

# CENTRA COLLEGE

## ACADEMIC CATALOG & STUDENT HANDBOOK

2021 - 2022

**Primary Location:**

Centra College  
905 Lakeside Drive, Suite A  
Lynchburg, VA 24501  
Phone: 434.200.3070  
Fax: 434.200.55055  
[www.centracollege.edu](http://www.centracollege.edu)

**Branch Location:**

Centra College (Nurse Aide Education Program)  
Bedford Memorial Hospital  
1613 Oakwood Street  
Bedford, VA 24523  
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College (“College”). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and the Learning Management System (LMS).

Revised: August 19, 2021

## Accreditation, Approval, Certification & Membership

<p><b>Centra College holds institutional accreditation through the:</b> Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22043 703.917.4109 <a href="http://www.abhes.org">www.abhes.org</a></p>
<p><b>Centra College is certified to operate through the:</b> State Council of Higher Education for Virginia (SCHEV) 10<sup>th</sup> Floor, James Monroe Building 101 N. 14<sup>th</sup> Street Richmond, VA 23219 804.225.2600 <a href="http://www.schev.edu">www.schev.edu</a></p>
<p><b>The Associate Degree, Practical Nursing, and Nurse Aide Education programs are approved by:</b> Virginia Board of Nursing Commonwealth of Virginia Department of Health Professions 9960 Mayland Drive, Suite 300 Perimeter Center Richmond, VA 23230-1712 804.367.4515</p>
<p><b>The Registered Nurse to Bachelor of Science, Associate Degree in Nursing, and Practical Nursing programs hold programmatic accreditation by:</b> National League for Nursing Commission Nursing Education Accreditation The Watergate 2600 Virginia Avenue, NW Washington, D.C. 20037 800.669.1656 <a href="http://www.nln.org">www.nln.org</a></p>
<p><b>Centra College is a Member of:</b> Virginia Associate of Collegiate Registrars and Admissions Officers (VACRAO) <a href="http://www.VACRAO.org">www.VACRAO.org</a></p>
<p><b>The Associate Degree in Nursing program is a member of:</b> National Organization for Associate Degree Nursing (N-OADN) 7794 Grow Drive Pensacola, FL 32519 850.484.6948 877.966.6236 Fax 850.484.8762</p>



Dear Student,

Congratulations and Welcome to Centra College!

You are joining a very distinguished group of nursing students. We know you have many options to prepare you for a nursing career. Your choice to attend Centra College is perhaps the wisest choice for your education. You are to be congratulated on the personal and academic achievements that have brought you this far on your path to a career in healthcare.

You will receive a unique, specialized, hands-on experience from highly knowledgeable and skilled faculty and preceptors that will challenge you to meet the demands of our exciting and thriving profession. Your interactions with all members of the healthcare team will prepare you for the dynamic and everchanging landscape of healthcare.

We are proud of the achievements of our graduates, and we look forward to helping you realize your professional goals and become one of our distinguished alumni.

Sincerely,

A handwritten signature in black ink, appearing to read 'Heather A. Gable', with a long, sweeping horizontal line extending to the right.

Heather A. Gable, DNP, RN, LNHA, CNE, NEA-BC  
Dean

## Administration & Faculty

<b>Administration</b>	
<p><b>Gable, Heather</b>  <i>Dean</i>            B.S.N., University of Maryland            M.S.N., University of Maryland            D.N.P., University of Maryland</p>	<p><b>Puckett, Holly</b>  <i>Academic Director: RN-BSN and Associate Degree in Nursing Programs</i>            B.S.N. George Mason University            M.S.N., South University            D.N.P., South University</p>
<p><b>Huffer, Sarah</b>  <i>Academic Director: Practical Nursing and Nurse Aide Programs</i>            B.S.N., Radford University            M.S.N., Western Governor's University  <b>D.N.P. Candidate, American Sentinel University</b></p>	<p><b>Henry, Ashley</b>  <i>Accreditation Specialist</i>            B.S.N., Shenandoah University  <b>M.S.N. Candidate, Western Governor's University</b></p>
<p><b>Camm, Ashley</b>  <i>Clinical and Lab Coordinator</i>            B.S.N., Hampton University            M.S.N., Aspen University</p>	<p><b>Slagle, Patrick</b>  <i>Director of Business Operations</i>            M.R.E., Liberty University</p>
<p><b>Jennings, Carolyn G.</b>  <i>Bursar &amp; Student Account Manager</i>            A.A. &amp; S, Central Virginia Community College</p>	<p><b>Klous, Guin</b>  <i>Financial Aid Compliance Officer</i>            B.S., Liberty University            M.B.A., Liberty University</p>
<p><b>Foster, Ashley</b>  <i>Director of Student Affairs</i>            B.S.N., Liberty University</p>	<p><b>Damore, Kendra</b>  <i>Student Records Coordinator</i></p>
<p><b>Bosley, Kaitlyn</b>  <i>Enrollment Coordinator</i>            B.A. University of Lynchburg            M.Ed. University of Lynchburg</p>	<p><b>Villalta, Victor</b>  <i>Educational Tech Specialist</i>            B.S., World Education Services</p>
<p><b>Newcomb, Valerie</b>  <i>Program Coordinator, Nurse Aide Education Program</i>            Diploma, Lynchburg General School of Nursing            M.S.N., Lynchburg College</p>	<p><b>Thompson, Heather</b>  <i>Department Assistant</i>            A.S., B.S. Liberty University</p>
<b>Faculty</b>	
<p><b>Alsobrooks, Nicole</b>            B.S.N., Bloomsburg University of Pennsylvania            M.S.N., Drexel University</p>	<p><b>Armes, Catherine W.</b>            B.S.N., Lynchburg College            M.S.N., University of Virginia</p>
<p><b>Barley, Susan C.</b>            B.S.N., Radford University            M.S.N., Liberty University</p>	<p><b>Burnette, Susan</b>            ADN, Virginia Western            B.S.N., American Sentinel University            M.S.N., American Sentinel University</p>
<p><b>Campbell, Laura</b>            B.S.N., Liberty University            M.S.N., Liberty University</p>	<p><b>Combs, Nada</b>            B.S.N., College of West Virginia            M.S.N., Liberty University</p>

<p><b>Costner, Amanda</b>  Diploma, Southside Regional Medical Center  ADN, Richard Bland College  B.S.N., Liberty University  M.S.N., Liberty University</p>	<p><b>Dellosso, Laura “Laurie”</b>  Diploma, Muhlenberg Regional Medical Center  B.S.N., Adventist University  M.S.N., Purdue University  D.N.P., South University</p>
<p><b>Flores-Tester, Jane</b>  Diploma, LGH School of Nursing  B.S., Saint Louis University  M.S.N., Liberty University</p>	<p><b>Graves, Marilyn</b>  B.S.N., Mississippi College  M.S.N., Western Kentucky University</p>
<p><b>King, Lauryn</b>  B.S.N., Southern Illinois University</p>	<p><b>Martin, Haley</b>  B.S.N., Radford University</p>
<p><b>Martin, Susan</b>  B.S.N., University of Virginia</p>	<p><b>Nash, Samantha</b>  B.S.N., Lynchburg College</p>
<p><b>Patton, Amy</b>  L.PN, Baptist Hospital School of Practical Nursing  A.S.N., Regents College  B.S.N., Liberty University  M.S.N., Liberty University  D.N.P., American Sentinel University</p>	<p><b>Payne, Rose</b>  B.S.N., Western Governors University  M.S.N., Western Governors University</p>
<p><b>Roach, Vanessa</b>  B.S.N., Liberty University  M.S.N., Liberty University</p>	<p><b>Rogers, Cheryl</b>  Diploma, Mercy School of Nursing  B.S.N., University of North Carolina  M.S.N., Walden University</p>
<p><b>Scott, Joyce E.</b>  B.S.N., Michigan State University  M.S.N., Walden University</p>	<p><b>Sibcy, Lory</b>  B.S.N., Liberty University  M.S.N., Liberty University</p>
<p><b>Staton, Meghan</b>  B.S.N., Radford University</p>	<p><b>Van Bergen, Renee</b>  B.S.N., Clemenson University  M.S.N., Lynchburg College</p>
<p><b>Ward, Jill</b>  B.S.N., Old Dominion University  M.S.N., St. Joseph’s College of Maine</p>	<p><b>Wildt, Nathan</b>  B.S.N., Johns Hopkins University</p>
<p><b>Yancey, Stefanie</b>  Diploma, LGH School of Nursing  B.S.N., Liberty University  M.S.N., Walden University</p>	<p><b>Zerfoss, Cindy</b>  B.S.N., Lynchburg College  M.S.N., University of Virginia  D.N.P., Virginia Commonwealth University</p>
<b>Adjunct Faculty</b>	
<p><b>Argon, Deborah</b>  B.S.N., Liberty University  M.S.N., Aspen University</p>	<p><b>Briggs, Karen</b>  B.S.N., Lynchburg College  M.S.N., Lynchburg College</p>
<p><b>DeLuca, Ellen</b>  B.S.N., St. Louis University  M.S.N., The Catholic University of America  Ph.D., University of Maryland</p>	<p><b>Doss, Heather</b>  B.S.N., American Sentinel University  A.D.N., Centra College</p>
<p><b>Edwards, Jennifer</b>  B.S.N., University of Virginia  M.S.N., Emory University</p>	<p><b>Elmore, Diane</b>  Diploma, Roanoke Memorial School of Nursing  B.S.N., Walden University  M.S.N., Walden University</p>

	D.N.P., Walden University
<b>Ferris, Brooke</b> B.S.N., Lynchburg University <b>M.S.N. Candidate, Liberty University</b>	<b>Hudson, Ashley</b> Diploma, Centra School of Nursing B.S.N., Liberty University
<b>Overstreet, Elise</b> Dipoma, Watts School of Nursing A.D.N, University of Mount Olive B.S.N., University of Mount Olive	<b>Parsons, Aimee</b> B.S.N., American Sentinel University
<b>Purvis, Dawn</b> B.S.N., Centra College A.D.N., Centra College	<b>Raj, Catherine</b> Diploma, Lynchurg General Hospital B.S.N., Liberty University M.S.N., Liberty University D.N.P., Liberty University
<b>Schmitt, Allison</b> B.S.N., Waldon University M.S.N., Liberty University	<b>Taber, Shannon</b> B.S.N., Centra College
<b>Vance, Jordan</b> B.S.N., Liberty University F.N.P., D.N.P., Liberty University	<b>Watlington, Tiffany</b> B.S.N., Western Governor's University M.S.N., University of Lynchburg
<b>Wooten, Frankie</b> B.S.N., Centra College ADN, Centra College	<b>Wright, Amanda</b> B.S.N., Centra College

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**Section I:  
Centra Overview & Information about the  
College**

**CENTRA BOARD OF DIRECTORS**

The Centra Board of Directors is responsible and accountable to the public at large. It is also the vital link between Centra and the community at large. The Board is responsible for seeing that the organization develops and follows a mission that serves community interests and that is consistent with the purposes stated in the Articles of Incorporation. This involves development and oversight of policy in four vital areas:

- Quality and performance improvement
- Financial performance
- Effective planning
- Effective management performance

To accomplish these responsibilities, the board:

- Establishes policy guidelines for mission implementation and achievement, as well as mission evaluation;
- Evaluates proposals to ensure that they are consistent with the mission;
- Monitors existing programs and activities of the hospital to ensure that they are consistent with the mission;
- Periodically reviews and, if necessary, revises the mission to ensure that it is relevant to the changing environment

*(Governance Roles and Responsibilities, AHA Publication)*

<p>Amy G. Ray <i>Chairman</i> George Zippel <i>Vice-Chairman</i> Richard Tugman <i>Interim Centra President/CEO</i></p>	<p>Julie Doyle Peter Caprise, M.D. Harold Harris, JR. Sharon Harrup Hylan “Hank” Hubbard Todd Irby Thomas Nygaard, M.D. Geeta Rakheram, M.D. Verna Sellers Bonnie Svrcek R. Sackett Wood Holly B. Trent (Secretary) Michael Bradford (Treasurer)</p>	<p><i>Ex-officio:</i> <i>Beth Doyle</i> <i>President/Centra Foundation</i> Shawn Hayes, M.D. <i>President, Medical Staff,</i> <i>Lynchburg</i> Kwabena Donkor, M.D. <i>President, Medical Staff,</i> <i>CSCH</i></p>
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## **HISTORY OF THE HOSPITAL**

Centra is a nonprofit, regional healthcare system based in Lynchburg, Virginia, comprised of four hospitals and an extensive network of healthcare facilities, services, programs, practices, physicians and specialists throughout central and southside Virginia.

Centra was created in 1987 with the merger of Lynchburg General and Virginia Baptist hospitals. In 2006, Southside Community Hospital in Farmville joined Centra as an affiliate, and Bedford Memorial Hospital joined the Centra system in 2014. With more than 6,400 skilled healthcare professionals, Centra serves over 300,000 people throughout central and southern Virginia and provides a comprehensive array of medical services in a variety of convenient settings. Centra has received numerous awards for quality, safety and technology and was the first organization in central Virginia to achieve Magnet designation for excellence in nursing from the American Nurses Credentialing Center in 2005, in 2010, and again in 2015.

Centra Lynchburg General Hospital is home to the Centra Stroobants Heart Center and the Stroobants Cardiovascular Pavilion, a national benchmark facility for cardiac care. Each year heart center specialists perform more than 5,000 major cardiac procedures. Lynchburg General is a Level II Trauma Center, offering emergency and critical care services. The hospital's emergency department treats more than 90,000 patients each year. Also at Lynchburg General are orthopedic services, neurology and neurosurgery, diabetes and renal services, pulmonary care, an outpatient surgery center and the Pediatric Center. The five-story East Tower at Centra Lynchburg General has 108 spacious, private patient rooms available for orthopedic, oncology and surgery patients.

Three miles away is Centra Virginia Baptist Hospital, offering women's and children's services, including the Birth Center and the region's neonatal intensive care unit. Additional services provided at Virginia Baptist include skilled care and acute and outpatient rehabilitation services, mental health services and ambulatory surgery. Virginia Baptist operates an outpatient surgery unit and is home to a variety of specialty services including the Heartburn Treatment Center, the Center for Wound Care and Hyperbaric Medicine, the Sleep Disorders Center and the Center for Pain Management.

Centra Gretna Medical Center is located 30 miles away from Centra's Lynchburg General Hospital in Gretna, VA. Services offered include: Outpatient rehabilitation services, 24-hour emergency care, a Centra Medical Group office, comprehensive medical care, an advanced laboratory, and radiology services on site. Gretna Medical Center can schedule appointments for patients to see a cardiologist at the Gretna office. Telemedicine programs allow Gretna physicians to transfer scans and test results in real-time to specialists at Centra Lynchburg General Hospital.

Centra Southside Community Hospital in Farmville is a 116-bed, full-service acute care facility with a state-of-the-art birth center, serving as a medical hub for an eight-county region. Each year Southside has approximately 4,000 admissions and sees more than 20,000 patients through its emergency department.

Centra Bedford Memorial Hospital is a full-service 50-bed medical facility with special emphasis on outpatient surgery, emergency services, geriatrics, and 111- beds dedicated to rehabilitative services. The facility offers 24-hour emergency care, to more than 16,000 patients annually.

In addition to Centra's four hospitals, the Centra Medical Group is a network of local family practices, primary care physicians, and medical and surgical specialists. With over 150 physicians, specialists and surgeons covering the greater Lynchburg area and spanning from Danville to Farmville and Moneta to Big Island, the Centra Medical Group brings to the community primary care physicians, cardiologists, cardiothoracic surgeons, gerontologists, neurosurgeons, physiatrists, psychiatrists, therapists, and urologists. Through the Centra Medical Group, patients are connected to Centra's wider healthcare system, where award winning services, access to advanced technologies, and a full complement of specialties are available to meet the medical needs of the region.

### **HISTORY OF CENTRA COLLEGE, FORMELY CENTRA COLLEGE OF NURSING**

The Diploma in Nursing program was established in 1912 to meet a vital community need for professional nurses in Lynchburg and the surrounding area. A 33-month educational program led to a diploma in nursing. The final class was admitted in August 2010 and graduated in 2013. The Diploma in Nursing program closed in 2013.

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program was approved by the Centra Senior Executive Team as the Centra College of Nursing R.N.–B.S.N. bridge baccalaureate program in September 2015. The first R.N. –B.S.N. cohort began on January 8, 2017. The college accepts RN-BSN students to the program two times per year, in January and August. The program currently offers a 3-semester educational program (after completion of prerequisite credits) via full distance education platform which leads to a Bachelor of Science in Nursing Degree. The college maintains a commitment to a high level of excellence in nursing education.

The Associate Degree in Nursing (ADN) program was approved by the Centra Board of Directors in July 2010. The program entered the first class in August 2011, with graduation being May 2013. ADN admission is two times per year, August and January. The program offers a 5-semester educational program (including prerequisites) which leads to an Associate Degree in Nursing.

The Practical Nursing program (PN), which is 12-months in length, was established in January 1989. Like the RN-BSN and ADN programs, the PN program admits students two times per year in August and January. This program offers a 3-semester educational program which leads to a Practical Nursing Certificate. The focus of the program is to prepare practical nursing students to care for individuals in acute care, long term, ambulatory, rehabilitation, community settings, and similar institutions as well as residents of extended care facilities.

The Centra Nurse Aide Education Program was established in 2012 to meet a vital community need for nurse aides in Lynchburg and the surrounding area. Centra College of Nursing adopted the program in January 2018 and accepts Nurse Aide students to the program various times



throughout the year at the main campus at Centra College of Nursing and at the branch campus at Bedford Memorial Hospital. This 5-week educational program includes a wide variety of clinical experiences provided at Centra facilities for both long-term and acute care. With the addition of this program recently offered at Centra College of Nursing, a true academic progression in the profession of nursing is exhibited.

Nursing courses are offered at Centra College and students may also be enrolled at Central Virginia Community College (CVCC) or any other college to complete general education credits. CVCC is fully accredited by, and is a member of, the Southern Association of Colleges and Schools. The college has held a Consortium Agreement with CVCC since 2011.

A wide variety of clinical laboratory experiences are provided at Centra Health facilities. Other community agencies are also used as clinical sites for each educational program.

### **MISSION/PHILOSOPHY**

<b>Centra Health, Inc.</b>	<b>Centra College</b>
<p><u>Centra’s Mission &amp; Vision</u> Just Cause: Partnering with you to live your best life.</p>	<p><u>Centra College’s Mission:</u> Educate future caregivers that provide safe, quality, patient-centered evidence-based care.</p> <hr/> <p><u>Centra College’s Vision:</u> Centra College is committed to developing future caregivers that are competent, professional, compassionate, and support the needs of the community. Graduates will function as effective members of the healthcare team applying evidence-based practice through life-long learning.</p>
<p><u>Centra’s Values:</u></p> <ol style="list-style-type: none"> <li>1) Respect &amp; Kindness</li> <li>2) Equity &amp; Inclusion</li> <li>3) Stewardship</li> <li>4) Integrity</li> <li>5) Teamwork</li> <li>6) Excellence</li> </ol>	<p><u>Centra College Values:</u></p> <ol style="list-style-type: none"> <li>1) Respect &amp; Kindness</li> <li>2) Equity &amp; Inclusion</li> <li>3) Servant Leadership</li> <li>4) Integrity</li> <li>5) Teamwork &amp; Collaboration</li> <li>6) Excellence</li> </ol>
<p><u>Centra’s Core Commitment/Goals:</u> Centra nurses’ Professional Practice Model is based on:</p> <ol style="list-style-type: none"> <li>1. Patient, family, community-centered care.</li> <li>2. Professional Practice Model to encompass professional development, communication, collaboration, service excellence, professional standards, outcomes</li> </ol>	<p><u>Program Outcomes/Goals</u></p> <p>The program outcomes for the Centra College, Registered Nurse to Bachelor of Science in Nursing program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Model professional practice as a Baccalaureate-prepared nurse across the healthcare continuum.</li> <li>2. Apply evidence-based to the delivery of coordinated care for the client, family, and community.</li> <li>3. Demonstrate the importance of life-long learning and personal development.</li> </ol> <p>The program outcomes for Centra College, Associate Degree program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Obtain licensure to practice as a Registered Nurse through successful completion of the NCLEX-RN Examination.</li> <li>2. Model professional practice as a novice nurse across the healthcare continuum.</li> <li>3. Apply evidence-based to the delivery of coordinated care for the client, family, and community.</li> </ol>

<p>management, and shared governance.</p> <p>3. This model is based on professional autonomy, accountability, competency, and professional standards.</p>	<p>4. Demonstrate the importance of life-long learning and personal development.</p> <p>The program outcomes for the Centra College, Practical Nursing program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Obtain licensure to practice as a Licensed Practical Nurse through successful completion of the NCLEX-PN Examination</li> <li>2. Model professional practice as a novice nurse across the healthcare continuum.</li> <li>3. Apply evidence-based practice to the delivery of coordinated care for the client, family, and community.</li> <li>4. Demonstrate the importance of life-long learning and personal development.</li> </ol> <p>The program outcomes of the Nurse Aide Education program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Obtain licensure as a Certified Nurse Aide through successful completion of the NNAAP exam.</li> <li>2. Function within the scope of practice for a Nurse Aide in the state of Virginia within hospitals, long term care facilities, or home settings.</li> <li>3. Accurately report changes in condition and responses to plan of care to appropriate staff.</li> <li>4. Acknowledge the importance of continuing education by maintaining knowledge of current events affecting the role of Nurse Aide.</li> </ol>
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## **EDUCATIONAL ENVIRONMENT**

Centra College’s main campus is located at 905 Lakeside Drive, Suite A in Lynchburg, VA. The education building is handicapped accessible and is equipped with lounges, learning labs with simulation models, and computer resources for student use. There are two large classrooms each with the ability to separate into smaller classrooms by a movable divider, and four smaller classrooms, a study room, a student lounge, one computer lab, and four skills labs. The College is adjacent to the Central Virginia Center for Simulation and Virtual Learning.

Centra College’s branch campus is located at 1613 Oakwood Street Bedford Memorial Hospital, 45 minutes from the main campus. This location is primarily used as a second site for the Nurse Aide Education program to strengthen the Nurse Aide workforce in the Bedford community. This facility is handicapped accessible and has one classroom equipped with desks, chairs, and an area for hands-on patient care skills including a patient bed, bedside table, sink, wheelchair, and a laundry bin. The faculty instructor desk is located within the classroom.

Lynchburg General Hospital Health Sciences Library provides a comprehensive source of medical and nursing resources for students and online resources are also available. Students may also use the Central Virginia Community College library. Centra’s food services and the Bowen Fitness Center are available to students at reduced rates.

The College has access to the Security Department of Lynchburg General Hospital. The Security Department makes rounds through the college campus and coordinates with local, state and

federal law enforcement agencies when violations occur. The Federal Campus Security Act of 1990 requires disclosure of annual campus crime statistics and security policies. This report is available to applicants, students and prospective employees of Centra upon request to the Financial Aid Office. Statistics also are available at <http://ope.ed.gov/security/index.asp>.

## **INSTRUCTIONAL DELIVERY**

### **R.N-B.S.N. Program**

The Registered Nurse to Bachelor of Science in Nursing (R.N-B.S.N.) program at Centra College will provide a uniquely flexible approach to learning for the working professional. The RN-BSN Program will serve 100% as full distance education utilizing the learning platform. Classroom delivery will not occur on-site, however, some courses may require clinical practicum hours in the field for the Community Health. The learning platform is based on strong pedagogical principles, providing a private learning space to design online courses with flexible content and collaborative activities so students are constantly experiencing feedback.

### **ADN, PN, and Nurse Aide Education Programs**

The Associate Degree of Nursing, Practical Nursing, and Nurse Aide Education programs will serve as the residential – traditional classroom delivery for all nursing courses with clinical hours off campus; courses completed outside Centra College may be taken through a variety of instructional methods.

## **Section II: Admissions**

## **ADMISSIONS**

It is the intent of Centra College to accept applicants who demonstrate the potential for academic success and are of good character. The admission process is competitive. Therefore, Centra College reserves the right to accept the most highly qualified applicants. It is the policy of Centra College, in compliance with applicable federal, state and local laws, not to discriminate against any applicant or to tolerate harassment because of race, color, religion, age, sex, national origin or ancestry, genetic make-up, marital status, veteran's status, genetic information, physical or mental handicap unrelated in nature and extent to an individual's ability to be successful in an academic setting or any other prohibitive factor.

Classes for the RN-BSN, ADN, and PN programs are admitted twice a year, in August and January. An application for admission is effective only for 12 months from the time of submission. If you are selected for admission but are unable to attend, you must notify the appropriate Academic Director in writing by the registration deadline. With approval from the Academic Director, you may defer to the following term.

The Nurse Aide Education program admits students in five-week (day-time) cohorts throughout the academic year for both Centra College and the branch campus, Bedford Memorial Hospital. An application for admission is effective only for 30 days from the time of submission. If you are selected for admission but are unable to attend, you must notify the appropriate Program Coordinator in writing by the registration deadline. With approval from the Program Coordinator, you may defer to the next offered class.

The RN-BSN, ADN, PN, and Nurse Aide Education programs are very competitive and challenging. Meeting the minimum admission criteria does not guarantee acceptance into a program.

## **ELIGIBILITY FOR ADMISSION**

- Applicants who have previously been dismissed from another nursing program may be asked to participate in an admission interview to determine eligibility for application review. The interview does not guarantee acceptance into a program.
- "Ability-to-benefit" students are ineligible for admission.
- If found ineligible for admission, applicants will be notified via mail.
- Centra College does not offer credit for experiential learning.

## **APPLICATION DEADLINES**

**Completed application packets must be received by the admission deadline.**  
**Requirements for application are detailed in each program below.**

### **Registered Nurse to Bachelor of Science in Nursing program**

Fall Semester (August).....July 15<sup>th</sup>

Spring Semester (January).....November 15<sup>th</sup>

**Associate Degree in Nursing program**

Fall Semester (August).....March 31st  
Spring Semester (January).....August 31st

**Practical Nursing program**

Fall Semester (August).....March 31st  
Spring Semester (January).....August 31<sup>st</sup>

**Nurse Aide Education program**

Rolling admission

**ADMISSION REQUIREMENTS**

***Traditional RN-BSN Pathway***

*\*Traditional RN-BSN pathway is defined for potential candidates who are identified as a Licensed Registered Nurse and can demonstrate completion of all admission requirements, additional requirements, and pre-requisite requirements for entrance into this pathway.*

**Application Requirements for the Registered Nurse to Bachelor of Science in Nursing Program**

- This institution does not offer distance education to students outside the state of Virginia.
- Note: If any enrolled students relocate outside the State of Virginia prior to program completion this may adversely impact the student’s ability to complete the program or gain in-field employment.
- Official final high school transcript indicating that the applicant has completed a high school course of study and/or has a passing GED official score report.
- Official college transcript(s) indicating completion of an Associate Degree in Nursing Program and all other regionally accredited U.S.(and U.S. territories) institution(s) attended.
  - Transcripts must be no more than three (3) years from the date printed.
- Proof of a current unrestricted license to practice as a Registered Nurse
- Completion of prerequisite course grades with a minimum grade of a “C”.
- A minimum curricular GPA of 2.7 in prerequisite courses is required.
- Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
  - The recommendation should be from those who can speak to the applicant’s work ethic, community service and/or academic performance.

**Additional Requirements**

- Background check and drug screen for non-Centra employee students only if obtaining practicum hours within a Centra facility (conviction of certain crimes may preclude admission to the College).

- BLS Provider by American Heart Association (Adult, Child, Infant, and AED taught in course). If card expires while attending the program, the student must enroll into a BLS Provider CPR re-certification course to maintain an unexpired status for clinical settings.

**Registered Nurse to Bachelor of Science in Nursing Program**

Official transcripts of completed prerequisite courses must be submitted as supporting data by the application submission date. No more than one (1) prerequisite course can be in progress at the time of the application submission date. Prerequisite courses include:

**Prerequisites\***

- BIO 141/142: Anatomy & Physiology I /II
- English 111/112: College Composition I/II
- PSY 200: Principles of Psychology
- PSY 230: Developmental Psychology
- HLT 230: Principles of Nutrition and Human Development
- Completion of RN Program
- Electives: 6 credits-Humanities/Social Science

**Application Requirements for Associate Degree Program**

- Official final high school transcript indicating that the applicant has completed a high school course of study and/or has a passing GED official score report.
- A minimum curricular GPA of 2.7 in prerequisite courses is required.
- All prerequisite course grades must be a minimum of a “C”.
- Official college transcripts from all regionally accredited U.S.(and U.S. territories) institution(s) attended.
  - Transcripts must be no more than three (3) years from the date printed.
- Students must be a U.S. citizen or permanent resident. (The College is not certified as a Student and Exchange Visitor Program (SEVP) and cannot accept international students on an F-1 or M-1 visa).
- An ATI TEAS Entrance Exam score is completed with the application.
  - Test scores should be no older than 1 years at the time of application.
  - Areas to be tested include Math, Science, and Writing.
- Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
  - The recommendation should be from those who can speak to the applicant’s work ethic, community service and/or academic performance.
- Transfer students refer to the College Catalog: Transfer of Credits into Centra College

**Associate Degree in Nursing Program**

Official transcripts of completed prerequisite courses must be submitted as supporting data by the application deadline date. Prerequisite courses include:

BIO 141: Anatomy & Physiology I .....4 credit hours

- HLT 141: Introduction to Medical Terminology..... 2 credit hours
- PSY 230: Developmental Psychology.....3 credit hours
- HLT 230: Principles of Nutrition and Human Development.....3 credit hours
- \*\*SDV 100: College Success Skills.....1 credit hour

\*\*The SDV 100 requirement will be waived for those who have a previous college degree (LPN, Associate, Bachelor's, or higher)

**Advanced Placement (Licensed Practical Nurses)**

ADMISSION REQUIREMENTS for the associate degree program, advanced placement LPNs must:

- Submit an official transcript from a state approved school of practical nursing.
- Submit proof of a current unrestricted license to practice as a Licensed Practical Nurse.
- Licensed Practical Nurses may receive credit for Nursing 150 and Nursing 165 (see below).

**Nursing 150 Introduction of Nursing Concepts:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Fundamentals test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date. In addition, a Dosage Calculation Test and Medication Skills Assessment will be given at the College various times during the year. The student is required to score an 80% or better on the Dosage Calculation Test and to pass the Medication Skills Assessment.

**Nursing 165 Health Promotions and Assessment:** To receive credit for this course, applicants must satisfactorily complete a full head-to-toe assessment. The assessment will be scheduled at the College and supervised by a full-time or adjunct faculty member. The student is required to supply all materials needed for the assessment.

**Application Requirements for Practical Nursing Program**

- A minimum high school GPA of 2.2 is recommended for the Practical Nursing (PN) program.
  - If recent college credits have been completed, the final course grades will be taken into consideration for admission.
- Official high school transcript indicating that the applicant has or will complete a high school course of study and/or has a passing GED official score report. Once your course of study is complete, a final official transcript must be submitted.
- Official college transcripts from all regionally accredited U.S.(and U.S. territories) institution(s) attended, if any.
  - Transcripts must be no more than three (3) years from the date printed.
- Students must be a U.S. citizen or permanent resident. (The College is not certified as a Student and Exchange Visitor Program (SEVP) and cannot accept international students on an F-1 or M-1 visa).
- An ATI TEAS Entrance Exam score is completed with the application.
  - Test scores should be no older than 1 years at the time of application.



- Areas to be tested include Math, Science, and Writing.
- Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
  - The recommendation should be from those who can speak to the applicant's work ethic, community service and/or academic performance.
- Transfer students refer to the College Catalog: Transfer of Credits into Centra College

### **Nurse Aide Education Program**

- Official high school transcripts (mailed from the educational institution) indicating that the applicant has completed a high school course of study or has a passing GED-official score report.
- Must be 18 years of age prior to the start of the program.
- Students must be a U.S. citizen or permanent resident. (The College is not certified as a Student and Exchange Visitor Program (SEVP) and cannot accept international students on an F-1 or M-1 visa).
- Letter of Recommendation (1) from an individual, other than a family or friend, must accompany the application.
  - The recommendation should be from those who can speak to the applicant's work ethic, community service and/or academic performance.
- All admission required documentation must be mailed or delivered to the Centra Nurse Aide Program at Centra College (Main Campus) and received by 3:00 pm on the last day of the deadline.

### **Onboarding Process**

#### **A. Requirements:**

- All accepted applicants will be required to attend the both orientation sessions. Failure to attend each orientation will result in forfeiture of your position in the program.
  - Extenuating circumstances must be discussed with the appropriate Academic Director by July 1<sup>st</sup> for the Fall semester or November 1<sup>st</sup> for the Spring semester. This must be approved by the Academic Director for the appropriate program.
- Students are required to have the background check submitted no later than the 1<sup>st</sup> orientation date.
- Students are required to have Verified Credentials (Immunizations and AHA BLS/CPR) submitted by the **first day of the semester**.
- eHealthcare and Cerner Promisepoint: Due the first day of the semester.
- For ADN and PN programs, iPads are required and will be used for all orientations and throughout each program.
- Students are required to have their Centra College uniform (scrubs) and shoes by the first day of the semester.

#### **B. Disciplinary Action for Failing to Meet Deadlines:**

- Student will be notified of the deficiency and given 24 hours to correct the deficiency.

- For incomplete requirements in Verified Credentials, students will be restricted from clinical and no make-up clinical days will be provided.
- If the deficiency is not corrected in 24 hours, the student will be removed from Moodle access until confirmation of the deficiency has been given to the Academic Director and uploaded into the appropriate database.
  - For those with restricted Moodle© access, any missed assignments will receive a grade of zero (0) and no make-up work will be provided.
- Further issues will be addressed through the academic disciplinary policy process.

### **STUDENT IPAD REQUIREMENTS:**

Students are required to have an iPad for class. Below is a list of acceptable iPads for students to use while enrolled at Centra College. If a student brings an iPad from the list below, the student must ensure that there is enough space to run Centra College required apps. It is up to the student to keep their iPad and required apps up to date and functioning while enrolled at Centra College. The current list of iPads that run the latest iOS 13 are described here:

- 12.9-inch iPad Pro 3rd generation, 12.9-inch iPad Pro 2nd generation, 12.9-inch iPad Pro 1st generation, 11-inch iPad Pro, 10.5-inch iPad Pro, 9.7-inch iPad Pro, iPad 6<sup>th</sup> generation, iPad 5th generation, iPad Air 3rd generation, iPad Air 2, iPad Air, iPad mini 5th generation, iPad mini 4, iPad mini 3, iPad mini 2

More information on iOS 13 found at <https://www.apple.com/ios/ios-13/>

For any student who does not already own an Apple iPad or needs to purchase another one, we recommend the following:

- A 7<sup>th</sup> Generation iPad with a minimum of 32GB, Wi-Fi connection, and a 9.7-inch display and an iOS 13 Operating System.
- Anything more than the recommended iPad (iPad Pro, cellular data, Apple Pen, etc.) is up to the student and not required by Centra College.

Students are to provide their own Apple ID accounts with their devices.

When purchasing an iPad cover, the director of Infection Prevention at Centra hospital has stated that covers are to be a vinyl material, not cloth. This way, students can enter patient rooms with their iPads and clean them off when they leave.

The following devices are NOT acceptable substitutes of technology over an Apple iPad.

Students may choose to use these in conjunction with an acceptable Apple iPad:

•Any type of Windows laptops or PCs (Dell, Acer, Asus, Lenovo, Samsung, HP, etc.) or Apple Macs, MacBooks, MacBook Pros, and MacBook Airls; Windows Surface and Surface Pro Tablets family; Samsung Galaxy Tablets family; Amazon Fire Tablets; Google Pixel Tablets; Lenovo Smart Tablets; Sony Digital Paper Tablets; also, Jailbreak iPads are also not acceptable types of iPads.

Please contact Centra College IT at (434)200-5973 or at [ccon.it@centracollege.edu](mailto:ccon.it@centracollege.edu) with any questions on this subject.

## PROCESS of ADMISSION

### RN-BSN

<b>Prior to Admission</b>	
Application and application fee	Applicants should provide the completed application and pay the application fee by the admission deadline.
Essay (Optional)	Applicants should use the essay as a tool to reveal their ideas and opinions, their values and aspirations. Specific information to be included in the essay is listed on the application- ie. Why the applicant is continuing their education?
Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application	Reference form should be completed by persons who can speak to the applicant's work ethic, academic abilities, and/or involvement with activities and community service.
Official final high school transcripts	Official final high school transcript indicating that the applicant has completed a high school course of study and/or has a passing GED official score report.
Official college transcripts (must have documentation of completed prerequisites)	College transcripts must be submitted for evaluation for previous college credit and degrees. Official college transcripts from all regionally accredited U.S.(and U.S. territories) institution(s) attended. Transcripts must be no more than three (3) years from the date printed.
Valid Unencumbered RN licensure	Applicants should provide proof of the RN licensure #, the expiration date, and whether the license is active/inactive.
<b>Admissions Decision</b>	
Acceptance for admission	Applicants will receive a response via mail to the provided residential address.
Denial for admission	Applicants will receive a response via mail to the provided residential address. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.
<b>After Acceptance</b>	
Registration fee and Enrollment Agreement	Registration fees and signed enrollment agreements must be returned within the specified time as included in the letter of acceptance.
Background Check/Drug Screen	Non-Centra employees must complete a satisfactory background check and drug screen if they complete practicum hours within a Centra facility. If a student chooses to complete clinical/practicum at an outside clinical facility, it is the student's responsibility to meet their requirements and associated fees.
Valid and Current CPR card	AHA/BLS Provider CPR card.
Orientation	Must complete the virtual orientation prior to the start of class.
Essential Program Requirements	Students must read, sign and date the form to ensure they are capable of meeting the physical and mental demands of the professional nurse role.
Official college transcripts (must have documentation of completed 15 electives and/or <b>Centra Nurse Residency Program</b> )	Centra Nurse Residency Program is a Prior Learning Assessment affiliated with Versant/AACN. Credit awarded will occur once the student provides the necessary documentation requested before the completion of the R.N-B.S.N program.

## ADN & PN Programs

<b>Prior to Admission</b>	
Application and application fee	Applicants should provide the completed application and pay the application fee by the admission deadline.
Essay (Optional)	Applicants should use the essay as a tool to reveal their ideas and opinions, their values and aspirations. Specific information to be included in the essay is listed on the application- ie. Why the applicant is continuing their education?
Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application	Reference form should be completed by persons who can speak to the applicant's work ethic, academic abilities, and/or involvement with activities and community service.
Official final high school transcripts	Official final high school transcript indicating that the applicant has completed a high school course of study and/or has a passing GED official score report.
Official college transcripts (must have documentation of completed prerequisites for Associate in Nursing Program)	College transcripts must be submitted for evaluation.
ATI (TEAS) Entrance Exam Scores	Official copy of exam scores must be submitted
<b>Admissions Decision</b>	
Acceptance for admission	Applicants will receive a response via mail to the provided residential address.
Denial for admission	Applicants will receive a response via mail to the provided residential address. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.
<b>After Acceptance</b>	
Registration fee and Enrollment Agreement	Registration fees and signed enrollment agreements must be returned within the specified time as included in the letter of acceptance.
Background Check/Fingerprints	The Virginia Board of Nursing may be consulted regarding the applicant's ability to take the NCLEX upon graduation. The Human Resources department of Centra may be consulted regarding areas of clinical experience that students may not attend. The Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license, to any applicant with certain criminal convictions. The Board may refuse licensure to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice. Misdemeanor convictions involving moral turpitude may prevent licensure. Moral turpitude means convictions related to lying, cheating or stealing. Examples include but are not limited to: reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. Conviction of a barrier crime will preclude admission to the College. If Centra College receives any feedback from the background check or fingerprints on any

	incoming student, they may be required to attend an interview with a member of administration as well as provide any further documentation necessary. The decision may result in the revocation of the admission offer.
Drug Screen	Incoming students are required to complete a drug screen as part of the enrollment process. Students who test positive for any illegal drugs are ineligible for admission to the college. Those with positive results of prescription medications and over-the-counter drugs will be evaluated on an individual basis.
Valid and Current CPR card	AHA/BLS Provider CPR card
Orientation	Must attend both orientations prior to the start of class.
Essential Program Requirements	Students must read, sign and date the form to ensure they are capable of meeting the physical and mental demands of the professional nurse role.

### **Nurse Aide Education Program**

<b>Prior to Admission</b>	
Application and application fee	Applicants should provide the completed application and pay the application fee by the admission deadline.
Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application	Reference form should be completed by persons who can speak to the applicant's work ethic, academic abilities, and/or involvement with activities and community service.
Official final high school transcripts	Official final high school transcript indicating that the applicant has completed a high school course of study and/or has a passing GED official score report.
<b>Admissions Decision</b>	
Acceptance for admission	Applicants will receive a response via e-mail.
Denial for admission	Applicants will receive a response via e-mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.
<b>After Acceptance</b>	
Enrollment Agreement	Signed student enrollment agreements must be returned within the specified time as included in the letter of acceptance.
Background Check/Fingerprints	The Virginia Board of Nursing may be consulted regarding the applicant's ability to take the CNAAP upon graduation. The Human Resources department of Centra may be consulted regarding areas of clinical experience that students may not attend. The Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license, to any applicant with certain criminal convictions. The Board may refuse licensure to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice. Misdemeanor convictions involving moral turpitude may prevent licensure. Moral turpitude means

	convictions related to lying, cheating or stealing. Examples include but are not limited to: reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. Conviction of a barrier crime will preclude admission to the College. If Centra College receives any feedback from the background check or fingerprints on any incoming student, they may be required to attend an interview with a member of administration as well as provide any further documentation necessary. The decision may result in the revocation of the admission offer.
Drug Screen	Incoming students are required to complete a drug screen as part of the enrollment process. Students who test positive for any illegal drugs are ineligible for admission to the college. Those with positive results of prescription medications and over-the-counter drugs will be evaluated on an individual basis.
Valid and Current CPR card	AHA/BLS Provider CPR card.
Student Health Policies	Prior to the first day of class, the student must provide documentation of positive titers or immunizations for tetanus (TDaP), rubella, rubeola, mumps (MMR) and chickpox (Varicella); the Hepatitis series, and tuberculin test. Students are required initiate the Hepatitis B, tetanus, MMR and Varicella vaccination or sign a declination statement. Flu vaccine documentation is required (12/1 through 4/30) and students who do not receive the vaccine may be required to wear a mask when in the clinical area. Must have FLU VAC sticker on the badge. Tuberculosis testing is required (one time).
Orientation	Students are required to attend orientation prior to the start of the first day of class.
Essential Program Requirements	Students must read, sign and date the form to ensure they are capable of meeting the physical and mental demands of the nurse aide role.

**BACKGROUND CHECK**

In order to comply with the Joint Commission accreditation standards, clinical sites and affiliates require background checks on all students. Following acceptance to Centra College, students will be required to complete forms for the background check. Failure to complete the forms and/or return them by the deadline, refusal for a background check, failure to disclose information or unacceptable report will result in revocation of acceptance.

Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

The following link <http://law.justia.com/codes/virginia/2013/title-18.2/> provides information for persons interested in becoming a Certified Nurse Aide (C.N.A.), a Licensed Practical Nurse

(L.PN), or Registered Nurse (R.N.). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities, and identifies what is commonly referred to as “barrier crimes.”

If you were criminally convicted of any of the barrier crimes, it may result in denial of admission or rescinding acceptance to Centra College.

Students are responsible for notifying the College Administration (*Academic Directors of Nursing Programs*) of any arrests and/or convictions within five (5) class days of the arrest. Action by the college will depend on the nature of the arrest/conviction but will never be based on any discriminatory or improper purpose. Failure to make notification may result in dismissal from the college.

Students discontinuing attendance may be required to repeat the background check upon request for readmission.

All background checks will be conducted in accordance with the Fair Credit Reporting Act.

### **DRUG SCREENING**

Applicants accepted for admission will be contacted regarding the deadline for drug screening. A Chain of Custody form will be completed on all drug screens. All results of drug screening will be sent directly to the Student Health Nurse. Drug screening reports will be reviewed and evaluated as needed. The Student Health Nurse or designee will notify College Administration when the results are positive.

It is the responsibility of the Academic Directors of Nursing Programs, Student Health Nurse, or designee to notify the applicant of the results of the drug screen and, if necessary, request that the student brings medications for review or be informed of ineligibility for admission.

Students who test positive for any illegal drugs are ineligible for admission to the college. Those with positive results of prescription medications and over-the-counter drugs will be evaluated on an individual basis. Prescriptions must be written for the individual applying to the college. The Academic Directors of Nursing Programs, Student Health Nurse or designee will consult with the medical review officer and/or others as deemed necessary to assist with drug screening evaluations. **Re-testing (for admission) is not performed for one full year.**

Students who refuse to submit to a drug screening, delay testing, or who fail such a test, excluding those instances that have been determined medically necessary, will have the offer of admission to the college revoked. Extenuating circumstances for delaying a drug test must be discussed with the Academic Director on a case by case basis.

Students who test positive are eligible to reapply for admission after one year.

Drug screening test results will be filed in the student's Health Record, if admitted. If drug screening test results are positive and the student is not accepted to the college, the drug screening results will be kept in the student's Health Record in the student health office. No copies are provided to the individual.

### **TRANSFER OF CREDITS INTO CENTRA COLLEGE**

Applicants requesting transfer of credits into the College must follow the admission requirements. Transfer courses listed on another college's transcript are not acceptable in lieu of a transcript from the College awarding the credit. Syllabi and/or course outlines will be used to determine course equivalency. Students may be requested to provide additional information that includes, but not limited to: Student learning outcomes, instructor credentials, textbooks, length of course, and number of credit/clock hours. Transfer course grades must be a "C" or better. The College from which courses are transferred must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

**Transfer credits will not count towards the student's cumulative GPA.** However, transfer credits accepted towards completion of the program will count as hours attempted and completed for the purpose of calculating Satisfactory Academic Progress (SAP).

In addition to nursing courses, students are required to complete general college courses. Prerequisite courses must be completed prior to admission. Co-requisite courses may be taken concurrently with the nursing courses as set in the curriculum plan or completed prior to admission. Most students' complete courses at Central Virginia Community College, but they may be taken at other approved accredited colleges. Centra College determines transferability of courses and the appropriate placement within the curriculum for all applicants. Any college course over ten (10) years old may need to be repeated. Students may view accepted transfer courses in CAMS student portal.

For the PN program, if a student elects to provide transfer credit, only BIO 100 or BIO 145 will be approved for the science co-req course required.

Applicants requesting transfer from another school of nursing must provide a letter of recommendation from a Faculty or Administrator from the school to which they were attending. Nursing courses must have been taken within the past two (2) years.

### **ADMISSION TRANSFER FROM CENTRA COLLEGE ADN PROGRAM INTO CENTRA COLLEGE PN PROGRAM**

ADN students may be eligible to transfer into Centra College's Practical Nursing Program. Interested students should review the following transfer information and ensure that all steps have been completed prior to the transfer application deadline. Transfer into the program is based on space availability, and students who are accepted into the PN program will be evaluated and placed in the appropriate course per decision by the admissions committee. This process has



been created to ensure consistency among students wishing to transfer from the Centra College ADN program to the PN program.

Prior to starting the transfer process, interested students should meet with the:

- Academic Director of both the ADN program and PN program to discuss eligibility.
- Offices of Student Accounts and Financial Aid to determine cost and financial assistance.

To be considered for transfer from the Centra College ADN program to the PN program the student must:

- Complete a Centra College PN Transfer Application and required student essay.
- Request an unofficial copy of the current ADN program transcript from Student Records and provide copy with application.
- Participate in a PN faculty interview, if requested.
- Ensure the course(s) transferred in are successfully completed academically and/or clinically.
- Satisfy all financial obligations in the ADN program
- Understand that nursing courses completed more than twelve months prior to transfer will not be eligible for transfer.

Application and unofficial Centra College transcript are required by the transfer deadline outlined on the PN Program academic calendar. All documents should be sent to the PN Academic Director.

Students wishing to transfer from the Centra College ADN program to the PN program will be evaluated by the PN Academic Director, Centra College Admissions Committee, and PN faculty on the following items:

- Centra College PN Transfer Application
- Student essay
- ADN course grades as evidenced by the unofficial transcript
- ADN faculty recommendation survey (provided by Academic Director directly to faculty)
- PN faculty interview

If a student chooses to apply for a transfer due to poor academic progress in an ADN course and subsequently passes that course, the transfer application will be voided, and the student will be allowed to remain in the ADN program. All students requesting a transfer from the Centra College ADN program to the PN program will receive written notification of the final decision

## **Section III: Student Finance**

## **TUITION AND FEES**

Tuition and fees are determined each academic year and are posted on the Centra College website for each corresponding program. Centra College reserves the right to make changes in tuition and other fees as deemed necessary without prior notice. Any change will apply to new and currently enrolled students.

## **PAYMENT POLICY**

Payment arrangements are due at least two weeks prior to the first day of classes each semester. Students who have not confirmed payment arrangements by the established deadline each semester will be charged a late fee of fifty dollars (\$50.00) and will be dropped from their courses. Students who have not confirmed payment arrangements prior to the add/drop deadline will not be allowed to continue for the term.

Students who fail to meet their financial obligations to the College or to make appropriate payment arrangements may not be permitted to continue in Centra College. Withdrawal from the College will not be considered complete nor will transcripts or references be issued until all financial obligations to the College are met.

*Note: Federal funds may not cover all unpaid institutional charges due to the college upon a student's withdrawal. Dissatisfaction with, or non-receipt of, the educational services being offered by Centra College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at Centra College.*

## **PAYMENT PLANS**

### **Purpose**

The purpose of the Centra College Payment Plan is to assist students in paying their tuition and fees over an extended period of time by providing them with flexible payment options.

### **Eligibility**

Payment plans are applied for and approved on a semester basis. Centra College students must apply for a payment plan for each semester they would like to participate. Submitting an application for a payment plan does not guarantee approval. Students who have been approved for a payment plan will be sent a Payment Plan Agreement with terms and conditions of the agreement that must be completed, signed, and returned as outlined below. A Payment Plan Agreement is not valid until approved by the Office of Student Accounts.

Students must be registered for the term and be in good financial standing to be eligible for a payment plan. Students who have an outstanding balance from a previous semester or who participated in a payment plan for a previous semester and did not make on time payments will not be approved for a payment plan.

## Application

To apply for a payment plan, the student must complete an online payment plan application in Moodle. If approved, a twenty-five dollar (\$25.00), non-refundable application fee will be applied to the student's account, and the student will be sent a Payment Plan Agreement to be signed and returned to the Office of Student Accounts with the initial payment notated on the Payment Plan Agreement. Partial initial payments will not be accepted. A schedule of future payments will be included on the Payment Plan Agreement.

Minors under the age of 18, with the exception of emancipated minors, must have a parent or legal guardian co-sign the Payment Plan Agreement.

For students that have financial aid, the total amount of authorized aid will be deducted from the total fees when determining the payment plan amounts. When changes occur to authorized aid after establishing a payment plan, the student is responsible for contacting the Office of Student Accounts to make the necessary adjustments to the payment plan.

## Making Payments

Students are obligated to make on-time payments according to the schedule on the Payment Plan Agreement. A student's statement balance can be viewed and payments can be made online through the Student Portal under "My Ledger."

If a student fails to make on-time payments according to the schedule notated on the Payment Plan Agreement, the following actions may be taken by Centra College:

- The student may be prohibited from registering for future courses.
- Centra College may not honor requests for official transcripts or records.
- Centra College will prohibit the use of the payment plan for subsequent semesters.
- Centra College may initiate collection procedures.

## TUITION REFUND POLICY

### Cancellations

1. **Three-Day Cancellation**: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid excluding the application, background check and drug screening fees in connection with processing new students.
2. **Other Cancellations**: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement, but prior to the first day of class is entitled to a refund of the tuition and fees excluding the application fee, background check and drug screening, textbook bundle, student nursing kit and NCLEX Learning Resources billed by the college.
3. **10-day drop period (N/A for Nurse Aide Program)**: A student will have a consecutive 10-day drop period (including weekend dates) beginning on the first day

- of a semester in which a student may request in writing to drop from a program and be entitled to a refund of all monies paid excluding the application fee, registration, background check and drug screening, textbook bundle, student nursing kit and NCLEX Learning Resource billed by the college
4. Cancellations must be requested in writing either by mail or email and state that the applicant or student no longer wishes to be bound by the Enrollment Agreement. Letters can be dropped off in person or by mail addressed to 905 Lakeside Drive, Suite A, Lynchburg, VA 24501 or an email may be sent to [admissions@centracollege.edu](mailto:admissions@centracollege.edu). The date of cancellation will be based on the postmark or email date.

### **Withdraws**

A student that withdraws or is terminated from Centra College after beginning classes and prior to completion of his/her course of study may receive a pro rata refund.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be calculated is the determined date of withdrawal. Refunds will be calculated using a Tuition Refund Calculation Worksheet and will be issued within forty-five (45) days of the determined withdrawal date. If the student failed to provide written notification of the decision to withdraw, the refund will be calculated within forty-five (45) days of the date that the college determines the student withdrew. The refunds shall be based on the cost of the current period of the program.

A student shall be deemed to have withdrawn from a program of instruction when the following occurs:

- The student officially notifies the Registrar of the student's intent to withdrawal.
- The College terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the College; absences in excess of the maximum set forth by the College; and/or failure to meet financial obligations to the College.
- Failure to return from a leave of absence.

### **Tuition Refunds**

The dates used to determine a tuition refund for the **R.N-B.S.N., ADN, and PN programs** are the first and last published catalog date of the semester and the determined withdrawal date.

The amount owed equals the tuition charges for the program semester minus non-refundable fees based on the following attendance:

- A student who enters Centra College but withdraws after the drop date and during the first ¼ (25%) of the semester is entitled to receive as a refund 50% of the stated cost of the course(s), not to include non-refundable fees.\*

- A student who enters Centra College but withdraws after completing  $\frac{1}{4}$  (25%), but less than  $\frac{1}{2}$  (50%) of the semester is entitled to receive as a refund 25% of the stated cost of the course(s), not to include non-refundable fees.\*
- A student who enters Centra College but withdraws after completing  $\frac{1}{2}$  (50%), of the semester is entitled to no refund for the period.

\*Non-refundable fees include application, registration, background check/drug screening, activity, technology, course material, graduation, textbook bundle, student nursing kit and NCLEX Learning Resource billed by the college.

Transcripts and student records will not be issued for a student who owes money to Centra College for any reason. Students are not entitled to a refund from Centra College if the policy for withdrawal is not followed or in the event of dismissal.

Any credit resulting from a tuition refund will first be applied to any balance owed to the College. The tuition refund amount for withdrawn courses is based on the total fees owed, not payments made.

For the **Nurse Aide Program**, the dates used to determine a refund are the first and last date of the class and the determined withdrawal date.

- A student who enters the Nurse Aide Education program but withdraws during the first  $\frac{1}{4}$  (25%) of the program is entitled to receive as a refund 50% of the stated cost of the program, not to include non-refundable fees.\*
- A student who enters Nurse Aide Education program but withdraws after completing  $\frac{1}{4}$  (25%), but less than  $\frac{1}{2}$  (50%) of the program is entitled to receive as a refund 25% of the stated cost of the program, not to include non-refundable fees.\*
- A student who enters Nurse Aide Education program but withdraws after completing  $\frac{1}{2}$  (50%), of the program is entitled to no refund for the period.

\*Non-refundable fees include background check/drug screening and nurse aide workbook

**Section IV:  
Academic Policies & Procedures**

## **CURRICULUM PLANS**

### **Definition of Centra College Collegiate Semester Hour (RN-BSN)**

Centra College will adhere to the following definitions and use the following formula in calculating semester credit hours.

Semester-minimum of 15 weeks in length. One semester credit is equal to:

1. one hour of lecture per week for a semester or the equivalent number of hours.
2. two hours of lab per week for a semester or the equivalent number of hours.
3. three hours of practicum per week for a semester or the equivalent number of hours.

### **Definition of Centra College Collegiate Semester Hour (ADN and PN Programs)**

Centra College will adhere to the following definitions and use the following formula in calculating semester credit hours.

Semester- minimum of 13 weeks in length. One semester credit is equal to:

1. one hour of lecture per week for a semester or the equivalent number of hours.
2. two hours of lab per week for a semester or the equivalent number of hours.
3. three hours of externship/clinical per week for a semester or the equivalent number of hours.

### **Definition of Centra College Collegiate Semester Hour (Nurse Aide Education Program)**

Centra College will adhere to the following definitions and use the following formula in calculating semester credit hours.

The Nurse Aide Education program will adhere to the following definitions and use the following formula in calculating credit hours. Although, this program is only five weeks (Monday through Thursday) in length, the below formula will be utilized to give an approximation of the credit hours offered.

Program - minimum of 5 weeks in length. One semester credit is equal to:

1. one hour of lecture per week for a semester or the equivalent number of hours.
2. two hours of lab per week for a semester or the equivalent number of hours.
3. three hours of externship/clinical per week for a semester or the equivalent number of hours.

**A clock hour (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.**

The U.S. Department of Education defines credit hours in terms of the amount of time in which a student is engaged in academic activity as follows:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester of credit.



2. At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internal clinical experiences, clinical externships, and other academic work leading to the award of credit hours; or
3. Institutionally established reasonable equivalencies for the amount of work required in paragraph (1) of this definition for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement.

## **REGISTERED NURSE TO BACHELOR OF SCIENCE IN NURSING PROGRAM**

### **Sequencing of Courses**

The RN-BSN full distance learning curriculum was designed to ensure that students are able to meet the program outcomes and student performance and achievement of program outcomes will be evaluated in each course. The new full distance RN-BSN curriculum has been built around feedback from our community of interest, the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008), and the standards for nursing education programs identified in the Virginia Board of Nursing Regulations Governing the Practice of Nursing.

The entire RN-BSN Program consists of three semesters with a total of 48 weeks. The curriculum consists of 120 total credit hours. These credit hours include: 29 credits from foundation/ prerequisite courses, 3 credits for a statistics co-requisite course, 36 credits from upper division nursing courses (RN-BSN Program), 37 proficiency credits, and 15 credits from either completion of the Centra Nurse Residency Program or general electives.

### **RN-BSN Program: Student Learning Outcomes**

Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Lynchburg area. These program student learning outcomes along with their related competencies reflect the expected behaviors of the graduates of Centra College, Registered Nurse to Bachelor of Science in Nursing Program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

### **Program Schedule**

The academic year is defined as semesters. Once prerequisites are completed, there are three semesters in the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program. Semesters are generally 16 weeks in length. There are 120 credit hours awarded and 1,860 class and practicum (clock) hours. These credit and clock hours include prerequisites and previous upper division nursing courses. Full-time status is 12 credit hours of study per semester. This action is applied to all students.

#### **Prerequisites\***

BIO 141: Anatomy & Physiology I

BIO 142 Anatomy & Physiology II

English 111: College Composition I  
English 112: College Composition II  
PSY 200: Principles of Psychology  
PSY 230: Developmental Psychology  
HLT 230: Principles of Nutrition and Human Development  
Completion of RN Program  
Electives: 6 Humanities/Social Science

### **First Semester**

NUR 320: Theoretical & Conceptual Foundations  
NUR 335: Informatics in Nursing Practice  
NUR 350: Evidence-based Practice and Research in Nursing  
NUR 360: Advanced Health Assessment

### **Second Semester**

NUR 420: Community Health Perspectives  
NUR 421: Community Health Perspectives Practicum  
NUR 450: Population Health & Epidemiology  
NUR 455: Introduction to Pathophysiology  
MTH XXX: Intro to Statistics\*

### **Third Semester**

NUR 460: Nursing Leadership & Management  
NUR 470: Aging, Health & Longevity  
NUR 480: Management of Illnesses & Disease Processes  
NUR 485: R.N-B.S.N. Capstone

## **Course Descriptions**

### **NUR 320--Theoretical & Conceptual Foundations**

Semester-Credit Hours: 3

Class Hours: 45

This course provides an overview of the historical aspects of professional nursing with emphasis on the development of nursing research, legal & ethical principles and their impact on current nursing practice. The role of communication and teaching/learning in nursing practice will be emphasized. It is designed to develop the critical reading, thinking and writing skills necessary for a successful Baccalaureate level study. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences. Co-requisites: NUR 335.*

### **NUR 335--Informatics in Nursing Practice**

Semester-Credit Hours: 3

Class Hours: 45

This course provides an understanding of health information systems to ethically manage data, information, knowledge and technology to communicate effectively and provide safe and effective patient care. Students will utilize appropriate databases to search for evidence based on research to enhance the quality of patient care and inform practice decisions. Development of

competencies in using patient care technologies and information management systems is emphasized. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences. Co-requisites: NUR 320*

### **NUR 350--Evidence-based Practice and Research in Nursing**

Semester-Credit Hours: 3

Class Hours: 45

This course provides the student with an overview of the research methods commonly used in nursing research. Ethical/legal issues in health care research are discussed. Student will evaluate current nursing research articles for application to evidence-based nursing practice. The R.N-B.S.N. student will summarize the main ideas, findings, and the article's contributions to evidence-based practice. Special emphasis will be placed on quality initiatives, patient satisfaction and issues of diversity. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335. Co-requisites: NUR 360.*

### **NUR 360—Advanced Health Assessment**

Semester-Credit Hours: 3

Class Hours: 45

This course focuses on the development of a body systems approach to health assessment of individuals emphasizing normal growth and developmental responses across the lifespan. Content includes knowledge and skills of health assessment through a variety of methodologies in the virtual classroom. Students will demonstrate techniques in eliciting comprehensive health histories and performing physical examinations by utilizing various on-line resources. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335. Co-requisites: NUR 350.*

### **NUR 420--Community Health Perspectives**

Semester-Credit Hours: 4

Class Hours: 60

This course provides concepts of community/public health nursing practice. Primary, secondary, and tertiary levels of prevention will be reviewed for the health of the community as a whole. The public/community health nursing role as a partner with the community is emphasized through application of the nursing process, beginning with the assessment of the community's health, wellness needs, and available resources. Planning, organization and delivery of services for population at risk are in line with Healthy People 2020 objectives. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360. Co-requisites: NUR 421*

### **NUR 421--Community Health Perspectives Practicum**

Semester-Credit Hours: 2

Class Hours: 15

Clinical Hours: 45

This course provides the student with opportunities to observe nurses practicing in roles outside the hospital. R.N-B.S.N. students will apply the theories and concepts of community/public health. The public/community health nursing role as a partner within the community is

emphasized. Planning for delivery of healthcare and wellness services for vulnerable populations will be congruent with the Healthy People 2020 goals. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, N 360. Co-requisites: NUR 420*

### **NUR 450--Population Health & Epidemiology**

Semester-Credit Hours: 3

Class Hours: 45

This course provides the student with the knowledge and skills to apply health promotion, prevention of disease complications, environmental and epidemiological concepts and teaching/learning principles in working with diverse populations. Emphasis is placed on establishing community partnerships, community assessment strategies and implementation of nursing care programs to improve population health. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 421. Co-requisites: NUR 451.*

### **NUR 455—Introduction to Pathophysiology**

Semester- Credit Hours: 3

Class Hours: 45

Throughout this course, the R.N-B.S.N. student will examine physiological factors that affect individuals across the lifespan. Environmental factors, genetics, and lifestyle choices will be considered in their ability to lead to increased disease susceptibility. The student will continue to work on their Progressive Evidence-based Practice Project (PEPP). The completed PEPP will be presented via power-point presentation and as a summative analysis in NUR 485: RN-BSN Capstone. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 421. Co-requisites: NUR 450.*

### **NUR 460--Nursing Leadership & Management**

Semester-Credit Hours: 4

Class Hours: 60

This course provides concepts in leadership and management as they relate to the role of professional nursing in the sociopolitical health care environment. Cost containment and cost-effective financial management of human and material resources is emphasized. Group dynamics, change process, conflict management and the role of quality improvement in professional nursing leadership will be analyzed in this course. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 421, NUR 450, NUR 455. Co-requisites: NUR 470.*

### **NUR 470—Aging, Health & Longevity**

Semester-Credit Hours: 2

Class Hours: 30

This course provides the student with a perspective on concepts of aging. The RN-BSN student will gain the knowledge on the common expected aging changes as well as health related problems. Health promotion and risk reduction will be emphasized in this course. Prerequisites:

*BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 421, NUR 450, NUR 455. Co-requisites: NUR 460*

**NUR 480—Management of Illness & Disease Processes**

Semester-Credit Hours: 2

Class Hours: 30

This course builds on the knowledge gained in NUR 455: Introduction to Pathophysiology. Within this course, the RN-BSN student will be expected to demonstrate an understanding of normal physiology, pathophysiology, and specific disorders. Diagnostics and pharmacological management interventions will be explored. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 421, NUR 450, NUR 455, NUR 460, NUR 470. Co-requisites, NUR 485.*

**NUR 485-- R.N-B.S.N. Capstone**

Semester-Credit Hours: 4

Class Hours: 60

This course, for R.N-B.S.N. students, is designed to expand the scope of nursing practice. Managerial learning activities focus on the leadership aspects of the professional nurse. Special emphasis is placed on the role of the BSN educated nurse and his/her responsibility in the implementation of change in response to identified needs/problems in diverse healthcare settings. The completed Progressive Evidence-based Practice Project (PEPP) will be presented via power-point presentation and as a summative analysis during this course. Students will validate achievement of program outcomes. Prerequisites: *BIO 141, BIO 142, ENG 111, ENG 112, PSY 200, PSY 230, HLT 230, (6) credits of Humanities/Social Sciences, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 421, NUR 450, NUR 455, NUR 460, NUR 470. Co-requisites: NUR 480.*

**TELECOMMUNICATIONS/DISTANCE EDUCATION PLAN FOR THE RN-BSN PROGRAM**

The main campus for Centra College is physically located at 905 Lakeside Drive, Suite A in Lynchburg, Virginia and regular business hours occur on Monday through Friday from 8:00AM until 4:30PM occur.

This physical location offers administrative and student service assistance, such as admissions, financial aid, student records, information technology, and advising. The Academic Director of the program provides academic advising, guidance, and counseling when necessary for the Registered Nurse to Bachelor of Science in Nursing (R.N-B.S.N.) program. All administrative and management operations and decisions occur at the main campus located in Lynchburg, Virginia.

Administrative and support staff employed at the main campus are sufficient in number and expertise to support operations and institutional enrollment for all four programs, including the RN-BSN distance program.

Centra College provides a uniquely flexible approach to learning for the working professional. The R.N-B.S.N. Program serves 100% as full distance education utilizing the learning platform. Classroom delivery does not occur on-site, however, some courses may require clinical practicum hours in the field for the Community Health. The learning platform is based on strong pedagogical principles, providing a private learning space to design online courses with flexible content and collaborative activities so students are constantly experiencing feedback. The RN-BSN program is comparable in content, faculty, and resources similar to the other programs offered in the residential setting. Distance education programs are consistent with campus-based programs and courses by the evaluation of educational effectiveness, including assessments of student learning outcomes, student retention, and student satisfaction. The educational objectives are clearly defined and stated on each course syllabus in the learning management system as well as the Student Catalog/Handbook that is retrievable on the learning management system. Each objective is achievable by the completion of the program. The integrity of student work is continually monitored by the faculty member teaching the upper division courses as well as the Academic Director of the RN-BSN program.

Within Centra College's, RN-BSN distance learning program, timely and appropriate interaction between students and faculty and among students is provided in all upper division nursing courses. Students have 24/7 access to their grades and current average in each upper division nursing course. The Dean of the college and the Academic Director of the RN-BSN program oversees the distance education platform MOODLE© and ensures the best practices are offered in all on-line courses. Distance technology will be appropriate to the nature and objectives of the RN-BSN program and courses. Course objectives and faculty expectations concerning the use of such technology are clearly communicated to students. All upper division nursing course materials, feedback, grades, and other pertinent items are posted in a timely manner.

Centra College provides appropriate support services (Library Resources and Technology Assistance) for students and faculty. Faculty who are teaching distance learning courses receive appropriate training and support from Centra College for the learning management system. Students applying for distance learning programs will be required to meet the same standards as all other students attending the college but will also be fully informed of special equipment (computer) and requirements (access to internet) to be successful in on-line courses. Student-to-student interaction is vital to building community in an on-line environment, which supports productive and satisfying learning, and helps students develop problem solving and critical thinking skills. All students in the RN-BSN program are expected to actively participate in weekly discussion boards and other class/ group assignments. Students are responsible for responding to both faculty and other student's feedback in virtual on-line discussion boards. Faculty and student interaction occurs on a regular weekly basis among on-line discussion boards, e-mails, messages, and via telephone when necessary. Each faculty provides office hours in which student is able to contact the faculty member via telephone for any reason. At times throughout a course, a faculty may request the student call them during his or her office hours for further discussion on a paper or project.

The verification of a student's identity begins at the time of admission or initial course registration. Procedures related to student identity verification include registration, advising and transcript procedures as well as generation of a unique ID for each student. When a student is

initially registered, a unique login and password is created that provides access to the secure college distance learning platform (MOODLE©) and that information is mailed to the student. If a student does not receive or misplaces this information, they are required to provide photo identification to the Educational Tech Specialist and/or Bursar & Student Account Manager. Student access to the learning management system requires the use of this login and password. Data transmission of login information is secured and private using standard encryption technology. For testing and quizzes, a resource known as ExamSoft is being implemented to ensure a higher security takes place to incorporate facial integration to ensure the student's identity is verified prior to taking the test or quiz.

The administrative team of Centra College (senior officials) have knowledge and understanding of the approval process for states offering distance education. Currently, Centra College RN-BSN program is only approved for offering distance education services in the state of Virginia and the college only targets students within the state of Virginia at this time. In the event that the college would like to expand to incorporate prospective students from other states via distance-education, a State Authorization Reciprocity Agreement (SARA) will need to be submitted for each additional state. SCHEV will need to approve any new program that wishes to offer distance education for any institution.

Prior to enrollment, an assessment of skills and competencies for the prospective student takes place in the RN-BSN program to determine success in the distance learning platform. These include:

- Prior on-line learning experience
- Level of computer skills and competencies
- Proficiency and confidence with technology
- Consistent access to computers and the Internet
- Experience with the learning platform MOODLE©
- Technology experience in problem solving, checking email, and accomplishing basic tasks
- Previous GPA
- Support of the family and employer

A new student orientation assignment is provided to the distance education learners of the RN-BSN program to acclimate them to specific learning methodologies and technologies prior to the start of class. An orientation document is provided to the student via MOODLE© and must be completed and e-mailed to the instructor within the first few days of beginning the RN-BSN curriculum. The RN-BSN program requires that students complete the Moodle (learning platform) orientation. Each student is required to submit completion of the orientation by answering various questions that confirms their knowledge and understanding of the distance-education platform. In addition, each student must access the incoming RN-BSN students' course on the learning management system to gain an understanding of what is expected of each of them for the distance-education program including: Student Catalog/Handbook (student policies), curriculum plan, electronic library guidance, student e-mail, student accounts and tuition, technical requirements, textbook requirements, and student forms required. Technological support is available to all distance education learners via each RN-BSN course homepage and the homepage of the learning management system. The Educational Tech Specialist, Bursar & Student Account Manager, Centra IT help desk, and MOODLE© help desk

support services are available in the event a distance learning student has technological difficulties in the RN-BSN distance learning environment. Each enrolled student is an active Registered Nurse which specifies their knowledge and background to be successful in the on-line distance program.

## **ASSOCIATE DEGREE IN NURSING PROGRAM**

### **Sequencing of Courses**

The program is designed to culminate in six student learning outcomes. Therefore, each course is leveled based on these outcomes as well as populations of patients. The sequencing of courses reflects higher cognitive levels, a different patient population, or more complexity in patient care provided in a variety of healthcare settings. Patricia Benner's Model of Novice to Expert is used in the development of the professional nurse. Courses build to assist students with their journey to advanced beginner by graduation, prepared to become competent nurses as they experience their first two years of practice. Standardized tests are administered to students periodically throughout the curriculum. Results are reviewed with students to provide information about their mastery of nursing concepts.

### **ADN Program: Student Learning Outcomes**

Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the end of program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Lynchburg area. These program student learning outcomes along with their related competencies reflect the expected behaviors of the graduates of Centra College, Associate Degree in Nursing program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

### **Program Schedule**

The academic year is defined as semesters. Once prerequisites are completed, there are four semesters in the Associate Degree program. Semesters are generally 16 weeks in length. There are 66 semester credit hours awarded for the entire program with a total of 1410 class, lab, and clinical (clock) hours. These credit and clock hours include prerequisites. Full-time status is 12 credit hours of study per semester. This action is applied to all students.

The formula for semester credit hour conversion is:

1 semester credit = 15 lecture hours, 30 laboratory hours, and 45 clinical hours

### **Concept-Based Curriculum**

#### **Prerequisites\***

BIO 141: Anatomy & Physiology I

PSY 230: Developmental Psychology



HLT 230: Principles of Nutrition and Human Development  
 HLT 141: Introduction to Medical Terminology  
 SDV 100: College Success Skills

**First Semester**

NUR 150: Introduction to Nursing Concepts  
 NUR 165: Health Promotion and Assessment  
 NUR 170: Professional Nursing Concepts I  
 BIO 142: Human Anatomy & Physiology II\*

**Second Semester**

NUR 175: Health Care Participant  
 NUR 180: Nursing Concepts I  
 PSY 200: Principles of Psychology\*

**Third Semester**

NUR 240: Nursing Concepts II  
 NUR 250: Nursing Concepts III  
 ENG 111: College Composition I\*

**Fourth Semester**

NUR 260: Nursing Concepts IV  
 NUR 270: Professional Nursing Concepts II  
 ENG 112: College Composition II\*

Courses\* completed at **Central Virginia Community College** include:

Course	Credit hours
BIO 142: Human Anatomy & Physiology II	4
PSY 200: Principles of Psychology	3
ENG 111: College Composition I	3
ENG 112: College Composition II	3

*\*Courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. Proof of enrollment must be submitted to Centra College on or before the first day of the term.*

**COURSE DESCRIPTIONS**

**NUR 150 — Introduction to Nursing Concepts**

Semester-Credit Hours: 6  
 Class Hours: 45  
 Lab Hours: 30  
 Clinical Hours: 90

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. *Prerequisites: BIO 141, PSY 230, HLT 230, HLT 141, SDV 100. Corequisites: NUR 165, NUR 170, BIO 142.*

**NUR 165 — Health Promotion and Assessment**

Semester-Credit Hours: 3

Class Hours: 30

Lab Hours: 30

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. *Prerequisites: BIO 141, PSY 230, HLT 230, HLT 141, SDV 100. Corequisites: NUR 150, NUR 170, BIO 142.*

**NUR 170 — Professional Nursing Concepts I**

Semester-Credit Hours: 2

Class Hours: 30

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. *Prerequisites: BIO 141, PSY 230, HLT 230, HLT 141, SDV 100. Corequisites: NUR 150, NUR 165, BIO 142.*

**NUR 175 — Health Care Participant (Individual, Family, Community)**

Semester-Credit Hours: 4

Class Hours: 45

Clinical Hours: 45

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. *Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, NUR 150, NUR 165, NUR 170. Corequisites: NUR 180, PSY 200.*

**NUR 180 — Nursing Concepts I**

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. *Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, NUR 150, NUR 165, NUR 170. Corequisites: NUR 175, PSY 200.*

**NUR 240 — Nursing Concepts II**

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. *Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180. Corequisites: NUR 250, ENG 111.*

### **NUR 250 — Nursing Concepts III**

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. *Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180. Corequisites: NUR 240, ENG 111.*

### **NUR 260 — Nursing Concepts IV**

Semester-Credit Hours: 6

Class Hours: 45

Clinical Hours: 135

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided through classroom learning, simulated environments and/or cooperating agencies. *Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180, NUR 240, NUR 250. Corequisites: NUR 270, ENG 112.*

### **NUR 270 — Professional Nursing Concepts II**

Semester-Credit Hours: 4

Class Hours: 60

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. *Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180, NUR 240, NUR 250. Corequisites: NUR 260, ENG 112.*

## **PRACTICAL NURSING PROGRAM**

### **Sequencing of Courses**

The program is designed to culminate in six student learning outcomes. Therefore, each course is leveled based on these outcomes as well as populations of patients. The sequencing of courses reflects higher cognitive levels, a different patient population, and more encompassing of the

scope of practice of the Practical Nurse. This sequencing allows faculty to apply Dr. Benner's theory of Novice to Expert (Benner, Tanner, & Chesla, 2009). Faculty understand novice learners are rule-driven. As they are challenged to apply critical thinking they grow and are able to look at the bigger picture as they enter stage of advanced beginner by completion of the program.

### **PN Program: Student Learning Outcomes**

Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Lynchburg area. These program student learning outcomes along with their related competencies reflect the expected behaviors of the graduates of Centra College, Practical Nursing Program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

### **Program Schedule**

The academic year is defined as semesters. There are three semesters in the Practical Nursing program. Semesters are 16 weeks in length for the first semester, then 13 weeks for the second and third semester. There are 39 semester credit hours awarded for the entire program with a total of 915 class, lab, and clinical (clock) hours. These credit and clock hours include prerequisites. Full-time status is 12 credit hours of study per semester. This action is applied to all students.

The formula for semester credit conversion is:

1 semester credit = 15 lecture hours, 30 laboratory hours, and 45 clinical hours

### **Concept-Based Curriculum**

#### **First Semester**

BIO 100: Basic Human Biology\*

PSY 230: Developmental Psychology\*

NUR 115: Introduction to Nursing Concepts

NUR 116: Health Promotion and Basic Assessment

#### **Second Semester**

NUR 125: Nursing Concepts I

NUR 126: Health Care Participant

#### **Third Semester**

NUR 135: Nursing Concepts II

NUR 136: Professional Nursing Concepts

Courses\* completed at **Central Virginia Community College** include:

Course	Semester Credit hours
BIO 100: Basic Human Biology	3
PSY 230: Developmental Psychology	3

*\*Courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. Proof of enrollment must be submitted to Centra College on or before the first day of the term.*

## **COURSE DESCRIPTIONS**

### **NUR 115 — Introduction to Nursing Concepts**

Semester-Credit Hours: 6

Class Hours: 45

Laboratory Hours: 30

Clinical Hours: 90

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. *Corequisites: BIO 100, PSY 230, NUR 116.*

### **NUR 116 — Health Promotion and Basic Assessment**

Semester-Credit Hours: 3

Class Hours: 30

Laboratory Hours: 30

Introduces basic assessment and health promotion for the individual and family. Includes basic assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. *Corequisites: BIO 100, PSY 230, NUR 115.*

### **NUR 125 — Nursing Concepts I**

Semester-Credit Hours: 7

Class Hours: 75

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. *Prerequisites: BIO 100, PSY 230, NUR 115, NUR 116. Corequisite: NUR 126.*

### **NUR 126 — Health Care Participant (Individual, Family, Community)**

Semester-Credit Hours: 5

Class Hours: 60

Clinical Hours: 45

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding

healthcare. Emphasizes population-focused care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies.

*Prerequisites: BIO 100, PSY 230, NUR 115, NUR 116. Corequisite: NUR 125.*

### **NUR 135 — Nursing Concepts II: 6 Credits**

Semester-Credit Hours: 6

Class Hours: 60

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies.

*Prerequisites: BIO 100, PSY 230, NUR 115, NUR 116, NUR 125, NUR 126. Corequisite: NUR 136.*

### **NUR 136 — Professional Nursing Concepts**

Semester-Credit Hours: 6

Class Hours: 45

Clinical Hours: 135

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a practical nurse. Introduces leadership and management concepts professional identity, legal/ethical issues and contemporary trends in professional nursing and focuses on the integration of professional behaviors in a variety of healthcare settings. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies.

*Prerequisites: BIO 100, PSY 230, NUR 115, NUR 116, NUR 125, NUR 126. Corequisite: NUR 135.*

## **NURSE AIDE EDUCATION PROGRAM**

### **Sequencing of Courses**

The program is designed to culminate in six student learning outcomes. Therefore, the program focuses on the learning outcomes as well as populations of patients. Patricia Benner's Model of Novice to Expert is used in the development of the nurse aide. The program assists students with their journey to advanced beginner by graduation, prepared to become competent nurse aides as they experience their practice.

The Nurse Aide Education program is one course that prepares the student to take the written and skills portions of the National Nurse Aide Assessment Program (NNAAP) for certification of a nurse aide (CNA). The preparation to become a competent nurse aide who provides high quality and safety patient care while working in a variety of healthcare settings includes curriculum which teaches 22 skills. These skills are essential to the function of the nurse aide. The 22 skills taught in this course include: (1) hand hygiene, (2) applying knee-high elastic stockings, (3) assist to ambulate using transfer belt, (4) assists with the use of a bedpan, (5) cleans upper and

lower dentures, (6) counts and records radial pulse, (7) counts and records respirations, (8) donning and removing PPE (gown and gloves), (9) dresses client with affected (weak) right arm, (10) feeds client who cannot feed self, (11) gives modified bed bath, (12) measures and records blood pressure, (13) measures and records urinary output, (14) measures and records weight of ambulatory client, (15) performs modified passive range of motion (PROM) for one knee and one ankle, (16) performs modified passive range of motion (PROM) for one shoulder, (17) positions on side, (18) provides catheter care for female, (19) provides foot care on one foot, (20) provides mouth care, (21) provides perineal care (PERI-CARE) for female, and (22) transfers from bed to wheelchair using transfer belt. Delivery of this course involves a total of 130 hours which consists of 54 hours of didactic, 36 hours of laboratory, 40 clinical hours and a Capstone course (4 hour didactic and 6 hour lab) which meet the Virginia Board of Nursing (VBON) program requirements.

### **Program Schedule**

The Academic Director and Program Coordinator will provide administrative oversight for the Nurse Aide program in both the Bedford and Lynchburg sites. The program is only 5 weeks in length with a total of 130 contact hours. This program is scheduled for Monday through Friday (first 2 weeks) then the next three weeks are Monday through Thursday. Schedule of courses are published on the website and updated as needed. **This is a tentative schedule and dates may change based on the needs in the community.**

Week 1-2 (day 1-9): 08:30-2:15 pm	50 hours didactic (M-F)
Week 3 and 4 (day 10-15): Lab 08:30-3:30 pm	30 hours skills lab (M-T)
Week 4 and 5 (day 16-20): Clinical 0700-15:30	40 hours (M-F)
Week 5 (day 21 and 22): Capstone 0900-1600 (Tues) 0900-1400	10 hours (Wed)

**Total: 130 hours**

***Centra Bedford Memorial Hospital Program will conclude with the Capstone course taught along with Centra College class in Lynchburg.***

*\*This program is only year-round with multiple start dates determined on a yearly basis.*

Make-up dates: Will be at the discretion of the Academic Director and Program Coordinator. Students may be required to complete the course in another cohort.

All files will permanently be kept at Centra College for three years. Students will be given contact information for the Academic Director and the Program Coordinator, and the Director for the program during orientation for students attending the branch site in Bedford.

### **Program Description**

The Nurse Aide Education program is designed to teach the basic concepts of caring for a diverse population of various ages, experiencing various simple to complex illnesses and disabilities. This program assimilates safe, patient-centered care while developing critical thinking skills. Legal, ethical, and regulatory aspects are emphasized within the scope of practice for a Nurse Aide in the state of Virginia. Communication and interpersonal skills are integrated throughout the course. Students will validate achievement of program outcomes utilizing

simulation through the skills labs and clinical practice in Long-Term Care and in an Acute Care setting.

## **COURSE DESCRIPTIONS**

### **NA 100: Nurse Aide Academic Course: (50 clock hours)**

This course provides information related to the nurse aide in providing safe and competent care in both acute and long-term care settings. Topics will include, but not be limited to: Types of healthcare facilities, legal and regulatory, client's rights, professionalism, communication and interpersonal skills, conflict management, client independence, changes in the client to be reported, culturally sensitive care, emotional support, behavior modification, admission, transfer and discharge procedures, height and weight measurement and recording, surgery client care, occupational health and safety measures, safety and emergency procedures, principles of body mechanics, infection control, aging process, sexuality, caring for mothers and newborns, safety and security, privacy and confidentiality, grievances, disputes, disabled care, personal care/hygiene, nutrition/hydration, special diets, aspiration, intake and output, bed rest, range of motion, assistive devices, prosthetic and orthotic devices, incontinence bowel and bladder, ostomy care, enemas, collecting and testing urine, stool, sputum and blood samples, vital signs, physical examination draping, sensory impairment, dementia, restraints, environment of care, Omnibus Budget Reconciliation (OBRA) Act of 1987, personal possessions, pressure ulcers, heat and cold applications, oxygen therapy, Do Not Resuscitate (DNR), Patient Self-Determination Act, Stages of death and dying and client care.

### **NA 101: Nurse Aide Skills Laboratory: (30 clock hours)**

This laboratory course provides hands-on practical experience of basic nursing and personal care skills performed by the nurse aide. The preparation to become a competent nurse aide who provides high quality and safety patient care while working in a variety of healthcare settings includes these 22 skills taught in this course. These skills are essential to the function of the nurse aide. The 22 skills taught in this course include: (1) hand hygiene, (2) applying knee-high elastic stockings, (3) assist to ambulate using transfer belt, (4) assists with the use of a bedpan, (5) cleans upper and lower dentures, (6) counts and records radial pulse, (7) counts and records respirations, (8) donning and removing PPE (gown and gloves), (9) dresses client with affected (weak) right arm, (10) feeds client who cannot feed self, (11) gives modified bed bath, (12) measures and records blood pressure, (13) measures and records urinary output, (14) measures and records weight of ambulatory client, (15) performs modified passive range of motion (PROM) for one knee and one ankle, (16) performs modified passive range of motion (PROM) for one shoulder, (17) positions on side, (18) provides catheter care for female, (19) provides foot care on one foot, (20) provides mouth care, (21) provides perineal care (PERI-CARE) for female, and (22) transfers from bed to wheelchair using transfer belt.

### **NA 200: Nurse Aide Clinical: (40 clock hours)**

This clinical course provides the student with hands-on supervised experiences in which to demonstrate the performance of the 22 skills. Clinical experiences are conducted in Centra Health owned nursing care facilities.



**NA 201: Nurse Aide Capstone: (10 clock hours)**

This course prepared the graduate student for successful completion of the Nurse Aide Assessment (NNAAP) written and skills examination. Both a mock written and skills examination will be given to the students. This course will reinforce all prior learning and reduce test anxiety the day of the examination.

<b><u>DESCRIPTIONS FOR PREREQUISITES AND GENERAL COLLEGE COURSES</u></b> Central Virginia Community College	
<b>Programs</b>	<b>Courses</b>
RN-BSN	<a href="#"><u>MTH XXX or 155 - Statistical Reasoning</u></a>
ADN	<a href="#"><u>Biology 141 — Human Anatomy and Physiology I</u></a> <a href="#"><u>Biology 142 — Human Anatomy and Physiology II</u></a> <a href="#"><u>English 111 — College Composition I</u></a> <a href="#"><u>English 112 – College Composition II</u></a> <a href="#"><u>Health 141: Introduction to Medical Terminology</u></a> <a href="#"><u>Health 230 — Principles of Nutrition and Human Development</u></a> <a href="#"><u>Psychology 200 — Principles of Psychology</u></a> <a href="#"><u>Psychology 230 — Developmental Psychology</u></a> <a href="#"><u>Student Development 100 – College Success Skills</u></a>
PN	<a href="#"><u>Biology 100 – Basic Human Biology</u></a> <a href="#"><u>Psychology 230 — Developmental Psychology</u></a>

### Centra College Student Learning Outcomes Across Programs

N.A.	PN	ADN	B.S.N.
1. Provide quality, safe, patient-centered nursing care through evidence-based practice.	1. Provide quality, safe, patient-centered nursing care through evidence-based practice.	1. Provide quality, safe, patient-centered nursing care through evidence-based practice.	1. Provide high- quality, safe, patient-centered nursing care to multicultural diverse populations integrating evidenced-based practice.
2. Effectively communicate with members of the interdisciplinary team to provide and improve patient care in a variety of healthcare settings.	2. Effectively communicate with members of the interdisciplinary team to provide and improve patient care in a variety of healthcare settings.	2. Participate in collaborative relationships with members of the interdisciplinary team to provide and improve patient care.	3. Demonstrate leadership and complex communication skills when making judgements, engaging in creative problem solving, and making decisions that ensure desired outcomes of the interdisciplinary team.
3. Engage in critical thinking skills and strategies and clinical reasoning necessary to provide quality patient care.	3. Engage in critical thinking skills and strategies and clinical reasoning necessary to provide quality patient care.	3. Engage in critical thinking skills and strategies and clinical reasoning necessary to provide quality patient care.	3. Apply critical thinking skills and strategies and clinical reasoning while designing, planning, and implementing a progressive evidenced-based project to improve patient care outcomes.
4. Assist in the coordination and implementation of patient care in a variety of healthcare settings for diverse patient populations.	4. Assist in the coordination and implementation of patient care in a variety of healthcare settings for diverse patient populations.	4. Provide leadership in a variety of healthcare settings for diverse patient populations.	4. Utilize primary and secondary prevention to improve population health and promote the health of individuals, families, the communities we serve.
5. Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.	5. Use information technology to communicate, manage knowledge, mitigate error, and support decision making.	5. Use information technology to communicate, manage knowledge, mitigate error, and support decision making.	5. Integrate knowledge and skills in informatics to examine the impact of finance and efficiency on healthcare delivery and practice.
6. Function within the scope of practice for a nurse aide incorporating ethical, legal, and regulatory frameworks of nursing.	6. Function within the scope of practice for the LPN incorporating ethical, legal, and regulatory frameworks of nursing.	6. Function as a competent nurse assimilating all professional, ethical, and legal principles.	6. Exhibit a commitment to lifelong learning, professionalism, and professional development.

## **ACADEMIC LOAD**

Students may complete required College courses prior to the scheduled time. The minimum fulltime load is twelve credit hours. Students taking nine credit hours are considered three-quarter time and those with six credit hours are half-time.

### **Registered Nurse to Bachelor of Science in Nursing program**

The academic load for students in this program is equivalent to twelve (12) credit hours to (15) credit hours per term. Prerequisite, co-requisite, and proficiency credits equal to eighty-one (81) credit hours.

### **Associate Degree in Nursing program**

The academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per term. Prerequisite courses are comprised of thirteen (13) credit hours.

### **Practical Nursing program**

The academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per term.

### **Nurse Education program**

The academic load for students is equivalent to 130 clock hours per cohort.

The typical College week is Monday through Friday; however, prescheduled clinical laboratory experiences may occur on weekends. Evening and night clinical laboratory experiences may be necessary to meet the course outcomes and to afford the best learning opportunities for the student.

## **ACADEMIC GRADING**

When nursing courses have a theory and clinical component, both must be satisfactorily completed before credit can be given.

### **Academic Grading Scale**

**Registered Nurses to Bachelor of Science in Nursing, Associate Degree in Nursing, Practical Nursing, and Nurse Aide Education programs**

Letter grades are assigned to completed courses according to the following scale:

A 90-100	4 grade points
B 80-89.99	3 grade points
C 70-79.99	2 grade points
D 60-69.99	1 grade point
F Below 59.99	0 grade points

The withdraw definitions below are applied to all programs:

W Withdraw without grade penalty (withdraw by date on academic calendar)

WP Withdraw passing  
WF Withdraw failing

Other grade designations utilized at Centra College:

I Incomplete  
S Satisfactory  
NI Needs Improvement  
US Unsatisfactory

### **Credit Hours**

Credit hours are assigned to courses according to the following methodology of conversion:  
Semester (16 weeks-RN-BSN, normally 16 weeks-ADN/PN):

### **R.N-B.S.N. Program**

1 class hour per week	1 semester credit hour
2 lab hours per week	1 semester credit hour
3 practicum hours per week	1 semester credit hour

### **ADN/PN Programs**

15 class hours	1 semester credit hour
30 lab hours	1 semester credit hour
45 clinical lab hours	1 semester credit hour

### **Nurse Aide Education Program**

15 class hours	1 semester credit hour
30 lab hours	1 semester credit hour
45 clinical lab hours	1 semester credit hour

### **Grade Point Average**

Each semester for the R.N-B.S.N., ADN, and PN programs, the grade point average will be computed as follows:

$$\frac{\text{Number of grade points for term}}{\text{Number of credit hours taken in term}} = \text{Grade Point Average for term}$$

$$\frac{\text{Total number of grade points earned}}{\text{Total number of credit hours taken}} = \text{Cumulative Grade Point Average}$$

### **Honor Roll**

Students having a grade point average of 3.5 or above for the term will have their name listed on the Honor Roll.

## **CLINICAL GRADING (ADN & PN PROGRAMS)**

Students must provide safe and competent care within the clinical setting to successfully pass the clinical portion of a nursing course. Clinical grading is based on the achievement of course outcomes and six designated competencies: Safety, Professionalism, Patient-Centered Care, Teamwork/Collaboration, Quality Improvement/ Evidence-Based Care, Information Technology, and Clinical Reflection.

**Safety:** Safely performs all nursing interventions within the health care micro system, utilizing evidence-based knowledge.

**Patient-Centered Care:** Uses critical thinking and clinical reasoning to make clinical judgments and management decisions to ensure accurate and safe care when implementing all steps of the nursing process.

**Teamwork/Collaboration:** Demonstrates an awareness of the need for teamwork and collaboration in organizing and providing excellent patient care in hospital and community health care settings.

**Quality Improvement/ Evidence-Based Care:** Plans and implements care and patient teaching based on current practice, quality indicators, and cost containment strategies.

**Professionalism:** Demonstrates personal accountability and practices within ethical, legal, and regulatory frameworks of nursing and standards of professional practice.

**Informatics:** Demonstrates knowledge and understanding of Cerner and other EMR platforms utilized in the clinical setting while protecting patient confidentiality.

**Clinical Reflection:** The student can adequately reflect on their clinical experience while also tying in classroom concepts

Students are responsible for bringing their own Clinical Passport to all laboratory, clinical, and simulation experiences. The Clinical Passport will be signed only during the laboratory, clinical, or simulation experience where the skill occurred. Each skill should be signed off by any of the following: laboratory faculty, clinical instructor, simulation faculty, or primary nurse with which the student is working. The completed Clinical Passport will be included in the final student portfolio.

Faculty and instructors supervising clinical experiences will complete a weekly clinical rubric in Moodle for each student based on student clinical participation and clinical reflection. The clinical rubric outlines specific details related to the clinical competencies above. Feedback and weekly clinical grade will be shared with the student. Student is expected to read provided feedback.

A Final Clinical Evaluation will be completed by each student reflecting the course outcomes including thorough examples of how each outcome was met. The student will reflect on the

entire clinical experience throughout the semester. The writing should incorporate specific opportunities during the course's clinical that demonstrate the student's application of classroom knowledge to clinical. Faculty will evaluate the student's detailed reflection and provide a final clinical grade of Satisfactory or Unsatisfactory incorporating the student's Final Clinical Evaluation and clinical performance. The clinical competencies will be included on the Final Clinical Evaluation for grading. The student must be Satisfactory in every clinical competency to progress to the next course.

For course of disciplinary action, please see the Disciplinary Action policy.

### Clinical Remediation and Disciplinary Action

#### Needs Improvement

1. At the discretion of faculty, competency areas on the clinical rubric noted as Needs Improvement for the first occurrence will result in a clinical coaching session with the clinical or course faculty.
  - Clinical coaching will be documented in the feedback provided with the clinical grade.
  - Students are expected to improve to Satisfactory within 2 weeks.
  - Students who receive a subsequent clinical grade of Needs Improvement will move to the disciplinary actions outlined above.

#### Unsatisfactory

1. At the discretion of faculty, competency areas on the clinical rubric noted as Unsatisfactory will follow the disciplinary actions outlined above with the first occurrence.
2. The following behaviors are considered unethical and demonstrate a disregard for patient safety. These behaviors fall outside of the disciplinary action plan outlined above. An immediate meeting with the Academic Director/Dean will occur and can result in course failure/dismissal. Any of the actions below result in an immediate removal from clinical.
  - Breach of patient confidentiality
  - Dishonesty (such as falsification of documentation)
  - Endangering the safety of the patient
  - Practicing outside the scope of practice for a student nurse
3. Clinical rubrics will be weighted in Moodle so that if a student receives an Unsatisfactory in any clinical competency the overall clinical grade will be Unsatisfactory for that clinical experience. The disciplinary action plan above will be initiated with any grade of Unsatisfactory starting with the First Occurrence.
  - A student must progress from Unsatisfactory to Satisfactory within 2 weeks. It is expected that the student remains at Satisfactory for the remainder of the semester.
  - At any time in the semester, if the student receives a subsequent Needs Improvement or Unsatisfactory (after the initial Unsatisfactory occurrence), the student will progress through the disciplinary action plan outlined above.

## **CLINICAL GRADING (NURSE AIDE PROGRAM)**

1. The Nurse Aide faculty will provide daily progress to each student on their skill performances that will be noted on their Final Clinical Skill Evaluation
  - If any student has a “Needs Improvement” for a skill, this is corrected the same clinical day and an advisory form will be completed by the faculty.
  - If the student cannot successfully perform all 22 skills by the last clinical day, the student will be dismissed from the program and any advisory forms supporting this dismissal will be placed in the student’s file.

## **SIMULATION GRADING (ADN & PN PROGRAMS)**

Students must provide safe and competent care within the clinical setting to successfully pass the clinical portion of a nursing course. Clinical grading is based on the achievement of course outcomes and six designated competencies: Safety, Professionalism, Patient-Centered Care, Teamwork/Collaboration, Quality Improvement/ Evidence-Based Care, and Information Technology.

**Safety:** Safely performs all nursing interventions within the health care micro system, utilizing evidence-based knowledge.

**Patient-Centered Care:** Uses critical thinking and clinical reasoning to make clinical judgments and management decisions to ensure accurate and safe care when implementing all steps of the nursing process.

**Teamwork/Collaboration:** Demonstrates an awareness of the need for teamwork and collaboration in organizing and providing excellent patient care in hospital and community health care settings.

**Quality Improvement/ Evidence-Based Care:** Plans and implements care and patient teaching based on current practice, quality indicators, and cost containment strategies.

**Professionalism:** Demonstrates personal accountability and practices within ethical, legal, and regulatory frameworks of nursing and standards of professional practice.

**Informatics:** Demonstrates knowledge and understanding of EMR platforms utilized in the simulation setting while protecting patient confidentiality.

Students are responsible for bringing their own Clinical Passport to all laboratory, clinical, and simulation experiences. The Clinical Passport will be signed only during the laboratory, clinical, or simulation experience where the skill occurred. Each skill should be signed off by any of the following: laboratory faculty, clinical instructor, simulation faculty, or primary nurse with which the student is working. The completed Clinical Passport will be included in the final student portfolio.

Faculty and instructors supervising simulation experiences will complete a simulation rubric in Moodle for each student based on student simulation performance and participation. The simulation rubric outlines specific details related to the clinical competencies above. Feedback and simulation grade will be shared with the student. Student is expected to read provided feedback.

For course of disciplinary action, please see the Disciplinary Action policy.

### Simulation Remediation and Disciplinary Action

#### Unsatisfactory

1. At the discretion of Simulation Faculty, competency areas on the simulation rubric noted as Unsatisfactory will follow the disciplinary actions outlined above with the first occurrence.
2. Simulation rubrics will be weighted in Moodle so that if a student receives an Unsatisfactory in any clinical competency the overall clinical grade will be Unsatisfactory for that clinical experience. The disciplinary action plan above will be initiated with any grade of Unsatisfactory starting with the First Occurrence.
  - A student must progress from Unsatisfactory to Satisfactory with the next simulation experience. It is expected that the student remains at Satisfactory for the remainder of the semester.
  - At any time in the semester, if the student receives a subsequent Unsatisfactory (after the initial Unsatisfactory occurrence), the student will progress through the disciplinary action plan outlined above.

### GRADE REQUIREMENTS- All Programs

All prerequisite and corequisite courses completed outside of Centra College will require a final course grade of 70% or better.

All Centra College courses must be completed with a final course grade of 80% or better. Nursing courses having a clinical component must be completed with a clinical grade of “satisfactory.” A student receiving a grade of “unsatisfactory” in the clinical portion of a course will receive a grade of “F” for that course. Students may repeat only one failed nursing course.

**Failure of any two nursing courses will result in dismissal from the program.** For those students who have been readmitted to Centra College, please refer to Readmission Policy.

Permission to repeat a failed nursing course is not automatic. Previous academic and clinical records, as well as available space in the course, will be used in determining readmission. If a student repeats a failed nursing course, the grade of the repeated course will replace the previous grade on the official transcript. Students in the Nurse Aide Education program will be required to reapply for admission to repeat the program if unsatisfactory in any of the didactic, clinical, or skills lab content.



Credit hours for courses receiving a failing grade (less than “B”) will count as unearned, attempted credits for the purpose of Satisfactory Academic Progress (SAP). If the failing grade is subsequently replaced with a passing grade as the result of a grade appeal, SAP will be reevaluated based on the updated grade.

### **ISSUING OF GRADES**

Final course grades are accessible on the LMS within one week following the end of the term.

Requested transcripts will be mailed to the address on file unless otherwise requested by the student.

### **PRECEPTORSHIP GUIDELINES**

The Centra College Preceptorship is a Student Nurse requirement during the final semester of the ADN and PN Program. This is designed to prepare the student for transition from Student Nurse to Graduate Nurse while developing increasing competence and confidence within the clinical area.

- Preceptorship is an approved portion of the final semester in the ADN and PN curriculum that is guided by the program outcomes and student learning outcomes.
- The Preceptorship is coordinated by the Preceptor Coordinator of the final semester of the ADN and PN Program. This individual is responsible for implementation, periodic monitoring, and evaluation.
- Faculty and Adjunct Faculty may be assigned to collaborate with the Preceptor Coordinator for periodic monitoring and evaluation.
- The Clinical Student Engagement Coordinator will provide the Preceptor Coordinator with a list of available Preceptors. The Lead Faculty will assign students to an appropriate Preceptor.
- The Preceptor provided to the Student Nurse is licensed at or above the level for which the student is preparing.
- Faculty, Preceptors, and Student Nurses must be provided an orientation to the Preceptorship.
- Open communication between Faculty, Preceptor, and Student Nurse must occur throughout the Preceptorship.
- The required hours of the Preceptorship is completed during a specific schedule of time with an expected completion date.
- The Student Nurse must be supervised by the Preceptor when providing direct care to patients.
- The Student Nurse must follow Centra College Dress Code while completing hours with Preceptor. This includes wearing Centra College badge to identify them as Student Nurse.
- The Student Nurse must only function in the Student Nurse role following the Centra College Student Handbook. They may not be used to provide labor or as a replacement for a permanent employee while working with their Preceptor.

- For disciplinary actions regarding students performance and completing preceptorship hours, please see the Disciplinary Action policy

### **Outside Facility - Clinical/Practicum Leadership Experience**

Before attending a clinical/practicum experience at an outside facility, students must demonstrate competence and successfully complete all requirements for previous courses prior to participating in their clinical/practicum experience:

The outside facility is defined as any facility not directly associated with Centra Health and/or any facility where a contract is required between the Centra College and the facility.

- All students are scheduled for an outside facility clinical/practicum leadership experience by the Clinical and Lab Coordinator or Academic Director for RN – BSN Program.
- Prior to being allowed to attend clinical/practicum leadership experience students must complete and maintain all Centra College clinical requirements (i.e., immunizations, CPR)
- Before beginning the clinical/practicum leadership experience in a particular facility or agency, students must complete the clinical facility or agency student orientation requirements.
  - May include such things as attending an orientation class or session, completing a learning module or packet and turning it into the facility, or completing an online orientation module.
  - Students who do not meet facility or agency student orientation requirements are not allowed to attend the clinical/practicum leadership experience for that course or begin hours for clinical/practicum experience.
- The length of the clinical/practicum leadership experience varies by program.
- Students are responsible for arranging personal schedules, including childcare and employment, to ensure participation in the clinical/practicum experience.
- Student are responsible for personal transportation and accommodation during their clinical/practicum leadership experience.
- Students are responsible for getting a new background check and urine drug screen according to the outside facility requirements for their clinical/practicum leadership experience at another facility other than Centra Health by a date specified by the Clinical and Lab Coordinator, if applicable by the requested facility.
  - You must contact the Centra College ~~Students Record Coordinator~~ for the background check and drug screen information. There is a \$60.00 fee to the student to complete this, and must be paid in advance.
- Students are required to adhere to the policies of the facilities where they engage in clinical/practicum leadership experiences.
- Please see the attached outside facility Clinical/Practicum Request Form for application to complete your clinical/practicum leadership experience at an Outside facility.

### **ATTENDANCE**

The student is expected to attend all classroom, laboratory and clinical experiences to take advantage of all learning opportunities. Appointments, work, or other personal experiences are

not to be scheduled during these times. Any pre-arranged appointments that will interfere with the class schedule must be rescheduled. Any absence for more than 3 consecutive days will require a scheduled appointment with the Academic Director.

In the event of a class absence, the student is responsible for all missed content and assignments. It is not the responsibility of students who attend class to copy or collect notes for those who are absent. Students must notify the instructor prior to a missed test or exam. Absenteeism during testing is discussed in the Testing Policy found in the Student Handbook.

Students must notify the instructor for any missed class day in advance for the Nurse Aide Education program. It is mandated by the Virginia Board of Nursing that Nurse Aide students have 130 hours of training, with at least 40 of those hours in a clinical setting providing direct client care.

Absences will be recorded and reported on the final transcript and on reference forms for employment. Tardiness\* to class or leaving early will be included in absent time.

### **Clinical Absences**

Each student is required to have a minimum of 500 clinical hours (ADN) and 400 clinical hours (PN) in order to apply for a license to practice as a registered or practical nurse in the state of Virginia. A minimum of 40 clinical hours are required to apply for licensure as a certified nursing assistant in Virginia. Cumulative absences throughout the curriculum can interfere with obtaining these minimum hours.

Clinical absences jeopardize the student's ability to achieve the course objectives/outcomes and thus successfully complete the clinical course. Therefore, if at any time the student's clinical absences are greater than 15% of the scheduled clinical hours for any given course, the student will be required to meet with the instructor and may be withdrawn from the course.

Clinical makeup time is at the discretion of individual course instructors.

Any tardiness to clinical areas will require a phone notification to the facility and/or the supervising instructor. Any instance where a student is sent home from clinical due to poor clinical preparation or tardiness will be counted as a clinical absence.

The Nurse Aide Education program is an intense 5 weeks; thus, it is encouraged to not miss any days. One excused absence providing a doctor's note is allowed, however if there will be more than 1 day missed, the student will need to drop out and reapply for the next scheduled class. There are only 2 make -up days per 5-week rotation to provide for such absences.

*\* Tardiness is defined as arriving after the scheduled time.*

### **DISCIPLINARY ACTION**

The Behavioral Expectations for Students policy must be followed when in the academic, clinical, laboratory, simulation, and preceptorship setting.

Students may be given warnings for the following infractions:

- Absence, Non-Excused
- Abuse of Rest Periods (breaks) policies
- Conducting unauthorized private enterprises on premises (solicitation, selling, or distribution while in class or fulfilling requirements of the program)
- Disregard of Policies and/or Procedures
- Disregard of Centra College Rules and Expectations
- Disregard of Dress Code, Personal Appearance or Hygiene
- Tardiness
- Negligence or actions detrimental to the welfare of a patient or others
- Multiple parking violations on Centra property
- Use of tobacco on Centra property
- Violation of safety, fire and disaster rules and regulations
- Unsatisfactory performance
- Did not meet pre-screening requirements
- Unprofessional or disrespectful behavior, including use of foul language
- Use of cell phones or texting during class, lab, clinical, simulation, or preceptorship
- Inappropriate use of social media
- Other actions contrary to the best interest of the program

Students may be given warnings and/or advisories for reasons not limited to the list above. All disciplinary actions will be noted on the appropriate disciplinary action form and shall remain in the student's file. Any form of disciplinary documentation must be reviewed and signed by the student before being placed in the student file.

Disciplinary actions will be handled by Centra College Faculty Instructor and Administration when applicable and may result in a warning, advisory, course failure, and/or involuntary dismissal from the program. All disciplinary actions are cumulative for the course. For clinical concerns, Adjunct Faculty will provide documentation and feedback to the Faculty Instructor regarding student performance and/or concerns. Disciplinary actions will be handled by the course Faculty Instructor.

Students that do not comply with the behavioral, emotional, and professional conduct will receive disciplinary action as outlined below:

For Academic and/or Laboratory Disciplinary Action:

For students that do not meet the behavioral expectations in the academic or laboratory setting, the following disciplinary action will occur:

- First Occurrence: Documented Verbal Warning
- Second Occurrence: Documented Academic Advisory
  - Meet with faculty
  - Action plan for improvement must be identified
- Third Occurrence: Meeting with the Academic Director and faculty
  - Re-evaluation of action plan
- Fourth Occurrence: Meeting with the Academic Director/Dean and course failure and/or involuntary dismissal from the program

For Clinical and/or Preceptorship Disciplinary Action:

For students that receive either a second Needs Improvement or Unsatisfactory in any clinical competency, the following disciplinary action will occur:

- First Occurrence: Documented Verbal Warning
- Second Occurrence: Documented Clinical Advisory
  - Meet with faculty
  - Action plan for improvement must be identified
- Third Occurrence: Meeting with the Academic Director and faculty
  - Clinical probation with recommendations from faculty
  - Re-evaluation of action plan
- Fourth Occurrence: Meeting with the Academic Director/Dean and course failure

\*For students receiving first Need Improvement, please refer to the Clinical Grading policy.

For Simulation Disciplinary Action:

For students that receive an Unsatisfactory in any simulation competency, the following disciplinary action will occur:

- First Occurrence: Documented Verbal Warning
- Second Occurrence: Documented Simulation Advisory
  - Meet with Simulation Faculty
  - Action plan for improvement must be identified
- Third Occurrence: Meeting with the Academic Director, Course Instructor, and Simulation Faculty
  - Clinical probation with recommendations from Course Instructor and Simulation Faculty
  - Re-evaluation of action plan
- Fourth Occurrence: Meeting with the Academic Director/Dean and course failure

**ACADEMIC STANDING POLICY (Applicable to R.N-B.S.N., ADN, and PN programs)**

Students must maintain good academic standing in order to remain enrolled in Centra College. The academic standing policy operates independently from the Satisfactory Academic Progress (SAP) policy for financial aid. Academic standing is evaluated through a variety of metrics, including but not limited to academic and/or clinical performance, time to complete program, professional behavior, and upholding policies and procedures. These metrics includes:

- Successful completion of nursing courses with a 80% or higher.  
(Ref. *Grade Requirements Policy*)
- Successful completion of co-requisite courses with a 70% or higher.  
(Ref. *Grade Requirements Policy*)
- Successful completion of clinical requirements with a satisfactory performance.  
(Ref. *Grade Requirements Policy*)
- Completion of program within the allotted 150% timeframe.
- Maintaining all professional and behavioral expectation throughout all courses and program curriculum. Please see the Behavioral Expectation Policy.
- Upholding Centra College and Centra Health, inc. policies and procedures

Students who are unsuccessful in two Centra College courses will be dismissed from the program. For readmitted students, one course failure at Centra College will result in dismissal from the program. (Ref. *Grade Requirements Policy*)

Co-requisite courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. Ref. *appropriate program curriculum plans.*)

### **INCOMPLETE GRADE**

A grade of Incomplete can only be given for the reason of illness or extenuating circumstances which are acceptable to the course instructor. A student receiving a grade of Incomplete must arrange with the instructor to satisfactorily meet the course outcomes. If an incomplete is not removed by the end of the next term in which the course is offered, it will automatically become an "F."

Credit hours for courses receiving a grade of Incomplete will count as unearned, attempted credits for the purpose of Satisfactory Academic Progress (SAP). Once the Incomplete grade is replaced with a letter grade, SAP will be reevaluated based on the updated grade.

### **NON-PUNITIVE / REPEATED COURSES**

Centra College does not award proficiency credits or non-punitive (pass/fail) grades. The College does not offer non-credit or remedial courses.

If a course is repeated following a course failure, the failed attempt will not count as successful completion of credits. Once the course is successfully completed, the successful attempt will be counted as successful completion of credits. When a course is repeated, only the most recent course grade and credits received will be used to calculate the cumulative GPA. All attempts will remain on the transcript. Transfer credits accepted towards completion of the program, as well as all credits attempted while enrolled at the College will count toward the 150% of the program length for the purpose of Satisfactory Academic Progress (SAP).

### **PROGRAM COMPLETION TIME**

Students are expected to complete the enrolled program within 150% of program length. Program length is defined as minimum number of semesters required to complete the program. Program length for each nursing program at Centra College are as follows:

- RN-BSN is a three semester program and must be completed within four semesters
- ADN is a four semester program and must be completed within six semesters
- PN is a three semester program and must be completed within four semesters

Each semester in which a course is attempted counts towards the 150% program length calculation. Semesters not attended due to course schedule limitation or during a period of an approved leave of absence will not count towards the 150% program length.

## **LEAVE OF ABSENCE**

### **R.N-B.S.N., ADN, and PN programs**

Students who wish to take a leave of absence (LOA) from the College for a semester, after which time they intend to return, may request an official LOA (non-federally defined for financial aid purposes). If approved, the LOA allows the student an opportunity to return to the program in a future semester without the need to reapply and guarantees readmission to the course in which the student was enrolled at the time of beginning the LOA. A student who wishes to take an LOA is required to meet with the Academic Director for the program and is strongly encouraged to meet with the Offices of Financial Aid and Student Accounts to determine the implications of the leave on their current and future financial aid, billing statement, and loan repayment status. If approved by the Academic Director, the student should officially request an LOA by notifying the Registrar in writing of their intent to take an LOA. The date of leave is the date when the student notifies the Registrar of their intention to take an LOA.

### **Nurse Aide Education program**

Students with extenuating circumstances who are unable to complete the Centra Nurse Aide Education Program within the 5-week program time-frame but intend to return should request to take a Leave of Absence (LOA). The LOA allows the student an opportunity to return to the program at a future date without the need to reapply.

### **Leave of Absence**

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student or designee. No accumulated absences may be assessed to the student during a leave of absence.

- The student followed the institution's policy in requesting the leave of absence and submits a signed, dated request with the reasons for the leave of absence;
- The school determines that there is a reasonable expectation that the student will return to the school;
- The school approved the student's request in accordance with the published policy;
- The school does not impose additional charges to the student as a result of the leave of absence;
- The leave of absence does not exceed 180 days in any 12-month period;

If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal, and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.

If the student is enrolled in classes, taking a leave of absence by the withdrawal deadline date published in the academic calendar results in grades of W (withdrawn). Taking a regular leave of absence after the last date to withdraw as published in the academic calendar results in grades of WP or WF.

## **FAILURE TO RETURN FROM LEAVE OF ABSENCE**

### **RN-BSN, ADN, and PN programs**

Students on any type of leave of absence who decide not to return to Centra College should contact the Academic Director for the appropriate program and notify the Registrar with a written request for a withdrawal from the program. The date used for the withdrawal from the program will be the original date the student started the Leave of Absence.

Students who do not return from an LOA after the designated period and do not request to withdraw from the program will be administratively withdrawn. The date used for the withdrawal from the program will be the original date the student started the Leave of Absence. Students who have withdrawn or been administratively withdrawn from the program are required to reapply in order to return to the College. In such cases, there is no guarantee of readmission.

### **Nurse Aide Education program**

Students have six months to return and complete the program after a leave of absence (if the student has signed an employment agreement, Human Resource policies would apply). Otherwise, the student will be required to submit a complete application and pay necessary fees.

## **WITHDRAWAL POLICY**

### **Course Withdrawals**

A student who wishes to withdrawal from one or more courses during a semester but intends to remain in all other courses is required to meet with the Academic Director for the program and is strongly encouraged to meet with the Offices of Financial Aid and Student Accounts to determine the financial implications prior to initiating the withdrawal. If the student would like to move forward with the course withdraw(s), the student is required to notify the Registrar in writing. The date of withdrawal is the date the student notifies the Registrar of an intention to withdraw.

A student who misses five consecutive class or clinical days having had no contact with faculty or administration will be administratively withdrawn from the course. The student should contact the Academic Director of the program to discuss academic implications and should contact Offices of Financial Aid and Student Accounts to discuss financial implications after being administratively withdrawn.

Students who withdraw from a course by the official date to withdraw without grade penalty (see Academic Calendar) will be awarded a grade of "W." There is no grade penalty for a grade of "W." A student withdrawing after that date will be classified as withdraw passing (WP) or withdraw failing (WF) depending upon the course grade at the time of withdrawal. The credit hours for a course from which a student has withdrawn will be counted as attempted, unearned credits for the purpose of Satisfactory Academic Progress (SAP) and will be counted toward the maximum allowable credits for program completion.



## Program Withdrawals

Students who wish to leave Centra College and do not intend to return should officially withdraw from the program. A student who is contemplating leaving the College for any reason is required to meet with the Academic Director for the program and strongly encouraged to meet with the Offices of Financial Aid and Student Accounts before beginning the withdrawal process to determine implications to the student's account. If the student decides to withdraw from the College, he/she is required to submit written notice to the Registrar. The date of withdrawal is the date the student notifies the Registrar of an intention to withdraw. A student who has initiated but not yet completed the withdrawal process and wishes to rescind the withdrawal must notify the Registrar of his or her intention to continue study at the College. Any missed course/clinical assignments will receive a grade of zero and no make-up will be provided.

Students who withdraw from a course by the official date to withdraw without grade penalty (see Academic Calendar) will be awarded a grade of "W." There is no grade penalty for a grade of "W." A student withdrawing after that date will be classified as withdraw passing (WP) or withdraw failing (WF) depending upon the course grade at the time of withdrawal. The credit hours for a course from which a student has withdrawn will be counted as attempted, unearned credits for the purpose of Satisfactory Academic Progress (SAP) and will be counted toward the maximum allowable credits for program completion.

Students who wish to return to the College after a withdrawal must reapply. Readmission to the College is not guaranteed. All students who are readmitted after a withdrawal must comply with the program requirements in effect at the time of re-admittance. The College reserves the right to readmit or deny readmission based on the reason for leaving the College as well as past academic performance. All previous financial obligations to the College must have been satisfied prior to the request being made. Please refer to the Readmission Policy for further details.

## Administrative Withdrawals

Students are **administratively withdrawn** by the College if the student

1. Misses five consecutive class or clinical days in all courses having had no contact with faculty or administration
2. Has not returned to the College after an approved period for leave of absence and has not applied for a continuation of leave or withdrawal
3. Has not returned at the time specified after academic or disciplinary action
4. Has been administratively dismissed

Students may be administratively dismissed from the College for several reasons, including, but not limited to:

- Failure to meet the academic standards
- Failure to pay tuition
- Failing a drug screening
- Negative changes to background information
- Mental/physical/emotional problems that interfere with judgment or college responsibilities
- Other behaviors that are deemed inappropriate

The withdraw date for students who are administratively withdrawn is the last date the student participated in scheduled College activities or received a notification of dismissal, whichever comes first.

Students who are administratively withdrawn may request readmission. Readmission status will be evaluated on an individual basis.

## **RE-ADMISSION POLICY**

### **PN, ADN, and RN-BSN**

Re-admission is considered any student who was unsuccessful in a nursing program and reapplies to any nursing program within five years. Any student who is successful in a nursing program and is admitted into a subsequent program, is not considered a readmit. For example, any student who successfully completes the ADN program and progresses into the RN-BSN program, will not be considered a readmit.

Applications for re-admission will be accepted after a **one (1) year** time period has elapsed. If accepted for re-admission, the student must start nursing courses from the beginning of the curriculum with no credits for any prior nursing coursework and/or clinical hours. Honor Code Violations that lead to dismissal will not be eligible for re-admission.

Any student desiring re-admission, must reapply and follow the application process. All fees associated with application and admission will apply. The student desiring re-admission must meet all admission requirements set forth by Centra College at the time of their application. **One nursing course failure following re-admission will result in dismissal with no future option for re-admission.**

### **Nurse Aide Education Program**

Nurse Aide students who fail the 5-week course in any of the didactic, clinical, or skills lab content may be considered for re-admission after a 6-month time period has elapsed. Any student desiring re-admission, must reapply and follow the application process. Any fees associated with application and admission will apply. The student desiring re-admission must meet all admission requirements set forth by Centra College at the time of their application. If accepted, the student will enter the 5-week course from the beginning the next start date the program is offered.

## **Veterans Leave of Absence, Withdrawal, Readmissions, and Deferral of Enrollment Policy**

The College adheres to the Higher Education Opportunity Act of 2008 regarding veterans' leave of absence, withdrawal, deferral and readmission policies. If a student is planning a military leave, he or she must give advance written or verbal notice of the military service to the Dean's office, unless such notice is precluded by military necessity. If a student is forced to withdraw from enrolled courses due to military service, the student will be given an "incomplete" in the enrolled courses as a pending grade. The student will have approximately five (5) years to return and complete the "incomplete" courses. To be readmitted (reinstatement) after a military hiatus,

the student must give notice (written or verbal) of his or her intent to re-enroll to the Dean's office no later than three (3) years after the completion of the period of service. If the student is recovering from a service-related injury or illness, the student must notify the College no later than two (2) years after recovery. Students may contact the Dean's office for more information. Students will not need to re-qualify for admission upon reinstatement into pending courses. Students will be provided counseling by the Academic Director of the program to determine the impact of absence from the program. Students will be provided options to resume study in the pending courses, start the program completely over from the beginning of the curriculum, or in the event the program is no longer available, other options may be advised to the student on further enrollment. In the event a prospective student was admitted into a selected program, but did not begin attendance due to military service, may be allowed to defer enrollment into the selected program upon return from military service without the need to re-qualify through the admissions process.

## **GRADUATION REQUIREMENTS**

### **Registered Nurse to Bachelor of Science in Nursing program**

A student who is eligible to receive the College degree must

- Complete all graduation requirements within 4 semesters of enrollment.
- Complete the curriculum by earning a cumulative grade point average of 3.0 or higher
- Satisfy all financial obligations to the College

### **Associate Degree in Nursing program**

A student who is eligible to receive the College degree must

- Complete all graduation requirements within 6 semesters of enrollment once prerequisites are completed
- Complete the curriculum by earning a cumulative grade point average of 3.0 or higher
- Satisfy all financial obligations to the College

### **Practical Nursing program**

A student who is eligible to receive the College certificate must

- Complete all graduation requirements within 4 semesters of enrollment
- Complete the curriculum by earning a cumulative grade point average of 3.0 or higher
- Satisfy all financial obligations to the College

### **Nurse Aide Education program**

A student who is eligible to receive the graduation certificate must

- Complete all graduation requirements
- Complete the curriculum by earning a cumulative grade point average of 3.0 or higher
- Satisfy all financial obligations to the College

### **All Programs**

Students with a cumulative grade point average of 3.5-3.74 will be recognized as graduating with honors. Those students with a cumulative grade point average of 3.75-4.0 will graduate with high honors.

## **PROGRAM COMPLETION, LICENSURE AND CAREER PLACEMENT RATES**

Program completion, licensure, and career placement rates are maintained. This information is provided to applicants on the website.

## **LICENSURE ELIGIBILITY (ADN, PN, and Nurse Aide Education Programs Only)**

Upon graduation or completion of the program, the graduate is eligible to file an application to take the examination for licensure in the state where the graduate expects to practice.

Satisfactory results on the examination confers licensure and allows the nurse aide, practical nurse, or registered nurse to practice and seek licensure by endorsement in other states.

Please note, curriculum regulations of the programs have been verified with Virginia, North Carolina, South Carolina, and Maryland licensure requirements.

A student may be denied the right to take the licensing examination in Virginia due to conviction of a felony or misdemeanor involving moral turpitude or for other reasons cited in section 54.1-3007 of the code of Virginia.

## **TRANSFER OF CREDITS FROM CENTRA COLLEGE**

### **Disclaimer Statement:**

The ADN program at Centra College is a terminal occupational degree in nursing. The ADN is designed for successful employment in the nursing field and generally not applicable to other degrees. The ADN credits may or may not transfer to other 4- year learning institutions since the decision to accept transfer credits obtained at Centra College is determined by the accepting institution.

## **PROGRAM TERMINATION**

Termination of an academic program requires Board of Nursing approval. In the event of a determined program closure, the Dean will be responsible for written notification to students and for providing students with a detailed teach-out agreement.

**Section V:**  
**Student Services & Standards of Behavior**

## **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

The student is considered a responsible adult and is expected to behave in an appropriate manner. Guidelines and regulations governing expected conduct are developed by student representatives, faculty and administration, and are published in the Catalog/Student Handbook.

Students must comply with the below standards:

### **Behavioral/Emotional Conduct**

- Students must possess the ability to fully utilize their intellectual abilities, to exercise good judgment, to complete all responsibilities attendant to the diagnosis and care of patients, families, etc.
- Students must be able to maintain mature, sensitive and effective relationships with patients, other students, faculty, staff and other professionals under all circumstances, including highly stressful situations.
- Students must have the ability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Students must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy.
- Students must know that their values, attitudes, beliefs, and emotional experiences affect their perceptions and relationships with others and use that knowledge in interpersonal communications.
- Students must be willing and able to examine and change their behavior when it interferes with productive individual or team relationships.
- Students must possess the skills and experience necessary for effective and harmonious relationships in diverse academic, cultural and work/study environments.
- Interpersonal conflicts, tension, and incivility will not be tolerated in any way, shape, form, or manner with other students or faculty.

### **Professional Conduct**

- Students must be able to reason morally and practice nursing in an ethical manner.
- Students must be willing to learn and abide by the professional standards of practice defined by the discipline.
- Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, respect, accountability and tolerance.
- Students must be able to engage in patient care delivery in all settings; to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally challenged persons, medically compromised patients and vulnerable adults.

Each student has the privilege of exercising the rights of citizenship without fear of prejudice. Care has been taken to assure due process, which includes routes of appeal, if a student feels his/her rights have been violated. Students are not subject to unfair action or treatment as the result of the initiation of a complaint.

The achievement of the educational purpose is a responsibility of all aspects of the college. A direct responsibility rests on students, faculty, and administration to maintain an environment conducive to the pursuit of educational activities, to protect the rights of others, and to assure the opportunity for personal growth and development.

Centra Hospitals, Centra College, and the Student Government Association, are opposed to student use of alcoholic beverages on campus and unauthorized drugs. Evidence of impairment or having alcohol or unauthorized drugs on campus or hospital premises will be reported to the Dean or Academic Director of the Program and may result in suspension or dismissal from the college. Should a student's conduct cause the impression that he/she is under the influence of alcohol or drugs, he/she shall be so advised, and Centra College reserves the right to require breath, blood, and/or urine samples from the student.

Students have a responsibility to abide by the regulations set forth in the Catalog/Student Handbook.

### **CAREER ADVISING AND PLACEMENT SERVICES**

The Academic Directors of the nursing programs are available for career advising and placement services. Centra College does not guarantee job placement upon graduation.

### **FACULTY ACCESSIBILITY**

Faculty will be available six hours per week outside of instructional hours for academic or course advising. Hours will be included in the course outline and/or posted in the LMS course page.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

#### **Request for Testing Accommodations**

Under the Americans with Disabilities Act (ADA), Centra College guarantees that no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of the college. Centra College is committed to serving students with disabilities by providing appropriate accommodations in compliance with federal and state regulations. Request for accommodations for testing should be directed to the Academic Director or the Dean, and must include the following:

1. A letter of request from the student that specifies the testing accommodations being requested;
2. A written recommendation for testing accommodations from a qualified professional who is licensed or otherwise appropriately credentialed who possesses expertise in the disability for which modifications or accommodations are sought shall include the following:
  - The recommendations for testing accommodations with the stated rationale as to why this accommodation is necessary and appropriate for the individual seeking accommodations.

3. Testing and evaluation will be at the student's expense. Centra College will provide reasonable accommodations, but it is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on Centra College. All accommodations may not be available through the nursing programs or appropriate in nursing practice.
  - For further questions regarding testing and accommodations, please refer to the Virginia Board of Nursing website.
4. Students that have a documented reason for testing accommodations must notify the Dean/Academic Director whenever the documentation becomes available. It is the student's responsibility to present the documents for approved accommodations to the faculty each semester.
5. An e-mail from the Academic Director or the Dean will be sent to the requesting student and their semester course instructors detailing the student's accommodations appropriate for the college.

Additional requests for accommodations will be reviewed by the Dean or Academic Director and will be granted on a case by case basis.

## **TITLE IX**

Title IX of the Educational Amendments of 1972 provides that, "No person...shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX prohibits sexual harassment, including sexual assault, occurring in connection with any academic, extracurricular, or other college program, regardless of the location.

Pursuant to Title IX and its regulations (34 C.F.R. Part 106.8), Centra College's, Title IX Coordinator is the designated college official with primary responsibility for coordinating the college's compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination.

- Reporting any Title IX violations please email [Heather.Gable@centrahealth.com](mailto:Heather.Gable@centrahealth.com) or call 434-200-7033 to be connected to our Title IX Coordinator, Heather Gable.

### **The Title IX Coordinator**

- Promotes the creation of policies, procedures, and notifications designed to ensure college compliance with Title IX
- Oversees implementation of compliance (grievance) procedures, including investigation and disposition of complaints
- Answers questions and provides guidance about Title IX compliance and the college's related policies and procedures
- Serves as a liaison to the state and federal agencies that enforce Title IX



- Helps ensure the campus community and college employees with Title IX compliance and is responsible for seeing they are adequately trained and educated
- Monitors all other aspects of the college's Title IX compliance

## **STUDENT HANDBOOK**

This section of the catalog has been prepared to provide general information for students who are enrolled in Centra College. The Student Handbook provides information regarding matters of policy and procedure that are of general interest. All students are responsible for understanding and adhering to the policies as stated in the Student Handbook. Specific inquiries regarding matters of interpretation of policies and procedures should be directed to the Dean.

## **STUDENT HEALTH POLICIES**

Prior to admission, the student must provide proof of having immunizations for tetanus and either documentation of positive titers or immunizations for rubella, rubeola, mumps and chickenpox; the Hepatitis B vaccine series, and a tuberculin test. Students are required to have begun the Hepatitis B vaccination series before entering. All students must receive the Hepatitis B vaccination or sign a declination statement if they are unable to receive the vaccine for medical reasons.

- Flu vaccine is recommended annually during flu season and it is the responsibility of the student. Documentation of the flu vaccine is required; students who do not receive the vaccine may be required to wear a mask when in the clinical area.
- Tuberculin tests are required annually.
- Health care coverage is the student's responsibility. Students are encouraged to have their own family physician and have medical and hospitalization insurance.
- In case of absence, students must follow the policy as stated in the course guidelines.
- Students who sustain injuries in connection with clinical experience must report the injury immediately to his/her instructor. An Event Quality Assessment Form must be filled out and sent to Risk Management. This allows for proper confidential follow-up, assures proper lab testing, and prevents charges from being generated. If the student is exposed to a patient with Hepatitis B; i.e. needle stick, or mucous membrane contact and has to receive Immune Globulin and Hepatitis B vaccine, these will be given with the follow-up through Employee Health, at no cost to the student. Students are responsible for reporting this to the Student Health Nurse so that a notation may be made on the Student Health Record.
- If students are exposed to blood borne pathogens while in the clinical area, they will be seen in Employee Health for baseline testing, counseling, and follow-up recommendations. If the student has not had the Hepatitis B Vaccine Series, Employee Health will start the series but the completion of the series is the student's responsibility. The administrative nursing supervisor is to be contacted for guidance in the absence of Employee Health.
- To ensure that safety precautions are observed, students suspecting pregnancy should report this information to the faculty and have the pregnancy confirmed as soon as possible. When the pregnancy is confirmed, students are encouraged to report this to the Student Health Nurse.
- Students who give birth or have any form of surgery must bring a note from their physician to the Student Health Nurse stating that the student may return to class/clinical, and any restrictions placed on the student.
- If a student is given an "I" (incomplete) in a course due to illness, a statement from the student's physician may be required.
- If a student requests to be readmitted after withdrawing due to illness, a statement from the student's physician may be required.

## **BLOOD BORNE PATHOGENS**

Students receive an orientation in each course prior to going to the clinical area. The policy on blood borne pathogens will be reviewed, with specifics regarding the areas in which they will be working (i.e.: equipment availability and procedures that students in that specific area are required to observe in order to minimize the risk of exposure to themselves and others).

## **SMOKING POLICY**

Centra has established a policy for a smoke-free environment. Smoking or the sale or use of any tobacco product will be prohibited on Centra property, including buildings, grounds, parking lots, sidewalks, vehicles, ramps and plazas. This policy will pertain to patients, visitors, guests, volunteers, staff, and students.

## **SUBSTANCE ABUSE**

The unauthorized use, possession, distribution, or sales of drugs are serious offenses under both Federal and State law. The College upholds these laws and will not interfere with the legal prosecution of any member of the College community who violates them. The College is also supportive of considerable medical evidence that the use of drugs, except under medical supervision, may induce physical and emotional dependence, and that such use may be dangerously harmful to the user as well as seriously jeopardizing performance in the College environment. In light of these facts, the College will not tolerate the possession, sale, or use of narcotics and hallucinogenic drugs, or other controlled drugs or specific substances used for their drugging effects except when prescribed by a physician and assures violators of this policy that they will face appropriate disciplinary action which may include suspension or dismissal from the College.

The following policies and/or procedures relate to the use of controlled or specific substances used for their drugging effects:

- A. The College reserves the right to refer an individual for screening for substance abuse should a faculty member have cause to question that a student is under the influence of drugs or alcohol. The following behaviors are a basis for such screening: slurred speech, inappropriate behavior such as loud or violent, lack of coordination and/or manual dexterity, alcohol odors on breath, drowsiness or sleepiness.
- B. Any student who has factual evidence that another student is abusing drugs must report this immediately to the Dean, Academic Director of the program, or a faculty member. The student should try to have another witness to the evidence.
- C. The faculty member making the initial assessment will notify the Dean and the Student Health Nurse immediately.
- D. The individual will be required to sign a statement that he/she agrees to be tested for drugs and/or alcohol. Failure to comply will result in immediate dismissal from the College.
- E. The student(s) so accused will be requested to meet with the Dean to review the evidence. If the student tests positive, he/she will be dismissed from the College. The facts will be documented, signed by the student and the Dean and placed in the student's file. Depending

on the evidence and extent of the problem, action will be taken as to the individual's future in the College community. Care will be taken to preserve the rights of the accused.

### *Health Risks*

The health risks associated with the use of illicit drugs and the abuse of alcohol are many and varied. These substances can cause physiological as well as psychological changes in the individual who consumes them. Addiction is a disease process with physical, social, and emotional implications.

### **Federal Rules and Regulations**

Each individual must be aware of the Federal Rules and Regulations associated with the illegal possession of a controlled substance.

Federal Penalties and Sanctions for illegal possession of a controlled substance as well as a listing of Controlled Substances - Uses and Effects follow:

#### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance.**

##### **21 U.S.C. 844(a)**

1st Conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined at least \$1,000 if:

- a. 1st conviction and the amount of crack possessed exceeds five (5) grams.
- b. 2nd crack conviction and the amount of crack possessed exceeds three (3) grams.
- c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram.

##### **21 U.S.C. 853 (a)(2) and 881 (a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment (see special sentencing provisions re: crack).

##### **21 U.S.C. 881 (a)(4)**

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

##### *21 U.S.C. 862 (a), (b)*

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

##### **18 U.S.C. 922(g)**

Ineligible to receive or purchase a firearm.

### **Miscellaneous**

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions.

Additional state and local penalties and sanctions may apply.

Retrieved from: [www.usdoj.gov/dea/pubs.csa.html](http://www.usdoj.gov/dea/pubs.csa.html)

Additional Federal trafficking penalties may be viewed at:

[www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm)

According to Virginia Code 4.1-305, the laws of Virginia prohibit persons under the age of 21 years to consume, possess or purchase or attempt to consume, possess or purchase alcoholic beverages. The penalty for violation of this code is a mandatory minimum fine of \$500 or performance of 50 hours of community service, and suspension of driver's license for not less than six months or more than one year. For a list of commonly abused drugs, visit NIDA at [www.drugabuse.gov](http://www.drugabuse.gov)

### **Alcohol Abuse**

Alcohol abuse differs from alcoholism in that it does not include an extremely strong craving for alcohol, loss of control over drinking, or physical dependence. Alcohol abuse is defined as a pattern of drinking that result in one or more of the following situations within a 12- month period:

- Failure to fulfill major work, school, or home responsibilities;
- Drinking in situations that are physically dangerous, such as while driving a car or operating machinery;
- Having recurring alcohol-related legal problems, such as being arrested for driving under the influence of alcohol or for physically hurting someone while drunk; and
- Continued drinking despite having ongoing relationship problems that are caused or worsened by the drinking.

Although alcohol abuse is basically different from alcoholism, many effects of alcohol abuse are also experienced by alcoholics.

### **What are the Signs of a Problem?**

How can you tell whether you may have a drinking problem? Answering the following four questions can help you find out:

- Have you ever felt you should cut down on your drinking?
- Have people annoyed you by criticizing your drinking?
- Have you ever felt bad or guilty about your drinking?
- Have you ever had a drink first thing in the morning (as an "eye opener") to steady your nerves or get rid of a hangover?

One "yes" answer suggests a possible alcohol problem. If you answered "yes" to more than one question, it is highly likely that a problem exists. In either case, it is important that you see your doctor or other health care provider right away to discuss your answers to these questions. He or

she can help you determine whether you have a drinking problem and, if so, recommend the best course of action.

Even if you answered “no” to all of the above questions, if you encounter drinking-related problems with your job, relationships, health, or the law, you should seek professional help. The effects of alcohol abuse can be extremely serious – even fatal – both to you and to others.

**Alcoholism: Getting the Facts**

There are many common myths related to the use of alcohol. View the following website to learn more about these myths and facts about alcohol poisoning:

<http://www.collegedrinkingprevention.gov>

**ESSENTIAL QUALIFICATIONS FOR STUDENT ADMISSION, CONTINUATION, AND GRADUATION**

In order to be admitted to Centra College and to progress through the curriculum, students must possess the functional ability to perform the duties required of a nurse. Admission and progression may be denied if a student is unable to demonstrate the below essential qualifications with or without reasonable accommodations.

If a student employed by Centra Health, inc. is terminated and has restricted access to clinical settings, the Academic Director must be notified. The student’s progression in the program will be evaluated by Academic Director and Dean.

This list of essential qualifications, adopted by American Association of Colleges of Nursing, is delineated below and is necessary for Centra College’s admission, progression and graduation and for the provision of safe and effective nursing care. The nursing program reserves the right to amend the essential qualifications as deemed necessary. The essential qualifications include but are not limited to:

**Sensory Perception:**

Essential Qualifications	Behaviors
Visual:	<ul style="list-style-type: none"> <li>• Observe and discern subtle changes in physical conditions and the environment</li> <li>• Visualize different color spectrums and color changes</li> <li>• Read fine print in varying levels of light</li> <li>• Read for prolonged periods of time</li> <li>• Read cursive writing</li> <li>• Read at varying distances</li> <li>• Read data/information displayed on monitors/equipment</li> </ul>
Auditory:	<ul style="list-style-type: none"> <li>• Interpret monitoring devices</li> <li>• Distinguish muffled sounds heard through a stethoscope</li> <li>• Hear and distinguish high and low frequency sounds produced by the body and the environment</li> <li>• Effectively hear to communicate with others</li> </ul>

Tactile:	<ul style="list-style-type: none"> <li>• Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics</li> </ul>
Olfactory:	<ul style="list-style-type: none"> <li>• Discern body odors and odors in the environment</li> </ul>

**Communication/Interpersonal Relationships:**

Behaviors
<ul style="list-style-type: none"> <li>• Verbally and in writing engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds</li> <li>• Work effectively in groups and independently</li> <li>• Discern and interpret nonverbal communication</li> <li>• Express one's ideas and feelings clearly</li> <li>• Communicate with others accurately in a timely manner</li> <li>• Obtain communications from a computer</li> </ul>

**Cognitive/Critical Thinking:**

Behaviors
<ul style="list-style-type: none"> <li>• Effectively read, write, and comprehend the English language</li> <li>• Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings</li> <li>• Perform deductive and inductive thinking, which includes transferring knowledge from one situation to another, processing information, problem solving, evaluating outcomes, prioritizing tasks, and using short term and long term memory</li> <li>• Arithmetic ability to include reading and understanding columns of writing, reading graphic printouts and digital displays, calibrating equipment, converting numbers to and/or from the Metric System, measuring time, counting rates, using measuring tools, reading measurement marks, computing fractions and using a calculator</li> </ul>

**Motor Function:**

Behaviors
<ul style="list-style-type: none"> <li>• Handle small delicate equipment/objects without extraneous movement, contamination or destruction</li> <li>• Move, position, turn, transfer, assist with lifting or lift and carry patients/clients without injury to patients/clients, self or others</li> <li>• Maintain balance from any position</li> <li>• Stand on both legs</li> <li>• Coordinate hand/eye movements</li> <li>• Push/pull heavy objects without injury to patient/client, self or others</li> <li>• Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the patient/client, self or others</li> <li>• Walk without a cane, walker or crutches</li> <li>• Function with hands free for nursing care and transporting items</li> <li>• Transport self and patient/client without the use of electrical devices</li> <li>• Flex, abduct and rotate all joints freely</li> </ul>



- Respond rapidly to emergency situations
- Perform daily care functions for the patient/client
- Coordinate fine and gross motor hand movements to provide safe effective nursing care
- Calibrate/use equipment
- Execute movement required to provide nursing care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

**Professional/Emotional Behavior:**

**Behaviors**

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- Demonstrate sensitivity to individuals, families, and groups respecting social, cultural and spiritual diversity
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the patient/client and others
- Demonstrate emotional stability sufficient to assume responsibility/accountability for actions
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for patients/clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to self or others is unacceptable and subjects one to discipline
- Meet qualifications for licensure by examination as stipulated by the Virginia Board of Nursing
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Perform multiple responsibilities concurrently
- Handle strong emotion

**CAMPUS SECURITY**

The following policy is in compliance with the Student Right-to-Know and the Clery Act (PL101-542) and the HEA Amendments of 1992.

Title I Section 104

This section does not apply to this institution due to there being no "Athletic Related Aid" available.

Title II (PL101-542)

A. The College campus is defined as Centra College, 905 Lakeside Drive, Suite A and parking area in front of the College and Central Virginia Center for Simulation and Virtual Learning.

Centra Security Officers make rounds through the defined College campus. Any report of a crime or an emergency may be reported to the Lynchburg Police Department by calling 911 or the above-mentioned department at (434) 200-3255

- B. The Centra Security Department does cooperate with local, state, and Federal law enforcement agencies when violations occur, e.g., disorderly conduct, drug and alcohol abuse.
- C. New Students onboarded at Centra College will receive a Campus Safety and Sexual Assault Computer Based Learning (CBL) module that must be completed prior to start of classes.
- D. Entering students attend an orientation and are informed during orientation about policies and procedures including information to assist them in being responsible members of the College.
- E. The College keeps records of any reported crimes on the campus as defined above. These crimes would include murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes.
  - Students can obtain a complete copy of the annual crime report survey by contacting the Financial Aid Office at the college.
  - Comparison to national statistics can be made by going to the U.S. Department of Education's website at <http://ope.ed.gov/Security/asp>.
- F. There is no policy concerning off-campus student organizations. This College is not aware of the existence and does not recognize any off-campus organizations.
- G. The College keeps records of reported arrests on the above defined campus for liquor law violations, drug abuse violations, and weapon possessions.
- H. For a statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws; a statement of policy regarding the possession, use and sale of illegal drugs; enforcement of Federal and State Drug Laws; and a description of any drug or alcohol abuse education program, refer to "Drug Screening" and "Substance Abuse," in the Catalog & Student Handbook.
- I. Campus Safety and Sexual Assault CBL is provided annually and outlines procedures students should follow if sexually assaulted including whom to contact, the importance of preserving evidence, the availability of counseling services, and the disciplinary action for alleged sex offenses. Students are also provided with access to the Virginia State Police website concerning registered sex offenders.
- J. Timely Warnings – In the event a situation arises that, in the judgment of the College Administration, constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning may be issued through mass communication through the Send Word notification system to students, faculty, and staff; notices posted on the college website; flyers posted on bulletin boards; or announcements made in class. Anyone with information warranting a timely warning should report the circumstances to the College Administration by phone at (434) 200-3070 or to hospital security at (434) 200-3255 or Lynchburg Police Department by calling 911.
- K. If an act of sexual violence occurs on Centra College campus, the information must be reported to the Title IX coordinator as soon as possible.
  - A review committee will be developed within 72 hours of notification of the alleged act of sexual violence including the Title IX coordinator, a representative of law enforcement, and a student affairs representative.
  - The purpose of the review committee is to determine whether to disclose the reported information to protect the health and safety of the victim or other individuals.

- L. If a felony criminal sexual assault occurs on Centra College campus, Centra Security and/or Lynchburg Police Department must notify the local attorney for the Commonwealth within 48 hours of the start of the investigation.
- M. If a student is the victim of a crime and does not want to pursue action within the College's system or the criminal justice system, he/she may still want to consider making a confidential report.
  - With the victim's permission, the hospital Security Department can file a report on the details of the incident without revealing the victim's identity.
  - The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the student and others.
  - Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution.
- N. The Financial Aid Office in conjunction with the Hospital Security Department prepares the Annual Campus Crime Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the College website at [www.centracollege.edu](http://www.centracollege.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest and referral statistics include those reported to the Hospital Security Department, designated campus security authorities (including the Dean and local law enforcement agencies). These statistics may also include crimes which were reported anonymously to faculty, staff, and/or administration during confidential sessions.

Each year the campus security report is posted on the Centra College Website as well as Moodle for all enrolled students as well as faculty and staff. Copies of the report may be obtained at the Financial Aid Office or by emailing [FinancialAid@centracollege.edu](mailto:FinancialAid@centracollege.edu).

**Personal Safety:**

- Walk or jog with a friend, not alone
- Avoid isolated areas
- Know your limits on dates and communicate them to your partner
- Know your limits with alcohol and do not accept drinks from others
- Walk to car with keys in hand

**Protection from Date Rape Drugs:**

- Never leave your drink unattended. Date rape drugs are colorless and odorless and can be slipped into any type of beverage
- Do not accept drinks from anyone but a bartender or server
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing

**Campus Safety:**

- Tell a friend where you are going and when you will return
- Carry a whistle or noise maker; do not be afraid to scream if you need help

- Be aware of your surroundings
- Report suspicious people to administration, faculty or staff
- Notify the College administration, faculty or staff if you see someone in Centra College Building who does not belong
- Do not loiter in parking lots after campus building is closed
- Report lost or stolen badges immediately
- Secure badges at all times

**Protecting Your Property:**

- Keep your vehicle locked when it is parked and when you drive
- Consider installing anti-theft or alarm devices on your vehicle
- Do not leave textbooks, purses, book bags, or laptop computers unattended

**Sexual Assault Prevention**

Guidelines or suggestions to follow after a rape or sexual assault:

- Get to a safe place as soon as you can
- Try to preserve all physical evidence – do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action
- Contact Centra Security Department or Lynchburg Police Department. If needed, the College will assist the victim in contacting the appropriate authorities
- Talk with faculty, staff, and/or administration, who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you

It is important to seek immediate and follow-up medical attention for several reasons; first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours.

The College Administration is responsible for disciplinary procedures following a report of rape or sexual assault involving students. Both accuser and accused are entitled to have an advisor present at all hearings and proceedings. Both parties shall be informed of the outcome of any disciplinary hearing. Possible sanctions for being found responsible include, but are not limited to, expulsion, suspension, probation, counseling, and other sanctions as deemed appropriate.

All convicted sex offenders coming to or in Virginia, including students, are required to register with the local police department for inclusion in the Virginia Sex Offender Registry. This registry may be viewed locally at the Lynchburg Police Department or accessed directly on-line at <http://sex-offender.vsp.virginia.gov>.

## **HARASSMENT**

It is the policy of Centra College to maintain an environment free from any form of harassment. Harassment in any form is prohibited. Faculty, staff or students may report offensive actions to the Dean or their designee. All complaints will be promptly and thoroughly investigated. Investigations will be designed to protect the privacy of all parties concerned. Should it be determined that harassment has occurred, prompt corrective action will be taken, up to and including dismissal. Faculty, staff, administration, and students can be assured that retaliation will not occur as a result of reporting harassment.

Conduct constituting harassment includes, but is not limited to, unwelcome offensive behaviors referring to a person's race, color, religion, age, sex, national origin or ancestry, marital status, veteran's status, genetic information, physical or mental handicap unrelated in nature and extent to an individual's ability to be successful in an academic setting or any other prohibited factor. Threats or other forms of intimidation or retaliation against the complainant, or against any other person involved in the process described in this policy, shall be deemed to constitute harassment, and will therefore be considered to be a separate violation of this policy. The following shall not constitute harassment under this policy: speech or other actions which are protected by the Constitution or by the academic freedom rights of faculty members in connection with their instructional or research activities.

Some examples of harassment are:

1. Conduct has the purpose or effect of:
  - a. unreasonably interfering with an individual's performance, or
  - b. creating an intimidating, hostile, or offensive learning environment
2. Implication that submission to offensive conduct is a condition of success in learning environment.
3. Feeling that submission to, or rejection of, such conduct will be used as a basis for evaluation of learning.

## **Contacts**

### **The Sexual Assault Response Program (SARP)**

If you are need of services regarding sexual violence:

- **Contact the 24-Hour Hotline at 888-947-7273**
- SARP have two office locations
  - 1900 Tate Springs Road, Suite 8, Lynchburg, VA 24501
  - 510 Patton Street, Room 308, Danville, VA to 24540
  - Website: <https://www.ywcacva.org/>
- **Bedford Domestic Violence Services**
  - 24-Hour Hotline at 540-587-0970
  - The location of the BDVS is confidential.
  - Website: <https://www.bedfordcountyva.gov/departments/social-services/bedford-domestic-violence-services>

## **EMERGENCY NOTIFICATION**

In the event of an emergency the Lynchburg Police can be accessed by calling 911. The Dean or Academic Directors will proceed with mass notification via text message and/or phone notifications.

### **Guidelines for an Emergency Notification**

Safety in your Classrooms, Labs and Offices

#### **If you are informed of the Emergency, protect yourself!**

If the Emergency is due to severe weather or tornado warning:

- If you are outside, seek cover in the closest building.
- Stay in your classroom, room, or office if it is in the interior of the building  
*OR* Go to an interior hallway of the building.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Web and your e-mail for updates and instructions.
- Call 911 *immediately* or the college office if you have any information about damage or injuries.
- Stay in your area until you receive the “all clear” message from the college office, Centra Security or emergency worker.

If the Emergency is due to an intruder: (or if an intruder has been observed)

- Go to the closest classroom, room, or office and stay there.
- Shut the door and lock it, if possible.  
*AND* If possible, place a desk or chair in front of the door  
*AND* If possible, wedge a shoe or belt under the door to prevent it from opening.
- Turn off the lights.
- Keep yourself and others in the room as quiet as possible  
*AND* Switch cell phones to vibrate  
*AND* Mute all computers, projectors, CD players, and other machines.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Web and your e-mail for updates and instructions.
- Call 911 *immediately* or College office if you have any information about damage or injuries.
- Stay in your area until you receive the “all clear” message from the College office, Centra Security or emergency worker.

## **PARKING**

- A. Students have ample parking available at Centra College. Students are instructed to park in the spaces with white lines and leave labeled staff spaces for faculty and staff. In addition, students are to leave visitor spaces near the front of the building for visitors only.
- B. The College accepts no responsibility for theft or damage to employees’ or students’ vehicles. Report such a matter to the local police immediately.
- C. Parking in handicap spaces without the proper permit could result in a ticket issued by the City Police.

D. Students must file a Car Registration Form with the College office giving all required information.

### **HANDICAP FACILITIES**

Centra College and the branch campus Bedford Memorial Hospital are equipped with access ramps and has bathroom facilities for the handicapped. Handicapped parking is available and is designated in the front of the building.

### **ENTERING AND LEAVING BUILDINGS**

Students must enter Centra College through the main entrance. Students are required to use their student identification badge when entering through the lobby. The fire exits are not to be used except in the event of fire or a fire drill.

### **INCLEMENT WEATHER**

During inclement weather conditions please refer to the following television stations for notification about closings or delays:

<b>Television Station</b>	<b>Link to Closings &amp; Delays Information</b>
WSET (Channel 13)	<a href="#">WSET Closings &amp; Delays First Alert Closing and Cancellation System</a>

The television station maintains an up-to-date list of closings and delays.

Delays are also announced on the LMS and via the SendWord alert system. Students are responsible for ensuring that the Educational Tech Specialist and/or IT Support has the most up to date contact information.

### **Impact of A Delay**

Changes in schedule will be broadcast on WSET – Channel 13, a SendWord notification will be sent and the online platform, LMS © will be updated to reflect the changes.

Day clinical may be delayed or canceled and rescheduled at the discretion of the faculty. Evening clinical and classes will be determined at a later time.

### **Impact of Classes Cancelled**

Faculty has the option of posting assignments on the LMS to be completed at home to cover class material that was to be covered on the cancelled day.

## **ROLE OF STUDENTS IN THE EVENT OF A DISASTER**

All students are responsible for being familiar with the Emergency Operations Plan (EOP) as it relates to their duties and responsibilities. The EOP provides processes for implementing specific procedures in response to a variety of disasters

**Statement of purpose:** The EOP describes how the organization delineates the authorities, responsibilities, and procedures to be followed by staff, volunteers and community organizations in effectively responding to an emergency situation either within the hospital or within the community or at other Centra facilities.

While being a complete and separate entity in itself, the EOP reflects the commitments made to, and given by, organizations in the community, and reflects the basic disaster planning concepts within the community.

**Scope:** This Emergency Operations Plan is applicable to both external and internal disasters. The Plan is not intended to deal specifically with every possible adverse situation; rather, it provides a basic set of guidelines to keep the hospitals and other Centra facilities functioning as smoothly as possible under all emergency circumstances while allowing flexibility in responding to a specific set of conditions. This plan is supplemented by individual departmental procedures that provide the specific actions to be taken by departmental personnel in responding to a disaster.

**Management responsibility:** The Chair of the Safety Committee is responsible for developing and directing the Emergency Operations Plan. Any recommendations regarding the content or format of the plan should be provided to the Safety Chairman at 434-200-3135. Emergency Preparedness management information and incidents are reported to the Safety Committee and included in the annual report to the governing body.

Objectives:

- To attend promptly and effectively to all individuals requiring medical attention in an emergency situation.
- To protect the patients, visitors and staff from injury.
- To protect property, facilities and equipment.
- To attend promptly and effectively to all individuals requiring medical attention in an emergency situation.
- To protect the patients, visitors and staff from injury.
- To protect property, facilities and equipment.
- To correlate with the overall community disaster plan.
- To outline each department's responsibilities.
- Staff and hospital resource preparation for optimal performance.
- To satisfy all applicable regulatory requirements.
- To restore all services as quickly as possible.

Description of the plan:

The plan provides processes for implementing specific procedures in response to a variety of disasters. Emergency procedures are in place for the following events:



- a. CODE SIEGE - Hostage
- b. CODE ATLAS - Help required for the restraint of patient, visitor, etc.
- c. CODE SILVER – Facility lockdown/Situation potentially involves an active shooter
- d. CODE WHITE- Severe weather, Tornado, hurricane
- e. CODE ORANGE –Hazardous material spill
- f. CODE “MP” - Missing person (patient)
- g. CODE BLUE - Resuscitation notification
- h. PEDIATRIC CODE BLUE – Pediatric resuscitation notification
- i. CODE RED – Fire
- j. CODE ADAM - Possible child abduction
- k. CODE “D”- External/Internal Disaster
- l. CODE GRAY - Bomb Threat
- m. ALL CLEAR – Clear the code

During emergency codes, common actions may be taken at Lynchburg General Hospital and Virginia Baptist Hospital ~~and Guggenheimer Nursing Home~~. Lynchburg General Hospital and Virginia Baptist Hospital, dial 200-5911. Emergency announcements will be made three times over the public address system and will be repeated at intervals as necessary.

Note: Outlying facilities such as Bedford Memorial Hospital, Southside Community Hospital, Bridges Treatment Center, and the ambulatory care centers have internal protocols designed to provide proper announcements of all emergency codes.

Upon announcement of any code, each Department Director, or designee, will immediately take the steps outlined in their standard operating procedures to implement the Plan in their respective Department. Each Department Director, or designee, is responsible for providing periodic updates on staffing status to the Disaster Control Center.

*Note: Any Code may be upgraded to a Code D if circumstances so dictate. The Administrator in Charge or Administrative Supervisor will be responsible for making that decision.*

The plan provides for defining and, when appropriate, integrating the organization's role with community wide emergency preparedness efforts.

The Safety Officer for Centra is a member of the community disaster planning committee that meets regularly to coordinate and plan disaster drills for the Central Virginia region. These drills involve the emergency medical services for the city of Lynchburg and the counties of Bedford, Amherst and Campbell. All emergency medical service personnel from these localities participate in these drills on a regular basis. Other participants in these drills may also include the Lynchburg Amateur Radio Club (L.A.R.C.), Blue Ridge Emergency Medical Services (B.R.E.M.S.), Lynchburg City Fire Department, Lynchburg Police Department, and the Lynchburg Regional Airport.

Following the completion of the drills, Centra’s representatives participate in a critique of the drills to identify areas of needed improvement. These critiques are shared with the Safety Committee. The Emergency Preparedness Plan is modified as required.

Depending on the circumstances of a Code D, the Lynchburg City Fire Department and/or Police Department may be called. The administrator in charge of the disaster will make that decision after carefully evaluating all aspects of the event.

Other emergency situations such as Code Blue, Code Atlas, etc. do not necessarily require assistance from outside resources, but the administrator in charge of the event will make that decision.

**Guidelines:**

1. A disaster is announced over the public address system.
2. Students are not to report to the hospital unless they are contacted and are requested to report.
3. Students and faculty on clinical units will remain in the assigned area and assist with activities on those units.
4. Students who are in class will remain in the classroom until dismissed by the instructor.
5. No one is to use the telephones in the College or the hospital. There are a limited number of lines into the switchboard, and these must be available for handling vital communications relative to the disaster.
6. Students are not to release any information to persons who may question them. All information relative to the disaster or its operations will be released to the news media through the Media Relations Center which will be set up in the Health Sciences Libraries at Lynchburg General Hospital and Virginia Baptist Hospital under the direction of the Public Relations director or designee.

**FIRE PLAN**

Fire prevention is the responsibility of all faculty, employees, students and visitors. Should anyone discover a fire hazard, or condition that may create a fire hazard, prompt action must be taken including notification to the Dean of Centra College.

**A. Response When Discovering a Fire (RACE):**

1. **RESCUE** – The person discovering the fire should attempt to rescue anyone in an immediate life-threatening situation without placing themselves at risk.
2. **ALARM** – Pull the nearest fire alarm box. The fire alarm boxes are always located near emergency exits. Then immediately call 911 reporting the location of the fire as Centra College, Lakeside Drive. Call 434-200-5911 and announce code red.
3. **CONTAIN** – Be certain to close all windows and doors in an attempt to contain the fire in a small area.
4. **EXTINGUISH/EVACUATE** – Retrieve the nearest fire extinguisher and attempt to extinguish the fire. All building occupants not involved with trying to extinguish the fire should evacuate the building. If the person discovering the fire cannot successfully extinguish the fire then they should immediately evacuate the building with all other building occupants.

**B. Response When the Fire Alarm is Activated (person is not the one discovering the fire):**

1. All students should exit the building at the nearest emergency exit. Walk, do not run.

2. Faculty members will check each classroom, lounge and office areas to be certain that no one is left inside the building. They will close all doors behind them.
3. Everyone should assemble in the front parking lot while awaiting further instructions from the Lynchburg Fire Department site commander. Be careful not to impede the fire department response.
4. The College Dean or Academic Directors will account for all faculty members and support employees. The faculty members will account for the presence and safety of all students.
5. Reentry to the building should only occur after receiving approval from the Lynchburg Fire Department site commander.

C. Safe Operation of the Fire Extinguisher (PASS)

1. PULL the pin
2. AIM the nozzle of the extinguisher at the base of the fire
3. SQUEEZE the fire extinguisher trigger
4. SWEEP the fire extinguisher from side to side

D. Fire Drills – Fire Drills will be conducted once per semester.

**Students assigned in clinical areas must abide by the Fire Plan of Centra Lynchburg General Hospital Virginia Baptist Hospital.**

A. IF YOU DISCOVER A FIRE IN THE CLINICAL SETTING

1. Remove any patient in immediate life-threatening danger.
2. Pull the nearest fire alarm box.
3. Dial 200-5911 and give your name and the location of the fire.
4. Close doors and windows.
5. Fight fire.
6. Stand by.

DO NOT SHOUT "FIRE," STAY CALM.

B. If You Hear a Fire Alarm (Code Red)

1. Return to your section using the nearest stairwell. Since the fire brigade will respond to the fire via stairwells, you must remember to stay to the right and give way to the fire brigade as they pass. DO NOT USE ELEVATORS.
2. Close doors and windows.
3. Stand by.

C. Oxygen Cut Off Procedure

Do not cut off oxygen valves unless instructed to do so by the Nursing Supervisor in charge.

D. Students in the cafeteria will immediately return to their assigned units if the code occurs in their assigned clinical area. If the student is not assigned to the clinical area to which the code is called, the student should remain in the cafeteria.

E. Unassigned students in the cafeteria, library, etc., may remain there, but must abide by the same requirements as visitors; stay in rooms or waiting areas; and do not travel within the building until given further instructions.

F. No telephones are to be used during Code Red.

## **CODE SILVER POLICY**

**Scope:** This policy is applicable to all students, faculty and staff participating in activities at Centra College

**Purpose:** The purpose of this policy is to provide a quick response to an incident in the immediate vicinity or on the property of Centra College involving an active shooter, fugitive, or any other person who might represent a threat to the students, faculty or staff. The threat is considered serious enough to require a complete lockdown of the college to provide maximum safety to students, faculty, staff and others until the situation has been resolved. When an incident is occurring in the immediate vicinity or on the property of the hospital and is a serious threat to the safety of personnel, a Code Silver is initiated to lockdown the facility and to direct employees to seek safety.

### **Definitions:**

1. **Dangerous Person:** An individual actively engaged in killing or attempting to kill or seriously harm people in a confined and populated area.
2. **Civil Disturbance-** Group acts of violence and disorder prejudicial to public law and order.
3. **Gang Related –** A group of adolescents, criminals, or hoodlums who band together for mutual protection and profit.

### **Procedure:**

Determine that a security threat involving a dangerous person or fugitive is actively underway in the immediate vicinity or on the property of the college. The security threat may be discovered by:

- Information received from the Lynchburg Police Department
- Reports received by hospital security personnel
- News Reports
- Other employees/students/volunteers

A. **External Lockdown Procedures:** This occurs when the threat is outside of the facility but in the vicinity.

1. Lock all outside doors.
2. All persons in the building must remain inside until the situation is cleared by Lynchburg Police Department or Centra Security.

3. Notify students via appropriate channels (see listed below) of threat warning students, faculty and staff not to enter premises until the situation is cleared by Lynchburg Police Department or Centra Security.

B. Internal Lockdown Procedures: This occurs when the threat is inside of the facility.

1. Call 911; report situation
2. Notify students, faculty and staff via appropriate channels (see listed below) of a Code Silver or Dangerous Person
3. Decide whether to **Run, Hide or Fight (last resort)**. If evacuating the building leave all personal items behind.
4. All cell phones will be placed on silent mode. No one is to use a cell phone for calls (only texts) until all is secure.
5. If police enter, **keep hands in plain view at all times**. Expect to be treated like a suspect.
6. Faculty members must provide an attendance roll and roster to the Director of the Simulation Center after the all clear to ensure everyone is accounted for.

**Run:**

- a. Keep hands raised and visible.
- b. Keep others from entering area.
- c. Don't point, scream or yell.
- d. Follow law enforcement instructions.
- e. Don't make sudden movements toward officers.
- f. Move a safe distance from the facility.
- g. Report the incident by calling 911 and Centra security 200-3255.
- h. Do not re-enter the building.

**Hide:**

- a. Get out of the shooters view.
- b. Look for protection from gunfire.
- c. If possible, choose a place to hide that does not trap you.
- d. Hide behind large objects.
- e. Stay quiet, and silence phones.
- f. Stay in place until "All Clear" is given by law enforcement.
- g. Plan for fight.

**Fight:**

- a. Last resort action.
- b. Act as a team.
- c. Use improvised weapons.
- d. Disrupt and Incapacitate.
- e. Act aggressively.

C. Notifying learners:

Students must be notified when an external or internal lockdown occurs. Follow the directions for each institution below. Only institutions whom are scheduled for activities within the facility during the day of the lockdown should be notified.

1. Centra College

- a. A Centra College employee will activate SENDWORD alert message to all students, faculty and staff (policy CENTRA COLLEGE 4.7).
- b. Call Centra Security at 200-3255.
- c. Page overhead announcement for Centra College and Virtual Learning Center:
  - Selecting the Page button on the Alcatel Phone System on office phone.
  - Press #4.
  - State your announcement and repeat at least once.

### **CLASSROOM POLICIES**

Any required written work must be handed in by the deadline date set by the instructor, unless the instructor has agreed to a later date. Late papers may result in a lowered grade.

Pencils may be used for marking objective tests. All essay type exams are to be written in ink on a standard 8.5" X 11" notebook or typed on 8.5"X11" computer paper. All formal papers must be written according to the Publication Manual of the American Psychological Association (APA).

Guidelines for referencing: Any quote taken "word for word" from a source should be enclosed in quotation marks and referenced. Any idea taken from a source and paraphrased must be referenced. References should reflect the exact page number(s). Failure to give credit to an author is plagiarism. Any student guilty of plagiarism will be required to rewrite the paper with a late penalty or receive a grade of zero.

While in class, students may chew gum, eat, and drink soft drinks, if approved by the individual instructor and fellow students. Any trash is to be placed in the wastebasket at the end of each class.

### **LOCKERS & LOUNGE**

Lockers are located throughout the College, around the classrooms. Students will be assigned a locker upon entrance to the College. Students must provide their own combination lock for securing the locker.

A lounge is located at the end of the hallway that leads from the main lobby. The lounge is for the use of students. While utilizing the lounge, all students are expected to conduct themselves per the college Standards of Behavior. Anyone violating this code of conduct will be asked to leave the lounge and lounge privileges may be revoked. Among other furnishings, the lounge contains a television, refrigerator, a microwave oven, and an Avenue C Marketplace. The Avenue C Marketplace offers coffee, other beverages, snacks, and fresh food. There are multiple payment methods including: cash, debit, credit, Apple Pay and Google Pay. Avenue C

Marketplace is video monitored and inventoried for theft weekly. Any student caught stealing will be grounds for dismissal as this is a violation of the Honor Code.

### **PURCHASE OF TEXTBOOKS**

All textbooks will be purchased in bulk order by the college and each student will be billed individually within the tuition and costs at the beginning of the 1<sup>st</sup> and 2<sup>nd</sup> semester ADN program and 1<sup>st</sup> semester for the PN program.

### **COMMUNICATION BETWEEN STUDENTS, FACULTY, and ADMINISTRATION**

Consistent interaction between faculty and students will occur on a regular basis throughout the semester. There are various sources utilized for communication, such as bulletin boards, LMS, email, or office telephones. Messages for faculty should be sent through the LMS or left on individual faculty voicemail. Messages for students may be sent on email or in a LMS message. Students are responsible for keeping their contact information current and checking the LMS daily for messages. **It is unacceptable to contact faculty via social media.**

If a student needs to contact a member of the student services administration team, the form of contact must be through email, office phone number, or via a LMS message. **Contacting the administrative team on their social media is unacceptable.**

### **ACADEMIC ADVISING**

Students will be assigned a credentialed, course qualified academic advisor upon entry into the program of study at Centra College.

- Changes in academic advisor will be decided as needed.
- The assigned academic advisor name and contact information will be provided to the student at the start of their program to Centra College.
- The advisory will contact and attempt to meet with the student at least three times throughout each semester.
- Students may contact their academic advisory utilizing LMS or email.
- The academic advisory will respond within 48-72 business hours to address questions or concerns.
- Academic advisor concerns can be addressed with the Program Director.

### **CONFIDENTIALITY AND ACCEPTABLE COMPUTER USE POLICY**

Students have access to patient records and other confidential patient information. Because of this, students must maintain confidentiality of all patient information as required by Health Insurance Portability and Accountability Act of 1996 (HIPPA). Information is obtained from patient records when preparing for clinical assignments and during clinical experiences. Centra has adopted a position that photocopying or printing of information from patients' records will not be allowed. Students must sign the Centra Confidentiality Policy and Agreement.

Each year, all students are required to complete HIPPA training through the online education system. Training is mandatory and requires verification of its completion.

## **SOCIAL MEDIA POLICY**

Centra College acknowledges that social media (ie: Facebook, Twitter, YouTube, Snap Chat, Instagram) is one available form of communication among students. Centra College supports the use of communication and collaboration via social media platforms, however, it is mandated that students adhere to the code of conduct policies outlined in the **Student Catalog/Handbook** for the *Behavioral Expectations for Students* while using any form of social media. (Remember: Utilizing social media platforms enables one to disseminate information to an indefinite population beyond your group)

Centra College recognizes the social media guidelines defined below:

- **Respect:** Respect your peers, colleagues, faculty and staff. It is expected that students represent the college and the Centra Health organization in a positive fashion. Do not share personal information of others without permission. Utilize all HIPAA guidelines when posting photos and any information.
- **Sharing of information on-line:** Be aware of what you post! Students should obey the Centra College **Honor Code** while utilizing a social media platform. Students could be responsible for content displayed or shared that violates federal or state legislatures.
- **Accessibility:** Students should be aware that information posted can be viewed indefinitely. Comments and/or screenshots can be copied and forwarded to other parties.

\*Note: If at any time, a student violates the **Social Media Policy**, the student will be held accountable for their actions and could result in program dismissal

## **DRESS CODE**

The appearance of the nursing students of Centra College is vitally important in our association with patients, visitors, and employees. It is the policy of the hospital that nursing students maintain personal cleanliness, good grooming, and appropriate dress while in the health care facilities of the organization.

Many of the requirements for students are based on rules and regulations established by hospital administration. The faculty is responsible for students' adherence to the Dress Code as well as all college and hospital/agency policies.

### Students (ADN & PN programs)

#### B. Dress in Uniform:

- Students are to dress for clinical in the official College, specific program, uniform. The uniform is completed with socks, ~~hose~~, and all white or black leather closed toe and closed heel shoes.
- College issued identification badges **must be worn at all times** when in class, lab and clinical areas. Identification badge must be visible and worn above the waist level.



Badges are to be returned at the end of each academic year or when not enrolled in the College.

- Hair must be neat and secured so as not to interfere with patient care. Longer hair past the ears must be tied back. Students may be required to secure the hair, so it is off the collar. If a student chooses to use a headband, it must be a solid color, no larger than 1.5 inches, bandanas and other head garments are not acceptable.
- Facial hair must be kept clean and neatly trimmed.
- No jewelry is permitted with the uniform except a watch, an engagement and/or wedding band, and small earrings (¼ inch or less). A maximum of two small stud earrings (1/4 inch or less) per ear is allowed. No other pierced body parts shall be visible with the exception of a tragus or small nose **STUD** piercing. (Jewelry on the tongue, eyebrows, and upper lip or any other part of the face will need to be removed.)
- **Offensive** tattoos must not be visible. They may be covered by clothing or bandages.
- A matching lab coat may be worn with the uniform. Sport sweaters and jackets are not acceptable.
- Students may wear appropriate garments under the clinical uniform top. These include white T-shirt or black T-shirt (short and long-sleeve), tank tops, or camisoles with no printing.
- No gum is to be chewed while the student is in the clinical area.
- Good grooming habits will include bathing and using an effective deodorant.
- Fingernails must be kept short and be well manicured. One-eighth (1/8) inch beyond the finger is acceptable (More than 1/8 of the nail should not be visible when viewing from the palm of the hand). Unacceptable fingernails are those which are long/sharp enough to cause disposable gloves to tear while being worn in the normal course of duty. Nail polish, if worn, must be clear and be free from chips and cracks. Artificial nails are not permitted. This includes tips, wraps, acrylics, and gels. Wraps include any silk, fiberglass, or fabric enhancer that is glued to the natural nails. Acrylic nails are created using a paste that is applied to a natural nail or nail tip. A gel is brushed onto a natural nail or tip and hardened by ultraviolet lighting. Nail jewelry is not permitted.
- Perfumes, colognes, or any scented products may not be worn in patient care areas.
- Pins, badges, or insignias which represent an award or achievement in nursing may be worn. All other pins, badges, or insignias are prohibited.
- Students working in a department where a special uniform is worn must conform to the policy of that department.
- Appropriate street clothes may be worn by students on specified clinical rotations.

#### Students (Nurse Aide Education program)

- Students are required to wear the assigned uniform and white shoes (no design or slip-on allowed) during clinical days.

**NOTE: Students are to wear the student uniform only when on assigned clinical or lab experiences. The uniform places the student legally in the role of a student nurse or student nurse aide who is under the direct supervision of an instructor, and therefore should not be worn to places of employment or in the community.**

#### C. Dress for Class

Students are expected to dress appropriately. Jeans and Capri/crop pants may be worn to class but not in the clinical area of the hospital. Shorts must be the appropriate length and should not be shorter than fingertip length with arms down at the side and may be worn to class but may not be worn in the hospital or cafeteria. Lab coats are not to be worn to cover inappropriate dress.

The following are considered inappropriate dress for class or clinical:

- Spaghetti straps and racer back tops; straps should be 2 inches in width
- Form-fitting clothing; undergarments should not be visible through clothing or above the waistline of outer apparel
- Extremely short clothing or low neck tops
- Visible skin between upper and lower garments (sitting or standing)

#### D. Dress for Clinical Preparation

- Whenever off duty students are in the clinical area, they must wear their student lab coat over street clothes.
- Identification badges are to be worn at all times when the student is in the hospital building.
- Lab coats are not to be worn to cover inappropriate dress.
- Students will wear the following to clinical setting when off duty:
  - Student ID
  - Khaki pants in either tan, navy, white, or black
  - Conservative top with white appropriate lab coat

### Simulation

#### Student Responsibilities in Simulation

Throughout your education, you will participate in simulated patient clinical situations, both in school and after you graduate. In order to gain the most benefit from these simulations, you are responsible for the following:

- The Student must attend simulation on time and in full clinical dress code.
- All students must be present for a simulation to begin.
- Any student later than 10 minutes after the scheduled start time will not be allowed to join the simulation. This will be counted as an unexcused absence and result in an unsatisfactory grade for the simulation experience. The student will be subjected to the guidelines for disciplinary action outlined in the simulation grading policy. Simulation Faculty will attempt to reschedule the student for a make-up date, if the schedule allows for this. If the student is later than 10 minutes after the scheduled simulation start time or does not show up to simulation, the student will not be provided another make-up opportunity. The student will be subjected to the disciplinary actions outlined in the simulation grading policy.
- The Student must notify Simulation Faculty via phone or e-mail if unable to attend the simulation clinical as scheduled at least one (1) hour prior to the simulation clinical start time. If the student fails to notify Simulation Faculty at least one (1) hour prior to missing a scheduled simulation, this will result in an unexcused absence and the student will be subject to the disciplinary actions outlined in the simulation grading policy. Simulation

Faculty will attempt to reschedule the student for a make-up date, if the schedule allows for this.

- The Student must complete the required simulation clinical preparation work listed in their course Prep & Objectives on the Simulations LMS course page.
- The Student must care for their simulated patient as they would care for a patient in the clinical setting, following safe practice protocols, proper communication with patients and other caregivers, recognizing knowledge limits, and seeking assistance when appropriate.
- The Student must document all pertinent care information in the patient's EMR.
- The Student must be an active participant in self-evaluation and post simulation debriefing exercises.
- The Student must maintain confidentiality in simulation with regards to the patient, the simulation scenario, and the performance of their colleagues. Sharing simulation information with others outside of simulation will be considered an honor code violation.
- The Student will not be allowed to video tape or record any portion of simulation. Recording or videotaping during simulation will be considered a breach of the confidentiality agreement and an honor code violation.
- Cell phones must be on silent or off mode when students are in the simulation setting. Cell phones should not be visible while caring for the patient in the simulation experience.
- All students are expected to respect the Simulation center, the manikins, and the equipment utilized during the simulation.

Simulation and scenario specific information will be provided during the simulation orientation. Students will be expected to follow the school and clinical policies while in simulation. To maintain respect and privacy for all students, both in our program and in others, no student will be allowed in the control room of the simulation center. All students scheduled for clinical hours in the simulation center will be evaluated using the Simulation Evaluation Rubric. Please review the rubric prior to your simulated patient experience.

## **CELLULAR PHONES**

### Classroom

- Cell phones must be on vibrate or off mode when students enter the classroom.
- Students should refrain from sending and receiving calls and text messages.
- Cell phones should be stored out of sight during class.
- Students using cell phones in the classroom setting will be asked to leave the classroom for the conversation / text. Any class participation grades missed while out of the room will result in a zero.
- Students having cell phones visible during a test or exam are in violation of the Honor Code since this brings suspicion of cheating.

### Clinical

- Cell phones must be on vibrate or off mode when students are in the clinical setting.

- Students should refrain from sending and receiving calls and text messages.
- Cell phones should be stored out of sight during clinical.
- Students using cell phones in the clinical setting will be dismissed from clinical and will receive unsatisfactory in the area of accountability for that clinical experience

### **TAPE-RECORDING LECTURE**

Students must request permission from the course instructor to tape-record lectures. Permission to record is at the discretion of the instructor. The permission form is available on the Student Resources site on the LMS. A copy of the signed agreement will be kept on file in the College office.

### **HONOR CODE**

Each student is required to sign the below Honor Code Pledge upon admission to the College. A copy of the signed pledge will be kept in the student file. Students will attest to the honor code prior to the start of each test. Violation of the Honor Code may result in dismissal.

### **HONOR CODE PLEDGE**

The Honor Pledge: I, \_\_\_\_\_, a member of the student body of the Centra College, hereby pledge upon my honor to abide by all of the regulations governing that body. I understand completely that, if found guilty of cheating, lying, stealing, destruction of property, or failure to report any of the above when witnessed, I may be dishonorably dismissed from the Centra College. I will conduct my personal life with integrity, refraining from any action which would discredit myself, the members of the student body of the Centra College or the nursing profession.

I hereby pledge that I understand the Honor System and am aware that a breach of the Honor System may result in trial before the Honor Council as specified in the By-Laws of the Honor Council of the Centra College. This signed pledge covers all work done while under the jurisdiction of the Centra College.

Indicate your acceptance of this responsibility by signing your name below.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

### **TESTING POLICY**

In order to ensure fair testing practices for students and to adhere to the NLN Fair Testing Guidelines for Nursing Education (2012), the following testing protocols are applicable across the curriculums. Tests will refer to unit tests given throughout a course. Exam refers to a final

comprehensive examination given in a course. Each course in the ADN and PN programs should have a *minimum* of 80% of testing (tests and exams) as part of the course grade.

#### Testing:

- Tests/exams should reflect unit and course student learning outcomes.
- Test questions will increase in difficulty and level of application with each semester.
- Test/exam questions will be designed in a variety of formats, including but not limited to: multiple choice, choose all that apply, medication calculations. “Choose all that apply” questions will be counted as either a full question or a missed question; there will be no partial credit for these questions.
- Upon discretion, instructors will designate rationales for each test question.

#### Testing Environment:

- According to the guidelines for NCLEX, all tests/exams will be timed. Based on the NCLEX guidelines (RN: 265 maximum questions over a maximum of 6 hours; PN: 205 maximum questions over a maximum of 5 hours), students will be given 1.4 minutes per question.
  - If a student is tardy to the test, no additional time will be given to complete the test. All tests will be taken up at the allotted time, regardless of when the student actually began the test.

#### Absenteeism During Testing:

- If a student misses a test/exam, course faculty must be notified prior to the test/exam unless there is an extreme emergency.
- Any test/exam that is missed, the student will receive a zero.
- There will be no make-up test/exam unless there is an extenuating circumstance.
- All extenuating circumstances must be approved by the Dean.
- The comprehensive final exam must be completed.
- Students who are absent on the scheduled final exam day are responsible for contacting faculty in order to schedule a make-up date within 24 hours of the original scheduled exam date.
- The grade obtained on the comprehensive final exam will be the grade recorded in the grade book for the final exam and only **ONE approved missed test.**
- Due to the nature of the five-week Nurse Aide Program, the test and exam will be made up by the discretion of the faculty and Program Coordinator with a physician note required for missed testing and examination.

#### During a Test or Exam:

- Tables/ desks should be clear of ALL items --nothing can be on the table or chair during testing (including drinks and/or food items) with the exception of utensils for writing.
- All APPLE, SMART watches, or Bluetooth devices will be removed prior to the start of a test **unless the device (IPAD) is being used for testing.** A SMART device is anything that can transfer data from one device to another either by WiFi, Bluetooth, 3G/4G, LTE, etc.
- All backpacks, purses, etc. will be placed in the front of the room.
- Only hand-held calculators can be used during paper tests.

- Cell phones should be set on silent and placed in purses or backpacks in the front of the room.
- Only emergent bathroom breaks will be allowed during test or exams.
- Faculty will provide scratch paper/cover sheets. **No credit** will be given for answers on scratch paper.
- When applicable, all students are required to use cover sheets during paper and pencil testing. These scratch paper/cover sheets will be collected by faculty at the completion of the test.

#### Exam Soft Settings:

- Testing will take place on IPADs purchased by the student utilizing the **Exam Soft** Application testing system. IPADs should be fully charged prior to taking an exam.
- Students must download the exam provided by the faculty instructor prior to the scheduled exam date and time. If the student does not complete this task before the scheduled exam date and time, a “0” will be marked for the test grade.
- The test administered will be Secure.
- Backwards navigation will be applied.
- Time clock will be shown on the test.
- Font size limitations will be set to 14 size font.
- No exam review will occur directly after the test.
- Students will be allowed one download attempt for the examination. Any further download attempts must be approved by the Academic Director of the program and course faculty.
- A preliminary grade **will not** be provided to a student at the completion of the examination.

#### Honor Code:

- Upon admission to the college, the student is required to read and sign a copy of the Honor Code Pledge. This signed copy is kept in the students file in Centra College file room.
- At the start of each test or exam, the student is required to pledge that he/she has neither given nor received aid on the test or exam.
- Violation of the Honor Code may result in dismissal from Centra College.
- If an episode of honor code violation is observed, the infraction will be reported by the accuser immediately to the proctor.
- The Honor Code also applies to computerized tests and quizzes. The Honor Code is in effect as soon as the student opens the computerized test/quiz.

#### Student Test Grades/ Test Review/Final Exam:

- Test grades will be posted in the LMS within five (5) business days of the test day.
- Students that receive a grade below an “80” on any test will receive an Academic Warning and will be requested to schedule a test review with the instructor.
- A delayed test review will occur unless extenuating circumstances arise.
- **ALL DISCUSSIONS REGARDING TEST QUESTIONS MUST HAVE A GENERATED ANSWER RATIONALE FORM SUBMITTED BY THE STUDENT**

TO THE COURSE FACULTY WITHIN FIVE (5) BUSINESS DAYS OF THE POSTED GRADES.

- Final exams will not be reviewed in any form and students will not be allowed to submit an Answer Rationale Form.

Accommodations for Students with Disabilities:

- Students that have a documented reason for testing accommodations must notify the Dean/Academic Director whenever the documentation becomes available. Documentation must be submitted each semester.
- The Academic Director will notify the course faculty of the need for testing accommodations.
- After the faculty have been notified, testing accommodations such as additional time for testing or testing in a separate area must be arranged with the course faculty.
- Please refer to pg. 87-88 for further information regarding accommodations for students with disabilities.

Grading: RN-BSN, Associate Degree, Practical Nursing, and Nurse Aide Education Programs

- All Test/exams scores and final course grades will be posted to the hundredths:  
ABSOLUTELY NO ROUNDING
  - The grading scale is as follows:
    1. A = 90.00 – 100
    2. B = 80.00 – 89.99
    3. C = 70.00 – 79.99
    4. D = 60.00 – 69.99
    5. F = below 59.99

**VIRTUAL TESTING & DELAYED TEST REVIEW PROCTORING GUIDELINES**

These guidelines have been created to ensure consistency in the student's virtual testing and delayed test review environment to ensure the Centra College Honor Code is being upheld by the student.

For the virtual test and delayed test review environment, the student will need to open the test on their iPad while the Microsoft Teams video is running on a second device, such as a phone or laptop, to allow the assigned faculty member to proctor the virtual testing environment.

Environment

- Student must provide a 360-degree scan with the Microsoft Teams video of their environment for the assigned faculty member prior to the start of the test or delayed test review and at the completion of the test or delayed test review.
- Students cannot be in the same immediate location as a fellow student when during a test or delayed test review.

- While testing on the iPad, the student must set up the identified second device to allow the instructor to visualize the student's workspace, which includes their iPad, scratch paper, and the student's face and hands.
- While completing the delayed test review on the iPad, the student must set up the identified second device to allow instructor to visualize the student's workspace, which includes their iPad and the student's face and hands.
- To fully proctor the virtual testing environment, the student's second device must not be on mute. The student must ensure that the volume of their virtual testing environment is minimal to decrease distractions.
- Students may utilize sound blocking foam/rubber ear plugs or cotton balls. Headphones and ear buds are prohibited.
- Student, iPad, and scratch paper must stay within the view of the instructor.
- Student must ensure iPad and identified second device is fully charged prior to testing.
- Technical Difficulties including iPad and/or phone issues will be handled at the discretion of the faculty member.

#### Scratch Paper

- Student can only utilize one piece of scratch paper for testing.
- Student must show both sides of the scratch paper to instructor during the environmental scan.
- Student cannot write questions and/or answers on the scratch paper.
- Student must show scratch paper to instructor immediately after submitting test on ExamSoft.
- The scratch paper can be saved and utilized for remediation, if needed.
- Upon instructor discretion, scratch paper may be asked to be shredded for instructor to see.

### **ADN MEDICATION DOSAGE CALCULATION COMPETENCY TESTING POLICY**

#### **Policy Statement:**

To show evidence that Centra College ADN students are progressing in their ability to perform medication dosage calculations a series of dosage calculation tests will be administered to the students. The dosage calculation test will be administered in one course each semester. Also, each unit test administered during the semester will include 5 fill in the blank dosage calculation questions. Dosage calculation questions may be included on the cumulative final exam.

1. First semester, students will receive the first dosage calculation test (the "Test") at the conclusion of the semester. Students will have up to three (3) opportunities to pass the Test. If a student does not successfully complete the Test they will be required to meet with the instructor to review the missed items on the Test before taking the Test for a second or third time. Students who do not pass the Test on the third attempt will be unsuccessful in the course in which the Test was assigned.
2. Beginning in the second semester, and to continue in subsequent semesters, a dosage calculation pre-test is given to determine the student's baseline and any additional instructor



assistance needed (the “Pre-Test”). The Pre-Test does not affect the student’s grades or his/her ability to pass any classes in which he/she may be enrolled.

3. The Pre-Test will be comprised of dosage calculation questions/problems that were taught during the previous semester. Students will complete the Pre-Test off-site via ExamSoft and be given a five (5) day window (the “Pre-Test Window”) to complete the Pre-Test. The Honor Code applies to the Pre-Test. Students are not allowed to complete the Pre-Test in groups and notes are NOT to be used.

4. Beginning in the second semester, and to continue in subsequent semesters, a dosage calculation post-test will be given to the students at the mid-point of the semester (the “Post-Test”). Students will have up to three (3) opportunities to pass the Post-Test. If a student does not successfully complete the Post-Test they will be required to meet with the instructor to review the missed items on the Post-Test before taking the Post-Test for a second or third time. Students who do not pass the Post-Test on the third attempt will be unsuccessful in the course in which the Post-Test was assigned.

- Students needing to repeat the Post-Test will be allowed up to two (2) weeks between Post-Tests to allow time to review the missed items with the Instructor and to prepare for the next Post-Test.
- There must be a minimum of five (5) days between unsuccessful completion of Post-Test and a repeat of the Post-Test.
- Successful Post-Testing must be completed prior to the final course exam.

5. The Test, the Pre-Test, and Post-Test (the “Tests”) will be all administered in ExamSoft. The Test, which is administered during a student’s first semester, will consist of twenty (20) multiple choice questions. For subsequent semesters, all of the Tests will consist of twenty (20) fill in the blank questions.

6. A passing score on the Test (First semester only) is a grade of 80 or higher.

7. The following Post-Test scores are considered “passing”:

- Second semester students must obtain a grade of 85 or higher
- Third semester students must obtain a grade of 90 or higher
- Fourth (ADN only) semester students must obtain a grade of 90 or higher

8. The Test and Post-Test include content taught during the semester in which such Test or Post-Test is administered. The Test or Post-Test will take place in the following courses:

<b>ADN</b>
N-150
N-180
N-240
N-260

9. Faculty will provide a thorough review of dosage calculation rules as per Morris 7th ed. Calculate with Confidence (the “Rules”). Examples of the rules are outlined below:

- a. rounding rules
  - o < 1mL round to hundredth (Ch. 3)
  - o > 1 mL round to tenth (Ch. 3)
  - o kg is rounded to tenth (Ch. 25)
- b. no trailing zeros to right of decimal (Ch. 6)
- c. no fractions (Ch. 6)
- d. leading zero to left of decimal (Ch. 6)
- e. correct abbreviations (ex: mL, subcut, etc.; inside cover and page 152)
- f. weight- based calculations- round the weight and the final answer to the nearest tenth. (pg 668-74)
- g. questions NOT to be included BMI or Intake and Output Calculations. The Tests will contain the calculation only (no scenario).

10. The following dosage calculation directions will be provided with each question:

- a. Directions: Calculate the following dosage. Round mL answers to the nearest tenth or hundredth according to rounding rules.
- b. Weight Based Directions. Calculate the following dosage. Round the weight and the final answer to the nearest tenth or hundredth according to rounding rules.
- c. IV Pump Directions: Calculate the dosages as indicated. The pump delivers in tenths of a milliliter. Or Round pump rate to the nearest whole number.
- d. IV Drip Directions: Calculate the dosages as indicated. Round drip rate to the nearest whole number.

### **PN MEDICATION DOSAGE CALCULATION COMPETENCY TESTING POLICY**

#### **Policy Statement:**

To show evidence that Centra College PN students are progressing in their ability to perform medication dosage calculations. Each test administered during the semester will include 5 fill in the blank dosage calculation questions. Dosage calculation questions may be included on the cumulative final exam. To ensure students are progressing in their ability to perform medication dosage calculation, each semester will administer a Dosage Calculation Test that will include the dosage calculation taught that semester. The test will be 20 fill in the blank questions that will account for 5% of the overall course grade.

1. Each test in the courses listed below will include 5 fill in the blank questions specific to dosage calculation content taught in course:

- o First Semester
  - o NUR-116: Basic Conversions and Dosage Calculations
- o Second Semester
  - o NUR-125: IV Pump, IV Drip, and IV Reconstitution Calculations
  - o NUR-126: Pediatric Calculations
- o Third Semester
  - o NUR-136: Cumulative Dosage Calculations

2. To ensure students are progressing in their ability to perform medication dosage calculations, each semester will administer a Dosage Calculation Test that will include the dosage calculation taught that semester.

- Test will be 20 question fill in the blank
  - Test will be 5% of overall grade
3. In third semester, NUR-136 will administer a Dosage Calculation Test that will include cumulative dosage calculations from previous semesters.
- Test will be 20 question fill in the blank
  - Test will be 5% of overall grade
4. Faculty will provide a thorough review of dosage calculation rules as per Morris 7th ed. Calculate with Confidence (the “Rules”). Examples of the rules are outlined below:
- a. rounding rules
    - $< 1\text{mL}$  round to hundredth (Ch. 3)
    - $> 1\text{ mL}$  round to tenth (Ch. 3)
    - kg is rounded to tenth (Ch. 25)
  - b. no trailing zeros to right of decimal (Ch. 6)
  - c. no fractions (Ch. 6)
  - d. leading zero to left of decimal (Ch. 6)
  - e. correct abbreviations (ex: mL, subcut, etc.; inside cover and page 152)
  - f. weight- based calculations- round the weight and the final answer to the nearest tenth. (pg 668-74)
  - g. questions NOT to be included BMI or Intake and Output Calculations. The Tests will contain the calculation only (no scenario).
5. The following dosage calculation directions will be provided with each question:
- a. Directions: Calculate the following dosage. Round mL answers to the nearest tenth or hundredth according to rounding rules.
  - b. Weight Based Directions. Calculate the following dosage. Round the weight and the final answer to the nearest tenth or hundredth according to rounding rules.
  - c. IV Pump Directions: Calculate the dosages as indicated. The pump delivers in tenths of a milliliter. Or Round pump rate to the nearest whole number.
  - d. IV Drip Directions: Calculate the dosages as indicated. Round drip rate to the nearest whole number.

## **SOLICITATION AND SELLING**

Unauthorized pools, collections, sale of tickets or merchandise, or passing of handbills by students are not permitted. Student fund raising projects must be approved by the Dean and the Administrative Representative. Students wishing to participate in merchandising parties or demonstrations may do so only away from hospital property and at their own risk. Fundraising activities are to be kept at a minimum. All funds raised are to be used for class group activities. Funds are not to be used for personal use, such as the purchase of uniforms, books, or rings, etc.

The following procedure must be followed when requesting approval to sell or solicit within the hospital:

- Request the form from the College office
- Fill out all requested information including whether you intend to put up posters and where you wish to display them

- Have the Dean or Academic Director of the program sign the form
- Return the form to the College office to be forwarded to administration for approval
- Check with the Bursar & Student Account Manager to find out whether the activity has been approved before advertising or holding the activity

## **EMPLOYMENT OPPORTUNITIES**

Students may seek employment as long as it does not interfere with class or clinical schedules. Students are not to leave class or clinical because of employment responsibilities. Centra may employ nursing students for various positions. Application must be made through the Human Resources Department. Centra will no longer hire individuals who use tobacco/nicotine products in any form.

We have observed that working 16 or more hours per week can lead to failure in our nursing programs and nursing literature also supports this.

## **FINANCIAL AID**

### **Philosophy**

The Office of Financial Aid at Centra College exists to assist students with funding their education through a variety of financial aid options, including Title IV funding and other institutional and outside funding sources. Students must maintain Satisfactory Academic Progress (SAP) each semester to maintain financial aid eligibility. The Financial Aid Office is committed to serving students with clear communication and accurate and timely aid processing, while maintaining compliance with all federal, state, and institutional regulations. The policies and procedures of the Financial Aid Office exist to protect student rights and privacy. The Financial Aid Office maintains regular office hours weekly and accepts individual appointments.

Students at Centra College are not excluded from participation in a program of financial aid on grounds of race, color, religion, age, sex, national origin or ancestry, marital status, veteran's status, genetic information, physical or mental handicap unrelated in nature and extent to an individual's ability to be successful in an academic setting or any other prohibited factor.

### **Eligibility**

For federal student aid, a student must be a U.S. citizen or an eligible non-citizen as defined by the U.S. Department of Education. Students must be making Satisfactory Academic Progress (SAP) as defined by the College (Catalog & Student Handbook). A student cannot be in default on a Perkins Loan, Guaranteed Student Loan/Stafford Loan, PLUS Loan, or SLS and be eligible for federal student aid. Further, a student is not eligible for federal student aid if he or she owes a refund on a Pell Grant or SEOG, or has exceeded the lifetime eligibility for Pell Grants. A student must be enrolled at least half-time at the College for most programs of financial assistance. The Nurse Aide Education program is not eligible for federal financial aid.

Students who wish to receive federal financial aid should complete the Free Application for Federal Student Aid (FAFSA) annually at [www.studentaid.gov](http://www.studentaid.gov) using the Centra College school code (015347). Upon completion of the FAFSA, the Department of Education or the College may select the student for a process called "verification." If selected, the student will be required to submit documentation verifying information provided on the FAFSA. This may include documents such as IRS tax return transcripts, W-2 forms, statements from agencies such as the Social Security Administration, and other documentation as needed. Students who do not provide the required documentation will not be eligible to receive aid from the U.S. Department of Education and may not receive aid from other sources. This documentation must be provided in a timely manner. A valid Student Aid Report (SAR) must be received no later than the last day of enrollment or June 30 of the academic year (whichever comes first) in order to receive federal financial aid.

Students who are planning on using Federal Direct Loans must complete federal Entrance Counseling (EC) and a Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov) prior to their first disbursement at Centra College. Students with a valid EC and MPN on file who have already received a disbursement of aid at Centra College do not need to recomplete these items again for future disbursements. The FAFSA, however, is required annually.

All financial aid requirements must be completed and submitted at least two weeks prior to the established payment deadlines each semester in order for aid to be processed in time for the deadline. Failure to submit required financial aid documents in a timely manner will result in full payment being due by the established deadline for the semester. Entering and continuing students are encouraged to complete all financial aid requirements at least three months prior to the start of courses each academic year. Students are responsible for all expenses not covered by financial aid.

Upon graduation or withdrawal from Centra College, all students who have been recipients of student loans while attending Centra College are required to complete federal Exit Counseling at [www.studentaid.gov](http://www.studentaid.gov).

### **Cost of Attendance**

Standard budgets, also known as the "Cost of Attendance" (COA), are determined by the College within guidelines established by the U.S. Department of Education. The COA includes allowances for tuition, fees, housing, food, books, supplies, educational materials, personal/miscellaneous expenses, child care where appropriate, and other costs directly related to attending school. The established COA sets a limit on the amount of student aid a student can receive during the academic year. Students receiving aid in excess of their established COA will be required to return funds to the appropriate source according to guidelines set by the U.S. Department of Education. Students must report all offers of financial assistance to the Financial Aid Office to be counted toward the student's annual eligibility.

### **Return to Title IV (R2T4) – Financial Aid Recipients**

Federal law requires colleges to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws
- Stops attending before completing the term
- Takes a leave of absence
- Does not complete all modules (courses which are not scheduled for the entire term) for which he/she has registered at the time those modules began

Colleges are required by federal statute to determine how much financial aid was earned by students (earned aid) who withdraw from the college or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws from the college after the 60% point-in-time, there is no unearned aid. However, a college must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The payment period for most students is the entire term. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

Aid is returned to the appropriate aid program based on the percentage of unearned aid. If a student earned less aid than was disbursed, the College would be required to return a portion of the aid. As a result, the student borrower may owe a balance to the college when Title IV aid is returned.

If a student earned more aid than was disbursed, the college would notify the student of eligibility for a post-withdrawal disbursement to be paid within 120 days of the student's withdrawal from the college.

The College must return the amount of Title IV aid for which it is responsible no later than 45 days after determining the student's withdrawal date. A student's withdrawal date (as defined in 34 CFR 668.22) is:

- 1) The date the student began the College's withdrawal process or officially notified the college in writing of intent to withdraw;
- 2) For a student who withdraws from the College without notification, the date the college determines is related to the circumstances beyond the student's control, or the midpoint of the semester; or,
- 3) The student's last date of attendance at a documented academically related activity.

For a student who withdraws from the college without providing notification to the College, the College must determine the withdrawal date no later than 30 days after the end of the earliest of the payment period, the academic year, or the educational program.

Aid is returned in the following order, as established by Congress, up to the net amount disbursed from each source:

- Federal Unsubsidized Direct Loans

- Federal Subsidized Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for which a return of aid is required
- Other Title IV assistance for which the return of aid is required
- Other federal, state, private or institutional financial assistance for which return of aid is required

A student may have an outstanding balance with the college due to the Return of Title IV aid. A hold will be placed on the student's account until repayment has been made in full. This hold will prevent a student from obtaining an academic transcript.

The federal aid formulas for return of funds can be somewhat confusing. Therefore, we suggest that you meet with the Financial Aid Office before withdrawing for information on how a withdrawal may affect your financial aid.

**SATISFACTORY ACADEMIC PROGRESS (SAP) (Applicable to R.N-B.S.N., ADN, and PN programs)**

Satisfactory Academic Progress (SAP) must be maintained by all students using financial aid at Centra College. The SAP policy is for financial aid purposes and operates independently from the Academic Standing requirements for each program. For the purpose of SAP, a student's progress is measured quantitatively (time frame) and qualitatively (grade) and is evaluated at the end of each semester. Failure to meet any SAP standard will result in the student being placed on financial aid warning for the subsequent term. A student on financial aid warning will have one semester to reestablish SAP before going on financial aid suspension. A student on financial aid suspension will not be eligible for Title IV funds for any subsequent semesters until SAP is reestablished.

The student will receive written notification of financial aid warning and suspension. The student should reach out to the Office of Financial Aid if they think they have been mistakenly placed on financial aid warning or suspension or if they wish to appeal their status.

The following standards are used for verification of Satisfactory Academic Progress:

1. **Cumulative grade point average (GPA)**  
Students must maintain a cumulative GPA of 2.0 or higher for Centra College courses. If the GPA falls below a 2.0 at the end of the payment period, the student will be placed on financial aid warning for the following payment period. If the cumulative GPA is less than 2.0 after the subsequent payment period the student will be placed on financial aid suspension and will not be eligible for Title IV funds.
2. **Completion rate**  
Students must maintain a 67% completion rate for all cumulatively attempted credits for the program (including transfer credits). If at any time the student does not achieve a 67% completion rate, the student will be placed on financial aid warning for the following payment period. If the student does not achieve a 67% cumulative

completion rate after the financial aid warning period, the student will be placed on financial aid suspension for subsequent payment periods and will not be eligible for Title IV funds. Grades of D, F, Unsatisfactory (U), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP) or Incomplete (I) are considered attempted, unearned credits and are counted against the completion rate.

3. **Maximum allowable time frame for program completion**

Students must complete all academic requirements within 150% of the published length of the program. The length of the program is determined by the number of credit hours it takes to graduate from the program. Transfer credits accepted toward completion of the program and credits attempted while enrolled at the College will count toward the 150% of the program length. Should a student exceed 150% of the program credits required for completion, the student will not be eligible for Title IV funds.

Qualitative and quantitative standards are used to judge a student’s academic progress. This evaluation is cumulative and must include all periods of the student’s enrollment, even periods in which the student did not receive federal financial aid. In accordance with federal regulations, Centra College uses the cumulative grade point average as a qualitative measure. In addition, quantitative measures include the percent of credits completed and the maximum number of allowable credit hours required to complete a degree or certificate program.

**Minimum Standards of Satisfactory Academic Progress**

<b>Program</b>	<b>Total Semester Credit Hours Needed for Graduation (with prerequisites)</b>	<b>Maximum Number of Attempted Credit Hours (Including prerequisites)</b>	<b>Minimum Required Cumulative Grade Point Average</b>
<b>R.N. to B.S.N.</b>	<b>120</b>	<b>180</b>	<b>2.0</b>
<b>ADN</b>	<b>66</b>	<b>99</b>	<b>2.0</b>
<b>PN</b>	<b>39</b>	<b>58</b>	<b>2.0</b>

**VETERANS EDUCATION BENEFITS**

Any individual who is entitled to educational assistance under chapter 30, Montgomery GI Bill, chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits must provide a certificate of eligibility for entitlement to education assistance no later than their first day of a course education. A certificate of eligibility can also include a statement of benefits obtained from the Department of Veterans Affairs’ website - eBenefits or VAF28-1905 form for chapter 31 authorization purposes. Alongside the certificate of eligibility must be a written request to use the entitlement. Centra College ensures that there will be no penalty or late fees, denial of access to classes, libraries, or other institutional facilities, nor will Centra College require a covered student borrow additional funds, or 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 30, 31 or 33. Finally, students are only charged in-state tuition costs along with their 15% military discount.

**“This institution is approved to offer GI Bill ® educational benefits by the Virginia State Approving Agency”**

**“The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via e-mail at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).”**

**MANAGEMENT OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act, Public Law 93-380 as amended in 1974 (“FERPA”) requires educational agencies to inform eligible students (eighteen or over) and/or parents annually of their rights accorded by the FERPA Act.

Current and graduate student files are in locked, fire-resistant file cabinets and/or electronically housed and are accessible by administration and faculty.

Financial Records	Retained for 3 years after the final award year
	X
a. ISIR Data and Verification Documents	X
b. Scholarship Applications	X
c. Need Analysis Documents	X
d. Consortium Documents	X
e. Loan Records	X
f. Tuition Payment Records	X
g. Refund Calculations	X
h. Evidence of Monies Returned	X

	Student Status			
	Applicant	Current	Withdraw/Dismissal	Graduate
Document (retained for 3 years after separation from the college)	Application	Application	High School Transcript/GED	High School Transcript/GED
	High School Transcript/GED	High School Transcript/GED	High School Transcript/GED	Kaplan/TEAS Examination Results
	College Transcript(s) (if applicable)	College Transcript(s) (if applicable)	College Transcript(s) (if applicable)	Enrollment Agreement
	Kaplan/TEAS Examination Results	Kaplan/TEAS Examination Results	Kaplan/TEAS Examination Results	Clinical Evaluation(s)
	Reference form(s)/Letter(s) of recommendation	Reference form(s)/Letter(s) of recommendation	Reference form(s)/Letter(s) of recommendation	Reference form(s)/Letter(s) of recommendation
	Enrollment Agreement	Enrollment Agreement	Enrollment Agreement	Financial Statement
		Clinical Evaluation(s)	Clinical Evaluation(s)	Graduate Placement
		Financial Statement	Financial Statement	<b>Centra College Transcript (indefinitely)</b>
			<b>Centra College Transcript (indefinitely)</b>	

### Responsibility for Maintenance of Records

Student Records Coordinator and Administration are responsible for the maintenance of student records. Accreditation visitors may select records at random for review. Health record information may be released with student's written consent.

1. Student Access to Records:
  - a. The student may make a written request to Administration to review their educational record.
  - b. Administration shall, within thirty days, notify the student of the date, time, and place for review of the record.
  - c. The student who wishes to challenge any information in the record will request an informal meeting to resolve the issue with Administration.
  - d. If a satisfactory agreement is not reached, the student may request, in writing, a formal hearing for the purpose of challenging the information.
  - e. A formal hearing will be set-up and conducted with the student, Administrative personnel, and faculty. The student must present evidence relative to the issues raised. A written decision will be rendered within ten business days after the hearing.

2. Exceptions Regarding Release of Information:
  - a. Students may not view their parents' financial records.
  - b. Students having signed a waiver of the right of access to confidential letters and statements of recommendation may not view them.
  - c. Disclosure of records without consent is permitted according to established FERPA guidelines.
  
3. Release of Information to Other Parties:
  - a. Written permission from the student or graduate is required before any information that is personally identifiable will be released.
  - b. Students may request transcripts be sent to designated institutions or persons. The student must submit a completed and signed Request for Transcript form available in the College office or the College website at [www.centracollege.edu](http://www.centracollege.edu). There is no fee for transcripts requested by current students. A \$5 fee per transcript request is charged for persons not currently enrolled in the College. In compliance with FERPA, telephone requests cannot be honored. Third party requests will be honored only with a current, signed release form. Requests for transcripts will be processed within 5-7 business days.
  - c. Transcripts will not be released unless tuition and other obligations to the College have been satisfied.

### **CHANGES TO BACKGROUND CHECKS**

Students are responsible for notifying the Academic Director of the program of arrests and/or convictions within five (5) class days of the arrest. Action by the College will depend on the nature of the arrest/conviction. Failure to make notification may result in dismissal from the College.

### **BOWEN FITNESS CENTER**

The Bowen Fitness Center is located in the basement of the Dillard Education Building. Students must have a membership to the YMCA to use the services of the Bowen Fitness Center. Students who would like to sign up as a new member are given a discounted membership and will be asked to complete and sign a membership agreement and complete a health questionnaire. They must present their membership card and sign in when using the center. The Bowen Fitness Center is open seven days a week. Hours are as follows:

Monday-Friday:	5:30AM-8:00PM
Saturday:	11:30AM-1:00PM
Sunday:	3:00PM-8:00PM

### **CAFETERIA AND DINING FACILITIES**

Cafeterias are located at Centra Lynchburg General Hospital and Centra Virginia Baptist Hospital. Students are entitled to a discount when purchasing meals and snack items in the hospital cafeterias. The student must wear proper ID badges for the discount to be honored.

When assigned in community areas, students are responsible for their own meals. Daily food storage and dining facilities are located in the student lounge.

## **LIBRARY**

The Health Sciences Library at Centra Lynchburg General and the Barksdale Library at Centra Virginia Baptist Hospital are available for student use. Students must provide identification through student ID badges when requested. Library users are asked to respect the rights of others by maintaining an atmosphere that is conducive to studying, reading, and research.

The Health Sciences Library is staffed Monday-Friday from 8:30 a.m. – 5:00 p.m. It is accessible at all times, but if you want to meet with the librarian, it is recommended that you contact her ahead of time. Routine rounds are made by hospital security. The Barksdale Library does not currently have a set schedule for onsite staffing. It is also accessible at all times.

Library staff may be reached as follows:

telephone	(434) 200-3147
fax	(434) 200-3104

There are also request forms for library services available at both library sites and on the library homepage on Centra's intranet, CentraPeople, as well as through the Centra Online Library app.

Computers are also available at all times in the libraries on a first-come, first-serve basis. It is necessary to use your Centra login to access the desktop programs, including the Internet.

### **Access to Library Resources**

Books with sign-out cards may be borrowed for two weeks; sign-out cards are usually located at the back of the book. Completed cards should include the following information: date item is borrowed, name of borrower, Centra College, student phone number, and email address. The cards are then dropped into the box on top of the card catalog. No books labeled REFERENCE or journals (bound or loose) may be borrowed. Books should be returned to the "Book Return" box next to the current journals section.

Transcripts and/or final grades will be held by Centra College until all library obligations are met, i.e.: outstanding library holdings and fines.

Renewals may be requested by contacting library staff in person or via phone, fax, or email. Books may be renewed for an additional two weeks. A request for renewal may be refused if the item is needed by another library patron.

Please do not re-shelve materials. Items incorrectly placed on the shelves may be temporarily lost to other library users. At the Barksdale Library, used materials should be placed on the conference table. At the Health Sciences Library, used materials should be placed on the book cart; if the book cart is full or unavailable, please leave the items on one of the tables.

Copies of library holdings from the storage area will be provided at no charge. Items in the library can be copied by the student at no charge. There will be a charge of \$.05 per page for

copying non-library materials. Information on copyright law is posted at the photocopier. The library staff complies with copyright law and may refuse a copying request if it would violate the “fair use” provision.

The Library provides access to an array of electronic resources. Along with eBooks, the Library subscribes to 11 EBSCOhost databases (including CINAHL), International Pharmaceutical Abstracts, and Nursing Reference Center (NRC). NRC provides the best and most recent clinical evidence and reference information through diseases and drug information, clinical skills, quick lessons, evidence-based care sheets, cultural competence care practices, full-text book and journal references, patient education, and continuing education modules. Electronic links to full-text journals are aggregated in EBSCO A-to-Z. The electronic library is accessible via the learning platform for full distance education in the R.N-B.S.N. program.

### Interlibrary Loans

Materials not available at either library may be requested from other libraries for members of the Centra community. The Health Sciences Library belongs to several interlibrary loan networks and most items can be obtained at no charge. Some institutions, however, have set charges ranging from \$11.00 - \$15.00 per item plus up to a \$5.00 rush surcharge. These charges are passed along to the requestor only with the prior approval.

### Reference

Library staff is available to assist library users in answering research and reference questions. Reference services include assistance in using electronic and internet resources. Such requests may be made in person or via telephone, fax, or email. Forms are also available for library patrons to leave requests at the Health Sciences Librarian's office.

### Bibliographic Instruction

Library staff will provide orientation to the use of the libraries' collections and electronic resources. This orientation may include help in locating materials, in using the online catalog, and in questions pertaining to computer-based access to EBSCOhost and other electronic resources. One-on-one and small-group training sessions may be set up in advance by contacting the librarian.

### Collection Development

Any suggestions students have for new books should be directed to the Chair, Learning Resources & Simulation Committee, Centra College.

### Eating and Drinking

Beverages in closed containers may be brought into the library. Food is not permitted in the library in order to protect the library materials and equipment from damage.

### Library-Related Honor Code Violations

Any student who tears out pages from books or magazines, or takes unauthorized materials from the Library, is subject to being banned from using the Library and may be dismissed from the College. Such action is considered a violation of the Honor Code.

## **STUDENTS SERVING ON COMMITTEES**

Student representatives will be chosen for select student governance committees to provide feedback from the student body.

## **SOCIAL ACTIVITIES GUIDELINES**

Student organizations may sponsor social activities. Organization sponsors, who are faculty members, serve as resource persons to students in planning and carrying out such activities. Reservations for the desired space must be made through the College office where there is a calendar of events scheduled in the building.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

All students are considered members of SGA. The purpose of this organization is to govern, advocate and support the whole student body, therefore enhancing student life at Centra College. SGA will be the student's voice, and serve to assist in development of leadership skills, while also promoting professional collaboration among students, faculty and administration of Centra College.

Students are encouraged to volunteer to serve on the Executive Board of the SGA. The Executive Board meets monthly to plan student activities and events.

## **VIRGINIA NURSING STUDENTS ASSOCIATION**

The Virginia Nursing Students Association (VNSA) is a constituent of the National Student Nurses Association (NSNA). The mission of this organization is "to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession." This College is a constituent member of VNSA. Membership is optional but is highly encouraged for those students enrolled in Centra's Associate Degree Nurse (ADN) Program. There is a faculty advisor for the College Chapter.

## **HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA) FOR PRACTICAL NURSE AND NURSE AIDE PROGRAMS**

HOSA is for Future Health Professionals, including those enrolled in the Practical Nurse (PN) and Nurse Aide (NA) Programs. "The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition..." "The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience." Students will "**\*Lead \*Learn \*Serve \*Innovate.**" Membership in HOSA is optional but is highly encouraged. It is a student led organization with a faculty advisor for the College Chapter.

Website: <http://HOSA.ORG/NODE/113>

Please visit Centra College Moodle's Student Governance page for further information and to get involved in student organizations - SGA, SNA and HOSA.

Website: <https://centrahealth.remote-learner.net/course/view.php?id=881>

### **APPEAL POLICY FOR STUDENTS NOT MEETING REQUIREMENTS FOR SATISFACTORY ACADEMIC STANDING**

Student appeal process for not meeting the requirements for Satisfactory Academic Standing: Centra College sets forth the following academic standing appeal process. All efforts will be made to make the appeal procedure efficient and timely for all parties involved. The Academic Program Directors will decide if the student will have permission to attend learning experiences during the appeal process. An appeal must be initiated by the student directly affected. It is required that a student progress through each level of the appeal process in a timely manner. Once the student is notified of a decision made at one level of the appeal process, the student will have three (3) business days to progress to the next level if the student so chooses. Centra College will also be responsible for timely decisions during the appeal process. Hearings for level one through level three appeals will be arranged within three (3) business days from the date of a student's request. A decision will be made within three (3) business days after each level.

#### **Academic Appeal**

The academic appeal procedure is set forth to provide for issues related to academic matters that cannot be resolved by the faculty member and student.

##### **Level One: Informal Appeal**

- The student appeal for not meeting the requirements for satisfactory academic standing should be raised and settled in an efficient and timely manner.
- Within three (3) business days following the student's initial concern posted grades, the student must contact the instructor via email and request an appointment to discuss concerns.
- An attempt should be made by all parties to resolve the issue informally.
- The instructor will respond to the student, Academic Director of the program, and the Dean via email within three (3) business day of meeting regarding the outcome of the appeal request.

##### **Level Two: Formal Appeal**

- If a resolution cannot be reached between a student and an instructor regarding an academic issue, the student may contact the Academic Program Director.
- The student must provide a written request for an appeal within three (3) business days of the communication regarding the informal appeal. email related to the informal appeal from the instructor.

- Within three (3) business day of receipt of the written appeal, the Academic Director will communicate with the student and instructor and schedule a joint conference of all parties involved.
- The Academic Director will issue a written report of the meeting within three (3) business days of the joint conference to the student, the instructor, and the Dean via email regarding the outcome of the appeal request.

#### Level Three: Academic Appeal Review Committee

- If the student wishes to appeal the decision of the Academic Director, the student may continue the appeal process with a written appeal to the Dean.
- This must be completed within three (3) business days of receipt of communication regarding the formal appeal from the Academic Director regarding the decision following the joint conference.
- This written appeal must contain:
  - a statement of the issue
  - a description of any attempts to resolve the issue
  - relevant information and documentation
  - the resolution desired
- The Dean will appoint a Academic Appeal Honor Council Committee within three (3) business days of receipt of the written communication to the Dean.
  - This committee will be comprised of four (4) uninvolved faculty members and one (1) student for the Honor Council.
  - The Dean will preside over the committee but will not vote.
  - Please see the Honor Council policy for further details.

As a courtesy, College requests that the student send to the College a copy of his/her complaint to the State Council of Higher Education for Virginia at the time it is filed.

### **STUDENT FINAL GRADE APPEAL**

#### I. Overview

This policy applies to a student who is enrolled in Centra College and expresses concerns regarding his or her final grade was determined in an unfair and arbitrary manner. This policy is not applicable to grades on individual tests, examinations, reports and other assignments prior to the posting of the final course grade.

A student may appeal a final class grade for allegations that;

- (1) pertain to methods or criteria for evaluating their performance (as stated in the course syllabus or as communicated by the instructor by e-mail or by LMS announcement) were not adhered to in determining the final grade; or
- (2) the instructor applied grading criteria unfairly or arbitrarily; and/or
- (3) unfair evaluation on performance in class or clinical.

#### Level One: Informal Appeal

- Within three (3) business days following the student's final grade, the student must contact the instructor via email and request an appointment to discuss concerns.



- An attempt should be made by all parties to resolve the issue informally.
- The instructor will respond to the student, Academic Director of the program, and the Dean via email within three (3) business day of meeting regarding the outcome of the appeal request.

#### Level Two: Formal Appeal

- If a resolution cannot be reached between a student and an instructor regarding an academic issue, the student may contact the Academic Program Director.
- The student must provide a written request for an appeal within three (3) business days of the communication regarding the informal appeal.
- Within three (3) business day of receipt of the written appeal, the Academic Director will communicate with the student and instructor and schedule a joint conference of all parties involved.
- The Academic Director will issue a written report of the meeting within three (3) business days of the joint conference to the student, the instructor, and the Dean via email regarding the outcome of the appeal request.

#### Level Three: Academic Appeal Review Committee

- If the student wishes to appeal the decision of the Academic Director, the student may continue the appeal process with a written appeal to the Dean.
- This must be completed within three (3) business days of receipt of communication regarding the formal appeal from the Academic Director regarding the decision following the joint conference.
- This written appeal must contain:
  - a statement of the issue
  - a description of any attempts to resolve the issue
  - relevant information and documentation
  - the resolution desired
- The Dean will appoint a Final Grade Appeal Honor Council Committee within three (3) business days of receipt of the written communication to the Dean.
  - This committee will be comprised of four (4) uninvolved faculty members and one (1) student for the Honor Council.
  - The Dean will preside over the committee but will not vote.
  - Please see the Honor Council policy for further details.

### **STUDENT GRIEVANCE**

#### I. Purpose

The purpose of the student grievance procedure is to ensure students receive due process and resolution of concerns in a fair and timely manner and to promote an educational environment that values open communication, fair treatment, mutual respect, and trust among students, faculty and staff.

#### II. Degree of Coverage

A. Grievance - a difference of opinion or disagreement between a student and staff member (faculty or supportive staff) concerning the relevance and/or administration of the rules, policies, procedures, or regulations of the College.

- B. Items that may be grieved:
  - 1. Complaints of discrimination/harassment/malice
  - 2. Alleged procedural irregularity
  - 3. Issues related to ADA accommodations
  - 4. Program dismissal
- C. Items that may not be grieved: any decisions made by
  - The Honor Council
  - Admissions Committee
  - Final Grade Appeal Review Committee.

### III. Procedure

#### Level One: Informal Appeal

- Before filing any grievance, an attempt should be made by all parties to resolve the issue informally.
- Within three (3) business days, the student must contact the faculty, staff, or administration via email and request an appointment to discuss concerns.
- The faculty, staff, or administration will respond to the student, Academic Director of the program, and the Dean via email within three (3) business day of meeting regarding the outcome of the appeal request.

#### Level Two: Formal Appeal

- If a resolution cannot be reached between a student and faculty, staff, or administration, the student may contact the Academic Director.
- The student must provide a written request for an appeal within three (3) business days of the communication regarding the informal appeal.
- Within three (3) business day of receipt of the written appeal, the Academic Director will communicate with the student and instructor and schedule a joint conference of all parties involved.
- The Academic Director will issue a written report of the meeting within three (3) business days of the joint conference to the student, the instructor, and the Dean via email regarding the outcome of the appeal request.

#### Level Three: Grievance Review Committee

- If the student wishes to appeal the decision of the Academic Director, the student may continue the appeal process with a written appeal to the Dean.
- This must be completed within three (3) business days of receipt of communication regarding the formal appeal from the Academic Director regarding the decision following the joint conference.
- This written appeal must contain:
  - a statement of the issue
  - a description of any attempts to resolve the issue
  - relevant information and documentation
  - the resolution desired
- The Dean will appoint a Grievance Review Honor Council Committee within three (3) business days of receipt of the written communication to the Dean.

- This committee will be comprised of four (4) uninvolved faculty members and one (1) student for the Honor Council.
- The Dean will preside over the committee but will not vote.
- Please see the Honor Council policy for further details.

If the student complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. Written complaints should be submitted to:

State Council of Higher Education for Virginia  
10th Floor, James Monroe Building  
101 N. 14th Street  
Richmond, VA 23219

As a courtesy, Centra College requests that the student send to the College a copy of his/her complaint to the State Council of Higher Education for Virginia at the time it is filed.

## **HONOR COUNCIL**

### **RULES AND REGULATIONS OF THE HONOR COUNCIL**

#### *Article I. Name*

The name of this organization shall be the Honor Council of Centra College.

#### *Article II. Purpose of the Honor Council*

The purpose of the Honor Council is to consider infractions of the Honor Code and address appeals and grievances. The integrity of the nursing student concerning the Honor Code is to be applied in academic settings and clinical areas.

#### *Article III. Functions*

The functions of the Honor Council are to set forth and define regulations, responsibilities and violations, and to establish a fair system of justice regarding violations of the individual student in relation to the Honor Code, appeals, and grievances.

#### *Article IV. Membership*

The Honor Council shall:

- A. Consist of an appointed ADHOC committee of 4 uninvolved faculty and at least 1 appointed student who are willing to assume responsibility and be held accountable.

#### *Article V. Member Responsibilities*

Member responsibilities at the time of an infraction are as follows:

- A. Dean
  1. Duties:
    - a. Serves as chair; preside over all meetings with non-voting privileges.
    - b. Notify the accused student and the accuser in writing of the time, date, and place of the hearing and of the accusation.

- c. The confidentiality of the meeting will be held with respect to the Honor Council and the students involved.
  - d. Notify all persons involved of the Honor Council's final decision.
  - e. Maintain security of all Honor Council transactions pertaining to minutes of the meetings. All minutes of hearings are to be retained and will be electronically stored for a minimum period of three years.
  - f. Maintain confidentiality of cases outside of meetings, hearings, and appeals
  - g. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
  - h. If a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed.
- B. Honor Council Faculty Members
- 1. Duties:
    - a. Attend meetings, hearings, and appeals as assigned;
    - b. Cast one vote in the Honor Council's final decision;
    - c. Take the responsibility of not hearing cases involving personal bias;
    - d. Act as an aide to the Dean
    - e. Maintain confidentiality of cases outside of meetings, hearings, and appeals
    - f. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
    - g. If a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed, and they will be unable to sit on an honor council for one year.
- C. Secretary
- 1. Duties
    - a. Record minutes at every meeting with non-voting privileges.
    - b. Provides copies of meeting minutes for the Dean
    - c. Maintain confidentiality of cases outside of meetings, hearings, and appeals
    - d. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
    - e. If a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed, and they will be unable to sit on an honor council for one year.
- D. Student Representatives
- 1. Duties:
    - a. Attend all meetings, hearings, and appeals as assigned.
    - b. Cast one vote in the Honor Council's final decision.
    - c. Take the responsibility of not hearing cases involving personal bias.
    - d. Contact the Dean in the event of a necessary absence from any assigned hearing.
    - e. An alternate will be chosen and will assume the responsibility of the representative in his/her absence.
    - f. Maintain confidentiality of cases outside of meetings, hearings, and appeals
    - g. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.

- h. If a breach in Confidentiality occurs, student representative will receive a documented verbal warning for first occurrence will be provided and they will be unable to sit on an honor council for one year.
- E. Accuser, Accused Student(s), and Witness(es) if applicable
  - 1. Duties:
    - a. Attend all meetings, hearings, and appeals as assigned.
    - b. Maintain confidentiality of cases outside of hearings and appeals
    - c. Accuser, Accused Student(s), and Witnesses(es) outside of Centra College (if applicable) will sign a Centra College Confidentiality Pledge
    - h. If Accuser, Accused Student(s), and Witness(es) are currently enrolled or employed at Centra College and a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed or a documented verbal warning for first occurrence will be provided.

*Article VI. Hearings*

- A. Hearings will be scheduled as needed.
- B. Persons involved will be informed that an infraction has been reported and that a hearing is to take place.
- C. If multiple students accused, meetings, hearings, and appeals (if applicable) must take place on the same day.

*Article VII. Procedure for Reporting Infractions*

- A. A student or faculty member observing an infraction will report to the Academic Director or Dean.
- B. If an infraction occurs during a test or examination and a faculty proctor is present, the infraction will be reported by the accuser immediately to the proctor.
- C. If the infraction is observed in the clinical area, the instructor will be immediately informed of the student's infraction. Any immediate action necessary for the welfare of the patient will be handled by the instructor and then reported to the Academic Director.

*Article VIII. Procedure for Hearings*

- A. The Chair will begin the proceedings by explaining the confidentiality of the Honor Council's hearing.
- B. Each member will be introduced by the Dean.
- C. The accused and accuser will have the privilege of asking for the dismissal of an Honor Council member if they feel bias is present.
  - Should the accused or accuser request removal of the Honor Council member, sufficient documented evidence must be presented as to member bias.
  - If the Honor Council member does not wish to be dismissed, the Dean will make a final decision regarding the matter.
  - If an Honor Council member is dismissed from the hearing, an alternate chosen by the Dean will occupy the vacancy.
- D. The accuser will present facts of accusation. The accuser will have no more than 10 minutes to present evidence to the Honor Council.
- E. The accuser may present a witness or witnesses of the infraction on his/her behalf. Limit to no more than 2 witnesses.

- F. The accused will present his/her defense. The accused will have no more than 20 minutes to present evidence to the Honor Council.
- G. The accused may present a witness or witnesses on his/her behalf. Limit to no more than 2 witnesses.
- H. Honor Council members will be permitted to ask any question pertinent to the case.
- I. After all the facts have been presented, all parties will be dismissed except for the Honor Council.
- J. Honor Council will discuss the case and will vote by secret ballot.
- K. The Dean will count the ballots.
- L. A unanimous vote will be required to pronounce a student guilty.
- M. The accused will be notified via a FedEx certified letter that requires an adult signature after a final decision is written by the Dean. The letter will be mailed within 2 business days of the hearing.
- N. The Dean will present all decisions and Honor Council recommendations immediately after notifying the accused.
- O. The Dean will present all decisions and Honor Council recommendations to the Faculty Instructors, Adjunct Faculty, and/or Preceptors if the progression in the program is impacted. These individuals will be made aware of the importance of maintaining confidentiality and will not communicate with the accused student until their certified letter is received.
- P. Time limit of 5 business days from the original hearing will be allowed for the student to request an appeal and for the appeal to be scheduled. All appeals must take place within 7 business days of the original hearing. Students are only allotted one appeal.
- Q. The basis for an appeal is new evidence to be presented and/or feelings of injustice. The same Honor Court will preside.
- R. The accused will be notified of the appeal results via a FedEx certified letter that requires an adult signature after a final decision is written by the Dean. The letter will be mailed within 2 business days of the appeal hearing.

#### *Article IX. Recommendations of Penalties*

- A. Penalties will be set with recommendations from the Dean.
- B. The incident and penalty will go on the College record, to be expunged upon graduation.

#### *Article X. Amendments*

- A. Amendments to the Rules and Regulations of the Honor Council bylaws may be proposed by any member of the student government and/or administrative staff, and submitted in writing to the President or faculty advisor of the Student Government Association.
- B. All proposed amendments shall be prepared by and submitted to the Dean.
- C. After approval by the Dean, the proposed amendments shall be presented to the student government.

#### *Article XI. Honor Code Pledge*

Upon admission, the Honor Code Pledge will be acknowledged by the student's reading and signing of an Honor Code Pledge.