This handbook is designed to provide students with information about the programs of study at Centra College of Nursing (“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 MOODLE.

Revised: May 26, 2016
## Accreditation, Approval, Certification & Membership

<table>
<thead>
<tr>
<th><strong>Central College of Nursing holds institutional accreditation through the:</strong></th>
<th><strong>Central College of Nursing is certified to operate through the:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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></td>
<td>State Council of Higher Education for Virginia (SCHEV) 10th Floor, James Monroe Building 101 N. 14th Street Richmond, VA 23219 804.225.2600</td>
</tr>
</tbody>
</table>

**Central College of Nursing is a Member of:**
Virginia Associate of Collegiate Registrars and Admissions Officers (VACRAO)
www.VACRAO.org

<table>
<thead>
<tr>
<th>The Associate Degree Nursing program is provisionally approved by:</th>
<th>The Practical Nursing program is approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Associate Degree in Nursing Program is accredited by the:</th>
<th>The Practical Nursing program is accredited by the:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Rd NE, Suite 850 Atlanta, GA 30326 404.975.5000 Fax 404.975.5020 <a href="http://www.acenursing.org">www.acenursing.org</a></td>
<td>Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Rd NE, Suite 850 Atlanta, GA 30326 404.975.5000 Fax 404.975.5020 <a href="http://www.acenursing.org">www.acenursing.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Associate Degree in Nursing program is a member of:</th>
<th>The Practical Nursing program is a member of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Organization for Associate Degree Nursing (N-OADN) 7794 Grow Drive Pensacola, FL 32519 850.484.6948 877.966.6236 Fax 850.484.8762 <a href="mailto:noadn@dancyamc.com">noadn@dancyamc.com</a></td>
<td>National Association for Practical Nurse Education and Service, Inc. (NAPNES) 1940 Duke Street, Suite 200 Alexandria, VA 22314 703.933.1003 Fax 703.940.4089</td>
</tr>
</tbody>
</table>
Greetings!

On behalf of the Centra College of Nursing community, I would like to welcome you to our college for the 2016-17 academic year. I am excited that you chose a career in healthcare and know that you have many options to prepare you for that career. Your choice to attend Centra College of Nursing ensures you will receive a unique, specialized, hand-on experience that you won’t find anywhere else. Nursing is a demanding and fulfilling career. At Centra College of Nursing you will gain the experience you need from faculty, preceptors, clinical experiences and interactions from other healthcare professionals. We will prepare you for a nursing healthcare career that is vibrant and growing. You will be challenged and prepared for the future of healthcare!

Sincerely,

Dr. Melody F. Sharp
Dean
Centra College of Nursing
## Administration & Faculty

<table>
<thead>
<tr>
<th>Administration</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sharp, Melody F.</strong></td>
<td><strong>Elmore, Diane</strong></td>
</tr>
<tr>
<td><em>Dean, Centra College of Nursing</em></td>
<td><em>Director: Academic Progression</em></td>
</tr>
<tr>
<td>A.A.S., Beth Israel School of Nursing</td>
<td>Diploma, Roanoke Memorial SON</td>
</tr>
<tr>
<td>B.S.N., Old Dominion University</td>
<td>B.S.N. Walden University</td>
</tr>
<tr>
<td>M.S.N, West Haven University</td>
<td>M.S.N, Walden University</td>
</tr>
<tr>
<td>D.N.P., Case Western University</td>
<td>D.N.P., Walden University</td>
</tr>
<tr>
<td><strong>Emerson, James</strong></td>
<td><strong>Grant, Dana</strong></td>
</tr>
<tr>
<td><em>Associate Director: Associate Degree in Nursing Program</em></td>
<td><em>Associate Director: Practical Nursing Program</em></td>
</tr>
<tr>
<td>Diploma, Danville Regional Medical Center</td>
<td>Diploma, Lynchburg General Hospital</td>
</tr>
<tr>
<td>B.S.N., Virginia Commonwealth University</td>
<td>B.S.N., University of Virginia</td>
</tr>
<tr>
<td>M.S.N., University of Virginia</td>
<td>M.S.N., Lynchburg College</td>
</tr>
<tr>
<td>D.N.P., Chamberlain College of Nursing</td>
<td>D.N.P., Student, Capella University (6/2019)</td>
</tr>
<tr>
<td><strong>Jennings, Carolyn G.</strong></td>
<td><strong>Ellenburg, David “Aaron”</strong></td>
</tr>
<tr>
<td><em>Office Manager</em></td>
<td><em>Financial Aid/Enrollment Manager,</em></td>
</tr>
<tr>
<td>A.A. &amp; S, Central Virginia Community College</td>
<td>B.S, Liberty University</td>
</tr>
<tr>
<td><strong>Campbell, Lauren J.</strong></td>
<td><strong>MBA, Student, Liberty University</strong></td>
</tr>
<tr>
<td><em>Administrative Secretary</em></td>
<td></td>
</tr>
<tr>
<td><strong>Armes, Catherine W.</strong></td>
<td><strong>Barley, Susan C.</strong></td>
</tr>
<tr>
<td>B.S.N., Lynchburg College</td>
<td>B.S.N., Radford University</td>
</tr>
<tr>
<td>M.S.N., University of Virginia</td>
<td>M.S.N., Liberty University</td>
</tr>
<tr>
<td><strong>Clavon, Rozenia H.</strong></td>
<td><strong>Elkins, Sharon S.</strong></td>
</tr>
<tr>
<td>A.D.N., Florence-Darlington Technical Institute</td>
<td>B.S.N., West Virginia University</td>
</tr>
<tr>
<td>B.S.N., Virginia Commonwealth University</td>
<td>M.S.N., Medical College of Georgia</td>
</tr>
<tr>
<td>M.S.N., Walden University</td>
<td></td>
</tr>
<tr>
<td><strong>Combs, Nada</strong></td>
<td><strong>Flores, Helena M.</strong></td>
</tr>
<tr>
<td>B.S.N., College of West Virginia</td>
<td>B.S.N., East Tennessee State University</td>
</tr>
<tr>
<td>M.S.N., Liberty University</td>
<td>M.Ed., Lynchburg College</td>
</tr>
<tr>
<td><strong>Flores-Tester, Jane</strong></td>
<td><strong>Helms, Edith K.</strong></td>
</tr>
<tr>
<td>Diploma, Lynchburg General Hospital</td>
<td>B.S.N., Eastern Mennonite University</td>
</tr>
<tr>
<td>B.S., Saint Louis University</td>
<td>M.S.N., Seton Hall University</td>
</tr>
<tr>
<td>M.S.N., Liberty University</td>
<td></td>
</tr>
<tr>
<td>D.N.P. Student, Catholic University (5/2017)</td>
<td></td>
</tr>
<tr>
<td><strong>McFaden, Cheryl B.</strong></td>
<td><strong>Puckett, Holly</strong></td>
</tr>
<tr>
<td>B.S.N., Mississippi University for Women</td>
<td>B.S.N. George Mason University</td>
</tr>
<tr>
<td>M.Ed., Lynchburg College</td>
<td>M.S.N. South University</td>
</tr>
<tr>
<td>M.S.N., Liberty University</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Degree Details</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Rogers, Cheryl | Diploma, Mercy School of Nursing  
B.S.N., University of North Carolina  
M.S.N., Walden University |
| Scott, Joyce E. | B.S.N., Michigan State University  
M.S.N., Walden University |
| Sibcy, Lori    | B.S.N., Liberty University  
M.S.N., Liberty University |
| Tarsha Stewart| B.S.N., Liberty University  
M.S.N., Walden University  
D.N.P. Student, Walden University (12/2016) |
| Willis, Jennifer | B.S.N., Lynchburg College  
M.Ed., University of Virginia  
M.S.N., Lynchburg College  
D.N.P., Student, Capella University (6/2019) |
| Yancey, Stefanie | Diploma, Lynchburg General Hospital  
B.S.N., Liberty University  
M.S.N. Student, Walden University (5/2017) |
| Adjunct        |                                                |
| Baker, Teri    | B.S.N., University of Virginia |
| Briggs, Karen  | B.S.N., Lynchburg College  
M.S.N., Lynchburg College |
| Bryant, Andrea | Diploma, Lynchburg General School of Nursing  
B.S.N., Liberty University |
| Dominie, Lori  | Diploma, Danville Regional Medical Center  
B.S.N. University of Virginia  
M.S.N. Student Liberty University (5/2017) |
| Kite, Yevgeniya | Diploma, Lynchburg General SON  
B.S.Ed. Omsk State Teachers University  
M.S.N. Lynchburg College |
| Lipscomb, Sonya| Diploma, Lynchburg General School of Nursing  
B.S.N. Liberty University |
| Owens, Kelli   | B.S.N. Oakland Baptist University  
M.S.N. Liberty University |
| Patel, Jessica | B.S.N., DeSales University  
M.S.N., Drexal University |
| Shearer, Angela| B.S.N., American Sentinel University  
M.S.N., American Sentinel University |
| Skelly, Megan  | Diploma, Lynchburg General School of Nursing  
B.S.N., Liberty University  
M.S.N., Walden University |
| Staton, Meghan | B.S.N., Radford University |
| Williamson, Mary| B.S.N. NC State University  
M.S.N. Capella University |
| Viers, Jennifer| A.S.N., Bluefield State College  
B.S.N., University of Phoenix  
M.S.N., University of Phoenix |
# Accreditation, Approval, Certification & Memberships

**Welcome**

**Administration & Faculty**

## TABLE OF CONTENTS

### ACADEMIC CATALOG

#### SECTION I: Centra Overview and Information about the College

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centra Board of Directors</td>
<td>pg. 12</td>
</tr>
<tr>
<td>History of the Hospital</td>
<td>pg. 12</td>
</tr>
<tr>
<td>History of Centra College of Nursing</td>
<td>pg. 14</td>
</tr>
<tr>
<td>Mission/Philosophy</td>
<td></td>
</tr>
<tr>
<td>Centra</td>
<td>pg. 14</td>
</tr>
<tr>
<td>Centra College of Nursing</td>
<td>pg. 15</td>
</tr>
<tr>
<td>Nursing Programs</td>
<td>pg. 15</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>pg. 16</td>
</tr>
<tr>
<td>Educational Environment</td>
<td>pg. 16</td>
</tr>
<tr>
<td>Instructional Delivery</td>
<td>pg. 17</td>
</tr>
</tbody>
</table>

#### SECTION II: Admissions

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>pg. 19</td>
</tr>
<tr>
<td>Eligibility for Admissions</td>
<td>pg. 19</td>
</tr>
<tr>
<td>Application Deadlines</td>
<td>pg. 20</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>pg. 20</td>
</tr>
<tr>
<td>Additional Requirements</td>
<td>pg. 22</td>
</tr>
<tr>
<td>Admission Requirements Checklist</td>
<td>pg. 22</td>
</tr>
<tr>
<td>Enrollment Requirements</td>
<td>pg. 23</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Background Check</td>
<td>pg. 23</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>pg. 24</td>
</tr>
<tr>
<td>Transfer of Credits into CCON</td>
<td>pg. 25</td>
</tr>
<tr>
<td>Admission Transfer from CCON A.D.N. into the CCON P.N. Program</td>
<td>pg. 25</td>
</tr>
</tbody>
</table>

**SECTION III: Student Finance**

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>pg. 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Refund Policy Information</td>
<td>pg. 28</td>
</tr>
<tr>
<td>Failure to Meet Financial Obligation</td>
<td>pg. 29</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>pg. 30</td>
</tr>
<tr>
<td>Title IX</td>
<td>pg. 30</td>
</tr>
</tbody>
</table>

**SECTION IV: Academic Policies And Procedures**

<table>
<thead>
<tr>
<th>Curriculum Plans</th>
<th>pg. 33</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree in Nursing Program</td>
<td>pg. 33</td>
</tr>
<tr>
<td>Practical Nursing Program</td>
<td>pg. 38</td>
</tr>
<tr>
<td>Descriptions for Prerequisites and General College Courses</td>
<td>pg. 41</td>
</tr>
<tr>
<td>Academic Load</td>
<td>pg. 43</td>
</tr>
<tr>
<td>Academic Grading</td>
<td>pg. 44</td>
</tr>
<tr>
<td>Clinical Grading</td>
<td>pg. 44</td>
</tr>
<tr>
<td>Grade Requirements</td>
<td>pg. 46</td>
</tr>
<tr>
<td>Issuing of Grades</td>
<td>pg. 46</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>pg. 47</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Essential Qualifications for Student Admission, Continuation</td>
<td>48</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP)</td>
<td>50</td>
</tr>
<tr>
<td>Incomplete Grade</td>
<td>53</td>
</tr>
<tr>
<td>Non-Punitive/Repeated Courses</td>
<td>53</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>53</td>
</tr>
<tr>
<td>Veterans Leave of Absence and Readmission Policy</td>
<td>55</td>
</tr>
<tr>
<td>Withdrawal from Course(s)</td>
<td>55</td>
</tr>
<tr>
<td>Administrative Withdrawal, Dismissal or Termination</td>
<td>56</td>
</tr>
<tr>
<td>Re-Admission Policy</td>
<td>57</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>57</td>
</tr>
<tr>
<td>Program Completion, Licensure and Career Placement Rates</td>
<td>58</td>
</tr>
<tr>
<td>Licensure Eligibility</td>
<td>58</td>
</tr>
<tr>
<td>Transfer of Credits from CCON: Disclaimer Statement</td>
<td>58</td>
</tr>
<tr>
<td>Program Termination</td>
<td>58</td>
</tr>
<tr>
<td><strong>SECTION V: Student Services And Standards of Behavior</strong></td>
<td></td>
</tr>
<tr>
<td>Behavioral Expectations for Students</td>
<td>60</td>
</tr>
<tr>
<td>Career Advising and Placement Services</td>
<td>61</td>
</tr>
<tr>
<td>Faculty Accessibility</td>
<td>61</td>
</tr>
<tr>
<td>Accommodations for Students with Disabilities</td>
<td>61</td>
</tr>
</tbody>
</table>
# STUDENT HANDBOOK

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Borne Pathogens</td>
<td>64</td>
</tr>
<tr>
<td>Bowen Fitness Center</td>
<td>64</td>
</tr>
<tr>
<td>Cafeteria and Dining Facilities</td>
<td>64</td>
</tr>
<tr>
<td>Campus Security</td>
<td>64</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td>67</td>
</tr>
<tr>
<td>Changes to Background Checks</td>
<td>68</td>
</tr>
<tr>
<td>Classroom Policies</td>
<td>68</td>
</tr>
<tr>
<td>Communication between Students and Faculty</td>
<td>68</td>
</tr>
<tr>
<td>Confidentiality and Acceptable Computer Use</td>
<td>68</td>
</tr>
<tr>
<td>Copy Machine Use</td>
<td>69</td>
</tr>
<tr>
<td>Dress Code</td>
<td>69</td>
</tr>
<tr>
<td>Emergency Notification</td>
<td>71</td>
</tr>
<tr>
<td>Employment Opportunities</td>
<td>72</td>
</tr>
<tr>
<td>Entering and Leaving Buildings</td>
<td>72</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>72</td>
</tr>
<tr>
<td>Fire Plan</td>
<td>77</td>
</tr>
<tr>
<td>Handicap Facilities</td>
<td>79</td>
</tr>
<tr>
<td>Harassment</td>
<td>79</td>
</tr>
<tr>
<td>Honor Code</td>
<td>79</td>
</tr>
<tr>
<td>Honor Council</td>
<td>80</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>83</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Library</td>
<td>84</td>
</tr>
<tr>
<td>Loan Entrance and Exit Counseling</td>
<td>86</td>
</tr>
<tr>
<td>Lockers</td>
<td>88</td>
</tr>
<tr>
<td>Management of Student Records</td>
<td>88</td>
</tr>
<tr>
<td>National Association for Practical Nurse Education &amp; Services</td>
<td>90</td>
</tr>
<tr>
<td>Parking</td>
<td>90</td>
</tr>
<tr>
<td>Purchase of Textbooks</td>
<td>91</td>
</tr>
<tr>
<td>Role of Students in the Event of a Disaster</td>
<td>91</td>
</tr>
<tr>
<td>Simulation</td>
<td>94</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>94</td>
</tr>
<tr>
<td>Social Activities Guidelines</td>
<td>95</td>
</tr>
<tr>
<td>Solicitation and Selling</td>
<td>95</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>95</td>
</tr>
<tr>
<td>Student Grade Appeal</td>
<td>98</td>
</tr>
<tr>
<td>Student Grievance</td>
<td>100</td>
</tr>
<tr>
<td>Student Health Policies</td>
<td>102</td>
</tr>
<tr>
<td>Student Not Meeting SAP: Appeal Policy</td>
<td>103</td>
</tr>
<tr>
<td>Students Serving on Committees</td>
<td>104</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>104</td>
</tr>
<tr>
<td>Tape-recording Lecture</td>
<td>108</td>
</tr>
<tr>
<td>Testing Policy</td>
<td>109</td>
</tr>
<tr>
<td>Virginia Nursing Students Association</td>
<td>110</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Walker P. Sydnor, Jr.</th>
<th>Albert M. Baker, M.D.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Michael V. Bradford</td>
<td>Ex-officio:</td>
</tr>
<tr>
<td>Amy G. Ray, CPA</td>
<td>Julie P. Doyle</td>
<td>George Hurt, M.D.</td>
</tr>
<tr>
<td>Vice Chairman</td>
<td>H.C. Eschenroeder, Jr. M.D.</td>
<td>President/Centra Foundation</td>
</tr>
<tr>
<td>E.W. Tibbs, Jr.</td>
<td>Sharon L. Harrup</td>
<td>Chris Thomson, M.D.</td>
</tr>
<tr>
<td>Centra President/CEO</td>
<td>Hylan Hubbard</td>
<td>President, Medical Staff, Lynchburg</td>
</tr>
<tr>
<td></td>
<td>Stephen C. Keith, Ed.D</td>
<td>Kwabena Donkor, M.D.</td>
</tr>
<tr>
<td></td>
<td>John R. Mack</td>
<td>President Medical Staff, CSCH</td>
</tr>
<tr>
<td></td>
<td>Verna R. Sellers, M.D.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Richard J. Tugman</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R. Sackett Wood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>George Zippel</td>
<td></td>
</tr>
</tbody>
</table>

HISTORY OF THE HOSPITAL
Centra is a nonprofit, regional healthcare system based in Lynchburg, Virginia, comprised of three 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.
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 and again in 2010.

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 orthopaedic 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 orthopaedic, 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 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, psychiatrists, psychologists, 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 THE 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 Associate Degree in Nursing 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 college maintains a commitment to a high level of excellence in nursing education.

The Practical Nursing program, which is 12-months in length, was established in January 1989. The focus of the program is to prepare practical nursing students to care for persons in acute care, long term, ambulatory, rehabilitation, community settings and similar institutions as well as residents of extended care facilities. The general health promotion of individuals of all age groups in a variety of settings is incorporated throughout the program with an emphasis on providing care for an aging society. Throughout its history, the program has continually made the necessary changes to meet the ever changing needs of society while maintaining high educational standards.

In addition to attending classes at the Centra College of Nursing, students may also be enrolled at Central Virginia Community College (CVCC) to complete general education credits. CVCC is fully accredited by, and is a member of, the Southern Association of Colleges and Schools.

A wide variety of clinical laboratory experiences are provided at both Centra Lynchburg General Hospital and Centra Virginia Baptist Hospital. Other community agencies are also used as clinical sites in the educational program.

**MISSION/PHILOSOPHY**

**CENTRA**

Centra, the parent institution of Centra College of Nursing, focuses on safety quality and safety and the provision of Excellent Care for life.

*Our Mission:* Excellent Care for Life

*Our Vision:* To be the most trusted provider of innovative healthcare.

*Our Values:* Patient Centered Care; Integrity and Respect; Teamwork; Drive for Excellence
To promote the provision of Excellent Care for life, Centra supports a professional practice model:

**CENTRA COLLEGE OF NURSING**
Centra College of Nursing is committed to providing excellent care to individuals, families, and patients in the community through the development of professional nurses. Graduates will be prepared to engage in best practices through critical thinking, interdisciplinary collaboration, and building community relationships.

They will function as effective members of an interdisciplinary team in an increasingly complex and rapidly changing healthcare environment. They will be recognized for their quality and service to the profession of nursing.

The mission of Centra College of Nursing is to incorporate the various aspects of the Professional Practice Model developed and implemented by Centra for the purpose of educating nursing students to provide safe, quality, patient-centered care based on best practices.

**NURSING PROGRAMS**
**ASSOCIATE DEGREE IN NURSING PROGRAM AND PRACTICAL NURSING PROGRAM**
In keeping with this Professional Practice Model, the Associate Degree in Nursing program and the Practical Nursing program:
- Focus on the patient and family as the center of the nurse’s work.
- Are based on Professional Standards and Professional Development.
- Are based on Service Excellence which incorporates patient-centered care.
- Provide learning about the healthcare environment and clinical microsystem, and the care delivery models used in each system.
- Focus on teamwork and collaboration.
• Take a developmental approach to teaching based on Benner’s theory of Novice to Expert.
• Address outcomes management by focusing on best practices for better patient outcomes. Students learn about the importance of outcomes, not only as they relate to patient care, but also as they relate to their growth as a nursing student as they progress through the program. The faculty will role model the use of course and program learning outcomes as the basis for teaching/learning strategies. This serves as a lived experience for students regarding the importance of managing and measuring outcomes in professional practice.

PROGRAM OUTCOMES – Associate Degree in Nursing Program
The outcomes of the Associate Degree in Nursing program are to prepare the graduate to:
• Obtain licensure to practice as a Registered Nurse through successful completion of the NCLEX-RN Examination.
• Function as a beginning nurse in acute, intermediate, long-term, and ambulatory healthcare settings.
• Utilize best practices as the foundation for the delivery of healthcare to the patient and family.
• Internalize the importance of pursuing lifelong professional and personal development.

PROGRAM OUTCOMES – Practical Nursing Program
The outcomes of the Practical Nursing program are to prepare the graduate to:
• Obtain licensure to practice as a Licensed Practical Nurse through successful completion of the NCLEX-PN Examination.
• Function as a beginning nurse in acute, intermediate, long-term, and ambulatory healthcare settings.
• Utilize best practices as the foundation for the delivery of healthcare to the patient and family.
• Internalize the importance of pursuing lifelong professional and personal development.

EDUCATIONAL ENVIRONMENT
The Centra College of Nursing is located at 905 Lakeside Drive, Suite A. The education building is handicapped accessible and is equipped with lounges, learning labs with simulation models and computer resources for student use. There are three classrooms, a study room, a student lounge, two computer labs, and two skills labs. The College is adjacent to the Central Virginia Center for Simulation and Virtual Learning.

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.

Many social and cultural opportunities are available in the Central Virginia area. Local colleges and community organizations present concerts, educational programs and host events which are open to the public. Sports events are hosted by local colleges as well as the city’s own professional baseball team. The Student Government Association of Centra College of Nursing sponsors annual activities for students and encourages family participation.

**INSTRUCTIONAL DELIVERY**

Residential – traditional classroom delivery for all nursing courses; courses completed outside the Centra College of Nursing may be taken through a variety of instructional methods.
Section II: Admissions
ACTIONS

It is the intent of the Centra College of Nursing to accept applicants who demonstrate the potential for academic success and are of good character. The admission process is competitive. Therefore, the College of Nursing reserves the right to accept the most highly qualified applicants and/or deny admission to any applicant if admission is not considered in the best interest of the applicant or college. It is the policy of the Centra College of Nursing, 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 ADN program are admitted twice a year, in August and January and classes for the PN program are admitted once a year in January. An application for admission is effective only for 12 months from the time of submission. If you are not selected for admission, you must notify the Associate Director of the program in which you applied in writing to be reconsidered for a subsequent term.

The associate degree nursing program and the practical nursing program 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 will be required to participate in an interview process 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 or email.
- Centra College of Nursing does not offer credit for experiential learning.
APPLICATION DEADLINES

Applications with all supporting data must be received by the deadline.

Associate Degree in Nursing program
Fall Semester (August).............................................................March 31st
Spring Semester (January).....................................................August 31st

Practical Nursing program
Spring Semester (January).....................................................August 31st

ADMISSION REQUIREMENTS

- An application for admission is effective only for 12 months from the time of submission.
  - The associate degree nursing program and the practical nursing program are very competitive and challenging.
  - Meeting the minimum admission criteria does not guarantee acceptance into a program.

General Requirements

- 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.
- The Virginia Placement Test must be taken at Central Virginia Community College and the report must demonstrate that the applicant is eligible to enroll in the required science and English courses
  - (BIO 100 for PN program; BIO 141, BIO 142, ENG 111 for the ADN program)
- A HESI Admission Assessment Exam (HESI-A2) score must be submitted by the application deadline.
  - Test scores should be no older than 2 years at the time of application.
  - Areas to be tested include Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar.
  - The exam may be completed twice in a 12 month period.
  - A minimum score of 70% for the PN program is recommended.
  - A minimum score of 75% for the ADN program is recommended.
- Personal references (3) from individuals, other than family members and friends, must accompany the application.
  - References 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 the College of Nursing
**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

*These courses must have been completed within 5 years of admission  
**The SDV 100 requirement will be waived for those who have a previous college degree (Associate, Bachelor’s, or higher).

**To be considered for admission:**

- All prerequisite course grades must be a minimum of a “C”.
- A minimum curricular GPA of 2.7 in prerequisite courses is recommended.
- Due to the competitiveness of admission, applicants who demonstrate the highest academic success on completed college courses will be considered for admission.
  - Completion of these prerequisites and any of the general education courses in the curriculum does not guarantee admission.

**Advanced Placement (Licensed Practical Nurses)**

Advanced placement Licensed Practical Nurses (LPN) will be required to complete Nursing 100 (LPN Transition) offered at Centra College of Nursing. Upon completion of the admission requirements and the transition course, the LPN may be accepted to enter into the Second Semester of the curriculum. Completion of the required courses does not guarantee admission to the college.

In addition to the 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.
- Complete BIO 142: Anatomy & Physiology II (4 credit hours) with a minimum grade of “C”.

**Practical Nursing Program**

- A minimum high school GPA of 2.5 is required for the Practical Nursing (PN) program.

**ADDITIONAL REQUIREMENTS:** All Accepted Applicants for all Programs

- Background check and drug screen (conviction of certain crimes may preclude admission to the College)
- American Heart Association (AHA) Healthcare Provider CPR card valid for the duration of the program.
- All Accepted applicants will be required to attend the full orientation session. Failure to attend the orientation will result in forfeiture of your position in the program.

**ADMISSION PROCESS CHECKLIST**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application, application fee and essay</td>
<td>Applicants should use the required 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.</td>
</tr>
<tr>
<td><strong>Evaluation of Applicant’s Potential and Abilities (3)</strong></td>
<td>Reference forms should be completed by persons who can speak to the applicant’s work ethic, academic abilities, and/or involvement with activities and community service.</td>
</tr>
<tr>
<td>Official high school transcripts</td>
<td>A high school transcript or record of GED must be submitted.</td>
</tr>
<tr>
<td>Official college transcripts (must have documentation of completed prerequisites for Associate in Nursing Program)</td>
<td>College transcripts must be submitted for evaluation. Due to the competitiveness of admission, applicants who demonstrate the highest academic success on completed college courses will be considered for admission.</td>
</tr>
<tr>
<td>HESI A2 Exam Scores</td>
<td>Official copy of exam scores must be submitted</td>
</tr>
<tr>
<td><strong>Acceptance for admission</strong></td>
<td>Letters of acceptance will be mailed to applicants. Applicants not accepted will receive a letter.</td>
</tr>
<tr>
<td>Registration fee and Enrollment Agreement</td>
<td>Registration fees and signed enrollment agreements must be returned within the specified time as included in the letter of acceptance.</td>
</tr>
</tbody>
</table>
| Background check/drug screen                              | Applicants will be notified regarding the completion of the background check/drug screen. 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

22
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. Conviction of a misdemeanor (as listed above, but not limited to those examples) will require that the applicant interview with an admission representative and may result in the revocation of the admission offer.

| Valid CPR card | CPR card for the AHA Healthcare Provider |

**ENROLLMENT REQUIREMENTS**

- Return Enrollment Agreement and Registration Fee
- Background check and drug screen
- Valid CPR card for AHA Healthcare Provider
- Verification of required immunizations
- Attendance at mandatory orientation

**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 the Centra College of Nursing, 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/](http://law.justia.com/codes/virginia/2013/title-18.2/) provides information for persons interested in becoming a Licensed Practical Nurse (L.P.N.), 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 to the Centra College of Nursing.

Students are responsible for notifying the College Administration (Dean, Director of Academic Progression, and Associate 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 Associate 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 he/she bring 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 Associate 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. **Retesting (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.

Students who test positive are eligible to reapply for admission after one year and/or after documentation of successful completion of an appropriate treatment program. Students that have completed a treatment program may be admitted with the understanding that they will be subject to random drug testing. Fees for drug testing will be the responsibility of the student. Failure to comply with requested testing regardless of cause or positive result in drug/alcohol screenings will result in immediate dismissal.
Drug screening test results will be filed in the student’s Health Record, if admitted. If not admitted, the test results will be filed and kept in a confidential folder in the Student Health office. No copies are provided to the individual.

Should a student discontinue attendance they may be required to repeat the drug screen upon request for readmission.

TRANSFER OF CREDITS INTO CENTRA COLLEGE OF NURSING

Applicants requesting transfer of credits into the College must follow the ADMISSION REQUIREMENTS as well as submit official transcripts from Colleges attended. Transfer courses listed on another College’s transcript are not acceptable in lieu of a transcript from the College awarding the credit. Transcripts and any additional information requested (course outlines including student learning outcomes, instructor credentials, textbooks used, length of course, number of credit/clock hours, etc.) must be provided to determine course equivalency. 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 GPA. Transfer credits for courses accepted towards completion of the program will count as both credit hours attempted and credit hours completed and will be considered in the calculation of % of attempted credits completed for verification of SAP.

In addition to nursing courses students are required to complete general College courses. Prerequisite courses must be completed prior to admission. Other college courses may be taken concurrently with the nursing courses as set in the curriculum plan. Those courses may also be completed prior to admission. Most students complete courses at Central Virginia Community College but they may be taken at other approved accredited Colleges. The Centra College of Nursing determines transferability of courses and the appropriate placement within the curriculum. Science courses over five (5) years old may need to be repeated.

Applicants requesting transfer from another school of nursing must provide a letter of recommendation from the Dean of the school to which they were attending. Nursing courses must have been taken within the past five (5) years.

ADMISSION TRANSFER FROM CCON A.D.N. PROGRAM INTO CCON P.N. PROGRAM

ADN students may be eligible to transfer into Centra College of Nursing Practical Nursing Program. Interested students should meet with the Associate Director of the Program to discuss eligibility. The student should also meet with the Financial Aid and Enrollment Manager to determine cost and financial assistance. The Associate Director for the appropriate nursing
program will meet with the Admissions Committee to determine if the transfer is feasible. The applicant’s attendance in the previous program will be evaluated.

According to the State Council of Higher Education for Virginia regulation 8VAC40-31-140, a student shall complete a minimum of 30% of course work at the institution in order to be granted a degree from that institution. Transfer into the program is based on space availability.

To be considered for transfer the student must:

- Submit an Application for admissions (application fee will be waived)
- The course(s) transferred in must be successfully completed academically/clinically
- Attend an interview with PN Faculty
- Must have satisfied all financial obligations in the ADN program
- The student will be notified via email of the decision (it is the responsibility of the student to keep email addresses current)
- Nursing courses completed more than twelve months prior to admission will not be eligible for transfer.
Section III: Student Finance
TUITION AND FEES

Payment is due by the first day of each term. Centra College of Nursing reserves the right to make changes in tuition and other fees as deemed necessary without prior notice. Any change will apply to currently enrolled students as well as new students. Students may attend class at the beginning of each term after tuition and expenses are paid in full.

GENERAL REFUND POLICY INFORMATION (Cancellation, Withdrawal or Termination)

Student’s Right to Cancel

1. **Three-Day Cancellation**: A student 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.

2. **Other Cancellations**: If the Enrollment Agreement is cancelled prior to the first day of class the college will refund all monies paid less a registration fee of 10% of the contract price or $100, whichever is less and excluding the application fee, background check and drug screening fees in connection with processing new students.

3. Cancellation may occur when the student provides written notice of cancellation at the following address: 905 Lakeside Drive, Suite A, Lynchburg, VA 24501. This can be done by mail or by hand delivery.

4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Determination Date of Withdrawal

A student that withdraws or is terminated from Centra College of Nursing 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 determined is the last date of recorded attendance. Refunds will be calculated using a Tuition Refund Calculation Worksheet and will be issued within forty-five (45) days of the determined withdrawal/termination 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 current period of the program.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when the following occurs:
• The student notifies the college of student’s withdrawal or the date the College
determines as the student’s withdrawal date, whichever is later.
• 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.

The dates used to determine refund: first and last published catalog date of semester and the
withdrawal date determined.

The date the student’s withdrawal shall be deemed the last date of recorded attendance. The
amount owed equals the tuition charges for the program semester minus non-refundable fees
based on the following attendance:

• A student who enters CCON but withdraws 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 CCON but withdraws after completing ¼ (25%), but less than ½
(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 CCON but withdraws after completing ½ (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, NCLEX review, NCLEX Resource Learning
System and HESI Case Study fees.

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

FAILURE TO MEET FINANCIAL OBLIGATION
Students who fail to meet their financial obligations to the College or to make appropriate
arrangements with the Dean may not be permitted to continue in the Centra College of
Nursing. 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 CCON does not excuse the borrower from repayment of any loans made to the
borrower for enrollment at CCON.
**FINANCIAL AID Philosophy**

Centra College of Nursing maintains a program of financial aid to help provide the opportunity for students with limited financial resources to attend the College. It is the expectation that the student and the student's family will carry the basic financial responsibility for education. When it is determined that the cost is greater than the ability to pay, the College assists the students in seeking funds for education from government and private sources in the form of scholarships, grants, and loans. Financial Aid policies and procedures protect the student's right of privacy. These policies and procedures are contained in the Student Aid Handbook on file in the office of the Financial Aid/Enrollment Manager.

**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 of Nursing'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 call 434-200-3322 to be connected to our Title IX Coordinator.

**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
Help - 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: [www.lynchburgywca.org](http://www.lynchburgywca.org)
- **Bedford Domestic Violence Services**
  - 24-Hour Hotline at 540-587-0970
  - The location of the BDVS is confidential.
Section IV:
Academic Policies & Procedures
CURRICULUM PLANS

Definition of Centra College of Nursing Collegiate Semester Hour

Centra College of Nursing 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 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 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.

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.

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 the Centra College of Nursing, 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. The six student learning outcomes are:

- Provide quality, safe, patient-centered nursing care through evidence-based practice.
- Participate in collaborative relationships with members of the interdisciplinary team to provide and improve patient care.
- Engage in critical thinking skills and strategies and clinical reasoning necessary to provide quality patient care.
- Provide leadership in a variety of healthcare settings for diverse patient populations.
- Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
- Function as a competent nurse assimilating all professional, ethical, and legal principles.

**Program Schedule**

**Associate Degree Program:**
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. The Associate Degree program is 64 weeks in length. There are 66 semester credit hours awarded for the total program (including prerequisites) with a total of 1500 contact hours. 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

**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**
- N 101: Foundations of Nursing
- N 102: Pharmacology & Medication Administration
- BIO 142: Human Anatomy & Physiology II*
Second Semester
N 201: Medical/Surgical Nursing I
N 202: Maternal Child Nursing
PSY 200 Principles of Psychology*

Third Semester
N 301: Medical/Surgical Nursing II
N 302: Psychiatric Mental Health Nursing
ENG 111: College Composition I*

Fourth Semester
N 401: Perspectives for Professional Nursing Practice
N 402: Issues and Trends in Nursing
ENG 112: College Composition II*

Courses* completed at Central Virginia Community College include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 142: Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 200: Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111: College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112: College Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Courses must be completed in the term to which they are assigned or prior to admission. Proof of enrollment must be submitted to the College of Nursing on or before the first day of the term.

Course Descriptions

Nursing 100 — LPN Transition *

Semester- Credit Hours: 2
Class Hours: 15
Lab Hours: 30

*This course is only offered during the fall semester
Nursing 100 – LPN Transition course is designed to assist the LPN returning to school to pursue a degree in nursing. Emphasis will be placed on role transition concepts, quality and safety education for nurses, competencies, critical thinking/clinical reasoning, and the nursing process. Students will be given an introduction to computer assisted learning, as well as instruction in use of informatics in the delivery of nursing care. Prerequisite: Advanced Placement LPN admission to the College of Nursing.

Nursing 101— Foundations of Nursing

Semester-Credit Hours: 7
Class Hours: 60
Lab Hours: 30
Clinical Hours: 90

Nursing 101—Foundations of Nursing focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical
responsibilities of the nurse. Introduces critical thinking applied to nursing, the nursing process, and communication techniques used when interacting with patients and members of the interdisciplinary team, and applies evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. Prerequisites: BIO 141, PSY 230, HLT 230, HLT 141, SDV 100. Corequisite: Nurs 102, Bio142

Nursing 102 — Pharmacology & Medication Administration
Semester-Credit Hours: 4
Class Hours: 45
Lab Hours: 30
Nursing 102—Pharmacology & Medication Administration presents an overview of the basic principles of pharmacology including major drug classifications and prototypes. Principles of medication administration include all aspects of best practice for safe, quality, patient-centered care. A focus is on safety and quality improvement factors in the administration of medications. Lab provides clinical practice simulations. Prerequisites: BIO 141, PSY 230, HLT 230, HLT 141, SDV 100. Corequisite: Nurs 101, BIO142.

Nursing 201 — Medical/Surgical Nursing I
Semester-Credit Hours: 5
Class Hours: 45
Clinical Hours: 90
Nursing 201—Medical/Surgical Nursing I provides for the acquisition of basic nursing theory, communication, collaboration, and critical thinking skills necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various medical/surgical interventions. Incorporates best practices, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and community settings. Application of the knowledge and skills will occur in the clinical setting. Prerequisites: BIO 141 BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, Nurs 101, 102. Corequisite: PSY 200, Nurs 202

Nursing 202 — Maternal/Child Nursing
Semester-Credit Hours: 5
Class Hours: 45
Clinical Hours: 90
Nursing 202—Maternal/Child Nursing provides for the acquisition of basic nursing theory, communication, collaboration, and critical thinking skills necessary for safe, patient-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates best practices, standards of practice, and legal and ethical responsibilities of the professional nurse. Applications of the knowledge and skills will occur in the clinical setting. Prerequisites: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, Nurs 101, 102. Corequisite: PSY 200, Nurs 201
Nursing 301 — Medical/Surgical Nursing II
Semester-Credit Hours: 7
Class Hours: 45
Clinical Hours: 180
Nursing 301—Medical/Surgical Nursing II is a continuation of Nursing 201, focusing on complex medical/surgical conditions of the high acuity patient and family. Builds on basic nursing theory, communication, collaboration, and critical thinking skills necessary for safe, patient-centered nursing care to developmentally and culturally diverse patient populations experiencing high acuity medical/surgical interventions. Incorporates best practices, professional standards and legal and ethical responsibilities of the professional nurse as applied in the acute care and community settings. Applications of the knowledge and skills will occur in the clinical setting. Prerequisite: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, Nurs 101, 102, 201, 202. Corequisite: ENG 111, Nurs 302

Nursing 302 — Psychiatric Mental Health Nursing
Semester-Credit Hours: 3
Class Hours: 30
Clinical Hours: 45
Nursing 302—Psychiatric Mental Health Nursing provides for the acquisition of basic nursing theory, communication, collaboration, and critical thinking skills necessary for safe, patient-centered nursing care for patients at various levels of mental health promotion and mental illness management. Emphasizes the importance of care that is developmentally and culturally appropriate. Incorporates best practices, standards of practice, and legal and ethical responsibilities of the professional nurse. Application of the knowledge and skills will occur in the clinical setting. Prerequisite: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, Nurs 101, 102, 201, 202. Corequisite: ENG 111, Nurs 301

Nursing 401 — Perspectives for Professional Nursing Practice
Semester-Credit Hours: 8
Class Hours: 60
Clinical Hours: 180
Nursing 401—Perspectives for Professional Nursing Practice is a capstone course that provides experience with all aspects of the professional nurse role in the care of diverse patient populations across a variety of acute and community settings. Leadership and the management of multiple patients are emphasized. Application of the knowledge and skills will occur in the clinical setting to facilitate an effective transition from student to registered nurse. Prerequisite: BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, ENG 111, Nurs 101, 102, 201, 202, 301, 302. Corequisite: ENG 112, Nurs 402
Nursing 402 — Issues and Trends in Nursing  
Semester-Credit Hours: 1  
Class Hours: 15  
Nursing 402—Issues and Trends in Nursing presents a historical overview of the nursing profession then looks to the future. Areas of study include the role of the professional nurse in a changing healthcare system, a focus on the future of nursing and healthcare, and personal plans that will enhance career and professional growth. **Prerequisite:** BIO 141, BIO 142, PSY 230, HLT 230, HLT 141, SDV 100, PSY 200, ENG 111, Nurs 101, 102, 201, 202, 301, 302. **Corequisite:** ENG 112, Nurs 401  

**PRACTICAL NURSING PROGRAM**  

**Sequencing of Courses**  
The program is designed to culminate in these 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.  

**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 the Centra College of Nursing, 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. The six student learning outcomes are:  
- Provide quality, safe, patient-centered nursing care through evidence-based practice.  
- Effectively communicate with members of the interdisciplinary team to provide and improve patient care in a variety of healthcare settings.  
- Engage in critical thinking skills and strategies and clinical reasoning necessary to provide quality patient care.  
- Assist in the coordination and implementation of patient care in a variety of healthcare settings for diverse patient populations.  
- Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
• Function within the scope of practice for the LPN incorporating ethical, legal, and regulatory frameworks of nursing.

Program Schedule

Practical Nursing Program:
The academic year is defined as semesters. There are three semesters in the Practical Nursing program. Semesters are generally 16 weeks in length except during the summer when the semester is 10 weeks in length. The Practical Nursing program is 42 weeks in length and has 945 contact hours; there are 39 semester credits awarded. 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

First Semester
BIO 100  Basic Human Biology
PSY 230  Developmental Psychology
PNSG 100  Nursing in Health I
PNSG 101  Introduction to Pharmacology

Second Semester (Summer)
PNSG 200  Nursing in Health II*
PNSG 201  Family Centered Nursing*

Third Semester
PNSG 300  Psychosocial Nursing
PNSG 301  Nursing in Health III

*These courses are taught in sequential order within the term

Courses* completed at Central Virginia Community College include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100: Basic Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 230: Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Courses must be completed in the term to which they are assigned or prior to admission. Proof of enrollment must be submitted to the College of Nursing on or before the first day of the term.

Course Descriptions

PNSG 100 -- Nursing in Health I
Semester-Credit Hours: 6
Class Hours: 45
Lab Hours: 30
Clinical Hours: 90
PNSG 100 (Nursing in Health I) focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population requiring various medical/surgical interventions. This course introduces basic nursing theory, critical thinking applied to nursing, the nursing process, and communication techniques used when interacting with patients and members of the interprofessional team while integrating legal and ethical responsibilities of the Practical Nurse. Pharmacology is incorporated throughout the course. Other program concepts such as research, evidence, patient preferences, and information technology are also introduced. Application of foundational concepts, knowledge and skills occurs in the nursing skills laboratory. These skills are further developed in a variety of clinical settings. Corequisites: PNSG 101, BIO 100, PSY 230.

PNSG 101 -- Introduction to Pharmacology

Semester-Credit Hours: 3
Class Hours: 30
Lab Hours: 30

PNSG 101 (Introduction to Pharmacology) presents an overview of the basic principles of pharmacology including major drug classifications using prototype drugs. Principles of medication administration include best practices for safe, quality, patient-centered care. The legal and ethical responsibilities of the Practical Nurse related to medication administration are discussed. Mathematics skills necessary for accurate dosage calculations are reviewed. Application of knowledge and skills occurs in the nursing skills laboratory. Further study of pharmacology is integrated throughout the curriculum. Corequisites: PNSG 100, BIO 100, PSY 230.

PNSG 200 -- Nursing in Health II

Semester-Credit Hours: 6
Class Hours: 60
Clinical Hours: 90

PNSG 200 (Nursing in Health II) expands on the knowledge and skills learned in PNSG 100 (Nursing in Health I) to provide safe, patient-centered nursing care to diverse patients experiencing various medical/surgical conditions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with common acute health alterations. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in various acute care clinical settings. Prerequisites: BIO 100, PSY 230, PNSG 100, PNSG 101.

PNSG 201-- Family Centered Nursing

Semester-Credit Hours: 6
Class Hours: 60
Clinical Hours: 90

PNSG 201 (Family Centered Nursing) provides for the acquisition of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse families and children. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of the childbearing family and children that is
developmentally and culturally appropriate. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in a variety of clinical settings.  

**Prerequisites:** BIO 100, PSY 230, PNSG 100, PNSG 101, PNSG 200.

**PNSG 300 -- Psychosocial Nursing**

Semester-Credit Hours: 4  
Class Hours: 45  
Clinical Hours: 45

PNSG 300 (Psychosocial Nursing) provides for the acquisition of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse patients at various levels of mental health promotion and mental illness management while integrating legal and ethical responsibilities of the Practical Nurse. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in acute and long-term inpatient settings and selected community agencies. Prerequisites: BIO 100, PSY 230, PNSG 100, PNSG 101, PNSG 200, PNSG 201. Corequisite: PNSG 301.

**PNSG 301 -- Nursing in Health III**

Semester-Credit Hours: 8  
Class Hours: 60  
Clinical Hours: 180

PNSG 301 (Nursing in Health III) expands on the knowledge and skills learned in Nursing in Health I and II to provide safe, patient-centered nursing care to diverse patients experiencing various simple to complex disorders requiring medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with a variety of health alterations. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in various acute and long-term care settings. This course also includes a preceptorship component where the student will be assigned a preceptor to work alongside for a designated number of clinical hours to strengthen and support knowledge and skills. Prerequisites: BIO 100, PSY 230, PNSG 100, PNSG 101, PNSG 200, PNSG 201. Corequisite: PNSG 300.

**Descriptions for Prerequisites and General College Courses** (Centra Virginia Community College)

**Biology 100 -- Basic Human Biology -- Practical Nursing Program**

Semester Credit Hours: 3  
Class Hours: 45

Biology 100-Basic Human Biology presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems.

**Biology 141 -- Human Anatomy and Physiology I - Associate Degree Program**

Semester Credit Hours: 4  
Class Hours: 45
Laboratory Hours: 30
Biology 141—Human Anatomy and Physiology I integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics and pathology.

**Biology 142 — Human Anatomy and Physiology II —Associate Degree Program**

Semester Credit Hours: 4
Class Hours: 45
Laboratory Hours: 30

Biology 142—Human Anatomy and Physiology II integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics and pathology.

**English 111 — College Composition I-Associate Degree Program**

Semester Credit Hours: 3
Class Hours: 45

English 111—College Composition I introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay.

**English 112 — College Composition II—Associate Degree Program**

Semester Credit Hours: 3
Class Hours: 45

English 112—College Composition II continues to develop College writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage.

**Health 141: Introduction to Medical Terminology – Associate Degree Program**

Semester Credit Hours: 2
Class Hours: 30

Health 141—Introduction to Medical Terminology focuses on medical terminology for students preparing for careers in the health professions.

**Health 230 — Principles of Nutrition and Human Development—Associate Degree Program**

Semester Credit Hours: 3
Class Hours: 45

Health 230—Principles of Nutrition and Human Development teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual
Psychology 200 — Principles of Psychology –Associate Degree Program
Semester Credit Hours: 3
Class Hours: 45
Psychology 200—Principles of Psychology surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics such as physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy and social psychology.

Psychology 230 — Developmental Psychology-Associate Degree & Practical Nursing Programs
Semester Credit Hours: 3
Class Hours: 45
Psychology 230—Developmental Psychology studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person’s physical, cognitive and psycho-social growth.

Student Development 100 – College Success Skills – Associate Degree in Nursing
Semester Credit Hours: 1
Class Hours: 15
Student Development 100 – College Success Skills assists students in transition to colleges. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. Includes instruction in networked information resources and in the use of telecommunication software. May include English and math placement testing. Strongly recommended for beginning students.

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.

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.

The typical College week is Monday through Friday; however, planned 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
Associate Degree in Nursing program & Practical Nursing program
Letter grades are assigned to completed courses according to the following scale:

- **A** 94-100: 4 grade points
- **B** 87-93: 3 grade points
- **C** 80-86: 2 grade points
- **D** 73-79: 1 grade point
- **F** Below 73: 0 grade points
- **I** Incomplete
- **W** withdraw without grade penalty (withdraw by date on academic calendar)
- **WP** withdraw passing
- **WF** withdraw failing

Credit Hours
Credit hours are assigned to courses according to the following methodology of conversion:

<table>
<thead>
<tr>
<th>Methodology of Conversion</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester (15 weeks):</td>
<td></td>
</tr>
<tr>
<td>15 class hours</td>
<td>1 semester credit hour</td>
</tr>
<tr>
<td>30 lab hours</td>
<td>1 semester credit hour</td>
</tr>
<tr>
<td>45 clinical lab hours</td>
<td>1 semester credit hour</td>
</tr>
</tbody>
</table>

Grade Point Average
Each semester the grade point average will be computed as follows:

\[
\text{Number of grade points for term} \div \text{Number of credit hours taken in term} = \text{Grade Point Average for term}
\]

\[
\text{Total number of grade points earned} \div \text{Total number of credit hours taken} = \text{Cumulative Grade Point Average}
\]

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
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 student learning outcomes and six designated competencies: Safety, Communication, Professionalism, Patient-Centered Care, Teamwork/Collaboration, and Quality Improvement/Evidence-Based Care.
**Safety:** Safely performs all nursing interventions within the health care micro system, utilizing evidence-based knowledge.

**Communication:** Utilizes effective and therapeutic communication skills and information management tools with patients, families and other members of the health care team.

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

**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 step 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.

Students are responsible for bringing a Skills Checklist to clinical for validation of experiences and competencies. Students will be evaluated on a weekly basis in the varied clinical experiences. Faculty supervising clinical experiences will complete a weekly clinical rubric form for each student and will share the feedback with the student, along with feedback needed to improve clinical performance.

A Final Clinical Evaluation will be completed on each student which reflects the overall clinical performance in the six designated clinical competencies. Students will complete the form with self-evaluation comments and submit the form to course faculty. Final clinical grades will be Excellent, Satisfactory or Unsatisfactory.

**Clinical Warning/Clinical Failure**

Students that are at risk for unsuccessful clinical performance will be identified as follows:

1. The following behaviors will result in an immediate clinical warning and/or course failure:
   - Breach of patient confidentiality
   - Failure to use two patient identifiers
   - Dishonesty (such as falsification of documentation)
   - Endangering the safety of the patient
2. At the discretion of faculty, competency areas on the clinical rubric noted as unsatisfactory may result in a clinical warning, immediate unexcused dismissal from clinical and/or course failure.

3. Additional guidelines for determining problems in clinical performance:
   a. Unsatisfactory in a clinical competency:
      • If Unsatisfactory in one clinical competency, the student will receive an unsatisfactory for the week and will have a conference with faculty concerning the need for improvement.
      • If the student receives another Unsatisfactory in the same competency within the semester, the student will receive a clinical warning.
      • The student must progress to a Satisfactory rating within two weeks and sustain for the rest of the semester.
      • If the student receives an Unsatisfactory in two/or more competencies, this will result in a clinical warning.
      • The student must progress to a Satisfactory rating in all competencies within two weeks and sustain for the rest of the semester.
   b. Needs Improvement in a clinical competency:
      • A student, who receives a Needs Improvement in any competency, must improve to a Satisfactory within two weeks or will receive a clinical warning.

4. A clinical warning may be given at any time the student is not progressing satisfactorily. Notification, in writing, will include weaknesses and definitive suggestions for improvement.

5. If the student does not achieve a Satisfactory rating in all six clinical competencies by the end of the semester, this may result in a clinical failure for the course.

GRADE REQUIREMENTS
All courses must be completed with a final course grade of “C” or better. Nursing courses having a clinical component must be completed with a course grade of “C” and 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. 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.

Credit hours for courses receiving a failing grade (less than “C”) will be counted in the student’s attempted credits, although the courses cannot be counted in earned credits until the student has received a satisfactory grade replacement in the course. If the student fails to meet the SAP for % of attempted courses completed due to the failing grade, the recording of a successful
completion grade in the current term which brings a student’s % of attempted courses completed up to the SAP standard will restore financial aid eligibility.

ISSUING OF GRADES
Final course grades are accessible on MOODLE one week following the end of the term. Transcripts will be mailed to the address on file unless otherwise requested by the student.

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.

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.

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. Any absence for more than 3 consecutive days will require a note from a physician.

Clinical Absences
Each student is required to have a minimum of 500 (400) clinical hours in order to apply for a license to practice as a registered (practical) nurse in the state of 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.

* Tardiness is defined as arriving after the scheduled hour
ESSENTIAL QUALIFICATIONS FOR STUDENT ADMISSION, CONTINUATION AND GRADUATION

In order to be admitted to the Centra College of Nursing 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. This list of essential qualifications delineated below is necessary for Centra College of Nursing 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:**

<table>
<thead>
<tr>
<th>Essential Qualifications</th>
<th>Behaviors</th>
</tr>
</thead>
</table>
| **Visual:**              | • Observe and discern subtle changes in physical conditions and the environment  
• Visualize different color spectrums and color changes  
• Read fine print in varying levels of light  
• Read for prolonged periods of time  
• Read cursive writing  
• Read at varying distances  
• Read data/information displayed on monitors/equipment |
| **Auditory:**            | • Interpret monitoring devices  
• Distinguish muffled sounds heard through a stethoscope  
• Hear and distinguish high and low frequency sounds produced by the body and the environment  
• Effectively hear to communicate with others |
| **Tactile:**             | • Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics |
| **Olfactory:**           | • Discern body odors and odors in the environment |

**Communication/Interpersonal Relationships:**

<table>
<thead>
<tr>
<th>Behaviors</th>
</tr>
</thead>
</table>
| • 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  
• Work effectively in groups and independently  
• Discern and interpret nonverbal communication  
• Express one’s ideas and feelings clearly  
• Communicate with others accurately in a timely manner  
• Obtain communications from a computer |

**Cognitive/Critical Thinking:**

<table>
<thead>
<tr>
<th>Behaviors</th>
</tr>
</thead>
</table>
| • Effectively read, write, and comprehend the English language  
• 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 |
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.

- 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.

**Motor Function:**

**Behaviors**

- Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- Move, position, turn, transfer, assist with lifting or lift and carry patients/clients without injury to patients/clients, self or others
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to patient/client, self or others
- 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
- Walk without a cane, walker or crutches
- Function with hands free for nursing care and transporting items
- Transport self and patient/client without the use of electrical devices
- Flex, abduct and rotate all joints freely
- 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

**Satisfactory Academic Progress (SAP)**

Satisfactory academic progress must be maintained by all students, including financial aid recipients, in the Centra College of Nursing. Students’ progress is measured quantitatively (time frame) and qualitatively (grade). SAP is verified at the end of each semester. Failure to meet any of the three (3) standards of SAP will result in the student being placed on academic/financial aid probation.

Title IV funds can be awarded for the following term allowing the student to attain SAP during that term. A student on financial aid probation for a payment period may not receive Title IV funds for the subsequent payment period unless the student makes satisfactory academic progress. The student will receive written notification of academic/financial aid probation. The student may not appeal the decision regarding inability to receive Title IV funds.

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. If the GPA falls below a 2.0 for any term the student will be placed on academic/financial aid probation for that term. If the cumulative GPA is less than 2.0 for the subsequent term the student will be dismissed from the program. Failure of any two nursing courses will result in dismissal from the program and is not subject to appeal.

2. **Percentage of Attempted Courses Completed**
   Students must successfully complete 67% of credits attempted (cumulative). If at any time the student does not achieve the 67% the student will be placed on academic/financial aid probation for that term. If the percentage of credits completed during the probation period does not meet the cumulative 67%, the student will be dismissed from the program. Grades of D, F, Unsatisfactory (U), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP) or Incomplete (I) are not counted as successful completion of credits.

3. **Maximum Allowable Time Frame for Program Completion**
   Students must complete all academic requirements within 150% of the published length of the program. For financial aid purposes, the length of the program begins with admission to the program of nursing. Transfer credits accepted towards completion of the program and credits attempted while enrolled at the College will count toward the 150% of the program length. Students who complete the program...
within the maximum number of credits will receive a degree (ADN) or certificate (PN). Should a student exceed 150% of the program credits, the student is ineligible for financial aid.

**Summary:** Federal regulations require financial aid recipients to progress toward the completion of a degree or certificate program. A periodic review of academic progress is also required to ensure that minimum academic standards are being met for continued aid eligibility. Students receiving federal aid must meet with an academic advisor to establish an academic plan and must select appropriate courses that lead to the successful completion of their degree or certificate program.

Qualitative and quantitative standards are used to judge a student’s academic progress. This evaluation must be cumulative and must include all periods of the student’s enrollment, even periods in which the student did not receive federal financial aid. So that transfer students are not given more time than other students in meeting satisfactory academic progress standards, credits completed at their institutions must also be counted in the total number of credit hours earned. In accordance with federal regulations, Centra College of Nursing 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.

**Student Responsibilities:** recipients of federal funds (Pell Grant, and Direct Loans) have a responsibility to maintain the minimum standards of satisfactory academic progress as shown in the chart below. Failure to meet these standards will have consequences that may affect financial aid eligibility. Students are encouraged to speak with a Financial Aid and Enrollment Manager regarding questions about this policy.
The Chart Below Represents Students in Good Standing
Minimum Standards of Satisfactory Academic Progress

**PN Program**

<table>
<thead>
<tr>
<th>Timeframe Evaluated</th>
<th>Attempted Credit Hours</th>
<th>Completed Credit Hours: 67% or more of credits</th>
<th>Minimum Required Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>15 credits</td>
<td>10 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>26 weeks</td>
<td>12 credits + 15 previous credits (27 credits total)</td>
<td>18 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>42 weeks – 100%</td>
<td>12 credits + 27 previous credits (39 credits total)</td>
<td>26 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>63 weeks – 150%</td>
<td>39 credits total</td>
<td>39 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
</tbody>
</table>

**ADN Program**

<table>
<thead>
<tr>
<th>Timeframe Evaluated After Admission to the Program</th>
<th>Attempted Credit Hours</th>
<th>Completed Credit Hours: 67% or more of credits</th>
<th>Minimum Required Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites</td>
<td>13 credits</td>
<td>Must be completed prior to admission</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>16 weeks</td>
<td>15 credits</td>
<td>10 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>32 weeks</td>
<td>13 credits + 15 previous credits (28 credits total)</td>
<td>19 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>48 weeks</td>
<td>13 credits + 28 previous credits (41 credits total)</td>
<td>27 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>64 weeks – 100%</td>
<td>12 credits + 41 previous credits (53 credits + 13 prerequisite credits for 66 credits total)</td>
<td>36 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
<tr>
<td>96 weeks – 150%</td>
<td>53 credits + 13 prerequisite credits (66 credits total)</td>
<td>66 credits</td>
<td>2.0 cumulative GPA</td>
</tr>
</tbody>
</table>

**Probation**: A student may receive federal financial aid on a probationary basis during their next enrollment period if they:
- Began a semester in good standing but failed to complete the minimum academic standards as stated above. Students will be notified via MOODLE, outlining the conditions of their probationary period. Students will be required to complete all credit hours funded while maintaining a cumulative 2.0 grade point average.
**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 be counted in the student’s attempted credits, although the courses cannot be counted in earned credits until the student has received a satisfactory final grade in the course. If the student fails to meet the SAP for % of attempted courses completed due to the grade of Incomplete, the recording of a successful completion grade within a term which brings a student’s % of attempted courses completed up to the SAP standard will restore financial aid eligibility for the current term.

**NON-PUNITIVE / REPEATED COURSES**
The Centra College of Nursing does not award proficiency credits or non-punitive (pass/fail) grades. The College does not offer non-credit or remedial courses. The effect of incomplete or withdrawal, or failing grades on the SAP is: Students must successfully complete 67% of credits attempted (cumulative). If at any time the student does not achieve the 67% the student will be placed on academic/financial aid probation for that term. If the percentage of credits completed during the probation period does not meet the cumulative 67%, the student will be dismissed from the program. Grades of D, F, Unsatisfactory (U), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP) or Incomplete (I) are not counted as successful completion of credits.

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. CCON has a grade forgiveness policy for the first attempt. The initial attempt and grade are voided, therefore, the student’s GPA or SAP is not affected until the course is repeated and the repeated course grade is posted. Transfer credits accepted towards completion of the program and credits attempted while enrolled at the College will count toward the 150% of the program length.

**LEAVE OF ABSENCE**
Students who wish to leave the College for a semester, after which they intend to return, should take a leave of absence. The leave of absence allows the student the opportunity to submit a written request of intent to return the next semester. If a leave of absence is taken while a student is currently enrolled in classes, that semester is considered to be one semester of the leave.

The granting of a leave of absence guarantees readmission to the course in which the student is enrolled when applying for a leave and permits the student to graduate by complying with the program requirements in effect when the leave is taken.
The date of leave is the date when the student notifies College Administration of an intention to take a leave of absence.

Students taking a leave of absence will meet with the Financial Aid/Enrollment Manager prior to the leave to determine the implications of that leave. Before being granted approval for withdrawal or leave of absence, all students who are federal loan recipients are required to be counseled by the Financial Aid/Enrollment Manager to discuss the consequences of their changed status on loan programs. Any questions about individual cases should be directed to the Financial Aid/Enrollment Manager.

**Types of Leave:**

1. **Regular leave of absence** – A standard leave of absence may be granted for one semester to students who wish to interrupt their studies at Centra College of Nursing. An appointment should be made with the Associate Director for the appropriate nursing program for an exit interview and to provide written documentation of a request for leave of absence.

   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.

2. **Medical leave of absence** -- Students who must leave the College because of medical or psychological conditions that necessitate their absence may request a medical leave of absence. Documentation of the serious nature of the medical condition must be provided to the Student Health Nurse and Associate Director for the appropriate nursing program. Approval must be given by the Student Health Nurse and Associate Director for the appropriate nursing program.

   When a medical leave of absence is granted during the course of the semester, the course grade is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I). Students have a maximum of one semester after their return to remove a grade of I.

   A student must apply for readmission through the Associate Director for the appropriate nursing program in order to return from a medical leave of absence. Documentation must be submitted to the student health nurse indicating that the medical or psychological condition has been remedied and that the student is capable of resuming study at the College. All information submitted becomes part of the student’s health record and will remain confidential. Students on medical leave are not eligible to register for courses until approved to return from medical leave. On return to the program, placement of the student in the curriculum will be determined by recommendation from the Admission, Retention, and Progression Committee.
3. **Emergency leave of absence** -- Students who must leave the College on urgent personal grounds, such as death or a serious illness in the immediate family, may request an emergency leave of absence. Documentation of the serious nature of the emergency must be provided.

When an emergency leave of absence is granted during the course of the semester, the course grade is normally a W (withdrawn) unless the student initiates and receives appropriate approval for an incomplete (I). Students have a maximum of one semester after their return to remove a grade of I.

**Failure to Return from a Leave of Absence:**
Students on any type of leave of absence who decide not to return to Centra College of Nursing should contact the Associate Director for the appropriate nursing program with written request for a regular withdrawal. The advance deposit is nonrefundable. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

Students who do not return (1) after a regular leave of absence period or (2) who do not return after an emergency leave of absence and do not apply for a regular withdrawal will be administratively withdrawn. The last day of attendance will be considered the date the leave of absence began. Students on a regular or administrative withdrawal are required to reapply in order to return to the College. In such instances, there is no guarantee of readmission.

Due to the rapid pace and rigor of the program, students who do not return after a medical leave of absence period exceeding 12 months will be administratively withdrawn.

**VETERANS LEAVE OF ABSENCE AND READMISSION POLICY**

This section does not apply to students on a leave of absence to participate in military service. The College adheres to the Higher Education Opportunity Act of 2008 regarding veterans’ leave of absence and readmission policies. If a student is planning a military leave, he or she must give advance written or verbal notice of military service to the Dean’s office, unless such notice is precluded by military necessity. To be readmitted after a military hiatus, the student must give notice (written or verbal) of his or her intent to reenroll 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 2 years after recovery. Students may contact the Dean’s office for more information.

**WITHDRAWAL FROM COURSE(S)**
Students who wish to leave Centra College of Nursing and do not wish to return should withdraw officially from the College. A student who is contemplating leaving the College for any reason is required to meet with the Financial Aid and Enrollment Manager before beginning the withdrawal process. If the student decides to withdraw from the College, he/she is required to
submit written notice and attend an exit interview with the Associate Director for the appropriate nursing program. 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.

A student will be determined to be withdrawn from the College if the student misses five (5) consecutive class or clinical days having had no contact with faculty or administration. The withdrawal date will be the last date the student participated in scheduled College activities.

The credit hours for a course from which a student has voluntarily or involuntarily withdrawn after the “withdraw without grade penalty date” or with a “WP” or “WF”, will be included in the calculation for credit hours attempted, % of attempted credit hours and maximum allowable credits for program completion.

The date of withdrawal is the date when the student notifies the Associate Director for the appropriate nursing program of an intention to withdraw or the last date the student participated in scheduled College activities. A student who has initiated but not yet completed the withdrawal process and wishes to rescind the withdrawal must notify the Associate Director for the appropriate nursing program of his or her intention to continue study at the College.

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.

**ADMINISTRATIVE WITHDRAWAL, DISMISSAL or TERMINATION**

Students are administratively withdrawn by the College if (1) they have not paid the advance registration deposit by July 1; (2) they have not returned to the College when the approved period of leave of absence has expired and have not applied for a continuation leave or regular withdrawal; or (3) they have not returned at the time specified after academic or disciplinary action, and the period of has not been extended.

Students may also be administratively dismissed from the College for the following reasons:
- failure to pay tuition
- failing a drug screening
- negative changes to background information
- mental/physical/emotional problems that interfere with judgment or college responsibilities
- and/or behaviors that are deemed inappropriate.
A student will be determined to be **administratively terminated** from the College if the student misses five (5) consecutive class or clinical days having had no contact with faculty or administration. The date for students who are administratively withdrawn/terminated is the last date the student participated in scheduled College activities.

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

**RE-ADMISSION POLICY**

Any re-admissions following withdrawal/dismissal/termination are granted on a space available basis. Petitions for re-admission will be accepted after a **two (2) year** time period has elapsed. The student should notify the Associate Director for the appropriate nursing program in writing of a desire to re-enter the nursing program at CCON. If accepted for re-admission, the student must resume nursing courses from the beginning of the curriculum with no credits for any prior coursework.

Petitions for re-admission must be made in writing to the Associate Director for the appropriate nursing program. This written request must include any extenuating circumstances, if applicable. The student desiring re-admission must meet all admission requirements set forth by the College of Nursing at the time of their application. One nursing course failure following re-admission will result in dismissal with no future option for re-admission.

**GRADUATION REQUIREMENTS**

**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 2.0 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 5 semesters of enrollment
- Complete the curriculum by earning a cumulative grade point average of 2.0 or higher
- Satisfy all financial obligations to the College

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 upon request. Written or verbal requests may be directed to the Dean.

LICENSURE ELIGIBILITY

Upon graduation, 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 to practice and seek licensure by endorsement in other states.

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 THE COLLEGE OF NURSING

Disclaimer Statement:
The A.D.N. program at C.C.O.N. is a terminal occupational degree in nursing. The A.D.N. is designed for successful employment in the nursing field and generally not applicable to other degrees. The A.D.N. credits may or may not transfer to other 4-year learning institutions since the decision to accept transfer credits obtained at CCON 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.

Among other things, 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.

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 of Nursing, and the Student Government Association, are opposed to student use of alcoholic beverages and unauthorized drugs. Evidence of impairment or having alcohol or unauthorized drugs on hospital premises will be reported to the Dean or Associate 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 the College of Nursing 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 Associate Directors of the nursing programs are available for career advising and placement services. Centra College of Nursing 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 MOODLE course page.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Centra College of Nursing is committed to serving students with disabilities by providing appropriate accommodations in compliance with federal and state regulations. Individuals disclosing a disability will be asked to provide documentation, including suggested accommodations from a qualified professional. Testing and evaluation will be at the student’s expense. Centra College of Nursing 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 the Centra College of Nursing. All accommodations may not be available through the nursing programs or appropriate in nursing practice. If there is a change in a student’s health status after admission that interferes with the ability to meet the below essential qualifications with or without reasonable accommodations, the student will be withdrawn from the nursing program.
• Students that have a documented reason for accommodations must notify the Dean/Associate Director within 48 hours of the course start date or whenever the documentation becomes available. Documents must be submitted each semester.

• The Dean/Associate Director will notify the course faculty of the need for testing accommodations.

• After the faculty has been notified, accommodations such as additional time for testing or testing in a separate area must be arranged with the course faculty.
STUDENT HANDBOOK

This section of the catalog has been prepared to provide general information for students who are enrolled in the Centra College of Nursing. 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.
**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).

**BOWEN FITNESS CENTER**  
The Bowen Fitness Center is located in the basement of the Dillard Education Building. Students 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.

**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.

**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 the Centra College of Nursing, 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 extension 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. Entering students attend an orientation. Policies and procedures stated in the Academic Catalog & Student Handbook are covered at that time including campus security. Returning students refer to Moodle for updates.
D. As mentioned above, students are informed during orientation about policies and procedures including information to assist them in being responsible members of the College, e.g., substance and alcohol abuse.

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.

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 and a statement of policy regarding the possession, use and sale of illegal drugs and 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. A Sexual Assault Prevention program 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 Ext. 3255 or Lynchburg Police Department by calling 911.

K. 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.

L. 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.centrahealth.com. 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 deans, SNA Advisor, SGA Advisor, Student Health Nurse and local law enforcement agencies). These statistics may also include crimes which were reported anonymously to counselors during confidential sessions.

Each year notification is made to all enrolled students that provide the website to access this report. Faculty and staff receive similar notification. The report is posted on Moodle and copies of the report may be obtained at the Financial Aid Office or by calling (434) 200-3070. All prospective employees may obtain a copy from the Dean or by calling the above listed phone number.

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. Because they are colorless and odorless, date rape drugs 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 the Centra College of Nursing 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 a counselor, who will maintain confidentiality, help explain your options, give you information, and provide emotional support. You can reach a counselor by calling the Sexual Assault Hotline at 200-7273
- 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.

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. Visible cell phones will be confiscated. 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. Visible cell phones will be confiscated. **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.**

CHANGES TO BACKGROUND CHECKS
Students are responsible for notifying the Dean/Associate 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.

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.

COMMUNICATION BETWEEN STUDENTS AND FACULTY
Bulletin boards are located in the student lounge and in each classroom. Students are responsible for reading the bulletin boards daily. Messages for faculty should be sent by Moodle or left on individual faculty voicemail. Messages for students may be sent on email or in a Moodle message. Students are responsible for keeping their contact information current and checking Moodle daily for messages.

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

**COPY MACHINE USE**

Student personal copies or copies of class notes are to be made at the student’s expense at an outside facility. Copies for class presentations may be made at the College. The student must bring written permission from the instructor to the main office for any copying for class presentations.

**DRESS CODE**

The appearance of the nursing students of Centra College of Nursing 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**

A. **Dress in Uniform:**

- Students are to dress for clinical in the official College, specific program, uniform. The uniform is completed with solid white socks (or white hose) and all white or black leather closed toe shoes. Students wear the college polo shirt and khaki pants for select clinical experiences.
- College issued identification badges must be worn at all times when in class and clinical areas. 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 must be tied back. Students may be required to secure the hair so it is off the collar.
- 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 and are limited to the lower lobes only. No other pierced body parts shall be visible. (Jewelry on the tongue, eyebrows and nose will need to be removed.)
- Tattoos must not be visible. They may be covered by clothing or bandages.
• A white 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 (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 (when you look at the hand from the palm side you should not see more than 1/8 inch of nail). 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.

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

B. Dress for Class
Students are expected to dress in good taste. Jeans and Capri/crop pants may be worn to class but not in the clinical area of the hospital. Shorts (appropriate length) 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)
C. **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.
   - Jeans, shorts, capri pants and crop pants may not be worn to a clinical unit for any reason, even with a lab coat.

**EMERGENCY NOTIFICATION**

In the event of an emergency the Lynchburg Police can be accessed by calling 911. The Dean or Assistant Deans 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.
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.

ENTERING AND LEAVING BUILDINGS
Students must enter the College of Nursing 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.

FINANCIAL AID
Philosophy
Centra College of Nursing maintains a program of financial aid to help provide the opportunity for students with limited financial resources to attend the College. It is the expectation that the student and the student's family will carry the basic financial responsibility for education. When it is determined that the cost is greater than the ability to pay, the College assists the students in seeking funds for education from government and private sources in the form of scholarships, grants, and loans. Financial Aid policies and procedures protect the student's right of privacy. These policies and procedures are contained in the Student Aid Handbook on file in the office of the Financial Aid/Enrollment Manager.

Eligibility
Students at Centra College of Nursing 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. A student must be enrolled at least half-time at the College for most programs of financial assistance.

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 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.
Students who have attended other post-secondary schools may have to provide a Financial Aid Transcript from those schools.

The Department of Education or the College may select you for a process called "verification." This means you will have to prove that what you reported on your application is correct. This will require submission of certain documents such as IRS Tax Return Transcript, W-2 forms where appropriate, statements from agencies such as Social Security Administration, and other appropriate documents to verify information you have reported. If you do not provide proof, you will not receive aid from the U.S. Department of Education, and you may not receive aid from other sources. This documentation must be provided in a timely manner so that a valid Student Aid Report (“SAR”) may be received by this office no later than the last day of enrollment or June 30 (whichever comes first).

Cost of Education

Standard budgets for the classifications (living arrangements) of students are determined by the College within guidelines established by the U.S. Department of Education. These budgets are on file in the office of the Coordinator, Financial Aid/Enrollment. Cost of education includes allowances for tuition, housing, food, fees, books, educational materials, personal/miscellaneous expenses, child care where appropriate and other costs directly related to attending school. Students receiving aid in excess of their established cost of education will be required to return funds to the appropriate source, for Federal Financial Aid according to guidelines set by the U.S. Department of Education.

Over-award

Students receiving aid in excess of their need will be required to return funds to the appropriate source. Aid will be returned to the William D. Ford Direct Loan Program, and other scholarships. If an over-award is still present then funds are returned to the Pell Grant because this is considered the first source of aid. In determining the amount of the overpayment to be returned to the OSFA programs that were part of the student's aid package, the aid administrator uses the following formula:

\[
\text{Amount to be returned to OSFA programs} = \frac{\text{Amount of Overpayment} \times \text{Total OSFA funds}}{\text{Total Aid}}
\]

Determining Need

Federal financial aid is awarded based on proven financial need and a determination of the family's ability to pay. The U.S. Department of Education uses information supplied on the Free Application for Federal Student Aid (FAFSA) to determine an Expected Family Contribution (EFC) which reflects eligibility for Federal Financial Aid. All students must file a FAFSA form yearly. This determines the EFC according to U.S. Department of Education guidelines.

Information is requested of the student and the student's family, if applicable, regarding income and financial status. This information is treated with strict confidentiality and is released only to those with the legal right to the information. Most Federal Student Aid is
awarded on the basis of need, expected family contribution, other awards of financial assistance where appropriate, estimated cost of attendance, and enrollment status (full-time, part-time, half-time, or below half-time).

**General Policies**
The student must report to the Financial Aid Office all offers of financial assistance.

All federal financial aid forms must be completed in full and returned to the Coordinator, Financial Aid/Enrollment two weeks prior to the scheduled course start date. Tuition deferral can only be granted when all submitted documents are determined to be complete. Failure to submit required financial aid documents will result in full payment being due at the first day of each term.

Financial aid awards are contingent upon the students' satisfactory academic progress.* The amount of money available for an academic period from Federal sources is based in part on the number of credit hours for which a student is enrolled. The College of Nursing has determined that a full-time student is one who is enrolled for a minimum of 12 credits, a 9 credit load is considered three-quarter time, and a 6 credit load is considered half-time. Continuation of financial aid from year to year is not automatic. Students must reapply each year. Continuing students are encouraged to reapply soon after January 1. Entering students are encouraged to apply by March 1. Students accepted after March 1 are encouraged to apply as soon as possible after acceptance.

The Financial Aid/Enrollment Manager maintains office hours weekly. The Dean may be consulted in the absence of the Financial Aid/Enrollment Manager. Appointments may be made on an individual basis.

Students are responsible for all expenses above those not covered by their determined Pell Award (tuition and fees).

**Return to Title IV – 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 medical 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-separation 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 and the student would be required to return a portion of the aid. The student borrower may owe a debit balance to the college when Title IV aid is returned.

If a student earned more aid than was disbursed, the college would owe the student a post-withdrawal disbursement which must 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);
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 to the following sources in order of priority, as established by Congress:
- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct 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

There are six basic steps to the formula for calculating the amount of aid that must be returned to the Title IV programs. These steps are calculated by use of the web-based Return of Title IV Funds program:
1) Determine date of withdrawal from college and percentage of payment period attended by the student
2) Calculate amount of Title IV aid earned by the student
3) Compare amount earned and amounts disbursed to determine amount unearned
4) Determine late disbursement if amount earned is greater than amount disbursed
5) Determine amount of Title IV aid which must be returned if amount earned is less than amount disbursed
6) Calculate portion of aid to be returned by the college and the student

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

**Formulas:**

**Earned Aid** (percentage of payment period or term completed) = the number of days completed up to the separation date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term).

**Unearned Aid** (aid to be returned) = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

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

**Satisfactory Academic Progress (“SAP”)**

Satisfactory academic progress must be maintained by all students, including financial aid recipients, in the Centra College of Nursing. Students’ progress is measured quantitatively (time frame) and qualitatively (grade). SAP is verified at the end of each term. Failure to meet any of the three standards of SAP will result in the student being placed on academic/financial aid probation. This action is automatic and does not require any appeals process by the student. See Satisfactory Academic Progress policy in this Handbook for more information.

Title IV funds can be awarded for the following term allowing the student to attain SAP during that term. A student on financial aid probation for a payment period may not receive Title IV funds for the subsequent payment period unless the student makes satisfactory academic progress. The student will receive written notification of academic/financial aid probation. The student may not appeal the decision regarding inability to receive Title IV funds.

**Programs Available**

- **Pell Grant** - A federal granted program for undergraduate needy students. This grant can be used to attend any eligible school.
- **William D. Ford Direct Loan Program**
- **Direct Loan (subsidized and unsubsidized)** - A loan program whereby the United States Department of Education makes loans which are repayable after graduation. Federal funds enable the department to make these loans to students at a low interest rate. Students must meet the Federal criteria for eligibility.
Eligibility for disbursement of loan checks for first semester entering students is determined after thirty days of enrollment.

Students are encouraged to seek out financial assistance in the community. Service organizations, health care agencies, and fraternal orders often offer scholarships or loans, some of which are not based on financial need.

**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 the College of Nursing.

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 the Centra College of Nursing, Lakeside Drive. Notify the operator at Lynchburg General Hospital by dialing 3300 requesting assistance from the Security Department supervisor.
   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 Assistant Dean 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**
   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.**
HANDICAP FACILITIES

Centra College of Nursing is equipped with access ramps and has bathroom facilities for the handicapped. Handicapped parking is available and is designated in the front of the building.

HARASSMENT

It is the policy of Centra College of Nursing 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 her 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 and students can be assured that retaliation will not occur as a result of reporting harassment.

Conduct constituteing 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. Notwithstanding the foregoing, 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.

HONOR CODE

Each student is required to sign the Honor Code Pledge upon admission to the College. A copy of the signed pledge will be kept in the student file. Violation of the Honor Code may result in dismissal.
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 of Nursing.

Article II. Purpose of the Honor Code
The purpose of the Honor Council is to consider infractions of the Honor Code which are cheating, lying, stealing, destruction of property, or failure to report any of the above when witnessed. 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.

Article IV. Membership
The Honor Council shall:
A. Consist of one representative and one alternate from each entering class who are willing to assume responsibility and be held accountable.
B. Seek resignation from any member who:
   1. Violates the Honor Code
   2. Is absent from two meetings without good cause
C. Recognize the alternate as an active member in the event of a vacancy.
D. Consist of one advisor and an alternate advisor from the faculty, who do not currently serve as SGA advisor. The alternate advisor will assume the responsibility of the advisor in his/her absence or when the Advisor is involved in the accusation.

Article V. Member Responsibilities
Member responsibilities at the time of an infraction are as follows:
A. Advisor
   1. Duties:
      a. Preside over all meetings;
      b. Present recommendations of the Honor Council to the Dean for faculty approval;
      c. Notify the accused student and the accuser in writing of the time, date, and place of the hearing and of the accusation. The confidentiality of the meeting will be held with respect to the Honor Council and the students involved;
      d. Explain the taping procedure to the accused and maintain taping legalities by requiring the student to sign a stated form acknowledging that he or she is aware of the taping. Also, at the opening and closing of a trial, the Advisor or
presiding party will state for the record that the proceeding is being taped and have the accused respond to show that he or she is aware of this fact.

e. Notify all persons involved of the Honor Council's final decision.
f. Maintain security of all Honor Council transactions pertaining to minutes of the meetings. All tapes of hearings to be retained will be held in locked security for a period of five years by the Dean.

B. Alternate Advisor
1. Duties:
   a. Fill the vacancy of the Advisor in his or her absence and take on all responsibilities.
   b. Act as an aide to the Advisor.

C. Secretary
1. Duties
   a. Take minutes at every meeting;
   b. Secure copies of meeting minutes for the Advisor;
   c. Record on tape all hearings;
   d. Destroy tapes of dismissed cases in the presence of two Honor Council persons and the Advisor or Alternate Advisor who will sign a card stating their presence when the tape was destroyed or erased;
   e. Post the date, time, and place of the hearing within five business days (not to include weekends and holidays).

D. Student Representatives
1. Duties
   a. Attend all meetings and hearings;
   b. Cast one vote in the Council's final decision;
   c. Take the responsibility of not hearing cases involving personal bias;
   d. Contact both Advisor and class alternate in the event of a necessary absence from any meeting or hearing;
   e. The alternate will assume all the responsibility of the representative in his/her absence.

Article VI. Meetings and Hearings

A. Meetings will be scheduled at the Advisor's discretion.
B. Hearings will be set no later than five business days after the alleged infraction has taken place.
C. Persons involved will be informed within four business hours that an infraction has been reported and that a hearing is to take place.

Article VII. Procedure for Reporting Infractions

A. A student or faculty member observing an infraction will confront the student making the infraction. A student representative of the Honor Council will be informed of the infraction within a time limit of eight business hours.
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 referred to the Honor Council.

**Article VIII. Procedure for Hearings**

A. All hearings will be recorded on tape.
   1. If the case is dismissed, the tape will be destroyed and witnessed by two Honor Council members and Advisor or Alternate Advisor.
   2. If the accused is found guilty, the tape will be retained by the Dean in a secure place in the event of a retrial or appeal. The tape is not to be held longer than a period of five years and destroyed or erased at the end of that time.

B. The Advisor will begin the proceedings by explaining the confidentiality of the Honor Council's hearings.

C. Each member will be introduced by the Advisor.

D. The accused and accuser will have the privilege of asking for the dismissal of an Honor Council member if they feel bias is present. If the Honor Council member does not wish to be dismissed, the Advisor will make a final decision regarding the matter. If an Honor Council member is dismissed from the hearing, his/her alternate will occupy the vacancy.

E. The accuser will present facts of accusation.

F. The accuser may present a witness or witnesses of the infraction on his/her behalf.

G. The accused will present his/her defense.

H. The accused may present a witness or witnesses on his/her behalf.

I. Honor Council members will be permitted to ask any question pertinent to the case.

J. After all the facts have been presented, all parties will be dismissed except for the Honor Council.

K. Honor Council will discuss the case and will vote by secret ballot.

L. The Advisor will count the ballots.

M. A unanimous vote will be required to pronounce a student guilty.

N. The accused will be notified immediately after a decision is reached.

O. The Dean will be presented all decisions and Honor Council recommendations immediately after notifying the accused.

P. Time limit of one week from the hearing will be allowed for time of appeal and scheduling of a re-hearing.

Q. The basis for an appeal is new evidence to be presented and/or feelings of injustice. The same Honor Court will preside.

**Article IX. Recommendations of Penalties**

A. Penalties will be set with recommendations from the Advisor and 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 submitted in writing to the President or faculty advisor of the Student Government Association.
B. All proposed amendments shall be prepared by the Honor Council Advisor and submitted to the Dean.
C. After approval by the Dean, the proposed amendments shall be presented to the student government.
D. The Rules and Regulations of the Honor Council may be amended at a meeting of the Student Government Association by a majority vote of those present.

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.

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

<table>
<thead>
<tr>
<th>Television Station</th>
<th>Link to Closings &amp; Delays Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSET (Channel 13)</td>
<td>WSET Closings &amp; Delays</td>
</tr>
<tr>
<td></td>
<td>First Alert Closing and Cancellation System</td>
</tr>
</tbody>
</table>

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

Delays are also announced on Moodle and via the SendWord alert system. Students are responsible for ensuring that the Office Manager has the most up to date contact information.

Impact of A Delay
All classes will begin at 10:00 am. Classes scheduled to begin AT OR AFTER 10:00 a.m. will meet as scheduled.

Day clinical times will be at the discretion of the faculty. Evening clinical will be determined at a later time.

Impact of Classes Cancelled
Faculty has the option of posting assignments on Moodle to be completed at home to cover class material that was to be covered on the cancelled day.
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, Tuesday, Thursday, and Friday: from 8:00 a.m. - 4:30 p.m. and Wednesday morning. 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
- email      claire.meissner@centrahealth.com

There are also request forms for library services available at both library sites and on the library homepage on Centra’s intranet, CentraPeople.

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, College of Nursing, 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 the Centra College of Nursing 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 reshelve 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), Natural Standard (alternative and complementary therapies), 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.

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 $9.00 - $12.00 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 Chairman, Learning Resources & Simulation Committee, Centra College of Nursing.

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.

**LOAN ENTRANCE AND EXIT COUNSELING**

In order to promote repayment of Direct Loans and to decrease default rates, Entrance and Exit Counseling is completed for each student who applies for and receives a student loan. Students are required to complete on-line Entrance Counseling. A copy of the Entrance Counseling form is retained in their student financial aid file. No loan is disbursed without confirmation of an Entrance Counseling confirmation form. After completing the on-line counseling, the student may schedule an appointment with the Coordinator, Financial Aid/Enrollment for further information or clarification.

Prior to graduation or withdrawal from Centra College of Nursing, all students who have been recipients of student loans while attending Centra College of Nursing are required to complete an on-line Exit Counseling program provided by the Financial Aid Office. The items covered are listed on the attached page. The students are required to complete an Exit Interview information form. This form is retained in their student financial aid file. These records are retained for three years from the date of graduation or withdrawal.

Upon graduation or withdrawal from the College of Nursing, the U. S. Department of Education is notified as to the date of separation. Changes of status are also updated on the automated Student Status Confirmation Report. If a student withdraws or graduates without making and/or attending an Exit Interview session, a written letter requesting Exit Interview information is sent to the former student by mail containing instructions for completing on-line Exit Counseling.

**Entrance and Exit Counseling of Students**

**Entrance Counseling:**
- Explore all sources of aid
- Stress constraints on aid
- Urge students to read and save all loan documents
- Describe consequences of multiple borrowing
- Review requirements for satisfactory academic progress
- Review college’s refund policy

**Exit Counseling:**
- Review loan repayment obligations
- Provide data on average anticipated monthly repayment
- Provide information on debt management strategies
- Obtain borrower’s expected permanent address, expected employer’s name and address, address of next of kin
- Verify college record of borrower’s name, address, SSN, references, driver’s license number
Core Items (done during both Entrance and Exit Counseling):

- Remind students to keep lender informed
- Review loan terms and conditions
- Review student rights and responsibilities
- Review available repayment options
- Review deferment, forbearance, and cancellation conditions
- Review consequences of delinquency and default
- Loan repayment required even if program is not completed or doesn’t meet borrower’s expectations
- Counsel on personal financial planning

Student Rights
The student has the right to:

a. Know what financial assistance is available.
b. Know the deadlines for submitting an application.
c. Know the cost of attending.
d. Know the refund policy.
e. Know the criteria used by the College to select financial aid recipients.
f. Know how the College determines financial need.
g. Know what resources are considered in the calculation of need.
h. Know how much of his or her financial need, as determined by the College, has been met.
i. Request an explanation of the financial aid received.
j. Know what portion of the financial aid received must be repaid, the payback procedures, the length of time to repay the loan, and when repayment is to begin.
k. Know how the College determines whether the student is making satisfactory progress, and what happens if he or she is not.

Student Responsibilities
It is the student's responsibility to:

a. Review and consider all information about the College's program before enrolling.
b. Complete all application forms accurately and submit them on time to the right places.
c. Reapply each year if financial assistance is desired.
d. Return additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid, or the Department of Education.
e. Read and understand all forms and keep copies on file.
f. Accept responsibility for all agreements signed.
g. Notify the lender of changes in name and address or student status if loan is received.
h. Know and comply with the deadlines of application and reapplication for aid.
i. Know and comply with the College's refund procedures.

Copies of the Student Aid Handbook are available for student reference in the office of the Financial Aid/Enrollment Manager.
## Financial Aid Paperwork Chart

<table>
<thead>
<tr>
<th>Student is:</th>
<th>Documents Needed</th>
<th>Available From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying for</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PELL GRANT</strong></td>
<td>1. Free Application for Federal Student Aid (FAFSA)</td>
<td>Financial Aid Office F.A.O.</td>
</tr>
<tr>
<td></td>
<td>2. IRS Tax Form for most recent year - signed</td>
<td>Self</td>
</tr>
<tr>
<td><strong>DIRECT LOAN</strong></td>
<td>1. FAFSA</td>
<td>F.A.O.</td>
</tr>
<tr>
<td></td>
<td>2. Master Promissory Note</td>
<td>F.A.O.</td>
</tr>
<tr>
<td><strong>GENERAL ASSEMBLY SCHOLARSHIP</strong></td>
<td>1. FAFSA</td>
<td>F.A.O.</td>
</tr>
<tr>
<td></td>
<td>2. Application and Information Booklet</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>3. Transcripts</td>
<td>Previous schools</td>
</tr>
<tr>
<td><strong>SCHOLARSHIPS OR LOANS FROM PRIVATE AGENCIES OR FUNDS</strong></td>
<td>1. FAFSA</td>
<td>F.A.O.</td>
</tr>
<tr>
<td></td>
<td>2. Application</td>
<td>Agency or Fund</td>
</tr>
<tr>
<td></td>
<td>3. Financial Aid Information</td>
<td>Office</td>
</tr>
</tbody>
</table>

### 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. Among other furnishings, the lounge contains a television, refrigerator, and microwave oven, coffee machine and vending machines.

### 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 student records and permanent files of graduates are in locked files in the College. Faculty and staff have access to current student records. Records of graduates are accessible to the Dean, Associate Director of the Program, and staff.
Information retained in student records is as follows:

1. Current file
   a. Application and reference forms
   b. Secondary School Records
   c. College transcripts (if applicable)
   d. Record of current achievement
   e. Applicant/student Contact form
   f. Enrollment Agreement
   g. Retained indefinitely

2. Financial aid file
   a. Application form
   b. Scholarship and loan applications
   c. Need analysis documents
   d. Award letters
   e. Parent’s financial information (if applicable)
   f. Retained for 3 years after separation from the College

3. Health record file
   a. Record of immunizations and drug screen results
   b. Cumulative health record and list of current medications
   c. Health supervisor notes
   d. Record of immunizations returned to student upon graduation; health supervisor notes and drug screen results discarded upon separation from the College

4. Permanent file of graduates
   a. Application form
   b. Enrollment Agreement
   c. Secondary school, College and Centra College of Nursing transcripts
   d. Applicant/Student Contact form (if applicable)
   e. Summary of Employment Activity with Verification form
   f. Retained indefinitely

**Responsibility for Maintenance of Records**

The Dean is responsible for the maintenance of these records. Persons who have access to these records are the Office Manager and faculty. 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 the Dean to review his/her educational record.
   b. The Dean 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 make that fact known to the Dean.
d. The student, the Dean, and the person responsible for the information being challenged will meet informally in an attempt to resolve the problem.
e. If a satisfactory agreement is not reached, the student may request, in writing, a formal hearing for the purpose of challenging the information.
f. A formal hearing will be set-up and conducted in the presence of the Senior Vice-President/Chief Nursing Officer, the Dean, the student and parents, and the faculty member involved in the record being challenged. The student may present evidence relative to the issues raised. A written decision will be rendered within ten 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. A record will be kept in the permanent file listing the names of persons requesting information, date of access, and purpose.
   c. 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.centracon.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 and third-party requests cannot be honored. Transcripts will not be released unless tuition and other obligations to the College have been satisfied.

Review and Expunging of Records
At the time of graduation, the permanent record is reviewed by the Dean and/or her designee for the purpose of deleting materials of a personal nature which are not relevant to that person's ability to function as a registered professional nurse.

NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICES
Student memberships in NAPNES are open to individuals who are currently students in a state approved practical/vocational nursing school.

PARKING
A. Students have ample parking available at the College of Nursing. Students are instructed to park in the spaces with white lines and leave yellow line spaces for faculty and staff.
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.

PURCHASE OF TEXTBOOKS
Students may purchase textbooks at the Central Virginia Community College Bookstore. Payment is required at the time of purchase.

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 Chairman 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 extension 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, Virginia Baptist Hospital and Guggenheimer Nursing Home. 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 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.
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.
SIMULATION

Student Responsibilities in Simulation

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

- Attending the simulation on time and in full clinical uniform
- All students must be present for a simulation to begin
- Any student later than 10 minutes will not be allowed to join the simulation and will have to reschedule make-up simulation with the course instructor. This will also be counted as an unexcused absence.
- Notifying the Simulation Clinical Faculty and the Course Faculty via phone or e-mail message if unable to attend the simulation clinical as scheduled at least one (1) hour prior to the simulation clinical hours
- Completing required simulation clinical preparation as posted on your MOODLE course page.
- Realistically caring for your simulated patient as you would care for any patient within the hospital setting, including following safe practice protocols, patient communication, communication with possible caregivers, recognizing your knowledge limits and seeking help when necessary.
- Documenting all pertinent care on “paper” charts
- Participating in self-evaluation and post simulation debriefing
- Respecting the rule “What happens in sim, stays in sim”. Sharing simulation information with other students is considered an honor code violation.

There may be some adaptations from hospital practice in certain simulations. These will be discussed with you at your orientation to the simulation. However, there is no “pretending” or inventing situations to deal with an issue that arises in a simulation. You can’t pretend with your live patients!

To maintain respect and privacy for all students, both in our program and in others, no student will 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.

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.
**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.

**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 Associate Director of the Program sign the form
- Return the form to the College office to be forwarded to administration for approval
- Check with the Office Manager to find out whether the activity has been approved before advertising or holding the activity

**STUDENT GOVERNMENT ASSOCIATION**

Rules and Regulations of the Student Government Association

Preamble
The following Rules and Regulations for the Student Government Association have been adopted.

**Article I: Title**
The name of the organization shall be the Student Government Association of the Centra College of Nursing.

**Article II: Purpose**
The purpose of the Student Government Association shall be to:
1. Interpret and uphold the rules, regulations, and Honor Code.
2. Maintain and enforce the decision of the Honor Council.
3. Promote a professional collaboration among students, faculty, staff, and graduates.
4. Transact business pertaining to the student body.
5. Promote development of leadership skills by participation in the activities of this Association.
Article III: Membership
All students are to be active members of the Association and have the power to vote.

Article IV: Executive Committee Members
Each class of the Centra College of Nursing will elect a student and an alternate to serve for one year on the Executive Committee. The elected student will attend all meetings of the Executive Committee. In the event the elected student is unable to attend, the alternate student will serve as the representative from that class. It is up to the discretion of each class to elect a new student and alternate after one year. In the event the elected student is no longer able to fill the duties as an Executive Committee member, the alternate will assume the representative’s role and the class will elect a new alternate.

Article V: Duties and Powers
Section 1: Executive Committee Members: It shall be the duty of the Executive Committee members...
A. To attend all meetings of the Student Government Executive Board
B. To act as a representative of the Student Government Association and Executive Board.
C. To review the Student Government Association Website forum.
D. To post a calendar of events useful to the students concerning events occurring in the community.
E. To share in the processing of meeting minutes and distribute to the Executive Board and the Faculty Advisor.
F. To make decisions regarding the utilization of the Student Government funds.
G. To plan and conduct an annual business meeting of the Student Government Association.

Section 2: Faculty Advisor: It shall be the duty of the Faculty Advisor...
A. To act as a resource person to the Executive Committee members.
B. To act as a resource person for the planning and conducting of activities of the Student Government Association.
C. To file and post information prepared by the Executive Committee to the Student Government website.

Article VI: Meetings of the Student Government Association
Section 1. A group meeting shall be held annually.
Section 2. One-half of the student body and two officers shall constitute a quorum.
Section 3. Special meetings shall be called by an Executive Committee member, Faculty Advisor, Dean or by a quorum.
Section 4. Student Government Association meeting minutes and announcements shall be posted on the website.
Section 5. Members are to review the Student Government Association Website and post comments or questions in the forum for discussion.

Section 6. Voting shall be by voice, show of hands, or secret ballot as indicated.

Section 7. Order of business at a group meeting:
A. Call to order
B. Welcome and announcements
C. Communications
D. Report of the Treasurer
E. Unfinished Business
F. New Business
G. Adjournment

Section 8. Order of Business shall be communicated monthly and as needed on the website:
A. Welcome and announcements from the Executive Committee
B. Communications
C. Report of the Student Government Funds
D. Unfinished Business
E. New Business
F. Adjournment

Article VII: Meetings, Duties, and Powers of the Executive Committee

Section 1. Meetings:
A. The Executive Committee meetings shall be held monthly when college is in session and as needed.
B. Special meetings may be held at the discretion of any member of the Executive Committee, Faculty Advisor, or the Dean.
C. Attendance shall be required of all members of the Executive Committee. In the event an Executive Committee member is unable to attend, the student alternate will attend the meeting. It is the responsibility of the each member of the Executive Committee to inform the class alternate of the date, time and place of the meeting in which the elected student cannot attend.

Section 2. Duties and Powers:
A. To actively participate in the meetings and planned activities of the Executive Committee and the Student government Association.
B. To interpret the Rules and Regulations of the Student Government Association.
C. To perform duties as specified in these Rules and Regulations.
Article VIII: Honor Council

Section 1: This organization shall provide for the establishment of an Honor council at Centra College of Nursing.

Section 2: The Honor Council shall adopt its own Constitution and Rules and Regulations which will become a part of the Student Handbook.

Article IX: Amendments

Section 1. Amendments to the Rules and Regulations of the Student Government Association may be proposed and submitted in writing to the Executive Committee for approval.

Section 2. After approval by the Executive Committee, the proposed amendments shall be presented to the Faculty Advisor and the Dean for review.

Section 3. After approval, the proposed amendments shall be posted.

Section 4. The Rules and Regulations may be amended by a quorum vote and thereafter become effective.

STUDENT GRADE APPEAL

I. Overview

This policy applies to a student who is enrolled in Centra College of Nursing and believes that his or her final grade in a class was determined in an unfair, arbitrary or capricious 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. the methods or criteria for evaluating their performance (as stated in the course syllabus or as communicated by the instructor by e-mail or MOODLE announcement) were not adhered to in determining the final grade;
2. the instructor applied grading criteria unfairly or arbitrarily; and/or
3. the instructor exceeded his or her discretion in evaluating performance in the class or clinical.

II. Procedure

o Step 1

A grade appeal should be raised and settled as quickly as possible.

a. Within three (3) business days following the posting of the grade in MOODLE, the student must contact the instructor via e-mail and request an appointment to discuss his or her concerns regarding the final course grade. (A business day is defined as a Monday through Friday when the College is open.) An attempt should be made to resolve the concern informally.
b. Within 48 hours after meeting with the student, the instructor must submit a report via e-mail to the student and to the Associate Director of the Program informing the dean of the outcome of the meeting.

- **Step 2**
  a. If the matter cannot be resolved at Step 1, the student may submit a written appeal to the Associate Director of the Program within two (2) business days following receipt of the e-mail report from the instructor.
  b. Within two (2) business days of receipt of this appeal, the Assistant Dean of Admissions and Student Affairs will schedule a joint conference with the involved parties in an attempt to reach a mutual agreement.
  c. The Associate Director of the Program will issue a written finding within two (2) business days of the joint conference, which finding will be sent to the student.

- **Step 3**
  a. If the matter cannot be resolved at Step 2, the student may submit a written appeal to the Dean, College of Nursing within two (2) business days following receipt of the written finding from the joint conference. The student’s appeal must contain a statement of the problem, a description of any attempts to resolve the problem, relevant information and documentation, and the resolution sought. The only issues that can be reviewed on appeal are those asserted in the filing of the findings in Step 2.
  b. The Dean will then appoint the Grade Appeal Review Committee within three (3) business days. In addition the Dean will notify the Managing Director of Professional Development.
  c. The Grade Appeal Review Committee will convene within three (3) business days of being appointed by the Dean. The committee will examine all documentation and may, at its discretion, interview the student grievant, faculty member, and/or dean. The committee also may interview other faculty members whom it believes may offer relevant information about the grade appeal under review. A determination will be reached by the committee by majority vote as follows:
     1. Affirm the appeal and recommend a change in the grade, or
     2. Deny the appeal and recommend the grade stands as originally assigned.
  d. The Dean will communicate in writing to the student, faculty member and the Managing Director of Professional Development of the committee’s determination. The committee’s determination is final.
III. Grade Appeal Review Committee
The Grade Appeal Review Committee is appointed as needed and is comprised of the Dean (or designee of Dean), four (4) uninvolved faculty members who are appointed by the Dean and one (1) student from the honor council. When an appeal reaches Step 3, the involved faculty members will excuse themselves, and the Appeal Review Committee will consider the appeal. The Dean or designee will preside over the review committee but will not vote in the committee’s final determination.

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: decisions made by the policies of:
   1. the Honor Council
   2. the Grade Appeal Review Committee
   3. the Admission and Retention Committee

III. Procedure
   o Step 1 –
     a. Before filing any grievance, the student is strongly encouraged to address concerns informally with the faculty and/or staff most directly involved in the issue. Every reasonable effort should be made on both sides to settle the matter at this level.
   o Step 2 –
     a. If the issue is not resolved, the student will present the complaint in writing to the Associate Director of the Program within two (2) business days after the informal meeting/discussion with the involved faculty/staff.
b. Within two (2) business days of receipt of this grievance, the Associate Director of the Program will schedule a joint conference with the involved parties in an attempt to reach a mutual agreement.

- **Step 3** –
  a. If the student is not satisfied with the resolution of the grievance in step 2, a written appeal must be made to the Dean of the College of Nursing within two (2) business days.
  b. The Dean will review the request for an appeal. The Dean will appoint an Ad Hoc Committee of 4 uninvolved faculty/staff and 1 student from the honor council. In addition the Dean will notify the Managing Director of Professional Development. The Dean (or designee) will serve as chairman for this committee without voting privileges and will assign a recorder for minutes.
  c. The hearing will be held within two (2) business days after the Ad Hoc Committee has been chosen. The Ad Hoc Committee will make its decision by simple majority vote and communicate its decision in writing to the student, the staff member, the Dean and the Managing Director of Professional Development.

### IV. General Provisions

A. Identification - all written grievances and appeals will include the name and position of the aggrieved student(s), and:
   1. a brief description of the grievance
   2. specific reasons and documentation of the nature of the grievance
   3. specific resolution sought by the student.
      o *Should a grievance involve more than one student or a group of students, two students will be selected to represent the group.*

B. Rights of Grievants - both parties have the right to present and cross-examine witnesses; to present evidence; to examine all evidence introduced during the proceedings; and to receive a copy of the transcript of the hearing.

C. Procedure for Hearing:
   1. The Chairman will begin the proceeding by explaining the confidentiality of the committee's hearing.
   2. The student filing the grievance will present documentation to support his/her complaint and may present witnesses on his/her behalf.
   3. The faculty or staff member against whom the grievance was filed will present his/her presentation of the facts and may also present witnesses on his/her behalf.
   4. Committee members will be permitted to ask any questions pertinent to the case at any time during the proceeding.
5. After all the facts have been presented, all parties will be dismissed except for committee members who will then discuss the case and vote. The Dean will issue a written finding to the student within 2 business days of the hearing.

6. Written minutes will be kept on all meetings related to the hearing and will be kept on file in the Office of the Dean of the College of Nursing for a minimum of 8 years.

D. 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, 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 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 insure 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.

STUDENT NOT MEETING REQUIREMENTS FOR SAP: APPEAL POLICY

Student Appeal Process for not meeting the Requirements for Satisfactory Academic Progress (SAP)

CCON sets forth the following academic appeal process. All efforts will be made to make the appeal procedure efficient and timely for all parties involved. The Associate Program Director 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. The College of Nursing 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 Progress (SAP) should be raised and settled in an efficient and timely manner. Within three (3) business days following 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, Associate 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 Associate Program Director. The student must provide a written request for an appeal within three (3) business days of the email related to the informal appeal from the instructor. Within three (3) business day of receipt of the written appeal, the Associate Program Director will communicate with the student and instructor and schedule a joint conference of all parties involved. The Associate Director of the Program 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: SAP Appeal Review Committee
If the student wishes to appeal the decision of the Associate Program 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 the email from the Associate Program 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, and the resolution desired. The Dean will appoint a SAP Appeal Committee within three (3) business days of receipt of the written appeal. This committee will be comprised of four (4) uninvolved faculty members and one (1) student from the honor council. The Dean will preside over the committee but will not vote. The SAP Appeal Committee will convene within three (3) business days of being appointed. This committee will examine all documentation and may meet with the student, instructor, and/or Associate Director of the Program at their discretion. The committee will reach a majority decision, which is final. The Dean will communicate the findings with the student, instructor, and Associate Director of the program within three (3) business days.

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.

STUDENTS SERVING ON COMMITTEES
The Associate Director of the Program will solicit student volunteers to serve on committees of the faculty organization.

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, Associate 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.


Additional Federal trafficking penalties may be viewed at:
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
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
**TAPE-RECORDING LECTURE**

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

**TESTING POLICY**

**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.

**Testing:**

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.**

- 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.

- Most tests/exams will be answered on Scantron answer sheets. Faculty will provide scratch paper/cover sheets. When a Scantron sheet is used, no credit will be given for answers on scratch paper or on the printed test.

**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 and a calculator

- All backpacks, purses, etc. will be placed in the front of the room

- Only hand held calculators can be used during the test

- Cell phones should be set on silent

- Only emergent bathroom breaks will be allowed during test or exams
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.

Student Test Review:

- Test grades will be posted in MOODLE within five (5) business days of the test day.
- 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 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/Associate Director within 48 hours of the course start date or whenever the documentation becomes available. Documents must be submitted each semester.
- The Associate Director will notify the course faculty of the need for testing accommodations.
- After the faculty has been notified, testing accommodations such as additional time for testing or testing in a separate area must be arranged with the course faculty.

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 the College of Nursing file room.
• At the end 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 of Nursing.
• If an episode of honor code violation is observed, the infraction will be reported by the accuser immediately to the proctor.
• A representative of the Honor Council will be informed of the infraction within a time limit of eight school hours.
• 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.

Grading:
• 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 = 94.00 – 100
  2. B = 87.00 – 93.99
  3. C = 80.00 – 86.99
  4. D = 73.00 – 79.99
  5. F = below 73.00

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. There is a faculty advisor for the College Chapter.