE THAN TWO GENERAL EDUCATION COURSES A SESSION

Students are generally encouraged to take no more than two general education courses each accelerated eight-week session. However, students seeking to take more than two courses each session will be permitted to do so under the following conditions. The student:

- Is in good academic standing with a minimum Cumulative Grade Point Average (CGPA) of 3.0.
- Is requesting no more than one science course as one of the three courses requested.
- Has no more than a part-time work schedule due to the amount of homework that will be required to be successful in 3 courses in our accelerated 8-week term (approximately 27 hours per week).
- Understands that he/she will be responsible for paying for the courses at the per credit tuition rate.

## EMPLOYMENT

Research suggests that working during nursing school can adversely affect success. The faculty at Arizona College of Nursing highly recommend that students choose school as their only job. Often when students attempt to work in addition to attending nursing school, they find that schoolwork (including both general education and nursing courses) suffers and that their hours dedicated to working may even contribute to failure in the program.

It is recommended that students who are employed inform their employer about enrollment in the full-time nursing program and attempt to negotiate an alternate work schedule, especially during final exams. There will be no excused absences related to a student's work schedule.

Students may not work the night shift prior to clinical days. Attending clinical without proper rest could lead to error when the student is providing patient care. Students deemed not safe due to either not being adequately prepared and/or behavior that can result from inadequate sleep will be sent home and will be considered absent for the day. If a faculty member ascertains that a student has worked the night before clinical, the student will be sent home and considered absent.

Students may not work the day shift prior to an assigned clinical night shift for the reasons listed previously.

## SCHEDULE CHANGES

Every attempt is made to provide students with ample notice of any changes to class and clinical schedules; however, it is possible that adjustments beyond the control of the college may occur without significant warning. Students must be prepared to accommodate those changes even when substantial notice is not possible. This must be considered when accepting work schedules, making childcare arrangements and making commitments that do not allow flexibility.

## ATTENDANCE AND TARDINESS

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Attendance and professional behavior are expected in all classroom (general education and core nursing), laboratory and clinical settings. Attendance, prompt arrival, preparedness and participation correspond to professionalism and professional accountability.

Students may not arrive late or leave early as these behaviors disrupt the learning environment.

As attendance is mandatory, students should not make plans to be away during a session or semester. Students should not expect to be excused from required coursework for personal/family events, such as attending family gatherings, presenting at conferences or vacations. Absence may result in dismissal from the Nursing program.

A student will be withdrawn from the program if there is no documented attendance for 14 consecutive days.

### Classroom

- A student who misses more than 20% of a core nursing course classroom time will be automatically withdrawn from the course. Students who are withdrawn by Sunday of Week 6 of an 8-week course or Sunday of Week 12 of a 16-week course, will receive a "W" for the course. Withdrawal after these dates will result in a course failure. Please note, an academic week begins Monday and ends on Sunday.

CREDIT HOURS	TOTAL CREDIT HOURS	AUTOMATIC DROP THRESHOLD: 20% MISSED CLASS HOURS CORE NURSING
1 CREDIT COURSE	15	3 HOURS
2 CREDIT COURSE	30	6 HOURS
3 CREDIT COURSE	45	9 HOURS
4 CREDIT COURSE	60	12 HOURS

- A student who is absent from a classroom without giving proper notice is a "no call/no show" and must meet with faculty. A second "no call/no show" may result in withdrawal from the course.
- In extraordinary circumstances, such as an illness or emergency, an absence may be granted at the discretion of the course instructor and Dean of Nursing or designee. This policy is designed for special circumstances and it should not be considered a guarantee that a student will be granted this permission. In the event of an absence, the student must:
  - Notify the instructor in advance of the absence and
  - Obtain all class notes and assignments from the missed class session by contacting the faculty. The faculty will determine the due date for all make-up work from the missed class session.

### Clinical & Laboratory

- A student may not miss laboratory, simulation or clinical experience. There are no allowable absences from these sessions.
- In extraordinary circumstances, such as an illness or emergency, an absence may be granted at the discretion of the course instructor and Dean of Nursing or designee. This policy is designed for special circumstances and it should not be considered a guarantee that a student will be granted this permission. In the event of an absence, the student must:
  - Notify the instructor in advance of the absence and review any make-up work necessary as a result of the missed session.
  - Meet with the faculty to develop a plan to pass the course given that significant learning opportunities have been missed.
- A student who is absent from a clinical, laboratory or simulation experience without giving proper notice is a "no call/no show" and must meet with faculty. A first "no call/no show" may result in withdrawal from the course. A second "no call/no show" will result in withdrawal from the program.



**COURSE ATTEMPTS**

Clinical course grades (those designated with an L, for example NUR 355L) are evaluated on a Pass/Fail basis. Students who fail a clinical course must retake both the clinical and the co-requisite didactic courses even if the student receives a passing grade in the didactic course. Conversely, students who fail the didactic course and pass the co-requisite clinical course must retake both courses.

Students are allowed to fail or withdraw from multiple core nursing courses in a single semester. All failed or withdrawn nursing courses must be repeated and a passing grade earned. An additional failure or withdrawal of a core nursing course in a subsequent semester will require an academic appeal to remain in the program. The subsequent failure or withdrawal could be a second attempt of a failed course or a first attempt of a course. Students who choose not to appeal or are denied appeal will be dismissed from the BSN degree program.

Students are allowed to repeat general education courses that are failed if they are making satisfactory progress. All failed general education courses must be repeated and a passing grade earned. Note: Select general education courses require a grade of B or greater. While earning a C in these courses does not constitute a failure, these courses must be repeated until a B or greater is earned.

**SATISFACTORY ACADEMIC PROGRESS**

Arizona College of Nursing, its accrediting agency and the U.S. Department of Education require students to make Satisfactory Academic Progress (SAP) towards graduation. Arizona College of Nursing’s Satisfactory Academic Progress policy is the same for all students, regardless if they are receiving financial aid and applies to all enrollment statuses for the time in which they are being evaluated (full-time or part-time).

The policy consists of two standards - a qualitative standard in which students must maintain a satisfactory Cumulative Grade Point Average (CGPA) and a quantitative standard that requires students meet a minimum pace of completion towards graduation (maximum timeframe).

Satisfactory Academic Progress (SAP) is evaluated at the end of the semester for the College of Nursing. Students may challenge a grade for a period of thirty (30) days; after thirty (30) days, the grade becomes final as outlined in the college’s Grievance Policy. For students transferring to a different program, only courses that apply to the new program will be calculated in Satisfactory Academic Progress.

SATISFACTORY ACADEMIC PROGRESS STANDARDS		
CUMULATIVE CREDITS ATTEMPTED	MIN. CUMULATIVE GPA (CGPA)	MIN. CUMULATIVE CREDITS COMPLETED (MAX. TIMEFRAME)
01 - 20 CREDITS	1.5	67%
21 - 40 CREDITS	1.75	67%
41+ CREDITS	2.0	67%



## MAXIMUM TIMEFRAME

Maximum timeframe for a program measured in credit hours is a period no longer than 150% of the published length of the program. For a program measured in clock hours, a period no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Arizona College of Nursing calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number of attempted credits. A student is ineligible to receive Federal Financial Aid when it becomes mathematically impossible to complete the program within 150% of its published program length. For Satisfactory Academic Progress, students must meet the expected rate of progression. All repeat, incomplete, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum timeframe measurement. This includes periods in which the student did not receive Federal Financial Aid funds. Only transfer credits that count toward the student's current program are counted as both attempted and completed hours.

All repeat, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum time frame measurement.

## FINANCIAL AID WARNING

Arizona College of Nursing checks Satisfactory Academic Progress at the end of each term or semester for credit hour programs and at the end of the payment period for clock hour programs. If a student fails to meet the minimum CGPA and/or the minimum maximum timeframe requirements the student is considered not making Satisfactory Academic Progress, will be placed on Financial Aid Warning and will be notified in writing. Financial Aid Warning status lasts for one term, semester or payment period only and the student may continue to receive FSA funds. A student may come in compliance with Satisfactory Academic Progress if, at the end of the

warning period, the student is meeting the minimum Satisfactory Academic Progress standards. If the student regains Satisfactory Academic Progress he/she is removed from Financial Aid Warning status. Students who fail to make satisfactory progress after the Financial Aid Warning period lose their Federal Financial Aid and Veteran's educational benefit eligibility and may be terminated from the college.

## APPEALS & FINANCIAL AID PROBATION

Students who fail to make satisfactory progress after the Financial Aid Warning period lose their financial aid and Veteran's educational benefit eligibility unless they successfully appeal and are placed on Financial Aid Probation. Students who wish to appeal must do so at the end of their warning period by submitting the Appeal Form along with supporting documentation to their campus leader. The appeal documentation will be reviewed by Registrar Services and must explain the extenuating circumstances that occurred during the SAP review timeframe that the student believes would have a bearing on the reinstatement, for example; emergencies, illness, accident or other special circumstances. The appeal must explain why satisfactory progress was not met and what has changed in the situation that will allow satisfactory progress by the next evaluation. Arizona College of Nursing's appeal procedure may be obtained at the Administrative Office. Students granted an appeal will be notified in writing and placed on Financial Aid Probation status for one term or payment period, unless otherwise stated in the academic plan and Federal Financial Aid is reinstated. If the appeal is denied, the student will not be eligible for Federal Financial Aid funds.



Phoenix Campus

## SATISFACTORY ACADEMIC PROGRESS & FEDERAL FINANCIAL AID ELIGIBILITY

All students are considered to be making Satisfactory Academic Progress when they begin their program. Students on Financial Aid Warning are also considered to be making Satisfactory Academic Progress and will continue to receive financial aid disbursements. Students are eligible for an additional disbursement of Federal Financial Aid for a term semester or payment period subsequent to Financial Aid Warning if they successfully appeal and are placed on Financial Aid Probation. Once a student reestablishes Satisfactory Academic Progress, their financial aid eligibility is reinstated. If the student does not reestablish Satisfactory Academic Progress after a term, semester or payment period on Financial Aid Probation, they will lose Federal Financial Aid eligibility and may be terminated.

## ACADEMIC LEAVE OF ABSENCE (LOA)

Arizona College of Nursing offers students the option to take an academic leave of absence due to extenuating circumstances.

Students attending the nursing program offered in semesters 5 through 9 are only permitted to take an academic LOA, which is not recognized for Title IV (federal financial aid) purposes. Students granted an academic LOA will be considered withdrawn for Title IV purposes while on an academic LOA and reported to the National Student Loan Data System as such.

A student must request an academic LOA and it will not be automatically granted.

To be considered for an academic LOA, a student must meet the following qualifications:

- Students who have an emergency situation, life event or a temporary condition inhibiting/restricting their ability to attend school may be granted an academic LOA not to exceed 180 calendar days in any 12-month period.
- There must be a reasonable expectation that the student will return from the academic LOA.
- An academic LOA must be requested in writing on the required form, signed and dated by the student and accompanied by third-party documentation that specifies the reason for the request.

- An academic LOA request without supporting documentation requires the authorization of the Executive Director of Academic Operations.
- Students requesting an academic LOA must be making Satisfactory Academic Progress (SAP) at the time of the request.
- Any student whose academic LOA was the result of an illness, hospitalization, trauma or pregnancy must submit a signed and dated release from a healthcare provider stating that the student is physically, mentally and/or emotionally able to provide direct nursing care to patients without restrictions for return.
- The College Registrar, in consultation with the Executive Director of Academic Operations, makes the final determination regarding granting an academic LOA.
- Students are not eligible for an academic LOA during the first 14 days of their first Arizona College of Nursing course.

Students who fail to return from an academic LOA will be dropped from the program. If a student is granted an academic LOA and subsequently cannot return within 180 days, the student will be withdrawn from the program as soon as Arizona College of Nursing becomes aware the student is not returning. Students who are unable to continue within the required timeframe must follow the policy "Program Readmission/Re-entry."

Curriculum changes may occur during any interruption of study. If curriculum changes occur during an academic LOA, students must meet new curriculum requirements even if they include taking additional credit hours upon return.

Students requesting an academic LOA must meet with the Financial Aid Office prior to an academic LOA being granted. Student loan recipients who take an academic LOA will impact their loan repayment terms, including the expiration of the grace period (if applicable). Students granted an academic LOA will have their tuition adjusted and financial aid recalculated with funds being returned, if necessary. Students returning from an academic LOA must meet with the Financial Aid Office to have their financial aid reinstated.

## PROGRAM OR COURSE WITHDRAWAL

### Program withdrawal initiated by student –

Any student electing to withdraw from the program should discuss the situation with his or her advisor. The student must also meet with the Dean of Nursing or Dean of General Education, as appropriate, to complete the required withdrawal paperwork. Students may only withdraw before completing 75% of course term.

**Program withdrawal initiated by the College –** A student may be withdrawn from the program for numerous reasons iterated throughout this catalog.

**Course withdrawal initiated by the student –** Any student electing to withdraw from one or more courses must do so before completing 75% of the course term.

## INTERRUPTION IN EDUCATION

If education is interrupted for any reason (e.g., termination, LOA, SPNE, etc.), the classes needed for program completion may not be offered in a consecutive manner. A student may be required to suspend education for one or more sessions until the required courses are offered. In any event, the length of the program is not to exceed one and one half the length of the program for which the student is enrolled.

## PROGRAM READMISSION/ RE-ENTRY/REPEATING

### Readmission:

Students who have not been enrolled for more than 365 days who wish to seek readmission into the College of Nursing will be granted readmission if:

- The student completes an application as a new student and meets all admission requirements;
- Any outstanding balance with the college has been satisfied;
- The student was not dismissed for issues relating to academic integrity, Satisfactory Academic Progress (SAP)\*, unsafe patient care or inappropriate conduct;

\*Students who were terminated for not meeting satisfactory academic progress can follow the appeal process to appeal for readmission

- Core students must also complete a new background check and drug test and meet all General Education course requirements for the transition into Core and have an updated record of immunizations;
- Core students may not have had a previous re-entry into Core; and
- Core courses completed prior to the program drop must be repeated.

**Re-entry:**

Students in “drop” or “terminated-attendance” status (students who were enrolled in at least one course in the past 365 days but who have chosen to discontinue their enrollment or who have been disenrolled due to breaching the attendance policy) who wish to seek re-entry to the College of Nursing must notify the Campus Coordinator in writing (email) of their desire to return no later than 2 weeks prior to the session start for General Education and no later than 3 weeks prior to the semester start for Core. A student will be granted re-entry if:

- Any outstanding balance with the college has been satisfied.
- The student was not dismissed for issues relating to academic integrity, Satisfactory Academic Progress (SAP), unsafe patient care or inappropriate conduct.
- For Core students, a seat and clinical space are available at the beginning of the next semester.
- For Core students, there has not been a previous re-entry in Core and the student is returning the next semester.

**NOTE:** If the scheduled return is greater than one semester, the student must also submit to a skills assessment. Any skills found to be lacking will need to be remediated and successfully performed prior to re-entry or the Core course associated with the skill must be repeated.

The Campus Coordinator verifies that these criteria have been met before re-entry.

**Repeating a Semester (Core):**

Students who withdrew from or failed one or more Core courses in the same semester who wish to repeat that semester must notify the Campus Coordinator in writing (email) of their intent to repeat the courses no later than 24 hours of final grades being posted. A student will be allowed to repeat a core course if:

- A seat and clinical space are available at the beginning of the next semester;
- Any outstanding balance with the college has been satisfied;
- There has not been a previously repeated semester in Core; and
- The student is returning the next semester.

**NOTE:** If the scheduled return is greater than one semester, the student must also submit to a skills assessment. Any skills found to be lacking will need to be remediated and successfully performed prior to re-entry or the Core course associated with the skill must be repeated.

**GRADING SCALES****General Education Course Grading Scale**

LETTER GRADE	BACCALAUREATE NURSING MAJOR DEFINITION	POINT SCALE	GPA VALUE
A	Excellent	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
F	Failure - Not Passing	69 or below	0.0
W	Withdrawal	0	0
TR	Transfer	N/A	N/A
I	Incomplete	N/A	N/A

**Core Nursing Course Grading Scale**

LETTER GRADE	BACCALAUREATE NURSING MAJOR DEFINITION	POINT SCALE	GPA VALUE
A	Excellent	93-100	4.0
B	Above Average	85-92	3.0
C	Average	77-84	2.0
F	Failure - Not Passing	76 or below	0.0
W	Withdrawal	0	0
TR	Transfer	N/A	N/A
I	Incomplete	N/A	N/A

**HONORS DESIGNATIONS**

General Education students who successfully complete all required courses in a semester (11 or more credits) with a GPA of 3.5-4.0 are eligible for the honor of General Education Dean's List.

Full-time Core students who successfully complete all required courses in a semester are eligible for the following semester honors: 3.5 – 4.0 Semester GPA Dean's List

BSN program graduates with the following cumulative GPAs are eligible for the following graduation honors:

**Graduation Honors:**

- 3.5 – 3.69 Cum Laude
- 3.7 – 3.89 Magna Cum Laude
- 3.9 – 4.0 Summa Cum Laude

\*Students who were terminated for not meeting satisfactory academic progress can follow the appeal process to appeal for readmission



## GRADING STANDARDS

- No rounding for any courses. All grades will be entered to the hundredth at their face value and not rounded (i.e., a final grade of 92.99 would be a B, not an A).
- Passing a course requires a minimum 77% cumulative weighted grade average.
  - Specific core nursing courses (NUR 215, 216, 334, 335, 336, 354, 355, 356, 425, 426, 445) also require a cumulative weighted exam grade average of 77% before additional assignments are calculated into the grade. Therefore, these core nursing courses can be failed if:
    - a. The weighted exam average is below 77% or
    - b. The final weighted course grade average is below 77% even if the weighted exam average was above 77%
- No extra credit is allowed in any course.
- Grades are final when filed with the Office of the Registrar by the instructor.
  - A grade can be changed only if a clerical or procedural error can be documented.
  - Student work cannot be reassessed for a new outcome, but faculty can change the grade if a documented clerical or procedural error is verified.
- Grades cannot be the subject of a grievance.

## INCOMPLETE GRADES

### Allowable Instances

An Incomplete (“I”) is a temporary grade that may be given at the faculty member’s discretion to a student when illness, necessary absence or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

### Incomplete grades may be given only in the following circumstances:

- The student’s work to date is passing.
- Attendance has been satisfactory through at least 80% of the 8-week session or 16-week semester.
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date.
- The Incomplete is not based solely on a student’s failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.
- No more than one semester/session of Incomplete grades will be awarded to a student within the course the BSN program.
- The student is not on probation (i.e., Satisfactory Academic Progress).

Students awarded a grade of “Incomplete” for a course in one semester have until the last day of the subsequent semester to complete the work defined in the “Incomplete” agreement approved by the course instructor and Executive Director of Academic Operations or designee.

### Process for Requesting an Incomplete (“I”) Grade

- The student initiates the request for an incomplete grade before the end of the session/semester.
- The Instructor and student complete the Application for Incomplete Grade form before the end of the session/semester.
- The Instructor and Executive Director of Academic Operations or designee approve the Application for Incomplete Grade before the end of the session/semester.

Students who do not satisfactorily complete the work defined in the Incomplete agreement by the specified due date will be given a grade of “F” for the course.

## TESTING

### General

- Nursing program tests and quizzes are to be taken on the day and time scheduled.
- A student who is less than 5 minutes late on test day may be admitted to the test but will not be allowed extra time to complete the test. A student who is more than 5 minutes late will not be admitted to the test and will be required to take a make-up test. The proctor will be the official timekeeper whose decision is final.

### Testing Environment

- All faculty created exams are administered via ExamSoft software on the students’ personal laptop computers.
- Laptops must be charged and ready to complete the exam (charging station may not be available).
- Exams must be downloaded prior to the beginning of the exam. If the exam is not downloaded, the student may be unable to complete the examination.
- All belongings including but not limited to backpacks, purses, phones, smart watches, water bottles and hats must be placed in front of the classroom.
- All phones must be on mute (and at the front of the classroom).
- Students may use only calculators issued by Arizona College of Nursing.
- Students may be provided pencil and paper by faculty or designee. Scratch paper must be turned into faculty or designee before leaving the testing environment.
- Faculty or designee will monitor all exams.
- No talking is permitted.
- Faculty have the right to move students.
- Once the exam has begun, students may not approach faculty to ask questions.
- If a student leaves the room once the exam has begun, the exam is over for the student and faculty will close it.
- After completing an exam, students will leave the classroom and not return until instructed by faculty.

- Students who are observed to violate the above criteria will be asked to leave the exam, given no credit and reported for a violation of the Student Code of Conduct.
- Exams may be conducted remotely to accommodate emergency situations. For exams that are conducted remotely, any example of the following may be considered academic dishonesty and will be followed up with appropriate actions:
  - Camera out of angle of exam takers face
  - Speaking during the examination
  - Covering of the face or mouth
  - Sound or audio muted during the examination
  - Repetitive use or requiring of a resume code
  - Identification of items that are not allowed, including but not limited to: textbooks, cell phones, smart watches, notes, headphones and multiple people in the environment
- Exams are available for review for five school days following the posting of the exam grades.
- Students are not permitted to bring any items into the exam review. This includes but is not limited to backpacks, purses, phones, smart watches, water bottles and hats (same as testing conditions).
- Based on review of the exam by the instructor and analysis of test items by the assessment team and in consultation with the Dean of Nursing, selected items may be nullified or alternative answers accepted. Exam scores would then be recalculated.

### Medication Calculation Exams

To ensure patient safety and quality of care related to medication administration, students will demonstrate ongoing math competency throughout the BSN program.

A medication exam is given in NUR 215L: Theoretical Foundation in Nursing Practice Practicum.

- A passing score of 100% must be achieved to progress in the program.
- A retake exam will be different from the original exam, will be required for those who do not achieve 100%.
- Remediation is required prior to retakes. Faculty members will guide the remediation once contacted by the student. It is the responsibility of the student to complete the remediation.
- Failure to achieve 100% on the third attempt will result in the failure of the clinical course.

### LATE ASSIGNMENTS

- All assignments are due on the date indicated in the syllabus.
- Late assignments will have a baseline 10% grade reduction if they are turned in within 7 calendar days past the due date.

- No points will be earned for assignments submitted more than 7 calendar days past the due date.
- No assignments may be submitted after the last day of a course. This includes cases where the last day of a course is less than 7 days after an assignment's due date.
- For all courses with online discussions:
  - All discussion posts must be submitted by the due date.
  - Discussions posted after the due date but within the assigned week will receive a 10% deduction.
  - No points will be earned for posts submitted after the Sunday deadline.

### DISCUSSION QUESTIONS IN ONLINE OR BLENDED COURSES

Initial posts are **due by Wednesday of the assigned week and two reply posts to two separate classmates** are due by Saturday of the assigned week. To earn full points, the initial and reply posts must be substantive. Each post needs to be content-rich and must add value to the conversation. All posts must be respectful and should help encourage additional dialogue about the course content.

#### A substantive post:

- Contributes to the content of the discussion while stimulating further discussion by presenting another point of view or providing greater depth to the original post;
- Provides additional information on the topic, supported with professional resources;
- Is scholarly in nature, using a professional tone and
- Includes proper academic writing, i.e., spelling, grammar, and sentence structure.

Responses should be posted directly onto the discussion board.

### Review of the Exam

Immediately after completing the exam, students will be provided the opportunity to review their exam via ExamSoft while in the testing environment. Faculty will assess all exam scores and will review the most challenging concepts with the class. Individual exam reviews may be scheduled as outlined in the following process:

- Individual exam reviews are to be scheduled with the instructor giving the exam.
- Exam questions will not be available for review; only the rationale for the correct answer for questions that were incorrectly answered will be discussed during the review.
- The exam review may be conducted by the instructor and/or delegate.
- Each exam may be reviewed only once.

## TECHNOLOGY USE RULES

### Official Program Communication

All electronic communications will be transmitted to students via Arizona College of Nursing-issued student email. Students are expected to have access to a computer and are expected to access their Arizona College of Nursing email account daily.

### Criteria for use of mobile devices during clinical and classroom sessions.

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Smart phones, tablets, mobile devices, laptops or other electronic devices may be used in class.
- Students must follow clinical agency policies related to smart phones and other electronic devices.
- Smart phones and mobile devices must be on “airplane mode” or “silent” during class or clinical experiences.
- No photos may be taken by students in clinical agency or lab environments. The exception is taking pictures or videos in the laboratory environment when it is an assignment.
- No personal phone conversations or texting is allowed at any time while in a patient area.
- Students must be respectful to the patient at all times and ensure focused attention on the patient when in the room. If using the mobile device at the bedside to augment patient care, the student should apologize for the interruption in care and explain how this will help their care.
- Clinical agency staff have the right to ask to see what programs students are using at any time. Use of facility computers for personal use is prohibited.
- Students must protect the confidentiality of patient information at all times in accordance with HIPAA.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and disciplinary actions by the College.

- Lectures may be voice recorded at the instructors’ discretion, although the video taping of any lecture is prohibited in the classroom.

## GRADUATION REQUIREMENTS

The student must satisfactorily complete:

- Minimum CGPA of 2.0
- All coursework in the BSN program of study at the established passing standard
- All financial obligations must be met and all accounts must be in good standing

## ELIGIBILITY TO TAKE THE NCLEX-RN® EXAMINATION

Due to accreditation and approvals, BSN program degree graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) developed by the National Council of State Boards of Nursing (NCSBN) for licensure as a Registered Nurse (RN). However, the college does not guarantee that graduates will pass NCLEX-RN® and become licensed as an RN. Graduates are eligible to sit for the NCLEX-RN® after they have completed the BSN program of study, their degree is conferred and they are given State Board of Nursing approval.

Arizona College of Nursing will reimburse graduates the cost of NCLEX-RN application fee provided that they pass on the first attempt and they notify the Executive Director of Academic Operations or designee in advance of the date on which they will take the exam. Both the notification to the Executive Director of Academic Operations and receipt of the exam should be submitted to the Executive Director of Academic Operations for reimbursement. The College highly encourages graduates to be prepared before taking the exam because their success on the first attempt contributes to the public perception of their alma mater and makes them highly desirable for employment.

## TRANSFER OF CREDITS FROM ARIZONA COLLEGE OF NURSING

**Students who are interested in continuing their education at an institution other than Arizona College of Nursing should first inquire at the institution they plan to attend whether that institution will accept the transfer of credits from Arizona College of Nursing to determine what credits and requirements are needed for entrance to that institution. The transferability of credits is at the discretion of a receiving institution. Arizona College of Nursing cannot assure transfer of credits. While Arizona College of Nursing has entered into articulation agreements with some local colleges and universities for certain programs, Arizona College of Nursing credits are not designed to transfer.**

## OFFICIAL TRANSCRIPTS

An official transcript and a diploma are provided to graduates, one-time, free of charge. Additional official transcripts carry a \$14 service fee and can be ordered via the College website. Additional diplomas carry a \$10 service fee.

Arizona College of Nursing will provide students who make written requests pursuant to this section with one (1) free copy of their official transcript (a \$14 value). To receive a free transcript, students must be in good standing and email their request to the Director of Registrar Services at [transcriptrequests@arizonacollege.edu](mailto:transcriptrequests@arizonacollege.edu) within six (6) months from the student’s withdrawal from, successful completion of, or discharge from the BSN Program. All requests are subject to and may only be made by eligible students under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

# PROFESSIONAL STANDARDS & CODE OF CONDUCT



The Student Code of Conduct is designed to foster a fair and impartial set of standards by which alleged violations of the policy will be judged. All students are required to adhere to these standards.

## PROFESSIONAL BEHAVIOR

Students shall always maintain professional behavior. Unprofessional behavior will subject a student to progressive intervention/discipline (described subsequently) up to and including dismissal from the program. The following are examples of behaviors that violate the Arizona College of Nursing Code of Conduct:

- Behavior that disrupts the learning environment and makes concentration and/or learning difficult for others
- Bullying and harassment or any other behavior that serves to intimidate, humiliate or lessen another person
- Use of curse words or vulgar language either verbal or written in the learning environment
- Physical violence or abuse of any person(s) on campus or clinical sites
- Conduct that threatens or endangers the health or safety of others
- Forcible interference with the freedom of movement of any staff, student or guest of the school

- Use or possession of firearms, ammunition or other dangerous weapons, including substances, material, bombs, explosives or incendiary devices
- Theft of or damage to college property or the property of Arizona College of Nursing staff or students
- Gambling on the premises
- Failure to comply with the verbal or written direction of any official acting in the performance of his/her duties and in any scope of his/her employment
- Unauthorized entry or use of college facilities
- Use, possession or distribution of, any illegal or illicit substance or drug
- Being under the influence of alcohol or in possession of alcoholic beverages and/or other chemical intoxicants while at the college facilities or any clinical site
- Social network postings that conform to expected professional behavior and not violate confidentiality of any individual or the HIPAA Privacy rule

To ensure a safe and non-disruptive educational experience, children are not permitted to attend class or to be present at clinical sites.





Tempe Campus

## ACADEMIC INTEGRITY

Academic integrity means that students conduct themselves in honest ways in relation to their schoolwork. Any purposeful deception in the preparation and/or submission of papers and assignments and completion of exams, tests or quizzes is considered cheating and is a violation of academic integrity.

The following actions will subject a student to progressive intervention/disciplinary action (described subsequently) up to and including dismissal from the program:

- Copying from others during an examination
- Communicating exam answers to another student during an exam, including cell phone, talking and passing notes
- Taking an exam for another student or having someone take an exam for the student
- Using unauthorized materials, prepared answers, search engines, written notes or information during an exam
- Tampering with an examination after it has been corrected and then returning it for more credit
- Removing tests from the classroom or duplicating tests or test review answers during any test review session
- Offering another's work as one's own (plagiarism). This includes others published and unpublished works as well as another or former student's work
- Collaborating or sharing answers for a take-home exam or assignment unless it is specifically authorized by the instructor
- Submitting written material that is fraudulent and/or untruthful
- Offering money, gifts or any service to a faculty member or any other person to gain academic advantage for oneself
- Lying by deliberately misrepresenting by words, actions or deeds any situation or fact in part or in whole, for the purposes of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, duty or test

## FOR CAUSE SUBSTANCE SCREENING

Students are subject to screening if a faculty and/or an agency nursing staff member suspects the student is impaired at any time on campus or during any clinical experience or college-sponsored activity. This includes but is not limited to:

- Evidence of drugs or alcohol on or about the student's person or in the student's possession, unusual conduct on the student's part that suggests possible use or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.
- The student will submit to immediate substance screening as directed by the faculty or Arizona College of Nursing staff. Upon the student's oral consent, the faculty will contact a transportation service and arrange for student transport to a designated medical service facility.
- Substances screened for include: Marijuana, Cocaine, Amphetamines, Opiates, Propoxyphene, Oxycodone Oxymorphone, PCP, Barbiturates, Benzodiazepines, Methadone, Ethanol (Alcohol) and in Arizona, nicotine.
- Any student who refuses testing will be removed from the campus or clinical area and will be transported home by an Arizona College of Nursing designated transportation company.
- Students will remain out of the clinical area until an investigation is completed and the Executive Director of Academic Operations or designee has made recommendations.
- Students will be withdrawn from the BSN program if there is a positive For Cause Screening result.
  - Authority to make exceptions to this policy resides with the Program Administrator or Dean.

- A negative result is required to continue in the BSN program.
  - The student must meet with the Executive Director of Academic Operations or designee to discuss perceptions of impaired behavior and steps to avoid similar occurrence.
  - Medical documentation of any medical condition or treatment may be requested.
  - The student will NOT be counted as absent from clinical.
- In some cases, students may be prescribed medication that is part of the screen. In these cases, a Medical Review Officer (MRO) evaluation will be necessary, and students may be temporarily excluded from clinical until the MRO evaluation has been completed.
  - Prescribed medications can alter a student's functional capabilities
  - Students who are determined negative from an MRO review must meet with Executive Director of Academic Operations or designee to determine ability to participate in clinical
  - More than one incident of a For Cause test that is positive but ruled negative by the MRO may result in withdrawal from the program

## MEDICAL MARIJUANA

Arizona College of Nursing prohibits the possession and use of marijuana, including medical marijuana prescribed by a health care provider, at any time on campus or during any clinical experience or college-sponsored activity.

Marijuana or its metabolite is a part of required and For Cause substance screening and will result in a positive screen. A negative result is required to continue in the BSN program. Students with a prescription for medical marijuana are not exempt from this requirement.

## SOCIAL MEDIA POLICY

Arizona College of Nursing is committed to promoting the profession of nursing and the values that nurses represent by implementing a strong social media policy to govern nurses' activities on social media platforms. Social networks and the internet allow opportunities for rapid knowledge exchange and information dissemination among many people. This exchange does not come without risk and may be subject to professional discipline and how professional regulatory bodies balance competing interests when assessing complaints related to the off-duty conduct of members (students).

Nursing students at Arizona College of Nursing are obligated to be aware of the benefits and potential consequences of engaging in the use of all types of social networking.



Tempe Campus



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### Definition of Terms

1. Content: Including but not limited to: text, files, profiles, patient records, concepts, opinions, images, photos, videos, sounds or other materials that are transmitted, communicated, shared, submitted, displayed, published, broadcast or posted.
2. Social Media: Internet-based or electronic applications, apps downloaded to mobile devices, and personal websites that allow the creation and exchange of user-generated content such as but not limited to: profiles, opinions, insights, pictures, videos, experiences, perspectives and media itself.
3. Social Media Communications: Any medium used in content and communication exchange including but not limited to: blogs, photo sharing, online comments and posts, instant messages, videos, podcasts, microblogs, social networks, online communities and wikis. Examples of social media applications include but are not limited to Facebook, Snapchat, Twitter, TikTok, Craigslist, YouTube, LinkedIn, BlogSpot, Instagram, Upcoming, Flickr and Wikipedia.

Nurses are bound by both laws and ethical standards at all times to keep information private and failing to do so can harm, have financial ramifications, or even impact nursing careers severely. Students should approach social media activity in the same manner in which they operate in the non-digital workspace – by using sound judgment and common sense. In addition to adhering to professional expectations, behavior and presentation outlined by the Arizona College of Nursing Academic Catalog, nursing students are expected to follow the guidelines and principles established by the National Council of State Boards of Nursing ([https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)) and the American Nursing Association (<https://www.nursingworld.org/social/>) to minimize the risks of using social media. Any violation of this policy will be addressed consistent with the student code of conduct violation process.

### DRESS CODE

As healthcare providers, nursing students are expected to demonstrate conservative, safe, modest and professional dress and grooming. This policy is to be observed by ALL nursing students.

Students also must always wear their Arizona College of Nursing picture ID while on campus or at any clinical site. They may also be required to wear the ID of the clinical facility while on site.

The vendor for Arizona College of Nursing branded scrubs is Apparel Pro. They have our official logo and students may order additional items online.

[apparelprousa.com/arizona-college.html](http://apparelprousa.com/arizona-college.html)

#### Requirements for Campus: General Education and Core Didactic

Students will dress in clean, casual attire appropriate to the learning environment. Clothing that distracts from the learning environment, such as clothing with offensive or obscene language, is prohibited on campus at any time. Arizona College issued identification badges must be visible at all times.

#### General Education Science Labs

For General Education science labs, proper attire includes: (a) tops that cover upper arms (no tank tops) and completely covers the abdominal area and back; (b) long pants or skirts and shorts that provide coverage below knees when sitting down; and (c) shoes that completely cover the foot.

#### Requirements for the Clinical Setting: Clinical Sites, Skills Lab & Simulation

The uniform policy is designed to protect the personal safety of students and patients, protect the professional image of nursing, and identify Arizona College of Nursing students. The uniform, including the Arizona College of Nursing identification badge, must be worn in clinical settings and/or other special College of Nursing activities as notified by College Administration. The uniform is not to be worn in non-clinical settings without prior written approval from the College of Nursing. This policy must be observed by all core nursing students. The Dean of Nursing has the authority to approve exceptions to the dress code policy below.



Please note: In some circumstances, the clinical facility dress code requirements may be different from the college's requirements. When the college and clinical facility dress code requirements differ, students must comply with the more stringent requirements. Students must adhere to all additional requirements of their clinical sites regarding dress code, identification badges, etc. The clinical faculty will counsel students who are not in compliance with the clinical facility's policies on specific actions to take to become compliant. Students choosing not to comply will be sent home and the absence marked unexcused. Repeated violations may result in disciplinary action.

**Uniform:**

Students must wear the official nursing program uniform in ALL skills lab, simulation, and clinical settings, unless the setting requires other attire. Faculty will inform students of any such exceptions. The uniform must be clean, neat, and non-wrinkled. Students may not chew gum in uniform.

Students should refer to and abide by the Social Media Policy prior to posting pictures of students in uniform.

**Grooming:**

Students are expected to be free from body odor and maintain proper hygiene including oral care.

**Jewelry, Body Piercings & Tattoos:**

Jewelry and piercings must not pose an obstacle to donning, wearing, and removing personal protective equipment (i.e., gloves). Jewelry and piercings may not dangle or pose a risk of entanglement or interfere with standards of infection control. Piercings that cannot be removed may be required to be covered. Tattoos of a graphic, vulgar, or offensive nature must be covered.

**Hair:**

Students' hair must be clean, neat, and kept away from the face. If a student's hair touches the collar, it must be fastened back securely from the face so that the long ends remain behind the shoulders. Students must use plain, non-decorative barrettes, or other hair fastening devices to secure the hair. Students with beards or mustaches must have them neatly trimmed and should not interfere with the wearing of any personal protection equipment. Students' hair color should align with the range of naturally occurring hair colors (no pink, green, etc.).

**Head Coverings:**

Students may wear a scarf or scrub cap as a head covering that matches the uniform color as much as possible. The head covering should be secured away from the face to prevent it (like hair) from impeding vision or creating an infection control hazard (i.e., come in contact with the patient). The head covering should be clean and without pattern, logo or other adornments. All other head coverings (baseball hats, visors, etc.) are not permitted while in uniform.

**Make-up & Fragrances:**

Students may wear subtle makeup. False eyelashes are not permitted. The use of perfumes and/or fragrances is not allowed in the acute care setting due to possible patient sensitivity and/or allergy. Students should refrain from smoking while in uniform.

**Fingernails:**

Students must keep nails short and trimmed. Students may wear clear, colorless, nail polish without chips. Due to health and safety requirements, sculptured, gel, or artificial nails may not be worn.

**Shoes:**

Shoes must be clean, closed toed, closed heeled, and made of a solid non mesh or non-canvas material. Shoes must have a non-slip bottom.

Violations of the Dress Code are subject to Disciplinary actions. Please see catalog section, "Progressive Intervention/Discipline."



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## CLINICAL CODE OF CONDUCT

Students shall always maintain professional behavior. Unprofessional behavior will subject a student to progressive intervention/discipline (described subsequently) up to and including dismissal from the program. While the following list is not all inclusive, behaviors listed are examples that violate the Arizona College of Nursing Code of Conduct:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
  - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division for a registered nurse.
8. A student shall use universal and standard precautions.
9. A student shall not:
  - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
  - a. Engage in behavior to seek or obtain personal gain at the patient's expense;
  - b. Engage in behavior that may reasonably be interpreted a behavior to seek or obtain personal gain at the patient's expense;
  - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.
11. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
12. A student shall not:
  - a. Engage in sexual conduct with a patient;
  - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

13. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
14. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - a. Sexual contact.
  - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
15. A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
16. Addition of regulation:
  - a. A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
17. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
18. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
19. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
20. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
21. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
22. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
23. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
24. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
25. A student shall not assist suicide.
26. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
27. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
28. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
29. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.



# EXPERIENTIAL LEARNING PRACTICUM & LABORATORY

## CORE NURSING CLINICAL SKILLS LABORATORY

- Students will be evaluated on successful demonstration of skills and procedures during laboratory sessions. Demonstration is evaluated on a Pass/Fail basis.
- Clinical laboratory skills and procedures are evaluated as a component of the clinical course grade (those designated with an L, for example NUR 355L).
- Specific skills may be indicated in some courses that must be successfully demonstrated in order to pass the course.
- Students should successfully demonstrate a skill in lab prior to performing it in clinical during patient care. Students must inform clinical instructors if they are requested to perform a skill or procedure that they have not practiced in lab. The clinical instructor uses professional judgement to determine if they student can safely perform the skill under supervision after reviewing it and practicing it onsite in the clinical agency.
- Students should attend open lab to practice skills and may be required to do so by an instructor for review or remediation, including cases of unsafe clinical practice.
- When absence results in the inability to demonstrate achievement of lab objectives or to meet the required number of clinical contact hours, the student cannot receive a passing grade.

## CORE NURSING CLINICAL PRACTICE & SIMULATION

Clinical Students are not used to provide labor or as a replacement for a permanent employee.

### Required Hours

Clinical practice hours include clinical laboratory time, pre- and post- conferences, patient and client care hours, alternative learning experiences and simulation.

- All students must attend the required agency-specific orientation prior to clinical rotations. Any student absent on a day of orientation may not continue in the rotation without prior approval of the absence by the faculty. Prior approval is granted as described in the following bullet and is dependent upon the ability of the student to be appropriately and safely oriented to the agency at an alternative time.
  - In case of illness or emergency situations, a student may find an absence unavoidable. Students must notify the clinical faculty by cell phone and email in advance of the time expected at the clinical site.
  - Due to clinical space limitations, the BSN program does not routinely provide makeup clinical hours.
  - Any make-up opportunity will be subject to faculty availability, clinical site availability and approval of the Dean of Nursing or designee.
  - When absence results in the inability to develop and demonstrate clinical practice objectives and meet the required number of clinical contact hours, the student will receive a failing grade.
- Late arrival to or removal from clinical experiences due to behavior or safety concerns may place the student at risk for not achieving course competencies, including professional behaviors and could result in course failure.
  - Early dismissal from clinical experiences is not permitted.
  - Clinical hours vary with facility placement and may include 12-hour blocks of time, weekends, evenings and night shifts. Flexibility is required given that there are limited numbers of available clinical sites for student experiences.
  - Students are expected to attend ALL clinical and pre-clinical experiences, including home visits, and pre- and post-conferences, to meet learning outcomes.
  - Students must arrive on time, professionally attired according to dress code, with appropriate equipment including a watch with a second hand, stethoscope, penlight, two black ink pens and Arizona College of Nursing picture ID. Students who do not adhere to dress code will be removed from clinical, counted absent and sent to meet with the Dean of Nursing or designee. Continued violations will include further discipline, which may include dismissal from the program.
  - Transportation to all clinical experiences is the responsibility of the student who is also responsible for all parking fees. Students who do not drive must arrange their own transportation, such as carpooling with students who have a car or using public transportation.
  - In the event, a nursing student's clinical site exceeds 50 miles from the institution, Arizona College of Nursing will provide transportation to the facility.

- A student may perform supervised tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct care tasks to which assigned.

### Unsafe Practice

Unsafe practice is any situation arising from a student's contact with a patient or family that places the patient, patient's family, student, staff, health care facility or college at risk. Patterns of behaviors of unacceptable risk and/or a single event of a serious nature are considered unsafe practices.

While not all-inclusive, the list below provides examples of unsafe practice; some maybe violations of the Code of Conduct as well:

- Exhibiting dishonesty
- Refusing a patient assignment based on patient's race, ethnicity, culture, religion, sexual orientation, gender identity or expression, disability or diagnosis
- Breaching confidentiality
- Failing to respect client dignity and patient rights
- Denying or covering up one's own errors or failing to report errors in clinical practice
- Practicing or performing skills:
  - Beyond the level of appropriate Scope of Practice
  - Without instructor supervision
  - Outside the college or clinical site
- Causing a patient unnecessary suffering or harm
- Failing to follow college and/or agency policies and procedures
- Showing up unprepared for clinical, as evidenced by:
  - Incomplete paperwork
  - Missing nursing supplies
  - Not dressed in clinical uniform and shoes according to Dress Code
  - Lacking basic understanding of assigned patient diagnosis and care
  - Inability to perform any skill that the student has been checked off on in lab including physical assessment
- Violating student-patient boundaries:
  - Misappropriating a patient's property
  - Seeking to obtain personal gain at a patient's expense
  - Sexual conduct with a patient
  - Conduct or verbal behavior that is reasonably interpreted as threatening, seductive or sexually demeaning to a patient
- Falsifying attendance at required agency, home visit, professional meeting or clinical experiences
- Falsifying documentation on a health record
- Failing to report abnormal data in a timely manner to the appropriate person
- Failing to follow the instructor's guidance
- Failing to notify the agency/instructor of a clinical absence and/or unexcused absence
- Being tardy and/or failing to notify faculty/staff of tardiness
- Using a cell phone or electronic device in the clinical area for personal/social business
- Any Fitness to Practice concern:
  - Displaying mental, physical or emotional behavior(s) that may adversely affect others' well being
  - Lacking physical coordination essential for carrying out nursing procedures
  - Lacking information processing ability necessary to make appropriate clinical judgments or decisions
  - Interacting inappropriately with agency staff, co-workers, peers, patients/clients, families, faculty, program staff and/or administration, resulting in miscommunication, disruption of learning and/or patient care environment
- Failing to follow through on suggested referrals or interventions to correct deficit areas that may result in harm to others
- Demonstrating impairment and being under the influence of alcohol or drugs at a clinical site
- Removing drugs, supplies, equipment or medical records from a clinical setting
- If a student in a clinical experience is considered unsafe for any reason by the supervising clinical instructor:
  - The student will be removed from the clinical setting
  - The instructor will meet with the student to discuss the unsafe behavior and provide guidance for improvement
  - Together the student and faculty will develop an action plan and set a date for completion of remediation. Such remediation agreements may include the need for the student to undergo evaluation by a healthcare provider to determine fitness to practice
  - Students must remediate unsafe practice to the satisfaction of the supervising instructor prior to return to clinical setting
  - Depending on the severity of unsafe behavior, the student will enter the progressive intervention/discipline process with all available consequences including course failure and dismissal from the BSN program
  - Failure to follow through with suggested referrals and/or interventions to correct areas of unsafe practice, which may result in harm to self or others, may result in immediate dismissal from the BSN program
  - If the student's clinical performance jeopardizes patient safety, the grade will be determined prior to the formal end of the course and the student will not be allowed to finish the course



## ESSENTIAL FUNCTIONAL ABILITIES

Students are expected to participate fully in all experiential learning activities required by the program. The following are the essential functional abilities required by all BSN students; however, Arizona College of Nursing is committed to providing reasonable accommodations to qualified students with documented disabilities.

ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
<b>MOTOR ABILITIES</b>	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance and strength to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients and providing care in confined spaces such as treatment room or operating suite.
<b>MANUAL DEXTERITY</b>	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as an insulin syringe and to administer medications by all routes, perform tracheostomy suctioning and insert urinary catheters.
<b>PERCEPTUAL/ SENSORY ABILITY</b>	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> <li>Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</li> <li>Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.)</li> <li>Tactile ability to feel pulses, temperature, palpate veins, etc.</li> <li>Olfactory ability to detect smoke, odor, etc.</li> </ul>
<b>BEHAVIORAL/ INTERPERSONAL/ EMOTIONAL</b>	<ul style="list-style-type: none"> <li>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and non-discrimination.</li> <li>Capacity for development of mature, sensitive, and effective therapeutic relationships.</li> <li>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</li> <li>Negotiate interpersonal conflict.</li> <li>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student code of conduct.</li> </ul>	<ul style="list-style-type: none"> <li>Establish rapport with patients/clients and colleagues.</li> <li>Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency.</li> <li>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</li> <li>Adapt rapidly to environmental changes and multiple task demands.</li> <li>Maintain behavioral decorum in stressful situations.</li> </ul>
<b>SAFE ENVIRONMENT FOR PATIENTS, FAMILIES AND CO-WORKERS</b>	<ul style="list-style-type: none"> <li>Ability to accurately identify patients.</li> <li>Ability to effectively communicate with other caregivers.</li> <li>Ability to administer medications safely and accurately.</li> <li>Ability to operate equipment safely in the clinical area.</li> <li>Ability to recognize and minimize hazards that could increase healthcare associated infections.</li> <li>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</li> </ul>	<ul style="list-style-type: none"> <li>Prioritizes tasks to ensure patient safety and standard of care.</li> <li>Maintains adequate concentration and attention in patient care settings.</li> <li>Seeks assistance when clinical situation requires a higher level or expertise/experience.</li> <li>Responds to monitor alarms, emergency signals, call bells from patients and orders in a rapid and effective manner.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</li> <li>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</li> <li>Communicate professionally and civilly to the healthcare team including peers, instructors and other professional staff.</li> </ul>	<ul style="list-style-type: none"> <li>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</li> <li>Elicits and records information about health history, current health state and responses to treatment from patients or family members, accurately.</li> <li>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>Establishes and maintain effective working relations with patients and co-workers.</li> <li>Recognizes and reports critical patient information to other caregivers.</li> </ul>
<b>COGNITIVE/ CONCEPTUAL/ QUANTITATIVE ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</li> <li>Ability to gather data, develop a plan of action, establish priorities, and monitor and evaluate treatment plans, modalities and outcomes.</li> <li>Ability to comprehend three-dimensional and spatial relationships.</li> <li>Ability to react effectively in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Calculates appropriate medication dosage given specific patient parameters.</li> <li>Analyzes and synthesizes data and develop an appropriate plan of care.</li> <li>Collects data, prioritizes needs and anticipate reactions.</li> <li>Comprehends spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</li> <li>Recognizes an emergency and responds effectively to safeguard the patient and other caregivers.</li> <li>Transfers knowledge from one situation to another.</li> <li>Accurately processes information on medication container, physicians' orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</li> </ul>
<b>PUNCTUALITY/ WORK HABITS</b>	<ul style="list-style-type: none"> <li>Ability to adhere to policies, procedures and requirements as described in the college catalog and course syllabi.</li> <li>Ability to complete classroom and clinical assignments and submit assignments at the required time. Ability to adhere to classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>Attends class and submits clinical assignments punctually.</li> <li>Reads, understands and adheres to all policies related to classroom and clinical experiences.</li> <li>Contacts instructor in advance of any absence or late arrival.</li> </ul>
<b>ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to recognize the personal risk for exposure to health hazards Ability to use equipment in laboratory or clinical settings needed to provide patient care</li> <li>Ability to tolerate exposure to allergens (chemical, etc.).</li> <li>Ability to tolerate wearing protective equipment (e.g., mask, gown, gloves)</li> </ul>	<ul style="list-style-type: none"> <li>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens and latex.</li> <li>Uses Personal Protective Equipment (PPE) appropriately.</li> </ul>

## HEALTH STANDARDS & CLINICAL COMPLIANCE

1. Health screening & Physical Exams must be completed by a licensed health care provider utilizing the appropriate form. This form will be provided by the campus unless otherwise specified.
  - a. The Arizona College of Nursing Health Form must be signed and dated by the licensed health care provider
  - b. The screening and exam must be no earlier than six months prior to entering the core nursing courses beginning with semester five
2. Arizona College of Nursing follows the recommendations for healthcare workers by the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>.
  - a. Arizona College specifically requires Hepatitis B, Influenza, MMR, Varicella, Tdap, & Meningococcal immunizations or evidence of immunity
  - b. Exemption forms for Arizona College of Nursing students and faculty may be provided for the above-named required immunizations. These forms can be obtained by contacting the dean of nursing or designee.
3. Initial and annual Tuberculosis (TB) screening is required per the recommendations of the CDC
  - a. <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>
  - b. <https://www.cdc.gov/tb/topic/testing/tbtesttypes.htm>
4. American Heart Association Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals is required
5. Individual State Boards of Nursing, clinical agencies, and health departments requirements may differ from the above requirements. In the event a state board of nursing, clinical agency, or health department requires additional or differing immunizations, evidence of immunity, or compliance requirements the student

and/or faculty is required to follow those requirements in addition to those outlined in this policy. Individuals will be notified in writing in adequate time to ensure compliance.

## THE HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)

By law and ethical standards, students are obligated to protect patient confidentiality as defined under the HIPAA Privacy Rule.

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical and technical safeguards for covered entities to use to assure the confidentiality, integrity and availability of electronic protected health information.

Additional information about HIPAA can be found at the U.S. Department of Health & Human Services website: [www.hhs.gov/hipaa/index.html](http://www.hhs.gov/hipaa/index.html)

## PROGRESSIVE INTERVENTION/DISCIPLINE

The program follows a progressive intervention and disciplinary policy that typically consists of four steps.

Depending on the seriousness of any situation, any step may be skipped with the approval of the Executive Director of Academic Operations. Students will enter progressive intervention/discipline whenever they fail to meet the expectations of the program, including but not limited to:

- Academic Integrity
- Professional Behavior
- Safe Practice
- Dress Code
- Responsible Computing
- Social Networking

Typically, progressive intervention/discipline adheres to the following sequence:

**Step One: Verbal Warning/Counseling** – The student will be counseled regarding the need to improve in a specific area. Counseling will be documented on the progressive intervention/discipline intervention communication record. Documented verbal counseling and outlined expectations will be agreed upon by the faculty and student.

**Step Two: 1<sup>ST</sup> Written Warning** – The student will be counseled regarding the need to improve in a specific area when he/she has failed to demonstrate improvement or performance from counseling in Step One. A student success plan will be implemented, including expectations and potential due dates.

**Step Three: 2<sup>ND</sup> Written Warning** – This occurs when the student has already received a 1<sup>ST</sup> written warning and new issues or unresolved issues continue.

**Step Four: 3<sup>RD</sup> /Final Action-** This follows the 2<sup>ND</sup> written warning if new issues arise or unresolved issues continue. The final action may include a recommendation for dismissal or course failure. This recommendation is made if the student continues to fail to meet the standards of the program and does not demonstrate the ability, desire or willingness to change the behavior. If the student requires additional intervention/discipline after the final action, he/she will automatically fail the course and/or be dismissed from the program.

Although these steps usually follow a progressive pattern, **please note that at the discretion of the Executive Director of Academic Operations or designee, any step may be skipped depending on the seriousness of the situation.** The section below defines the criteria that constitute dismissal from the program.

## DISMISSAL FROM THE PROGRAM

The decision to dismiss a student from the program may result from a combination of behaviors that have caused the student to enter the progressive discipline process.

- Unauthorized possession, use, sale or distribution of alcoholic beverages or any controlled substance

- Verbal, physical and/or psychological abuse, threat or harassment or bullying of any client, visitor, agency staff, student or faculty member
- Theft, abuse, misuse or destruction of another person's or agency's property
- Unauthorized disclosure, removal or misuse of confidential information about any client, student or agency staff
- Violation of any policies as stated in the College Catalog
- Leaving the clinical agency without authorization by clinical faculty
- Being on clinical agency property, in a student capacity, without proper authorization
- Failure to contact clinical faculty to give notice of lateness or absence from assigned clinical rotation
- Unsafe practice in the clinical area
- Inappropriate/unprofessional use of social networking, pertaining to the college, program, clinical facilities, or clients
- Violation of any provision of the ANA Code of Ethics for Nurses

### STUDENT ADVOCATE SERVICES:

The Student Advocate helps students navigate educational, personal, and other campus matters that may impact successful academic goals. It provides a space for students to express concerns, receive assistance with dispute resolution, and obtain recommendations for managing conflict. The goal is to ensure that college policies are applied consistently and without bias. The Student Advocate is available to discuss any issue of concern, including interpersonal conflict or misunderstandings, and academic or administrative concerns.

The Student Advocate is happy to listen, to offer feedback, or to assist in developing alternatives for addressing concerns and problems related to Arizona College of Nursing. When appropriate, the advocate supports systemic changes (e.g. through providing feedback to College leadership about trends, policies and procedures, and systemic issues) to achieve student success.

The Student Advocate does not replace any formal College channels (e.g. regarding complaints or grievances). Communication to the Student Advocate does not

constitute notice to Arizona College of Nursing. The Student Advocate does not make binding decisions, mandate policies, or formally adjudicate issues. The Student Advocate does not provide legal advice; communication or information provided by the Student Advocate does not constitute legal advice.

We encourage students to utilize the Student Advocate before filing a formal complaint.

#### Please direct all inquiries to:

Arizona College of Nursing  
Attention: Student Affairs  
2510 W Dunlap Ave, Suite 300,  
Phoenix, AZ 85021  
(623) 240-1655 Email:  
studentadvocate@arizonacollege.edu

NOTE: Do not use this contact information to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

### COMPLAINTS & GRIEVANCES

Students or other parties with complaints or grievances against Arizona College of Nursing should seek first to resolve their complaint or grievance with the institution. To serve students and open lines of communication with the administration of Arizona College of Nursing, the college adheres to the following procedure for registering and resolving a complaint/grievance:

1. **Student-Instructor Discussion.** Many problems can be resolved by an open discussion between the student and the faculty member. If a student has a grievance with a faculty member, the student needs to meet with the faculty member to discuss the concern or issue, when reasonably possible.
2. **Dean of Nursing or Dean of General Education, as appropriate, Meeting with Student.** If the student-instructor discussion does not resolve the issue or if such a discussion is not reasonably possible, the student should contact the Dean of Nursing or Dean of General Education, as appropriate, to seek a solution. If the issue can be resolved at this level, the case is then closed. If the issue cannot be resolved to the student's satisfaction, the student may file a written grievance using the Grievance Form provided by the Dean.

3. **Submission of Grievance Form.** The completed Grievance Form should be submitted to the Dean of Nursing or Dean of General Education, as appropriate, within 20 business days of the initial student-instructor discussion (#1 above). The Grievance Form includes the following prompts: summary of decision that is being appealed; basis for challenging the decision; identification of faculty or staff member who made the decision; description of prior attempts made to resolve the issue; specific remedy requested; and student signature.

4. **Grievance Committee Investigation.** A Grievance Committee will be formed once a grievance is submitted.

NOTE: In each Committee instance involving a disability grievance, the Committee will consult with a Disability Coordinator or other individual who is trained on ADA/504 compliance.

Once the Dean of Nursing or Dean of General Education, as appropriate, receives the completed Grievance Form, he or she will organize a Grievance Committee made up of two faculty members (one from another campus) and two nursing staff/faculty members, who will investigate the grievance. If a member of the committee is involved with the student's grievance, a substitute member with no known conflict in the matter will be appointed for the consideration of the grievance. Grievance Committee members commit to discuss the grievance only in the context of committee deliberations.

The Grievance Committee's responsibilities are to interview all involved parties, review the documentation, develop recommendations in writing with a supporting rationale and submit its recommendations to the Executive Director of Academic Operations, who will make determinations. When the student is interviewed, he or she may not be accompanied by legal counsel or family members unless the case relates to a Title IX complaint or disability matter.

**Within 15 business days from the date the grievance was filed,** the Executive Director of Academic Operations will notify the student in writing of the decision.

NOTE: Student work will not be reassessed or re-evaluated. Only documented clerical or procedural errors will alter the grade.

## APPEAL OF GRIEVANCE DECISION

### Appeal for non-disability related grievance decisions:

The student may appeal the Executive Director's decision to the Vice President of Operations under certain conditions. The appeal must be submitted in writing within 10 business days of receipt of the Executive Director of Academic Operations' written decision and state a basis for the appeal. Bases on which a student may appeal are the following:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the grievance process that affected the outcome
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

Students not satisfied with the final disposition of the grievance process may contact the below-referenced entities or the Office of Civil Rights at Office of Civil Rights (OCR), United States Department of Education, Washington DC 20201.

This policy in no way impedes Arizona College of Nursing's open-door policy regarding questions or comments regarding Arizona College of Nursing. The above policy is to assist all students in understanding their rights and responsibilities under those policies. The administration will not, under any circumstances, see an entire class for this procedure.

The decision of the Vice President of Operations on the appeal is final. Students not satisfied with the final disposition of the grievance process may contact:

#### ABHES

6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
(301) 291-7550  
<https://abhes.org>

#### Florida Board of Nursing

4052 Bald Cypress Way, Bin C-02  
Tallahassee, FL 32399-3252  
(850) 488-0595  
<https://floridasnursing.gov/contact>

#### Florida Commission for Independent Education

Turlington Building, Suite 1514  
325 West Gaines Street  
Tallahassee, FL 32399  
(850) 245-0505  
Email: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)  
<https://www.fldoe.org/>

#### Arizona SARA Grievance Process

Distance Education students outside of Arizona, who have completed the institution's grievance process and the applicable state grievance process with the Arizona State Board for Private Postsecondary Education, may appeal complaints to the AZ-SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ-SARA Council. For additional information on the complaint process visit the AZ-SARA Complaint page.

## APPEAL OF ACADEMIC TERMINATION

Students who have been terminated for course failures and/or violating attendance policies may appeal the termination if there were rare and extenuating circumstances that contributed to it, the circumstances have been overcome or changed and documentation can be provided to support the appeal. Students should not submit their appeal until the circumstance(s) that led to their poor academic performance are resolved.

To appeal an academic termination, the student should follow the steps below:

1. Submit a written request to continue in the program with the following information:
  - Appeals for active students approved prior to the Wednesday following the completion of a semester may not have to go through the administrative termination and reentry processes.
  - Verifiable documentation of mitigating circumstances that contributed to poor academic performance.
  - A description of how the circumstances have been overcome or changed.
  - A realistic plan for meeting the requirements to return to good standing.

2. The student should submit the appeal to the Dean of Nursing or Dean of General Education, as appropriate, who will review the appeal and submit it to the Executive Director with recommendation to approve or deny the appeal and rationale for the decision.
3. The Executive Director of Academic Operations will make the decision to approve or deny the appeal by evaluating whether the information presented demonstrates that the student's circumstances resulted in the poor academic performance, that the issue(s) has been overcome and that the student's plan shows the student is likely to be successful in the future.
4. The Executive Director's decision should be made no later than 14 calendar days after the student submits the appeal.
5. The Executive Director's decision is final.



Tempe Campus



# STUDENT SUPPORT INFORMATION



## QUICK LINKS



855.706.8382



REQUEST INFO

# STUDENT RIGHTS & RESPONSIBILITIES

## STUDENT RECORDS

Permanent files are kept for all students for five years. After that time, the college retains an academic transcript for graduates, drops, terminations and withdrawals indefinitely.

## FERPA

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the school will not release education records to unauthorized persons without written permission from the student.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.  
A student should submit to the Executive Director of Academic Operations or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right

to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.



*Glendale Campus*



Tempe Campus

## DISCLOSURE OF EDUCATIONAL RECORDS

Arizona College of Nursing may disclose directory information to a party seeking information without prior written consent from parents of students in attendance and eligible students in attendance. Directory Information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received; and the most recent educational agency or institution attended. A parent or eligible student has the right to refuse to let Arizona College of Nursing designate any or all of the types of information about the student designated as directory information. If a parent or eligible student wishes to refuse the designation of any or all of the types of information about the student designated as directory information, they must notify Arizona College of Nursing in writing within 60 days of the start of classes.

All other information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

1. To college officials who have legitimate educational interest in the records
2. To officials of another school upon request if a student seeks or intends to enroll at that institution
3. To certain officials of the U.S. Department of Education, the Inspector General, state, and local educational authorities in connection with state or federally supported education programs
4. In connection with a student's request for or receipt of, Title IV financial aid necessary to determine eligibility, amount or conditions of the financial aid and/or to enforce the terms and conditions of the aid
5. To organizations conducting certain studies for or on behalf of the college
6. To accrediting commissions to carry out their functions
7. To parents who claim a student as a dependent for income tax purposes
8. To comply with a judicial order or lawfully ordered subpoena
9. To appropriate parties in health or safety emergencies
10. To potential employers (with student authorization)

## NONDISCRIMINATION

Arizona College of Nursing does not discriminate on the basis of race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, service in the uniformed services, age, disability, sexual orientation, gender identity, veteran status or any other consideration made unlawful by federal, state or local laws.



If there are any questions or concerns, please contact Matthew Egan, Vice President of Regulatory Affairs, at 2510 W. Dunlap Ave., Suite 300 Phoenix, AZ 85021 602.759.2279, [megan@arizonacollege.edu](mailto:megan@arizonacollege.edu) or the Office of Civil Rights at Office of Civil Rights (OCR), United States Department of Education, Washington DC 20201 and/or file a criminal complaint with local law enforcement.

## TITLE IX: GENDER DISCRIMINATION & SEXUAL HARASSMENT

Arizona College of Nursing does not discriminate on the basis of sex in its education program or activity and the College is required by Title IX and PART 106 of title 34 of the Code of Federal Regulations not to discriminate in such a manner. This requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX and PART 106 to Arizona College of Nursing should be made to the Title IX Coordinator below, to the Assistant Secretary of the U.S. Department of Education or both. The College's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to file or report a formal complaint of sexual harassment and how the College will respond, can be found in the annual security report at [www.arizonacollege.edu/consumer-information/](http://www.arizonacollege.edu/consumer-information/).

Any member of the Arizona College of Nursing community should report sex discrimination, including sexual harassment, in person, by mail, by telephone or by electronic mail to:

### Title IX Coordinator:

Matthew Egan  
2510 West Dunlap Ave.  
Suite 300  
Phoenix, Arizona 85021  
[megan@arizonacollege.edu](mailto:megan@arizonacollege.edu)  
(602) 759-2279

### Deputy Coordinators: Corporate

Wendy Soliz  
2510 West Dunlap Ave.  
Suite 300  
Phoenix, Arizona 85021  
[wsoliz@arizonacollege.edu](mailto:wsoliz@arizonacollege.edu)  
(602) 759-2293

### Fort Lauderdale

Anastasia Razumovskiy  
600 Corporate Dr.  
Suite 200  
Fort Lauderdale, Florida 33334  
[arazumovskiy@arizonacollege.edu](mailto:arazumovskiy@arizonacollege.edu)  
(754) 220-3196

### Sarasota

Alexis Garruzzo  
8043 Cooper Creek Blvd.  
University Park, FL 34201  
[agarruzzo@arizonacollege.edu](mailto:agarruzzo@arizonacollege.edu)  
(941) 867-2906

### Tampa

Jean Keelen  
1411 N. Westshore Dr.  
Tampa, Florida 33607  
[jkeelan@arizonacollege.edu](mailto:jkeelan@arizonacollege.edu)  
(813) 755-3817 ext. 3017

## DISABILITY RESOURCES & SERVICES

**Arizona College of Nursing is committed to promoting an environment that is non-discriminatory. The college admits qualified students without regard to religion, political affiliation or belief, sexual orientation, national origin, race, age, gender or disability.**

**In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Arizona College of Nursing does not discriminate on the basis of disability and will provide reasonable accommodations to qualified students with documented disabilities. The college will make an individual assessment in response to each request to determine if the needs of the student can be met.**

**To receive an accommodation, students should submit a completed Student Accessibility Services Request for Accommodations form along with current substantiating documentation. Documentation must be from applicable professionals, provide a specific diagnosis and recommend specific accommodations. Accommodation forms are available from the campus disability coordinator and once completed, must be submitted to the same office. Students must take responsibility for proactively providing substantiating documentation for requested accommodations with the disability coordinator in order for the disability declaration to be properly**

**evaluated. Notification detailing the length, terms and explanation of approved accommodation will be created by the disability coordinator and be provided to the student. A copy is also to be kept in the student's file. Accommodations are not granted on a retroactive basis.**

**All students receiving accommodations are to make appointments to meet individually with the Learning Resource Coordinator, or designated disability coordinator, at the beginning of each semester to review accommodations for the classes. Students are also welcomed to contact the disability coordinator throughout each semester to review their needs and receive assistance in collaborating with the faculty and staff.**

**Exceptions to this policy are at the discretion of the disability coordinator and must conform to applicable law, be documented, and approved by the vice president of regulatory affairs, with a copy placed in the student's file.**

## ABUSE-FREE ENVIRONMENT

Arizona College of Nursing is committed to maintaining a drug-free environment. Students who seek assistance in dealing with a possible substance abuse problem are encouraged to obtain a listing of agencies from the college administration.

As part of the "Drug Free Schools and Campuses" regulations (Section 22 of the 1989 Drug Free Schools and Communities Act), we must notify students of the regulations regarding the prohibition of the unlawful possession, use or distribution of illicit drugs and alcohol on the institutions property or as part of its activities.

Arizona College of Nursing has located resources which might assist students who find they are having difficulty with controlled substances or alcohol. If a student should find they are having such difficulties, he/she should notify an instructor or the dean immediately. The resources will assist in referral and/or treatment. Any Arizona College of Nursing student who consumes or distributes drugs or alcohol on the school premises will be terminated from the program.

Abuse of legal or illegal drugs and alcohol can cause physical, mental, emotional and social harm. Chronic abuse of drugs,



especially by intravenous use, can lead to life-threatening complications such as bacterial endocarditis, hepatitis, thrombophlebitis, pulmonary emboli, gangrene, malnutrition, gastrointestinal disturbances, respiratory infections, musculoskeletal dysfunction, trauma and psychosis. Chronic alcohol and drug abuse brings with it a vast array of physical and mental complications: gastritis, acute pancreatitis, anemia, malnutrition and other nutritional deficiencies, hepatitis, cirrhosis, cardiomyopathy, congestive heart failure and organic brain damage. Applicable federal and state laws provide several penalties, including forfeiture of property for the use, possession and/or distribution of illicit drugs. Arizona and federal laws regarding drinking age, the use of false identification and the use of illicit drugs or the distribution of same are well publicized.

Arizona College of Nursing will provide notice to each student who has lost eligibility due to drug convictions for any grant, loan or work-study assistance as a result of penalties under 484(r)(1) of the HEA, a separate, clear and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

## CRIME AWARENESS & CAMPUS SECURITY

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college makes available to all current students and employees the campus security report in its entirety. This report contains actual campus statistics as well as all required policies, procedures and disclosures. A copy of this report may be found on the Arizona College of Nursing website under Important Disclosures. As part of the Institutional Security Policies and Crime Statistics regulations (Section 668.48) we must notify students of our regulations regarding the reporting and documenting of crimes that occur on campus. Every Arizona College of Nursing student has the option to notify proper law enforcement authorities, including on-campus (Administrator) and local police and the option to be assisted by campus authorities (Administrator) in notifying these authorities, if the student chooses to do so.

## MALPRACTICE & LIABILITY COVERAGE

All students are covered by a malpractice/liability insurance policy provided by the college. This coverage is inclusive of all classroom, laboratory and clinical practicum sites while under the supervision of a faculty member or preceptor; however, such coverage does not extend to acts performed by the student for which compensation is provided to the student, nor does it extend to acts performed outside the scope of practice of the student.

## COPYRIGHT ACT COMPLIANCE

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and recording.

Arizona College provides to its students and staff computers and a network with internet access in order to do research and complete administrative tasks. All users of the network are expected to comply with the College's policy on the use of this network access. Arizona College had developed this policy to eliminate the unauthorized distribution of copyrighted materials on this network through the use of Peer-to-Peer (P2P) file sharing.

Arizona College has taken several steps to combat the distribution of unauthorized copyrighted material. Currently, only IT administrators have access to download software onto computers used by both students and staff. This is a very strong limitation of the ability of the College Network to have software that uses P2P formats for the transfer of data.

### Consequences of Illegal P2P File Sharing

Should a student be caught using P2P file sharing to distribute unauthorized copyrighted material, the student may be subject to computer restriction, suspension or even termination, depending on the severity of the situation. Employees will be handled on an individual basis by the Vice President of Operations and could be subject to termination.

## Legal Alternatives

There are more than 13 million legal tracks online today. The following link includes a list of services licensed by the major record companies. Click through to learn where to access legal music online and have the best music experience possible. <https://www.riaa.com/resources-learning/for-students-educators/>

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## PARKING

Students may park their vehicles in the designated areas of the lot. Ask an administrative staff member for clarification.

# SAFETY GUIDELINES

## EMERGENCY PLAN

The Emergency Preparedness Plan is available for view at the front desk. An emergency action plan is also available for viewing in each classroom.

If there is a fire or emergency in the building, administration or a faculty member should be contacted immediately. In the event of a fire, all students should evacuate the building through the closest fire exit and report to their faculty member for roll call.

## SKILLS LAB

- The nursing lab is used to explain, clarify and demonstrate nursing procedures. Assigned activities such as readings and homework are to be completed prior to lab or simulation to enable the student to take full advantage of in-lab time to discuss and clarify assigned material.
- Students are required to demonstrate competency in designated nursing procedures as determined by faculty assessment.
- Students generally should not perform skills in the clinical setting until the skills have been satisfactorily performed in the lab and the clinical faculty has given approval.

- Students are expected to attend all lab classes, arriving on time and having completed appropriate preparation for each class as assigned.
- Students are required to utilize lab time to practice and master skills to meet criteria that demonstrate completion of course outcomes.
- Excessive absences may result in failure of the entire clinical course.
- Tardiness or failing to remain present during the entire lab session will be addressed and may result in failure of the clinical course.
- Students may use open lab to practice skills they learned during skills lab sessions. The course instructor will announce days and times the lab will be open for use.

**Students are not permitted to practice invasive procedures on themselves or other persons under any circumstances. Invasive procedures are to be practiced only on non-human equipment such as simulation mannequins and other non-human learning tools.**

Labs are **NOT** latex-free; however, non-latex/powder-free, non-sterile gloves are available. Non-latex, powder-free gloves will be provided to latex allergic students/faculty as needed with adequate notice.

## SAFE PRACTICE IN CLINICAL SETTINGS

### General Safety

The student is expected to demonstrate safe behavior while promoting the actual or potential well-being of clients, healthcare workers and self in the biological, psychological, sociological and cultural realms and demonstrating accountability in preparation for and providing nursing care.

- A. Regulatory: Students practice within the boundaries of the relevant State Nurse Practice Act; the American Nurses Association (ANA) Code of Ethics for Nurses; the guidelines, objectives and policies of Arizona College of Nursing; and the rules and regulations of the healthcare agency where they are assigned for learning experience. Students are also required to obey all applicable laws.

Examples of unsafe practice include but are not limited to the following:

1. Failure to notify the instructor of clinical absence
2. Failure to follow program and/or agency policies and procedures
3. Suspected impairment during clinical practicum



B. Ethical: Students perform according to the guidelines of the ANA Code of Ethics for Nurses, Standards of Practice and the State Nurse Practice Act. Students must be able to accept professional supervision from faculty and other supervisors and effectively integrate feedback from such supervision.

Examples of unsafe practice include but are not limited to the following:

1. Failure to consult with instructor prior to refusing assignment
2. Denial, cover-up or failure to report own errors in clinical practice
3. Failure to report unethical behavior of other healthcare persons in the clinical setting which affects client welfare

C. Biological, Psychological, Social and Cultural Realms: The student's performance recognizes and meets the needs of the client from a biological, psychological, sociological and cultural standpoint at the nursing course objectives.

Examples of unsafe practice include but are not limited to the following:

1. Display of mental, physical or emotional behavior(s) that which may adversely affect others' wellbeing
2. Failure to follow through on suggested referrals or interventions to correct deficit areas that may result in harm to others
3. Omission or commission in the care of clients in hazardous positions, conditions or circumstances; mental or emotional abuse; and medication errors
4. Inappropriate interaction with agency staff, co-workers, peers, patients/clients, families and faculty, resulting in miscommunication and disruption of client care and/or unit functioning
5. Lack of physical coordination essential to perform nursing procedures
6. Lack of information-processing ability necessary to make appropriate clinical judgments or decisions

D. Accountability: The student's performance demonstrates consistency in responsible preparation, documentation and promotion for the healthcare of clients, according to course objectives. Examples of unsafe practice include but are not limited to the following:

1. Failure to provide inclusive written communication on appropriate documents or verbal communication to faculty and/or appropriate agency personnel
2. Failure to record essential client behavior accurately.
3. Failure to report incompetent, unethical or illegal practice of any person
4. Participation in activities without adequate orientation, theoretical preparation or appropriate assistance
5. Dishonesty in clinical practice and/or written work
6. Habitual tardiness to clinical practicum

E. Human Rights: The student's performance demonstrates respect for the individual, client, health team member, faculty and self, including but not limited to the legal, ethical and cultural realms.

Examples of unsafe practice include but are not limited to the following:

1. Failure to maintain confidentiality of interactions
2. Failure to maintain confidentiality of records
3. Dishonesty in relationships with peers, faculty, clients/patients and/or agency personnel
4. Failure to recognize and promote every patient's rights

## MEDICATION ADMINISTRATION

Students may not administer medications or treatments unless designated to do so by a clinical instructor.

- The ability of students to administer medications in clinical settings depends on successful demonstration of competence in drug knowledge, calculation and administration as required by the program and per course requirements.
- Once assessed competent, under supervision of the faculty, the student may administer the following:
  - Oral, rectal, topical, subcutaneous and intradermal and intramuscular medications
  - Pre-mixed continuous IV solutions
  - IV piggyback and IV push medication, per clinical facility policy

A medication error is defined as any situation in which one or more of the seven rights of medication administration are violated. If an error occurs, the patient's safety is of utmost importance. Students must report a medication error to the clinical instructor as soon as the error is recognized.

## RESTRICTIONS

In clinical, students are restricted from the following behaviors:

- Leaving the unit without faculty approval
- Taking verbal or phone orders of any kind
- Witnessing consents or blood products cross checks
- Inserting or removing central lines
- Being responsible for ECG or fetal monitoring
- Carrying narcotic keys
- Performing procedures or administering medications independently
- Transfusing blood products
- Pushing IV ACLS drugs

## INFECTION CONTROL

### Bloodborne Pathogens

All nursing personnel and students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting or has, an infectious disease such as HIV, HCV or HBV. All rules of confidentiality are followed when working with patients.

### Standard Precautions:

- All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.
- Contaminated sharps shall not be bent, recapped or removed. Shearing or breaking of contaminated needles is prohibited.
- Contaminated sharps must be placed in an appropriate container as soon as possible.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- When exposure is possible, personal protective equipment shall be used. Personal protective equipment requirements include:
  - Gloves shall be worn when it can be reasonably anticipated the individual may have contact with blood, other potentially infectious materials, mucous membranes and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.
  - Masks, eye protection and face shields shall be worn whenever splashes, spray, splatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

- Gowns, aprons and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
- Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
- Hands must be washed immediately after removal of gloves or other personal protective equipment. Contaminated gloves should be removed and disposed of in the appropriate receptacle before leaving a patient's room.

### Exposure Guidelines

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
- Students exposed to body fluids shall follow this protocol:
  1. Wash the area immediately with a disinfectant agent; for eye splashes, rinse the area with copious amounts of clean water.
  2. Report the incident to the clinical instructor.
  3. Immediately go to an Emergency Department or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
  4. In coordination with the clinical instructor, notify the agency department supervisor, the Dean of Nursing and the Executive Director of Academic Operations or designee.
  5. Complete an agency site incident report and an Arizona College of Nursing Incident Report.
- Information from the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: <https://www.osha.gov/SLTC/bloodborne pathogens/index.html>



## TUBERCULOSIS - TB

Students exposed to Tuberculosis (TB) should immediately go to their primary care provider or urgent care to seek triage and treatment. Students are responsible for all costs related to exposure, triage and treatment.

- Students with a previous reactive tuberculin skin test (TST) should have baseline symptom screening and repeat in 12 weeks.
- Students diagnosed with active pulmonary or laryngeal TB will not be able to return to class until they are noninfectious.
- Students must provide documentation from health provider of that status.
- Once students return to school and remains on anti-TB therapy, additional documentation from the healthcare provider may be required to show effective drug therapy is being maintained for the recommended period and sputum acid-fast bacilli (AFB) remains negative.

## LATEX ALLERGY

Healthcare workers are at risk for developing latex sensitivity or latex allergy that may be life-threatening. Dry, itchy and irritated areas on the hands from wearing latex gloves or exposure to the powders on the gloves may be symptoms of a contact dermatitis rather than a latex allergy. The symptoms of latex allergy include skin rash, hives, flushing, itching and nasal, eye or sinus symptoms and asthma. For students with a latex allergy or sensitivity, it is important to understand that there is an increased risk of exposure to products that contain natural rubber in healthcare settings. Students allergic to latex should take special precautions to prevent further exposure to latex-containing products. The faculty of record and Skills Lab staff should be notified and the health care provider for follow up.

## STUDENT RESPONSIBILITY FOR COST OF TREATMENT

There is inherent risk of injury, illness and disability in the practice of nursing that extends to nursing students. It is strongly advised that students have health insurance while they matriculate at Arizona College of Nursing. Arizona College of Nursing assumes no responsibility for the cost of health care services that result from injury or exposure to hazards including, but not limited to, ambulance service, emergency room visits, post-exposure prophylaxis for infectious diseases, diagnostic testing, laboratory testing and hospitalization. Students are financially responsible for all health care costs.



Tempe Campus

# SERVICES

## ACADEMIC ADVISEMENT

Academic advisement is the process of providing information, guidance and encouragement in student decision making regarding educational and career goals. Students may request academic advisement throughout the program of study. Appointments for advisement are made through campus-specific processes and will be communicated to students during orientation.

## ACADEMIC TUTORING

Individual and group tutoring is available upon request. Students may schedule academic tutoring sessions with an individual faculty member.

## CAREER SERVICES

All graduates are provided with assistance with employment. It is a graduate's responsibility to prepare their resume and cover letter, design a personal job search campaign, dress appropriately for interviews, set up job interviews and attend interviews. At no time does Arizona College of Nursing guarantee placement. It is the responsibility of the student to maintain contact with Arizona College of Nursing through active participation on your job search.

## CHANGE OF NAME OR ADDRESS OR PHONE

It is important for students to assure the college has accurate student contact information on record. All changes in name, address, telephone number or personal email are to be reported to the College.

## LEARNING RESOURCE CENTER

Students should seek out their course faculty for initial clarification of required course materials. In the event additional

help with course material is needed, tutoring is available at the Learning Resource Center. While the Center is always open for students to come in to obtain additional study information, arrangements to receive specific tutoring can be made by contacting the Learning Resource Center Coordinator.

## LIBRARY

Arizona College of Nursing provides students and faculty with librarian service and database subscriptions as a consortium member of the Library and Information Resources Network (LIRN). Arizona College of Nursing subscribes to five main research databases (ProQuest Nursing & Allied Health Database, ProQuest Health & Medical Collection, Ebook Central: Academic Complete, EBSCO CINAHL Complete and EBSCO Academic Search Premier) to provide access to online books, as well as content from journals, magazines, news publications, and other sources covering topics relevant to general education, nursing and numerous other contents covering all disciplines. Students and faculty can access Arizona College of Nursing's online library resources seven days a week, 24 hours a day.

In addition to being a subscribing member of library research databases, Arizona College of Nursing subscribes to the LIRN Librarian Service. LIRN Librarians have masters' degrees in Library and Information Sciences from programs accredited by the American Library Association (ALA). Arizona College of Nursing is supported by a team of highly engaged librarians that stay abreast of emerging trends and traditions in higher education. They participate in regular professional development activities and attend national, regional and state conferences to stay current with the latest developments in the field.

For research assistance, students and faculty may contact LIRN librarians by accessing Arizona College of Nursing's LIRN Portal, clicking the "Ask a Librarian" button on the right-hand side of the LIRN portal and completing a request for help from a librarian. Students and faculty can also directly contact a LIRN librarian at [arizonacollege@lirn.libanswers.com](mailto:arizonacollege@lirn.libanswers.com) for assistance. Depending on the inquiry/need, librarians may follow up with a student or faculty member via email, phone call or screen share. Research assistance/reference support is available 7 days/week (M-F 7AM - 9PM & S-S 12PM - 7PM).

## STUDENT INPUT FOR PROGRAM DEVELOPMENT

The BSN leadership and faculty value input from the students regarding the nursing program. Students hold positions on both the BSN Program Curriculum Committee and the College Policy and Standards Committee. All students will be invited to attend meetings with the Executive Director of Academic Operations and other leaders once a semester to provide feedback on policies, procedures or other issues students feel are pertinent to their studies at Arizona College of Nursing. Students will have the opportunity to anonymously evaluate faculty, courses, clinical experiences and the overall program at the end of each semester of their studies.

## STUDENT INVOLVEMENT

As part of the profession of nursing, students are expected to take an active role in organizations and leadership positions. Students at Arizona College of Nursing have the opportunity to participate in the Student Nurses Association (SNA), as a member and potentially as an officer.

# ADMINISTRATION & FACULTY\*



Allied Health Graduation 2018

## QUICK LINKS



855.706.8382



REQUEST INFO

\*All faculty are full-time unless notated otherwise.

## Ownership

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Emory University  
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Tempe Campus



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# INDEX

<b>A</b>			
About Arizona College.....	3		
Abuse-Free Environment.....	58		
Academic Advisement.....	64		
Academic Integrity.....	43		
Academic Leave of Absence (LOA).....	37		
Academic Load.....	33		
Academic Requirements.....	15		
Academic Standards.....	32		
Academic Tutoring.....	64		
Accreditations.....	3		
Admission Requirements.....	12		
Admissions Testing.....	13		
Appeal of Academic Termination.....	54		
Appeal of Grievance Decision.....	54		
Appeals & Financial Aid Probation.....	36		
Approvals, Licensures, & Memberships.....	4		
Approved Tests & Proficiency Options.....	14		
Attendance and Tardiness.....	34		
<b>B</b>			
Bachelor of Science In Nursing (BSN).....	7		
BSN Nursing Practice.....	7		
Curriculum.....	8		
Curriculum Frame Work.....	9		
Educational Environment, Technology & Equipment.....	8		
Instruction.....	8		
Program Goal.....	7		
Program Mission.....	7		
Program Student Learning Outcomes.....	7		
Bachelor of Science In Nursing (BSN) Course Descriptions.....	17		
Bachelor of Science In Nursing (BSN) - Schedule of Courses.....	10		
Background Check & Substance Screening as a Condition of Progression.....	15		
<b>C</b>			
Campus Transfers.....	13		
Career Services.....	64		
Change of Name or Address or Phone.....	64		
Clinical Code of Conduct.....	47		
Collections Policy.....	31		
College History.....	4		
Complaints & Grievances.....	53		
Copyright Act Compliance.....	59		
Core Nursing Clinical Practice & Simulation.....	49		
Core Nursing Clinical Skills Laboratory.....	49		
Course Attempts.....	35		
Credit for General Education.....	14		
Credit Hour Definition.....	33		
Crime Awareness & Campus Security.....	59		
Cumulative Grade Point Average.....	33		
<b>D</b>			
Disability Resources & Services.....	58		
Disbursements for Books & Supplies.....	27		
Disclosure of Educational Records.....	57		
Discussion Questions in General Education Courses.....	40		
Dismissal from the Program.....	52		
Dress Code.....	45		
<b>E</b>			
Eligibility to Take the NCLEX-RN® Examination.....	41		
Emergency Plan.....	60		
Employment.....	33		
Enrollment in More than Two General Education Courses a Session.....	33		
Essential Functional Abilities.....	51		
Exit Counseling.....	30		
Experiential Learning Practicum & Laboratory.....	49		
<b>F</b>			
FERPA.....	56		
Financial Aid Warning.....	36		
Florida Refund Policy.....	25		
For Cause Substance Screening.....	44		
<b>G</b>			
General Academic Standards.....	33		
General Education Enrollment at Matriculation.....	14		
General Education & Science.....	17		
General Education Transfer Credits.....	14		
General Information.....	2		
General Student Aid Eligibility.....	27		
Goals.....	3		
Grading Scales.....	38		
Grading Standards.....	39		
Graduation Requirements.....	41		
<b>H</b>			
Health Standards & Clinical Compliance.....	52		
Holidays.....	5		
Honors Designations.....	38		
Hours of Operation.....	4		
<b>I</b>			
Incomplete Grades.....	39		
Infection Control.....	62		
Interruption in Education.....	37		
<b>L</b>			
Laptop Requirements.....	13		
Late Assignments.....	40		
Latex Allergy.....	63		
Learning Resource Center.....	64		
Library.....	64		

<b>M</b>		<b>S</b>		<b>T</b>	
Main Campus.....	4	Safe Practice in Clinical Settings.....	60	Technology Use Rules .....	41
Malpractice & Liability Coverage.....	59	Safety Guidelines .....	60	Term Schedule .....	5
Maximum Timeframe.....	36	Satisfactory Academic Progress .....	29, 35	Terms & Conditions Direct Loans.....	27
Medical Marijuana.....	44	Satisfactory Academic Progress & Federal Financial Aid Eligibility .....	37	Terms for Work Study .....	30
Medication Administration.....	62	Satisfactory Academic Progress Standards.....	35	Testing.....	39
Method & Frequency of Aid Disbursements.....	27	Schedule Changes .....	34	The Health Insurance Portability & Accountability Act of 1996 (HIPAA).....	52
Mission .....	3	Scholarships .....	29	Time Allotment for Education .....	33
<b>N</b>		Achievement Scholarship .....	29	Title IX: Gender Discrimination & Sexual Harassment.....	58
Nondiscrimination .....	57	Continuing Education Scholarship.....	29	Transfer Fees.....	25
Non-Main Campuses.....	4	Futures Scholarship.....	29	Transfer of Credits from Arizona College of Nursing.....	41
Nursing Core .....	19	GED® Scholar Scholarship.....	29	Treatment of Title IV Aid When a Student Withdraws .....	31
<b>O</b>		Opportunity Scholarship .....	29	Tuberculosis - TB .....	63
Official Transcripts.....	41	Working Parent Scholarship .....	29	Tuition & Fees .....	25
Ownership.....	66	Services.....	64	Bachelor Of Science In Nursing .....	25
<b>P</b>		Skills Lab .....	60	Estimated Variable Costs .....	25
Parking.....	59	Social Media Policy.....	44	Tuition, Refund Policies & Financial Aid.....	24
Professional Behavior.....	42	State Regulations & Clinical Agency Requirements.....	16	Types of Aid Available.....	28
Professional Standards & Code of Conduct.....	42	Student Advocate Services.....	53	Direct Subsidized/Unsubsidized Loan....	28
Program Academic Calendar .....	5	Student Input for Program Development...	64	Federal Pell Grant.....	28
Program or Course Withdrawal.....	37	Student Involvement .....	64	Federal Supplemental Educational Opportunity Grant (FSEOG).....	28
Program Readmission/ Re-entry/Repeating .....	37	Student Records .....	56	Institutional Retail Installment Contract.....	28
Programs of Study .....	6	Student Responsibility for Cost of Treatment .....	63	Private Loan.....	28
<b>R</b>		Student rights & Responsibilities.....	56	<b>V</b>	
Repayment Terms of Direct Loans .....	29	Student Support Information.....	55	Veterans Benefits.....	29
Requirements for Admission Into the BSN.....	12	Substance Screening .....	16	Veteran Transfer of Credits .....	14
Requirements for Progression Into the Core Nursing Curriculum.....	15				
Residency.....	12				
Restrictions.....	62				



Tempe Campus

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#### Tampa Campus

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