



CENTRA

College



CENTRA COLLEGE

ACADEMIC CATALOG & STUDENT HANDBOOK

2024 – 2025

CENTRA COLLEGE

ACADEMIC CATALOG & STUDENT HANDBOOK

2024 – 2025

Primary Location:

Centra College
905 Lakeside Drive, Suite A
Lynchburg, VA 24501
Phone: 434.200.3070
Fax: 434.200.55055
www.centracollege.edu

Branch Location:

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

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

Revised: August 19, 2024

Accreditation, Approval, Certification & Membership

Centra College holds institutional accreditation through the:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
North Falls Church, VA 22043
703.917.4109
www.abhes.org

Centra College is certified to operate through the:

State Council of Higher Education for Virginia (SCHEV)
10th Floor, James Monroe Building
101 N. 14th Street
Richmond, VA 23219
804.225.2600
www.schev.edu

The Associate Degree, Practical Nursing, and Nurse Aide Education programs are approved by:

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
<https://www.dhp.virginia.gov/>

The Registered Nurse to Bachelor of Science, Associate Degree in Nursing, and Practical Nursing programs hold programmatic accreditation by:

National League for Nursing Commission Nursing Education Accreditation
The Watergate
2600 Virginia Avenue, NW
Washington, D.C. 20037
800.669.1656
www.nln.org

Centra College is a Member of:

Virginia Associate of Collegiate Registrars and Admissions Officers (VACRAO)
www.VACRAO.org

The Associate Degree in Nursing program is a member of:

National Organization for Associate Degree Nursing (N-OADN)
7794 Grow Drive
Pensacola, FL 32519
850.484.6948
877.966.6236
Fax 850.484.8762

Dear Student,

Congratulations and Welcome to Centra College!

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

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

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

Sincerely,



Dr. Sara Turpel, PhD, RN

Dean

Administration & Faculty

Administration	
<p>Turpel, Sara Dean BSN, Florida International University MSN, University of Phoenix PhD, University of Phoenix</p>	<p>Reynolds, Holly Academic Director: RN-BSN and Associate Degree in Nursing Programs BSN, American Sentinel University MSN, American Sentinel University MBA, American Sentinel University</p>
<p>Huffer, Sarah Academic Director: Practical Nursing and Nurse Aide Programs BSN, Radford University MSN, Western Governor's University DNP Candidate, American Sentinel University</p>	<p>Costner, Amanda Director of Experiential Learning Diploma, Southside Regional Medical Center ADN, Richard Bland College BSN, Liberty University MSN, Liberty University PhD Candidate, Liberty University</p>
<p>Dolan, Heather Institutional Effectiveness Coordinator BS, Longwood University MEd, Lynchburg College</p>	<p>Slagle, Patrick Director of Business Operations BS, Liberty University MRE, Liberty University</p>
<p>Jennings, Carolyn G. Bursar & Student Account Manager AA & S, Central Virginia Community College</p>	<p>Klous, Guin Financial Aid Compliance Officer BS, Liberty University MBA, Liberty University</p>
<p>Brett Pettinger Enrollment Coordinator MAR, Liberty University</p>	<p>Sarah Stearns Registrar BS, Liberty University MA, Liberty University EdS, Liberty University</p>
<p>Newcomb, Valerie Program Coordinator, Nurse Aide Education Program Diploma, Lynchburg General School of Nursing MSN, Lynchburg College</p>	<p>Cross, Jazmyn Executive Assistant BS, Old Dominion University</p>
<p>Stump, Niki Department Assistant</p>	
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<p>Tweedy, Brandy PN & ADN Programs BSN, University of Maryland MS, Towson University</p>	<p>Wildt, Nate PN Program BSN, Johns Hopkins University BA, University of Mary Washington</p>
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Adjunct Faculty	
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<p>Ashburn, Morgan Clinical Adjunct Faculty BSN, James Madison University</p>	<p>Bryant, Katie Clinical Adjunct Faculty BSN, Liberty University</p>
<p>Campbell, Victoria Clinical Adjunct Faculty BSN, Liberty University</p>	<p>Daniels, Neil Clinical Adjunct Faculty BSN, Lynchburg College</p>
<p>Davis, Kemira Clinical Adjunct Faculty ADN, Centra College BSN, Centra College</p>	<p>Davis, Joy "LeeAnn" Clinical Adjunct Faculty BSN, Methodist University</p>
<p>De Carvalho, Patricia Clinical Adjunct Faculty MSN, Liberty University</p>	<p>Ewers, Anne Clinical Adjunct Faculty ADN, Lynchburg General Hospital School of Nursing BSN & MSN, Walden University</p>
<p>Flores-Tester, Jane Clinical Adjunct Faculty Diploma, LGH School of Nursing BSN, Liberty University MSN, Liberty University</p>	<p>Goin, Rebecca Clinical Adjunct Faculty BSN, Chamberlain College of Nursing</p>
<p>Hammond, Heather Clinical Adjunct Faculty BSN, Centra College</p>	<p>Harris, Leah Clinical Adjunct Faculty BSN, Pensacola Christian College</p>
<p>Hartless, Jennifer Clinical Adjunct Faculty BSN, The George Washington University</p>	<p>Harvey, Aimee Clinical Adjunct Faculty ADN, Centra College BSN, Centra College</p>
<p>Hunt, Haywood Clinical Adjunct Faculty Centra College MSN, Capella University</p>	<p>Metzger, Ruby Clinical Adjunct Faculty BSN, Centra College</p>
<p>Mosby, Taneisha Clinical Adjunct Faculty BSN, Capella University MSN, Capella University</p>	<p>Rodgers, Lyndsie Clinical Adjunct Faculty BSN, University of Louisville MSN, University of Louisville</p>
<p>Short, Christy Clinical Adjunct Faculty BSN, Liberty University</p>	<p>Woodley, Allison Clinical Adjunct Faculty BSN, Longwood University</p>

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Section I: Centra Overview & Information About the College

CENTRA BOARD OF DIRECTORS

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

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

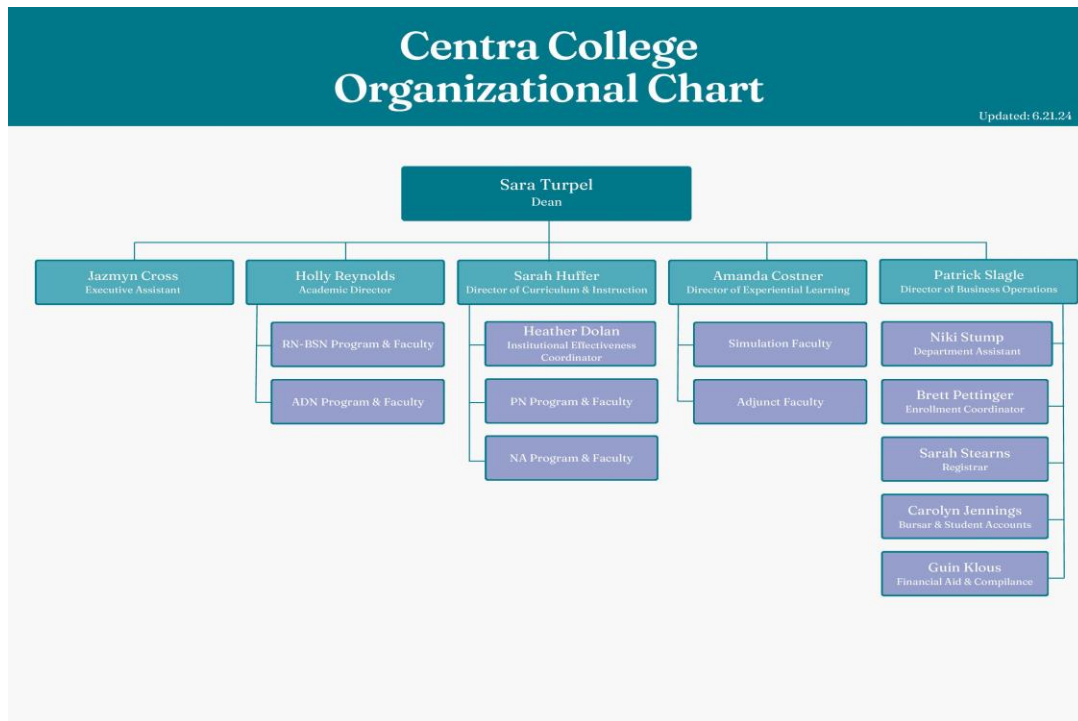
To accomplish these responsibilities, the board:

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

The members of the Board of Directors for Centra Health overseeing Centra College, are identified on the Centra Health website, found at <https://www.centrahealth.com/about-centra>.

CENTRA COLLEGE ORGANIZATIONAL STRUCTURE

The organization chart for the college shows the direct line responsibility of all personnel in the college. Faculty have direct line responsibility to the Dean. All faculty share in the governance and operation of the college by means of the Faculty Organization. Coordinating, cooperative and collegial relationships exist across levels and across administrative and faculty titles.



HISTORY OF CENTRA COLLEGE

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

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

The Associate Degree in Nursing (ADN) program was approved by the Centra Board of Directors in July 2010. The program entered the first class in August 2011, with graduation being May 2013. ADN admission is two times per

year, August and January. The program offers a 5-semester educational program (including prerequisites) which leads to an Associate Degree in Nursing.

The Practical Nursing program (PN), which is 17-months in length, was established in January 1989. Like the RN-BSN and ADN Programs, the PN program admits students two times per year in August and January. This program offers a 4-semester educational program which leads to a Practical Nursing Certificate. The focus of the program is to prepare practical nursing students to care for individuals in acute care, long term, ambulatory, rehabilitation, community settings, and similar institutions as well as residents of extended care facilities.

The Centra Nurse Aide Education Program was established in 2012 to meet a vital community need for nurse aides in Lynchburg and the surrounding area. Centra College adopted the program in January 2018 and accepts Nurse Aide students to the program various times throughout the year at the main campus at Centra College of Nursing and at the branch campus at Bedford Memorial Hospital. This 5-week educational program includes a wide variety of clinical experiences provided at Centra facilities for both long-term and acute care. With the addition of this program offered at Centra College, a true academic progression in the profession of nursing is exhibited.

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

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

MISSION, VISION, AND VALUES

Centra Health, Inc.	Centra College
<p>Centra’s Mission & Vision</p> <p>To improve the health and quality of life for the communities we serve.</p> <p>Pursue Excellence. Inspire Hope. Advance Health and Healing.</p>	<p>Centra College’s Mission:</p> <p>Educating future caregivers to positively impact the health of communities.</p>
	<p>Centra College’s Vision:</p> <p>Pursue academic excellence. Inspire scholastic achievement. Impact community wellness</p>
<p>Centra’s Values:</p> <ol style="list-style-type: none"> 1. Respect & Kindness 2. Equity & Inclusion 3. Stewardship 4. Integrity 5. Teamwork 6. Excellence 	<p>Centra College Values:</p> <ol style="list-style-type: none"> 1. Respect & Kindness 2. Equity & Inclusion 3. Servant Leadership 4. Integrity 5. Teamwork & Collaboration 6. Excellence

<p>Centra's Core Commitment/Goals:</p> <p>Centra nurses' Professional Practice Model is based on:</p> <ol style="list-style-type: none"> 1. Patient, family, community-centered care. 2. Professional Practice Model to encompass professional development, communication, collaboration, service excellence, professional standards, outcomes management, and shared governance. 3. This model is based on professional autonomy, accountability, competency, and professional standards. 	<p>Program Outcomes/Goals</p> <p>The program outcomes for the Centra College, Registered Nurse to Bachelor of Science in Nursing program are to prepare the graduate to:</p> <ol style="list-style-type: none"> 1. Model professional practice as a Baccalaureate-prepared nurse across the healthcare continuum. 2. Apply evidence-based to the delivery of coordinated care for the client, family, and community. 3. Advocate for the transformation of healthcare through professional identity. <p>The program outcomes for Centra College, Associate Degree program are to prepare the graduate to:</p> <ol style="list-style-type: none"> 1. Obtain licensure to practice as a Registered Nurse through successful completion of the NCLEX-RN Examination. 2. Model professional practice as a novice nurse across the healthcare continuum. 3. Apply evidence-based to the delivery of coordinated care for the client, family, and community. <p>The program outcomes for the Centra College, Practical Nursing program are to prepare the graduate to:</p> <ol style="list-style-type: none"> 1. Obtain licensure to practice as a Licensed Practical Nurse through successful completion of the NCLEX-PN Examination 2. Model professional practice as a novice nurse across the healthcare continuum. 3. Apply evidence-based practice to the delivery of coordinated care for the client, family, and community. <p>The program outcomes of the Nurse Aide Education program are to prepare the graduate to:</p> <ol style="list-style-type: none"> 1. Obtain licensure as a Certified Nurse Aide through successful completion of the NNAAP exam. 2. Function within the scope of practice for a Nurse Aide in the state of Virginia within hospitals, long term care facilities, or home settings. 3. Accurately report changes in condition and responses to plan of care to appropriate staff.
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	<p>4. Acknowledge the importance of continuing education by maintaining knowledge of current events affecting the role of Nurse Aide.</p>
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EDUCATIONAL ENVIRONMENT

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

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

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

The College has access to the Security Department of Lynchburg General Hospital. The Security Department makes rounds through the college campus and coordinates with local, state and federal law enforcement agencies when violations occur. The Federal Campus Security Act of 1990 requires disclosure of annual campus crime statistics and security policies. This report is available to applicants, students and prospective employees of Centra upon request to the Financial Aid Office. Statistics also are available at <http://ope.ed.gov/security/index.asp>.

INSTRUCTIONAL DELIVERY

RN-BSN Program

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program at Centra College will provide a uniquely flexible approach to learning for the working professional. The RN-BSN Program will serve 100% as full distance education utilizing an online learning platform. The learning platform is based on strong pedagogical principles, providing a private learning space to complete online courses with flexible content and collaborative activities so students are constantly receiving feedback.

ADN and PN Programs

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



Nurse Aide Program

The Nurse Aide Program is delivered in a hybrid format with online content and in-person lab and clinical experiences.



Section II: Admissions

ADMISSIONS

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

Cohorts for the ADN programs start twice a year, in August and January. Cohorts for the PN and RN-BSN programs start three times a year, in August, January, and May. Applicants who are offered admission to the College must complete all required enrollment requirements and pay any associated enrollment fees to be eligible to start classes at Centra College. If an applicant is offered admission but is unable to attend, they may request to defer their acceptance to the following term. Deferral requests must be made in writing (email or letter) to the Academic Director and must be made no later than the noted deadline stated in the acceptance letter. With approval of the Academic Director, the applicant may only defer to the next offered term. Deferral requests will not be approved for subsequent terms.

Admitted students who do not successfully complete their enrollment requirements and pay associated enrollment fees or have an approved deferral request within the deadline stated in the enrollment packet will be required to reapply for a future term and readmission is not guaranteed. Admitted students who are approved to defer to the following term but do not successfully complete their enrollment requirements and pay associated enrollment fees for that term, will be required to reapply and readmission is not guaranteed.

The Nurse Aide Education program admits students in multiple cohorts throughout the academic year for both Centra College and the branch campus, Bedford Memorial Hospital. An application for admission is effective only for 30 days from the time of submission. If an applicant is selected for admission but is unable to attend, they may request to defer their acceptance to the following class. Deferral requests must be made in writing (email or letter) to the Nurse Aide Program Coordinator. With approval from the Program Coordinator, an applicant may only defer to the next offered class.

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

ELIGIBILITY FOR ADMISSION

- Applicants who have previously been dismissed from another nursing program may be asked to participate in an admission interview to determine eligibility for application review. The interview does not guarantee acceptance into a program.
- "Ability-to-benefit" students are ineligible for admission.
- Centra College does not offer credit for experiential learning.
- Centra College is not certified as a Student and Exchange Visitor Program (SEVP) and is not authorized to enroll F and M nonimmigrant students. Centra College is regulated by the Virginia Board of Nursing (VBON). Upon graduation or completion of the program, the graduate is eligible to file an application to take the examination for licensure in the state where the graduate expects to practice. For further State specific information, utilize <https://www.ncsbn.org/contact-bon.htm>.
- Students listed as ineligible for rehire by Centra or any of the Centra College clinical affiliate sites may be prohibited from successfully completing required clinicals, thereby impeding progress in the program.

Centra College reserves the right to decline program acceptance based on this criterion and does not assume responsibility for students who fail to disclose this prior to admission.

- Centra College does not offer distance education to students outside the state of Virginia. If any enrolled students relocate outside the State of Virginia prior to program completion this may adversely impact the student’s ability to complete the program or gain in-field employment.
 - Proof of a Virginia residence will be required prior to the program start date for applicants whose address is out of state on their application. To prove Virginia residency, an applicant must present a valid Virginia driver’s license in their name and one of the following:
 1. A current lease agreement in the applicant’s name showing current Virginia address
 2. A current Virginia voter registration card in the applicant’s name showing current Virginia address
 3. A current automobile registration in the applicant’s name showing current Virginia address
 4. A business or official correspondence in the applicant’s name showing current Virginia address dated no more than 3 months before program start date (utility bill, telephone bill, billing statement, etc.)

APPLICATION DATES

Applications for the PN, ADN, and RN-BSN programs can be found via NursingCAS (<https://nursingcas.org>). All applicants must create a NursingCAS account before beginning an application. The application for the Nurse Aide Program can be found on the Centra College website (<https://www.centrahealth.com/college/programs-admissions/nurse-aide-program>). Completed applications must be received by the admission deadline. Applications which are incomplete on the application deadline will not be considered. Requirements for applications are detailed in each program below.

Fall Entry Term	Application Opens	Application Deadline	Classes Start
PN program	September 1st	March 31st	August
ADN program	September 1st	March 31st	August
RN-BSN program	November 1st	June 30th	August
Spring Entry Term			
PN program	April 1st	August 31st	January
ADN program	April 1st	August 31st	January
RN-BSN program	July 1st	October 31st	January
Summer Entry Term			
PN program	September 1st	January 15th	May
RN-BSN program	September 1st	January 15th	May
Nurse Aide Program	Always Open	Rolling Admission	9 cohorts per year

ADMISSION REQUIREMENTS

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

- Applicants must submit official college transcript(s) from all regionally accredited U.S. (and U.S. territories) institution(s) attended.
 - Transcripts must be no more than three (3) years from the date printed.
- Applicants must submit proof of a current unrestricted license to practice as a Registered Nurse.
- Completion of prerequisite courses with a minimum grade of a “C” is required.
- A minimum curricular GPA of 2.0 in prerequisite courses is required.
- Transfer students refer to **Transfer of Courses into Centra College** policy.
- Applicants will receive an admission decision via e-mail. If an applicant would like to be reconsidered for admission for another term, they must reapply and pay any associated application fees.

Prerequisites for the Registered Nurse to Bachelor of Science in Nursing Program

Official collegiate transcripts showing successful completion of prerequisite courses are required to be submitted on or before the application deadline. Applicants that have more than one (1) prerequisite course in progress at the time of the application will be considered on a case-by-case basis. Required prerequisite courses include:

HLT 230: Principles of Nutrition and Human Development (3 cr hrs)
ENG 111: College Composition I (3 cr hrs)
BIO 141: Anatomy & Physiology I (4 cr hrs)
BIO 142: Anatomy & Physiology II (4 cr hrs)
PSY 230: Developmental Psychology (3 cr hrs)
PSY Elective 200 or Higher (3 cr hrs)
Valid RN License

Application Requirements for Associate Degree Program

- Applicants must submit an official final high school transcript or GED indicating that the applicant has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian’s signature.
 1. “I certify the information on this transcript to be a correct and complete detail of my student’s homeschool credits and grades and that it abides by my state’s standards.”
 - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
- National Association of Credential Evaluation Services (NACES)
- Association of International Credentials Evaluators (AICE)
 - If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- Completion of prerequisite courses with a minimum grade of a “C” is required.
- A minimum curricular GPA of 2.7 in prerequisite courses is required.
- Applicants must submit official college transcripts from all regionally accredited U.S. (and U.S. territories) institution(s) attended.
 - Transcripts must be no more than three (3) years from the date printed.

- Applicants must submit either
 - An official ATI TEAS Entrance Exam score(s) on or before the application deadline.
 1. Applicants must receive an overall test score of **55** or better to be considered for admission into the Associate Degree in Nursing Program.
 2. Test scores should be no older than one (1) year from the application deadline of the term for which the applicant is applying.
 3. If more than one TEAS score is submitted, the highest overall score will be considered with the completed application, **or**
 - Proof of working for at least one year in a clinical setting within the last two years from the date of the application deadline.
- Applicants must submit a personal statement answering questions listed on the application.
- Applicants must submit a Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant’s work ethic, community service and/or academic performance.
- In addition to a Letter of Recommendation, applicants who were enrolled in another nursing program within the past 5 years, but did not graduate must provide a letter of good standing from the school to which they were attending.
 - In the event that an applicant is not in good standing or is unable to obtain a letter from their previous school of nursing, an interview with Centra College administration may be required.
- Transfer students refer to **Transfer of Courses into Centra College** policy.

Applicants will receive an admission decision via mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

Prerequisites for the Associate Degree in Nursing Program

Official collegiate transcripts showing successful completion of prerequisite courses are required to be submitted on or before the application deadline. Applicants that have more than one (1) prerequisite course in progress at the time of the application will be considered on a case-by-case basis. Health and Science courses must be no more than 10 years old to be considered for admission. Required prerequisite courses include:

BIO 141: Anatomy & Physiology I (4 cr hrs)
HLT 143: Medical Terminology I (3 cr hrs)
PSY 230: Developmental Psychology (3 cr hrs)
HLT 230: Principles of Nutrition and Human Development (3 cr hrs)
*SDV 101: Orientation to Health Professions (1 cr hr)

*The SDV 100 requirement will be waived for those who are an LPN or have a previous college degree (Associates or higher)

Advanced Placement (Licensed Practical Nurses)

Applicants for the Associate Degree in Nursing program who are current Licensed Practical Nurses have the opportunity to test out of several courses of the ADN program outlined below. Interested applicants must complete the online application for the Associate Degree in Nursing program and submit all required documents in addition to the following:

- 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.

- Students who have successfully completed a PN course of study but are not licensed are considered on a case-by-case basis and an interview may be required before test out is offered.
- In addition to the required ADN prerequisite courses, applicants must also complete BIO 142: Anatomy & Physiology II (4 credit hours) with a minimum grade of “C” to be eligible to enroll into the second semester ADN nursing courses.

Licensed Practical Nurses may receive credit for NUR 150, NUR 165, NUR 170, and/or NUR 175 (see below).

- **NUR 150 Introduction of Nursing Concepts:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Fundamentals test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date. In addition, a Dosage Calculation Test and Medication Skills Assessment will be given at the College various times during the year. The student is required to score an 80% or better on the Dosage Calculation Test and to pass the Medication Skills Assessment.
- **NUR 165 Health Promotions and Assessment:** To receive credit for this course, applicants must satisfactorily complete a full head-to-toe assessment. The assessment will be scheduled at the College and supervised by a full-time or adjunct faculty member. The student is required to supply all materials needed for the assessment.
- **NUR 170 Professional Nursing Concepts I:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Nursing Leadership test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date.
- **NUR 175 Health Care Participant:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Community Health test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date.

Application Requirements for Practical Nursing Program

- Applicants must submit an official final high school transcript or GED indicating that the applicant has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian’s signature.
 1. “I certify the information on this transcript to be a correct and complete detail of my student’s homeschool credits and grades and that it abides by my state’s standards.”
 - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
 1. National Association of Credential Evaluation Services (NACES)
 2. Association of International Credentials Evaluators (AICE)
 - If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- Applicants must submit official college transcripts from all regionally accredited U.S. (and U.S. territories) institution(s) attended, if any.
 - Transcripts must be no more than three (3) years from the date printed.
- Applicants must submit official ATI TEAS Entrance Exam score(s) on or before the application deadline.

- Applicants must receive an overall test score of **50** or better to be considered for admission into the Practical Nursing Program.
- Test scores should be no older than one (1) year from the application deadline of the term for which the applicant is applying.
- If more than one TEAS score is submitted, the highest overall score will be considered with the completed application.
- Applicants must submit a personal statement answering questions listed on the application.
- Applicants must submit a Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant’s work ethic, community service and/or academic performance.
- In addition to a Letter of Recommendation, applicants who were enrolled in another nursing program within the past 5 years, but did not graduate must provide a letter of good standing from the school to which they were attending.
 - In the event that an applicant is not in good standing or is unable to obtain a letter from their previous school of nursing, an interview with the Centra College Academic Director will be required.
- Transfer students refer to **Transfer of Courses into Centra College** policy.
- Applicants will receive an admission decision via mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

Application Requirements for Nurse Aide Education Program

- Applicants must submit an official high school transcript or GED. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student attends or has graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, if applicable, and include the following statement with a parent/guardian’s signature.
 1. “I certify the information on this transcript to be a correct and complete detail of my student’s homeschool credits and grades and that it abides by my state’s standards.”
- Applicants must submit a completed application for the Nurse Aide Program.
- All admission required documentation must be mailed or delivered to the Office of Admissions at Centra College (Main Campus) and received by the deadline.
- Applicants will receive an admission decision via e-mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

ONBOARDING PROCESS

Requirements:

- All accepted applicants will be required to attend orientation. Failure to attend orientation may result in forfeiture of your position in the program.
 - Extenuating circumstances must be discussed with and approved by the appropriate Academic Director.
- Students must submit required enrollment documents as outlined in the enrollment packet.
- Clinical affiliate requirements should be completed by the provided deadline.

- For the ADN, PN, and RN-BSN programs, a laptop that meets Centra College requirements is required and will be used for orientation and throughout each program.
- Students are required to order their Centra College scrubs and shoes by the provided deadline.

Failure to Meet Requirements:

- Admitted students who choose to enroll at Centra College, and do not successfully complete their enrollment requirements and pay associated enrollment fees within the deadline(s) stated in the enrollment packet may have their offer of admission rescinded. Students whose admission has been rescinded will be required to reapply for a future term and readmission is not guaranteed.

STUDENT DEVICE REQUIREMENTS – LAPTOP OR TABLET:

Students may use their preferred personal device that meets all minimum requirements. This approved device is a requirement for class, clinical, lab, and simulation experiences at Centra College.

Minimum Required Device Specifications:

- Made in last 5 years
- Has built in:
 - Webcam
 - Microphone
 - Speakers
- Minimum 6 hours battery life
- Windows 10 version 22H2 or 11, 64-bit
 - No alternate versions
 - Windows RT not supported
 - S-mode for Windows 10 and 11 should be turned off
- i3 processor or above
- 128GB storage/ 8GB memory

** Increased storage and memory strongly encouraged; multitasking will be severely limited **

Recommended Device Specifications:

- Weight of device under 6 pounds (You will carry these around on long class and clinical days)
- Screen size of at least 13" (larger screens make it easier to see when completing assignments, creating presentations, etc.)
- Advanced Processor, Storage & Memory (i5 processor with 256GB storage and 16GB memory)

Special Considerations:

- Cost vs. Value
- Additional support packages
 - Damage protection for device
 - Technological assistance through manufacturer

** Only basic technology help for programs offered by Centra College **
- USB Ports
 - Amount

- Type: USB-A and/or USB-C
- Laptop Type
 - Traditional: more powerful
 - 2-in-1: versatile & flexible

Please note iPads, MacBooks, and Chromebooks are not acceptable. They do not meet testing requirements.

Please contact Centra College IT at cc.it@centracollege.edu with any questions on this subject.

BACKGROUND CHECK

In order to comply with the Joint Commission accreditation standards, clinical sites and affiliates require background checks on all students following acceptance. Refusal of, failure to complete, failure to disclose information, or an unacceptable report may result in revocation of acceptance.

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

The following link <http://law.justia.com/codes/virginia/2013/title-18.2/> provides information for persons interested in becoming a Certified Nurse Aide (CNA), a Licensed Practical Nurse (LPN), or Registered Nurse (RN). 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 barrier crimes.

If you were criminally convicted of any of the barrier crimes, it may result in denial of admission or rescinding acceptance to Centra College. Students are responsible for notifying the College Administration (Academic Directors of Nursing Programs) within 48 hours of any arrests and/or convictions. Action by the college will depend on the nature of the arrest/conviction. Failure to notify within the noted time period will result in dismissal from the college. All background checks will be conducted in accordance with the Fair Credit Reporting Act.

DRUG SCREENING

PN and ADN Admitted Students

Applicants accepted for admission will be required to complete a drug screen prior to initial enrollment. Centra College utilizes CastleBranch to assist students with meeting this requirement. All drug screens must be completed by the date provided with acceptance and enrollment information. If there is an extenuating circumstance that delays a drug screen, it must be discussed with and approved by the Academic Director prior to the due date.

Students who refuse to submit to a drug screen, or test positive for any illegal substance, may have their admission to the College rescinded.

For admitted PN and ADN students, CastleBranch will post results of the drug screen in the student's CastleBranch account. If positive, a CastleBranch Medical Review Officer (MRO) may request additional information from the student. Those with positive results of prescription medication(s) must show proof of valid prescription(s) as requested by the CastleBranch MRO.

Students whose admission is rescinded based on their drug screen will be eligible to reapply for admission in a future semester. A new drug screen will be required if the student is readmitted.

Nurse Aide Admitted Students

Applicants accepted to the Nurse Aide program will complete drug screening through HealthWorks. Students who refuse to submit a drug screen, or test positive for any illegal substance may have their admission to the college rescinded. Those with positive results of prescription medication(s) must show proof of valid prescription(s).

Students whose admission is rescinded based on their drug screen will be eligible to reapply for admission in a future semester. A new drug screen will be required if the student is readmitted.

TRANSFER OF COURSES INTO CENTRA COLLEGE

The Centra College Registrar's Office determines the transferability of courses and the appropriate placement within the curriculum for all students. The official transfer of courses are processed after a student has been admitted to Centra College. Students may view accepted transfer courses in their student portal. Transfer courses listed on another college's transcript are not acceptable in lieu of a transcript from the college awarding the credit. The only exception to this is if the student has completed a course through Straighterline, Sophia Learning, or CLEP. In this case, the student will be required to submit official transcripts to Centra College and another regionally accredited institution. If the institution accepts the course as transfer credit and it meets the Centra College course requirement, the student will be required to submit the official transcript from the approving institution. Course descriptions, syllabi, and/or course outlines will be used to determine course equivalency. It is at the discretion of the Registrar's Office to ask for additional documentation that is needed to determine transfer credit eligibility. The college from which courses are transferred must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

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

- General education courses must be completed with a "C" or higher on a 10-point scale, or equivalent, to be eligible for transfer.
- Health and Science courses must be completed with a "C" or higher on a 10-point scale or equivalent and must be no more than 10 years old to be considered for transfer (This timeframe does not apply to the RN-BSN program).
- Nursing courses must be completed with a "B" or higher on a 10-point scale, or equivalent, to be eligible for transfer. Nursing courses must have been taken within the past two (2) years.
- RN-BSN students who have completed a Nurse Residency or Transition to Practice Program may receive up to 15 elective credit hours. Students will be required to submit official documentation, such as a certificate of completion for credit to be awarded.

The State Council of Higher Education for Virginia (SCHEV), states that a student must complete a minimum of 30% of course work at the institution to be granted a degree from that institution.

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

ADN students in good standing are eligible to transfer into Centra College's Practical Nursing Program. Students who are not in good standing or have failed 2 or more nursing classes are not eligible to apply for transfer. Interested students should review the following transfer information and ensure that all steps have been completed prior to the transfer application deadline. Transfer into the program is based on space availability, and students who are accepted into the PN program will be evaluated and placed in the appropriate course per decision by the admissions committee.

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

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

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

- Complete a Centra College PN Transfer Application and required student essay.
- Provide unofficial Centra College transcript showing 3.0 GPA or higher
- Participate in a PN faculty interview, if requested.
- Ensure the course(s) transferred in are successfully completed academically and/or clinically.
- Satisfy all financial obligations in the ADN Program
- Understand that nursing courses completed more than twelve months prior to transfer will not be eligible for transfer.

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

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

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

All students requesting a transfer from the Centra College ADN Program to the PN program will receive written notification of the final decision.



Section III: Student Finance

TUITION AND FEES

Tuition and fees are determined each academic year and are posted on the Centra College website for each corresponding program. Centra College reserves the right to make changes in tuition and other fees as deemed necessary without prior notice. Any change will apply to new and currently enrolled students. Tuition and fees for the **2024-2025 academic year** are listed below, along with other estimated required costs for each program and total estimated program costs.

Practical Nursing (PN), Associate Degree in Nursing (ADN), and RN-BSN Programs

Admissions Requirements			
	PN	ADN	RN-BSN
CastleBranch - Background Check, Drug Screen, and Compliance Tracker*	\$147	\$147	

Tuition and Fee Schedule**			
	PN	ADN	RN-BSN
Semester Fees			
Tuition (per credit hour)	\$280	\$525	\$275
Activity Fee	\$25	\$25	
Technology Fee	\$300	\$300	\$150
Course Materials Fee	\$150	\$150	
NCLEX Resource Learning System	\$685†	\$799	
ATI Launch†	\$250	\$250	
One-Time Fees			
Student Nursing Kit (First Semester (ADN); Second Semester (LPN))	\$200	\$200	
Graduation Fee (Final Semester)	\$150	\$150	\$150

Total Estimated Required Program Costs			
	PN	ADN	RN-BSN
Total Estimated Tuition and Fees**	\$14,075	\$26,696	\$10,500
Other Estimated Required Costs*			
CastleBranch - Background Check, Drug Screen, and Compliance Tracker	\$147	\$147	
CastleBranch Bridges – Clinical Scheduler	\$80	\$80	
Textbooks	\$546	\$935	\$450
CVCC Tuition (In-State)	\$2,742	\$2,228	\$4,113
Other Required Supplies (Laptop, Uniforms, Watch, Shoes)	\$736	\$736	\$600
Total Other Estimated Required Costs	\$4,251	\$4,126	\$5,163
TOTAL ESTIMATED PROGRAM COST	\$18,326	\$30,822	\$15,663

* CastleBranch and other estimated required costs are not paid directly to the College and do not include other discretionary educational and living expenses factored into the annual Cost of Attendance (housing, food, transportation, miscellaneous expenses, etc.). All other required costs are estimates for the entire program. CVCC Tuition is an estimate based on CVCC credit

hour rates for corequisite courses required for graduation. CastleBranch Bridges is paid on an annual basis starting in the first semester of enrollment.

** Tuition and Fees are paid directly to the college and are subject to change. Tuition rate is per credit hour. Semester fees are charged each semester unless otherwise noted. One-time fees are charged once during the period indicated. Non-refundable fees include Activity, Technology, Course Material, Student Nursing Kit, NCLEX Resource Learning System, ATI Launch, and Graduation Fees.

† ATI Launch is charged in the first semester of the ADN Program and the second semester of the PN Program. NCLEX Resource Learning System is charged for the PN Program starting with second semester for a total of three semesters.

Nurse Aide Education Program

Total Estimated Required Program Cost	
Admissions Requirements*	
Background Check	\$20
Drug Screen	\$45
Tuition and Fees*	
Tuition	\$1,000
Castle Branch Bridges (Clinical Scheduler)	\$40
Other Estimated Required Costs**	
NNAAP Exam Fee	\$140
Uniform Costs	\$110
Textbook/Workbook	\$130
BLS	\$65
Total Tuition, Fees, and Estimated Program Costs	\$1,550

* Tuition, Fees, and Admissions Requirements are paid directly to Centra College and are subject to change. Non-refundable fees include Background Check and Drug Screen.

** Other estimated required costs are incurred by the student and not paid directly to Centra College.

COST OF ATTENDANCE

The annual Cost of Attendance (COA) is the total estimated cost for a student to attend Centra College for one year and is used for the purpose of determining federal financial aid eligibility. The COA includes direct and indirect costs. Direct costs are paid directly to Centra College (e.g., tuition and fees), while indirect costs are other estimated expenses not paid directly to the College. (e.g., books, supplies, food, housing, travel, etc.).

The estimated COA listed below for each program is based on standard nursing course enrollment as provided on the program curriculum guides and does not include costs for co-requisite courses taken at other institutions.

2024-2025 Cost of Attendance Breakdown by Program

Program*	PN		ADN		RN-BSN	
	Off Campus	With Parent	Off Campus	With Parent	Off Campus	With Parent
Tuition and Fees	\$12,983	\$12,983	\$13,223	\$13,223	\$10,500	\$10,500
Living Expenses (Food and Housing)	\$12,424	\$8,283	\$8,835	\$5,890	\$12,424	\$8,283
Books, Course Material, Supplies, and Equipment	\$1,373	\$1,373	\$1,528	\$1,528	\$1,719	\$1,719
Transportation	\$6,200	\$6,200	\$4,400	\$4,400	\$1,150	\$1,150
Miscellaneous Personal Expenses	\$5,800	\$5,800	\$4,350	\$4,350	\$5,700	\$5,700
Federal Loan Fee	\$67	\$67	\$67	\$67	\$67	\$67
Total	\$38,847	\$34,706	\$32,403	\$29,458	\$31,560	\$27,419

* The Nurse Aide Education Program is not eligible for federal financial aid and is not included in the cost of attendance calculations.

Cost of Attendance Allowance Definitions

Tuition and fees: An amount normally assessed to a student carrying the same academic workload, as determined by the institution.

Living expenses: An allowance for food and housing costs, as determined by the institution, to be incurred by the student attending the institution on at least a half-time basis, including:

- A standard food allowance that provides the equivalent of three meals each day.
- Housing allowances for students living off-campus must include rent or other housing costs.
- For dependent students living at home with parents, institutions must include a reasonable standard allowance for living expenses that are not zero.
- For students living in housing on a military base or for which they receive a basic allowance under section 403(b) of title 37, United States Code, institutions must include a reasonable allowance for food off-campus but cannot include housing costs.
- For all other students, institutions must include a reasonable allowance based on expenses incurred by such students.

Books, course materials, supplies, and equipment: An allowance for books, course materials, and equipment, which must include all such costs required of all students in the same course of study, including a reasonable allowance for the rental or upfront purchase of a personal computer, as determined by the institution.

Transportation: An allowance, as determined by the institution, which may include transportation between campus, residences, and place of work.

Miscellaneous personal expenses: An allowance, as determined by the institution, for a student attending the institution on at least a half-time basis.

Loan Fee: An allowance for the cost of any Federal student loan fee, origination fee, or insurance premium charged to the student or the parent of the student. The allowance may be actual or average costs, as appropriate; and may not include the cost associated with non-Federal loans.

PAYMENT POLICY

Payment arrangements are due by the established deadline prior to the start of classes each semester. Students who have not confirmed payment arrangements by the deadline each semester will be charged a late fee of fifty dollars (\$50.00) and will not be permitted to start courses until payment arrangements have been made. Students who have not confirmed payment arrangements by the end of the first week of courses will not be allowed to continue for the term.

Payment arrangements are considered confirmed when one of the following applies:

- The student has paid their entire balance in full,
- The student has enough authorized and accepted financial aid on their account to cover the remaining balance in full, or
- The student has submitted a payment plan application and has not received a denial for a payment plan.

Students who fail to meet their financial obligations to the College or to make appropriate payment arrangements for an outstanding balance may not be permitted to continue in coursework at Centra College. Transcripts and references may not be issued until all financial obligations to the College are met.

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

PAYMENT PLANS

Purpose

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

Eligibility

Payment plans are applied for and approved on a semester basis. Centra College students must apply for a payment plan for each semester they would like to participate. Submitting an application for a payment plan does not guarantee approval. Students who have been approved for a payment plan will be sent a Payment Plan

Agreement with terms and conditions of the agreement that must be completed, signed, and returned as outlined below. A Payment Plan Agreement is not valid until approved by the Office of Student Accounts.

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

Application

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

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

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

Making Payments

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

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

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

TUITION REFUND POLICY

Cancellations

- A. **Three (3) Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days of executing the enrollment agreement is entitled to a refund of all monies paid to the College.

- B. **Other Cancellations:** An applicant requesting cancellation more than three (3) days after executing the enrollment agreement, but prior to the first day of class is entitled to a refund of all tuition and fees paid, excluding the Student Nursing Kit fee.
- C. **Ten (10) day drop period (N/A for Nurse Aide Program):** A new student will have a consecutive ten (10) day drop period, including weekends, beginning on the first day of the semester in which the student may request in writing to drop from the program and be entitled to a refund of all tuition and fees paid, excluding the Student Nursing Kit fee.

Cancellations must be requested in writing either by mail or email and state that the applicant or new student no longer wishes to be bound by the Enrollment Agreement. Letters can be dropped off in person, by mail addressed to 905 Lakeside Drive, Suite A, Lynchburg, VA 24501, or by email addressed to admissions@centracollege.edu. The date of cancellation will be based on the postmark or email date.

Tuition Refunds

A student who withdraws or is dismissed from Centra College after beginning classes and prior to completion of a course may receive a pro rata refund of tuition paid for the course, excluding non-refundable fees, based on the schedules for each program below.* The dates used to determine the amount of the tuition refund are the first and last published catalog date of the course and the withdrawal date. Refund amounts are based on the total charges incurred, not the amount paid.

RN-BSN, ADN, and PN Program Tuition Refund Schedule:

- A student who withdraws within the first ten (10) consecutive days of the course, including weekends, will be entitled to a refund of all tuition charges for the course, excluding the Student Nursing Kit fee.
- A student who withdraws after the first ten (10) consecutive days of the course and within the first quarter (25%) of the course is entitled to a 50% tuition refund for the course, excluding non-refundable fees.
- A student who withdraws after the first quarter (25%) of the course and within the first half (50%) of the course is entitled to a 25% tuition refund for the course, excluding non-refundable fees.
- A student who withdraws after the first half (50%) of the course is not entitled to a tuition refund for the course.

*Non-refundable fees for the RN-BSN, ADN, and PN programs include activity, technology, course material, graduation, Skills Lab Kit and NCLEX Learning Resource fees billed by the college.

Nurse Aide Program Tuition Refund Schedule:

- A student who withdraws during first quarter (25%) of the program is entitled to a 50% tuition refund for the program, excluding non-refundable fees.
- A student who withdraws after the first quarter (25%) of the program and within the first half (50%) of the program is entitled to a 25% tuition refund for the program, excluding non-refundable fees.
- A student who withdraws after the first half (50%) of the program is not entitled to a tuition refund for the program.

*Non-refundable fees for the Nurse Aide program include background check/drug screening and nurse aide workbook.

Refunds will be issued within forty-five (45) days of the withdrawal date or the date that the college determines the student withdrew, whichever is later. For more information regarding withdraws, see **Withdraw Policy** in the Catalog.

Any credit resulting from a tuition refund will first be applied to any balance owed to the College. Transcripts and student records will not be issued for a student who owes money to Centra College for any reason.



Section IV: Academic Policies & Procedures

CURRICULUM PLANS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester of credit.
2. At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internal clinical experiences, clinical externships, and other academic work leading to the award of credit hours; or
3. Institutionally established reasonable equivalencies for the amount of work required in paragraph (1) of this definition for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement.

REGISTERED NURSE TO BACHELOR OF SCIENCE IN NURSING PROGRAM

Sequencing of Courses

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

The entire RN-BSN Program consists of three semesters with a total of 48 weeks or one year for a full-time pathway. The student is eligible to take a part-time pathway to obtaining the degree within three years. The curriculum consists of 120 total credit hours. These credit hours include: 20 credits from foundation/ prerequisite courses, 3 credits for a statistics course, 36 credits from upper division nursing courses (RN-BSN Program), 40 proficiency credits, 6 credits-Humanities/Social Sciences, and for Fall 2024, 15 credits from either completion of a transition to practice program or general electives, and for Spring 2025 and forward, 6 credits from a transition to practice program or general electives, and an additional 9 credits from general electives (for a total of 15 additional credits).

RN-BSN Program: Student Learning Outcomes

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

Program Schedule

The academic year is defined as semesters. Once prerequisites are completed, there are three semesters in the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program for the full-time pathway. Semesters are generally 16 weeks in length, with 8-week sub terms, and program length of study is typically a 1-year program with up to 3-years for completion at a maximum timeframe. Nursing courses are non-sequential, except for NUR 485: RN-BSN Capstone, which must be taken in the final semester, and students will be enrolled in courses subject to availability in each 8-week sub term. There are 120 credit hours awarded and 1,830 total clock hours. These credit and clock hours include prerequisites and previous upper division nursing courses. Full-time status is 12 credit hours of study per semester and part-time status is 6 credit hours of study per semester. This action is applied to all students.

CURRICULUM

<i>*Effective through Fall 2024*</i>					
RN-BSN Curriculum Plan	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	CLINICAL HOURS 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
Prerequisites¹					
HLT 230: Principles of Nutrition	45	0	0	45	3
ENG 111: College Composition I	45	0	0	45	3
BIO 141: Human Anatomy & Physiology I	45	30	0	75	4
BIO 142: Human Anatomy & Physiology II	45	30	0	75	4
PSY 230: Developmental Psychology	45	0	0	45	3
PSY Elective Level 200 or Higher	45	0	0	45	3
Prerequisite Course Totals	270	60	0	330	20
Nursing Courses²					
NUR 320: Theoretical & Conceptual Foundations	45	0	0	45	3
NUR 335: Informatics in Nursing Practice	45	0	0	45	3
NUR 350: Evidence-based Practice & Research in Nursing	45	0	0	45	3
NUR 360: Advanced Health Assessment	45	0	0	45	3
NUR 420: Community Health Perspectives	60	0	0	60	4
NUR 430: Healthcare Policy	30	0	0	30	2
NUR 450: Population Health & Epidemiology	45	0	0	45	3
NUR 455: Introduction to Pathophysiology	45	0	0	45	3
NUR 460: Nursing Leadership & Management	60	0	0	60	4
NUR 470: Aging, Health, & Longevity	30	0	0	30	2
NUR 480: Management of Illness & Disease Processes	30	0	0	30	2
NUR 485: RN-BSN Capstone	60	0	0	60	4
Nursing Course Totals	540	0	0	540	36
Additional Electives					
MTH 155: Statistical Reasoning	45	0	0	45	3
Humanities/Social Science	90	0	0	90	6

Nurse Residency Program/Transition to Practice Program ³	225	0	0	225	15
Additional Elective Totals	360	0	0	360	24
Proficiency Credits					
Valid Virginia Registered Nurse License	600	0	0	600	40
Proficiency Credit Totals	600	0	0	600	40
Total Program Hours and Credits	1770	60	0	1830	120

¹Prerequisite and elective courses must be completed with a grade of C or higher. These courses are indicated by the grey highlight and are offered through the Virginia Community College System. These courses may also be completed at another regionally accredited college and are required for degree completion.

²Nursing courses are offered at Centra College and must be completed with a grade of B or higher. Nursing courses are offered non-sequential and students may be enrolled in any of the above courses depending on course availability each 8-week sub term.

³Students who have not completed an approved Nurse Residency or Transition to Practice program will be required to complete an additional 15 hours of General Elective Credit.

<i>*Effective starting Spring 2025*</i>					
RN-BSN Curriculum Plan	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	CLINICAL HOURS 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
Prerequisites¹					
HLT 230: Principles of Nutrition	45	0	0	45	3
ENG 111: College Composition I	45	0	0	45	3
BIO 141: Human Anatomy & Physiology I	45	30	0	75	4
BIO 142: Human Anatomy & Physiology II	45	30	0	75	4
PSY 230: Developmental Psychology	45	0	0	45	3
PSY Elective Level 200 or Higher	45	0	0	45	3
Prerequisite Course Totals	270	60	0	330	20
Nursing Courses²					
NUR 320: Theoretical & Conceptual Foundations	45	0	0	45	3
NUR 335: Informatics in Nursing Practice	45	0	0	45	3
NUR 350: Evidence-based Practice & Research in Nursing	45	0	0	45	3
NUR 360: Advanced Health Assessment	45	0	0	45	3
NUR 420: Community Health Perspectives	60	0	0	60	4
NUR 430: Healthcare Policy	30	0	0	30	2
NUR 450: Population Health & Epidemiology	45	0	0	45	3
NUR 455: Introduction to Pathophysiology	45	0	0	45	3
NUR 460: Nursing Leadership & Management	60	0	0	60	4
NUR 470: Aging, Health, & Longevity	30	0	0	30	2
NUR 480: Management of Illness & Disease Processes	30	0	0	30	2
NUR 485: RN-BSN Capstone	60	0	0	60	4
Nursing Course Totals	540	0	0	540	36
Additional Electives					

MTH 155: Statistical Reasoning	45	0	0	45	3
Humanities/Social Science	90	0	0	90	6
Nurse Residency Program/Transition to Practice Program ³	90	0	0	60	6
General Electives	135	0	0	135	9
Additional Elective Totals	360	0	0	360	24
Proficiency Credits					
Valid Virginia Registered Nurse License	600	0	0	600	40
Proficiency Credit Totals	600	0	0	600	40
Total Program Hours and Credits	1770	60	0	1830	120

¹Prerequisite and elective courses must be completed with a grade of C or higher. These courses are indicated by the grey highlight and are offered through the Virginia Community College System. These courses may also be completed at another regionally accredited college and are required for degree completion.

²Nursing courses are offered at Centra College and must be completed with a grade of B or higher. Nursing courses are offered non-sequential, and students may be enrolled in any of the above courses depending on course availability each 8-week term.

³Students who have not completed an approved Nurse Residency or Transition to Practice program will be required to complete an additional 6 hours of General Elective Credit.

COURSE DESCRIPTIONS

NUR 320--Theoretical & Conceptual Foundations

Semester-Credit Hours: 3

Class Hours: 45

This course provides an overview of the historical aspects of professional nursing with emphasis on the development of nursing research, legal & ethical principles and their impact on current nursing practice. The role of communication and teaching/learning in nursing practice will be emphasized. It is designed to develop the critical reading, thinking and writing skills necessary for a successful Baccalaureate level study. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 320 Course Outcomes

1. Develop an understanding of the historical and social foundations of professional nursing.
2. Identify the core values of professional nursing as reflected in Centra College
3. Explore the consequences of violations of the legal parameters of nursing practice.
4. Discuss generalist role expectations and scope of practice.
5. Document nursing practice in accordance with legal and ethical guidelines.

NUR 335--Informatics in Nursing Practice

Semester-Credit Hours: 3

Class Hours: 45

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

management systems is emphasized. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 335 Course Outcomes

1. Explore the use of computer technology for documentation, decision making, discharge planning, collaboration and networking.
2. Understand and apply theory related to computer-human interfaces, ethics, confidentiality and privacy, caring, ergonomics and nursing informatics to nursing practice.
3. Analyze the role of nursing informatics in system implementation, research, and project management.
4. Document nursing practice in accordance with legal and ethical guidelines.
5. Identify principles used in electronic recording of patient care information.

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

Semester-Credit Hours: 3

Class Hours: 45

This course provides the student with an overview of the research methods commonly used in nursing research. Ethical/legal issues in health care research are discussed. Student will evaluate current nursing research articles for application to evidence-based nursing practice. The RN-BSN student will summarize the main ideas, findings, and the article's contributions to evidence-based practice. Special emphasis will be placed on quality initiatives, patient satisfaction and issues of diversity. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 350 Course Outcomes

1. Explain the importance of nursing research and its relation to evidence-based practice.
2. Describe and apply the basic steps of the research process utilizing the appropriate terminology.
3. Evaluate level of evidence, validity, reliability, and quality of research articles.
4. Use critical appraisal skills to evaluate research findings in nursing and related fields with respect to the problem, methods, and findings.
5. Prepare and present a Progressive -evidenced Based Practice Project (PEPP) using 6th Ed. American Psychological Association (APA) citation format.

NUR 360—Advanced Health Assessment

Semester-Credit Hours: 3

Class Hours: 45

This course focuses on the development of a body systems approach to health assessment of individuals emphasizing normal growth and developmental responses across the lifespan. Content includes knowledge and skills of health assessment through a variety of methodologies in the virtual classroom. Students will demonstrate techniques in eliciting comprehensive health histories and performing physical examinations by utilizing various on-line resources. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 360 Course Outcomes

1. Assess body systems using the four modalities of the physical examination: inspection, palpation, percussion, and auscultation in proper sequence, using proper technique, in order to identify normal and abnormal findings.
2. Utilize his or her interviewing skills regarding health assessment data collection by employing effective communication, and interpretation of objective and subjective data.

3. Demonstrate use of current assessment equipment and assessment verification options.
4. Summarize legal responsibilities related to the physical assessment, including how to identify and locate appropriate patient referral contacts for issues that arise outside of the nursing scope of practice.
5. Evaluate the interactions among health, economic, social, and political status, as well as cultural differences, and the impact each one can have on healthcare.

NUR 420--Community Health Perspectives

Semester-Credit Hours: 4

Class Hours: 60

This course provides concepts of community/public health nursing practice. Primary, secondary, and tertiary levels of prevention will be reviewed for the health of the community as a whole. The public/community health nursing role as a partner with the community is emphasized through application of the nursing process, beginning with the assessment of the community's health, wellness needs, and available resources. Planning, organization and delivery of services for population at risk are in line with Healthy People 2020 objectives. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 420 Course Outcomes

1. Analyze and evaluate the effectiveness of interactive relationships with family and population clients, interdisciplinary groups, and community organizations.
2. Apply critical thinking and decision-making to community contexts in relation to assessment, resource allocation, program development, and interventions with persons, families and populations to promote public health.
3. Integrate evidence-based guidelines for health promotion and disease prevention in the provision of nursing care to individuals/families and communities.
4. Consistently apply analysis of the interaction among global, cultural and socioeconomic factors to influence health and wellness.

NUR 430—Healthcare Policy

Semester-Credit Hours: 2

Class Hours: 15

This course examines the organizational and societal context of healthcare delivery. Current healthcare policy and delivery systems will be explored, including legislation, organizations, health networks, professional disciplines, consumer needs and economics. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 430 Course Outcomes

1. Examine procedures of how healthcare policy is developed at the federal and state levels in healthcare.
2. Analyze health policy implementation and influence on health outcomes and the nursing profession.
3. Compare and contrast existing health policies and policy formation in other countries compared to the United States.
4. Investigate current healthcare delivery systems and their influence on patient outcomes.

NUR 450--Population Health & Epidemiology

Semester-Credit Hours: 3

Class Hours: 45

This course provides the student with the knowledge and skills to apply health promotion, prevention of disease complications, environmental and epidemiological concepts and teaching/learning principles in working with diverse populations. Emphasis is placed on establishing community partnerships, community assessment strategies and implementation of nursing care programs to improve population health. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 450 Course Outcomes

1. Utilize epidemiologic data to develop and/or guide interventions in the management of care to vulnerable populations.
2. Facilitate adoption of behaviors of persons/populations that will achieve and/or maintain an optimal level of health and wellness.
3. Assist community-based clients with illness self-management education to maintain the highest possible level of health and wellness.
4. Facilitate the health of populations in partnership with community members.
5. Advocate for the health of persons and populations in public and policy arenas.

NUR 455—Introduction to Pathophysiology

Semester- Credit Hours: 3

Class Hours: 45

Throughout this course, the RN-BSN student will examine physiological factors that affect individuals across the lifespan. Environmental factors, genetics, and lifestyle choices will be considered in their ability to lead to increased disease susceptibility. The student will continue to work on their Progressive Evidence-based Practice Project (PEPP). The completed PEPP will be presented via power-point presentation and as a summative analysis in NUR 485: RN-BSN Capstone. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 455 Course Outcomes

1. Differentiate physiological factors that impact individuals across the lifespan.
1. Recognize factors (environmental, lifestyle, cultural) that contribute to increased disease susceptibility.
2. Integrate organ system physiological content into nursing practice.
3. Demonstrate the importance of scholarly nursing research and its relationship to evidence-based practice.
4. Evaluate level of evidence, validity, reliability, and quality of review of literature.
5. Prepare to present a Progressive Evidence-based Practice Project (PEPP) using 7th Ed. American Psychological Association (APA) citation format.

NUR 460--Nursing Leadership & Management

Semester-Credit Hours: 4

Class Hours: 60

This course provides concepts in leadership and management as they relate to the role of professional nursing in the sociopolitical health care environment. Cost containment and cost-effective financial management of human and material resources is emphasized. Group dynamics, change process, conflict management and the role of quality improvement in professional nursing leadership will be analyzed in this course. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 460 Course Outcomes

1. Utilize effective communication within diverse healthcare settings to optimize patient care
2. Evaluate factors contributing to clinical decision-making in nursing leadership situations.
3. Analyze variables influencing leadership in health organizations and in professional nursing practice environments.
4. Examine the coordination of patient care management across healthcare sectors.
5. Apply concepts of quality and safety to identify clinical questions and describe the process of changing current practice in nursing care delivery systems within a healthcare organization.

NUR 470—Aging, Health & Longevity

Semester-Credit Hours: 2

Class Hours: 30

This course provides the student with a perspective on concepts of aging. The RN-BSN student will gain the knowledge on the common expected aging changes as well as health related problems. Health promotion and risk reduction will be emphasized in this course. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 470 Course Outcomes

1. Discuss various aging health related concerns and problems.
2. Evaluate preventative methods and health promotion interventions for the aging individual.
3. Apply primary, secondary, and tertiary prevention methods to promote patient outcomes in the aging individual.
4. Integrate concepts of aging into nursing practice.
5. Recognize gender roles and cultural differences among the aging individual.

NUR 480—Management of Illness & Disease Processes

Semester-Credit Hours: 2

Class Hours: 30

This course builds on the knowledge gained in NUR 455: Introduction to Pathophysiology. Within this course, the RN-BSN student will be expected to demonstrate an understanding of normal physiology, pathophysiology, and specific disorders. Diagnostics and pharmacological management interventions will be explored. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

NUR 480 Course Outcomes

1. Discuss treatment modalities for various disease processes that impact individuals across the lifespan.
2. Evaluate nursing interventions that increase patient outcomes.
3. Recognize diagnostic and pharmacological management of various illnesses and disease processes throughout the lifespan.

NUR 485-- RN-BSN Capstone

Semester-Credit Hours: 4

Class Hours: 60

This course, for RN-BSN students, is designed to expand the scope of nursing practice. Managerial learning activities focus on the leadership aspects of the professional nurse. Special emphasis is placed on the role of the BSN educated nurse and his/her responsibility in the implementation of change in response to identified needs/problems in diverse healthcare settings. The completed Progressive Evidence-based Practice Project (PEPP) will be presented via power-point presentation and as a summative analysis during this course. Students will validate achievement of program outcomes. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 430, NUR 450, NUR 455.*

NUR 485 Course Outcomes

1. Use advanced critical thinking skills and evidence-based practice to choose and evaluate nursing interventions in diverse healthcare settings.
2. Synthesize evidence to influence nursing care.
3. Appraise the implications of evidence-based practice in the provision of nursing care.
4. Apply an ethical decision-making process to professional changes based on needs/problems in diverse healthcare settings.
5. Examine the importance of diverse cultural, historical, legal, and economic influences in nursing practice and the health care industry.

Prerequisite and Elective Course Descriptions (RN-BSN)

Course descriptions for required prerequisite and elective courses taken at Central Virginia Community College (CVCC) can be found at https://catalog.centralvirginia.edu/search_advanced.php?catoid=4. Please note that CVCC course titles and descriptions may change. Students are encouraged to review information on CVCC's website for any changes and updates to their courses. Students taking prerequisite or elective courses at any institution other than CVCC should reference the course catalog at their institution.

Prerequisite Courses:

- Biology 141 – Anatomy & Physiology I
- Biology 142 – Anatomy & Physiology II
- HLT 230 – Principles of Nutrition
- ENG 111 – College Composition I
- PSY Elective Level 200 or Higher
- PSY 230 – Development of Psychology

Elective Courses:

- MTH 155: Statistical Reasoning
- Humanities Elective
- Social Sciences Elective

TELECOMMUNICATIONS/DISTANCE EDUCATION PLAN FOR THE RN-BSN PROGRAM

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

This physical location offers administrative and student service assistance, such as admissions, financial aid, student records, information technology, and advising. The Academic Director of the program provides academic advising, guidance, and counseling when necessary for the RN-BSN program. All administrative and management operations and decisions occur at the main campus located in Lynchburg, Virginia.

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

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

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

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

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

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

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

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

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

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

ASSOCIATE DEGREE IN NURSING PROGRAM

Sequencing of Courses

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

ADN Program: Student Learning Outcomes

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

Program Schedule

The academic year is defined as semesters. Once prerequisites are completed, there are four semesters in the Associate Degree program. Semesters are generally 16 weeks in length. There are 67 semester credit hours awarded for the entire program with a total of 1425 class, lab, and clinical (clock) hours. These credit and clock hours include prerequisites. Full-time status is 12 credit hours of study per semester. This action is applied to all students.

The formula for semester credit hour conversion is:

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

CURRICULUM

Associate Degree in Nursing Curriculum Plan	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	DIRECT PATIENT CARE CLINICAL HOURS	SIMULATION CLINICAL HOURS	TOTAL CLINICAL HOURS* 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
Prerequisites¹							
BIO 141: Human Anatomy & Physiology I	45	30	0	0	0	75	4
HLT 143: Medical Terminology	45	0	0	0	0	45	3

HLT 230: Principles of Nutrition	45	0	0	0	0	45	3
PSY 230: Developmental Psychology	45	0	0	0	0	45	3
SDV 101: Orientation to Healthcare Professions	15	0	0	0	0	15	1
Prerequisites Totals	195	30	0			225	14
First Semester							
BIO 142: Human Anatomy & Physiology II ^{1,2}	45	30	0	0	0	75	4
NUR 150: Introduction to Nursing Concepts	45	30	81	9	90	165	6
NUR 165: Health Promotion and Assessment	30	30	0	0	0	60	3
NUR 170: Professional Nursing Concepts I	30	0	0	0	0	30	2
First Semester Totals	150	90	90			330	15
Second Semester							
PSY Elective Level 200 or Higher ^{1,2}	45	0	0	0	0	45	3
NUR 175: Health Care Participant	45	0	39	6	45	90	4
NUR 180: Nursing Concepts I	45	0	78	12	90	135	5
Second Semester Totals	135	0	135			270	12
Third Semester							
ENG 111: College Composition I ^{1,2}	45	0	0	0	0	45	3
NUR 240: Nursing Concepts II	45	0	84	6	90	135	5
NUR 250: Nursing Concepts III	45	0	76	14	90	135	5
Third Semester Totals	135	0	180			315	13
Fourth Semester							
ENG 112: College Composition II ^{1,2}	45	0	0	0	0	45	3
NUR 260: Nursing Concepts IV	45	0	120	15	135	180	6
NUR 270: Professional Nursing Concepts II	60	0	0	0	0	60	4
Fourth Semester Totals	150	0	135			285	13
Total Nursing Course Hours and Credits	390	60	540			990	40
Total General Elective Hours and Credits	375	60	0			435	27
Total Program Hours and Credits³	765	120	540			1425	67

¹ Prerequisite & Corequisite Courses must be completed with a grade of C or higher. These courses are indicated by the grey highlight and are offered through the Virginia Community College System. These courses may also be completed at another regionally accredited college and are required for degree completion.

² Corequisite courses must be completed in the term to which they are assigned or prior. A grade of C or higher is needed for the corequisite courses to be accepted for transfer credit.

³ This total also includes General Elective Hours and Credits

* Direct care clinical hours and simulation hours are already calculated into the total clinical hours and should not be calculated again for total clinical hours.

Note: Nursing courses are offered at Centra College and must be completed with a grade of B or higher.

COURSE DESCRIPTIONS

NUR 150 — Introduction to Nursing Concepts

Semester-Credit Hours: 6

Class Hours: 45

Lab Hours: 30

Clinical Hours: 90

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. **Prerequisites:** BIO 141, PSY 230, HLT 230, HLT 143, SDV 101. **Corequisites:** NUR 165, NUR 170, BIO 142.

NUR 150 Course Outcomes

1. Utilize therapeutic communication and caring behaviors to provide quality and safe patient care through the nursing process. (SLO: 1, 2, 6)
2. Utilize the nursing process to meet the basic needs of patients related to various concepts. (SLO: 1,3,6)
3. Recognize patient safety issues and risks in the healthcare setting. (SLO: 1,3,5,6)
4. Provide safe nursing care with guidance using the core concepts identified. (SLO: 1,3,5)
5. Summarize the components of clinical judgement, evidence-based practice, and the nursing process. (SLO: 1,3,4,5)
6. Demonstrate professionalism in the healthcare setting. (SLO: 1,2,5)
7. Recognize quality improvement and informatics principles used in patient care. (SLO: 5)
8. Identify the collaborative role of the nurse while working with members of the interdisciplinary team. (SLO: 2)

NUR 165 — Health Promotion and Assessment

Semester-Credit Hours: 3

Class Hours: 30

Lab Hours: 30

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning

experiences in college nursing laboratories and/or simulated environments. **Prerequisites:** *BIO 141, PSY 230, HLT 230, HLT 143, SDV 101.* **Corequisites:** *NUR 150, NUR 170, BIO 142.*

NUR 165 Course Outcomes

1. Utilize therapeutic communication and caring behaviors to provide quality and safe patient care through the nursing process. (SLO: 1, 2, 6)
2. Perform a basic physical assessment within the scope of practice for a registered nurse. (SLO: 4, 6)
3. Identify differences in assessment techniques throughout the lifespan. (SLO: 3, 4)
4. Assess factors contributing to health promotion and lifestyles choices. (SLO: 4)
5. Recognize patient safety issues and risks. (SLO: 1,3,5,6)

NUR 170 — Professional Nursing Concepts I

Semester-Credit Hours: 2

Class Hours: 30

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. **Prerequisites:** *BIO 141, PSY 230, HLT 230, HLT 143, SDV 101.* **Corequisites:** *NUR 150, NUR 165, BIO 142.*

NUR 170 Course Outcomes

1. Utilize principles of caring and advocacy when delivering patient-centered care. (SLO: 1,2,4,6)
2. Analyze ethical principles in patient care. (SLO: 1, 2, 3, 4)
3. Evaluate legal principles in patient care. (SLO: 1,2,3,4)
4. Delivers safe patient care using technology and information management tools. (SLO: 1, 2, 3, 4, 5)
5. Demonstrate professional behaviors in the healthcare environment. (SLO: 1, 3, 5)
6. Describe the roles of the health care team related to interdisciplinary function. (SLO: 2,4,5,6)

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

Semester-Credit Hours: 4

Class Hours: 45

Clinical Hours: 45

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101, NUR 150, NUR 165, NUR 170.* **Corequisites:** *NUR 180, PSY 200 Elective or Higher.*

NUR 175 Course Outcomes

1. Assess diverse client/family values, beliefs, and attitudes of the community (SLO: 1, 2, 3, 4)
2. Provide culturally competent care to patients in a community settings. (SLO: 1, 3, 4, 6)
3. Demonstrate use of the nursing process and evidence-based care related to nursing concepts (SLO: 1, 2, 3, 4)
4. Provide community-based care in areas of healthcare disparity. (SLO: 1, 2, 3, 4, 5)
5. Utilize epidemiological principles in the evaluation of diverse community settings. (SLO: 3, 4, 5)
6. Describe the use of informatics in community-based nursing care. (SLO: 1, 5)
7. Describe the roles of the health care team related to interdisciplinary function. (SLO: 2,4,5,6)

NUR 180 — Nursing Concepts I

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101, NUR 150, NUR 165, NUR 170.* **Corequisites:** *NUR 175, PSY 200 Elective or Higher.*

NUR 180 Course Outcomes

1. Demonstrate principles of patient-centered care across the lifespan. (SLO: 1, 3, 4)
2. Incorporate safety techniques for patients of diverse populations. (SLO: 1, 2, 3, 5)
3. Employ components of clinical judgement, evidence-based practice, and the nursing process, through a variety of concepts. 2) (SLO: 1, 3, 4, 5)
4. Recognize the role of informatics through quality improvement. (SLO:5)
5. Participate as a member of the health care team in the delivery of nursing care across the lifespan. (SLO: 1, 2, 3, 4)

NUR 240 — Nursing Concepts II

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180.* **Corequisites:** *NUR 250, ENG 111.*

NUR 240 Course Outcomes

1. Provide patient-centered care for individuals with complex health needs. (SLO: 1, 2, 3, 5, 6)
2. Demonstrate professional behaviors that encompass the legal/ethical framework. (SLO: 2, 4, 5, 6)
3. Use quality improvement processes, information technology, and clinical judgement to meet patient needs and support organizational outcomes. (SLO: 3, 4, 5)
4. Identify collaborative efforts among with the interdisciplinary team when caring for patients throughout the lifespan. (SLO: 2)

NUR 250 — Nursing Concepts III

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180.* **Corequisites:** *NUR 240, ENG 111.*

NUR 250 Course Outcomes

1. Demonstrate principles of patient-centered care across the lifespan. (SLO: 1, 4, 6)
2. Incorporate patient safety techniques for clients across the lifespan. (SLO: 1, 3, 5, 6)
3. Employ components of clinical judgement, the nursing process, and evidence-based care through a variety of concepts. (SLO: 1, 2, 3, 6).
4. Analyze ethical principles in patient care. (SLO: 1, 2, 3, 4)
5. Evaluate legal principles in patient care. (SLO: 1,2,3,4)
6. Participate as a member of the healthcare team in the delivery of nursing care across the lifespan. (SLO: 1, 2, 4, 6).

NUR 260 — Nursing Concepts IV

Semester-Credit Hours: 6

Class Hours: 45

Clinical Hours: 135

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180, NUR 240, NUR 250.* **Corequisites:** *NUR 270, ENG 112.*

NUR 260 Course Outcomes

1. Provide patient-centered care across the lifespan for diverse populations with complex health needs. (SLO: 1,2)
2. Incorporate safe nursing care across systems in a variety of settings (SLO: 1, 2, 3, 4)
3. Engage in clinical judgement and clinical reasoning necessary to care for multiple patients in various healthcare settings. (SLO: 1, 2, 3, 5, 6)
4. Manage patient care through quality improvement processes, information technology, and fiscal responsibility. (SLO: 2, 3, 4)
5. Integrate principles of collaborative practice within nursing and interdisciplinary teams. (SLO: 2, 3, 5, 6)
6. Foster mutual respect and shared decision-making to achieve optimal outcomes of care. (SLO: 2, 3, 5, 6)

NUR 270 — Professional Nursing Concepts II

Semester-Credit Hours: 4

Class Hours: 60

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. NCLEX-RN preparation is included as a focus of this course.

Prerequisites: *BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180, NUR 240, NUR 250.* **Corequisites:** *NUR 260, ENG 112.*

NUR 270 Course Outcomes

1. Incorporate legal and ethical principles related to health care policy. (SLO: 3, 4, 6)
2. Apply quality in health care settings (SLO: 1, 2, 3, 4, 5, 6)

3. Analyze leadership and collaborative practice strategies that foster mutual respect and shared decision making. (SLO: 1, 2, 4, 6)
4. Examine care coordination related to episodic vs. continuous care across multiple settings. (SLO: 2, 3, 4, 5, 6)
5. Create a plan to enhance career and professional growth. (SLO: 6)

Prerequisite and Corequisite Course Descriptions (ADN)

Course descriptions for required prerequisite and corequisite courses taken at Central Virginia Community College (CVCC) can be found at https://catalog.centralvirginia.edu/search_advanced.php?catoid=4. Please note that CVCC course titles and descriptions may change. Students are encouraged to review information on CVCC's website for any changes and updates to their courses. Students taking prerequisite or corequisite courses at any institution other than CVCC should reference the course catalog at their institution.

Prerequisite Courses:

- Biology 141 – Anatomy & Physiology I
- HLT 143 – Medical Terminology
- HLT 230 – Principles of Nutrition
- PSY 230 – Development of Psychology
- SDV 101 – Orientation to Healthcare Professions

Corequisite Courses:

- Biology 142 – Anatomy & Physiology II
- PSY Elective Level 200 or Higher
- ENG 111 – College Composition I
- ENG 112 – College Composition II

PRACTICAL NURSING PROGRAM

Sequencing of Courses

The program is designed to culminate in six student learning outcomes. Therefore, each course is leveled based on these outcomes as well as populations of patients. The sequencing of courses reflects higher cognitive levels, a different patient population, and more encompassing of the scope of practice of the Practical Nurse. This sequencing allows faculty to apply Dr. Benner's theory of Novice to Expert (Benner, Tanner, & Chesla, 2009). Faculty understand novice learners are rule-driven. As they are challenged to apply critical thinking they grow and are able to look at the bigger picture as they enter stage of advanced beginner by completion of the program.

PN Program: Student Learning Outcomes

Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Lynchburg area. These program student learning outcomes along with their

related competencies reflect the expected behaviors of the graduates of Centra College, Practical Nursing Program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

Program Schedule

The academic year is defined as semesters. There are four semesters in the Practical Nursing program. Semesters are a minimum of 13 weeks in length and a maximum of 16 weeks in length. Courses taken at the community college are up to 16 weeks in length. The Practical Nursing program is a maximum of 64 weeks in length. The Practical Nursing program has 1095 contact hours for the concept-based curriculum with 50 semester credits awarded for completion of the program.

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

CURRICULUM

Practical Nursing Curriculum Plan	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	DIRECT PATIENT CARE CLINICAL HOURS	SIMULATION CLINICAL HOURS	TOTAL CLINICAL HOURS* 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
First Semester¹							
BIO 142: Human Anatomy & Physiology II OR² BIO 145: Human Anatomy & Physiology for the Health Sciences	45	30	0	0	0	75	4
HLT 143: Medical Terminology	45	0	0	0	0	45	3
ENG 111: College Composition I	45	0	0	0	0	45	3
PSY 230: Developmental Psychology	45	0	0	0	0	45	3
SDV 101: Orientation to Nursing	15	0	0	0	0	15	1
First Semester Totals	195	30	0	0	0	225	14
Second Semester							
HLT 230: Principles of Nutrition ³	45	0	0	0	0	45	3
NUR 115: Introduction to Nursing Concepts	45	30	0	0	0	75	4
NUR 116: Health Promotion and Basic Assessment	30	30	72	18	90	150	5
Second Semester Totals	120	60	90	18	90	270	12
Third Semester							

NUR 125: Nursing Concepts 1	75	0	68	22	90	165	7
NUR 126: Health Care Participant	60	0	36	9	45	105	5
Third Semester Totals	135	0	135			270	12
Fourth Semester							
NUR 135: Nursing Concepts II	60	0	74	16	90	150	6
NUR 136: Professional Nursing Concepts	45	0	100	35	135	180	6
Fourth Semester Totals	105	0	225			330	12
Total Nursing Course Hours and Credits	330	60	450			840	33
Total General Elective Hours and Credits	225	30	0			225	17
Total Program Hours and Credits⁴	555	90	450			1095	50

¹ Students are required to have a minimum overall GPA of 2.5 or higher in the first semester courses of the curriculum plan.

² Students may choose to complete BIO 145 or BIO 142 to satisfy the Biology General Education requirement. Please note that the Virginia Community College System may have additional requirements for enrollment into these courses.

³ Corequisite courses must be completed in the term to which they are assigned or prior. A grade of C or higher is needed for the corequisite courses to be accepted for transfer credit. All courses highlighted in grey are offered through the Virginia Community College System. These courses may also be completed at another regionally accredited college and are required for degree completion.

⁴ This total also includes General Elective Hours and Credits.

* Direct care clinical hours and simulation hours are already calculated into the total clinical hours and should not be calculated again for total clinical hours.

Note: Nursing courses are offered at Centra College and must be completed with a grade of B or higher.

COURSE DESCRIPTIONS

NUR 115 — Introduction to Nursing Concepts

Semester-Credit Hours: 4

Class Hours: 45

Laboratory Hours: 30

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. **Prerequisites:** BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101 **Corequisite:** NUR 116.

NUR 115 Course Outcomes

1. Provide quality and safe nursing care for patients with various medical/surgical conditions. (SLO: 1, 3, 4)
2. Utilize clinical judgement when providing basic nursing care to patients with common health alterations. (SLO: 3, 6)

3. Demonstrate nursing care for diverse patient populations through the nursing process (SLO: 1, 2, 6)
4. Utilize nursing informatics to support the nursing process through the plan of care (SLO: 6)
5. Identify the collaborative role of the nurse while working with members of the interdisciplinary team. (SLO: 2)

NUR 116 — Health Promotion and Basic Assessment

Semester-Credit Hours: 5

Class Hours: 30

Laboratory Hours: 30

Clinical Hours: 90

Introduces basic assessment and health promotion for the individual and family. Includes basic assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101.* **Corequisite:** *NUR 115.*

NUR 116 Course Outcomes

1. Utilize therapeutic communication and caring behaviors to provide quality and safe patient care through the nursing process. (SLO: 1, 2, 6)
2. Perform a basic physical assessment within the scope of practice for a practical nurse. (SLO: 4, 6)
3. Identify differences in assessment techniques for patients through the lifespan. (SLO: 3, 4)
4. Assess factors contributing to health promotion and lifestyles choices. (SLO: 4)
5. Recognize patient safety issues and risks. (SLO: 1,3,5,6)

NUR 125 — Nursing Concepts I

Semester-Credit Hours: 7

Class Hours: 75

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 115, NUR 116.* **Corequisite:** *NUR 126.*

NUR 125 Course Outcomes

1. Assess patients who are experiencing health problems. (SLO: 1, 2, 3, 4)
2. Utilize the nursing process while making clinical decisions by applying evidenced based care related to a variety of concepts. (SLO: 1, 2, 3, 4)
3. Implement key safety measures for patients with multiple needs. (SLO: 1, 2, 3, 4)
4. Use evidence to support and plan appropriate nursing care. (SLO: 1, 2, 3, 4)
5. Employ technology and information management tools to plan and provide safe, effective patient care. (SLO: 1, 2, 3, 4, 5)
6. Collaborate with the interdisciplinary team members in the planning and provision of patient care. (SLO: 1, 2, 4)

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

Semester-Credit Hours: 5

Class Hours: 60

Clinical Hours: 45

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 115, NUR 116.* **Corequisite:** *NUR 125.*

NUR 126 Course Outcomes

1. Uses therapeutic communication to care for diverse populations across the lifespan (SLO: 1, 2, 3, 4)
2. Demonstrate use of the nursing process and evidence-based care related to a variety of concepts. (SLO: 1, 2, 3, 4)
3. Recognize patient/family values, beliefs, and attitudes and their impact in relation to health care promotion in diverse health care settings. (SLO: 1, 2, 3, 4)
4. Identify the relationship and impact for positive patient/family health care outcomes in transition across diverse health care settings. (SLO: 3, 4, 5)
5. Employ technology and information management tools to plan and provide safe, effective patient care. (SLO: 1, 2, 3, 4, 5)
6. Identify the collaborative role of the nurse as part of the interprofessional health care team in diverse health care settings. (SLO:2, 6)

NUR 135 — Nursing Concepts II: 6 Credits

Semester-Credit Hours: 6

Class Hours: 60

Clinical Hours: 90

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

Prerequisites: *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 125, NUR 126.* **Corequisite:** *NUR 136.*

NUR 135 Course Outcomes

1. Demonstrate accurate assessment skills in patients with complex health problems. (SLO:1, 2, 3,4)
2. Utilize components of clinical judgment throughout the nursing process to provide holistic care to patients and families. (SLO: 1, 2, 3,4)
3. Prioritize safety measures in the care of patients with varied health problems. (SLO:1, 2,3 4,)
4. Use evidence-based practice to support and plan appropriate nursing care. (SLO: 1, 2, 3, 4)
5. Employ technology and information management tools to plan and provide safe, effective patient care. (SLO: 1, 2, 3, 4, 5)
6. Collaborate with the healthcare team related to the interdisciplinary function. (SLO: 1, 2, 3, 4)

NUR 136 — Professional Nursing Concepts

Semester-Credit Hours: 6

Class Hours: 45

Clinical Hours: 135

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a practical nurse. Introduces leadership and management concepts professional identity, legal/ethical issues and contemporary trends in professional nursing and focuses on the integration of professional behaviors in a variety of healthcare settings. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 115, NUR 116, NUR 125, NUR 126.* **Corequisite:** *NUR 135.*

NUR 136 Course Outcomes

1. Utilize clinical judgement to provide patient care (SLO:1, 2, 3, 4)
2. Analyze ethical principles in patient care. (SLO: 1, 2, 3, 4)
3. Evaluate legal principles in patient care. (SLO: 1, 2, 3, 4)
4. Incorporate evidence-based practice to optimize healthcare delivery. (SLO:1, 2, 3,4)
5. Demonstrate professional behaviors necessary to function in a healthcare environment (SLO:1, 2, 3, 4)
6. Collaborate with the roles of the healthcare team related to the interdisciplinary function. (SLO: 1, 2, 3, 4)

Corequisite Course Descriptions (PN)

Course descriptions for required corequisite courses taken at Central Virginia Community College (CVCC) can be found at https://catalog.centralvirginia.edu/search_advanced.php?catoid=4. Please note that CVCC course titles and descriptions may change. Students are encouraged to review information on CVCC's website for any changes and updates to their courses. Students taking corequisite courses at any institution other than CVCC should reference the course catalog at their institution.

Corequisite Courses:

- Biology 142 – Anatomy & Physiology II
- Biology 145 – Hum Anatomy & Physiology for the Health Sciences
- Psychology 230 — Developmental Psychology
- English 111 — College Composition I
- Health 143: Medical Terminology I
- Health 230 — Principles of Nutrition
- Student Development 101 – Orientation to Nursing

NURSE AIDE EDUCATION PROGRAM

Sequencing of Courses

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

Program Description

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

COURSE DESCRIPTIONS

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

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

NA 101: Nurse Aide Skills Laboratory: (40 clock hours)

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

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

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

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

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

Centra College Student Learning Outcomes Across Programs

NA	PN	ADN	BSN
Provide quality, safe, patient-centered nursing care through evidence-based practice.	Provide quality, safe, patient-centered nursing care utilizing evidence-based practice.	Provide quality, safe, patient-centered nursing care through evidence-based practice.	Provide high- quality, safe, patient-centered nursing care to multicultural diverse populations integrating evidenced-based practice.
Effectively communicate with members of the interdisciplinary team to provide and improve patient care in a variety of healthcare settings.	Collaborate with members of the interdisciplinary team to provide quality patient care.	Participate in collaborative relationships with members of the interdisciplinary team to provide and improve patient care.	Demonstrate leadership and complex communication skills when making judgements, engaging in creative problem solving, and making decisions that ensure desired outcomes of the interdisciplinary team.
Engage in critical thinking skills and strategies and clinical reasoning necessary to provide quality patient care.	Engage in critical thinking skills and develop clinical judgement necessary to provide quality patient care.	Engage in critical thinking skills and develop clinical judgement necessary to provide quality patient care.	Apply critical thinking skills and strategies and clinical reasoning while designing, planning, and implementing a progressive evidenced-based project to improve patient care outcomes.
Assist in the coordination and implementation of patient care in a variety of healthcare settings for diverse patient populations.	Implement patient care in a variety of healthcare settings for diverse patient populations.	Initiate leadership in a variety of healthcare settings for diverse patient populations.	Utilize primary and secondary prevention to improve population health and promote the health of individuals, families, the communities we serve.
Use effective communication to manage knowledge, mitigate error, and support decision-making.	Integrate information technology to communicate, manage knowledge, mitigate error, and support decision making.	Integrate information technology to communicate, manage knowledge, mitigate error, and support decision making.	Integrate knowledge and skills in informatics to examine the impact of finance and efficiency on healthcare delivery and practice.

Function within the scope of practice for a nurse aide incorporating ethical, legal, and regulatory frameworks of nursing.	Function as a novice nurse incorporating professional, ethical, and legal principles.	Function as a novice nurse assimilating all professional, ethical, and legal principles.	Exhibit a commitment to lifelong learning, professionalism, and professional development.
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ACADEMIC LOAD

Students may complete required corequisite courses prior to the semester outlined in the curriculum plan (see the **Corequisite Requirements Policy**). Transfer students refer to the **Transfer of Credits into Centra College Policy**. The minimum full-time load is twelve credit hours. Students taking nine credit hours are considered three-quarter time and those with six credit hours are half-time.

Registered Nurse to Bachelor of Science in Nursing program

The academic load for students ranges from twelve (12) credit hours to (15) credit hours per term. Prerequisite, corequisite, and proficiency credits are equal to eighty-one (81) credit hours.

Associate Degree in Nursing program

The academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per term. Prerequisite and corequisite courses are comprised of twenty-seven (27) credit hours.

Practical Nursing program

The academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per term. Corequisite courses are comprised of twenty two (22) credit hours.

Nurse Education program

The academic load for students is equivalent to 140 clock hours per cohort.

COREQUISITE REQUIREMENTS POLICY

Students must adhere to their program's curriculum plan, including completion of general education and nursing corequisite courses. General education corequisite courses are defined as courses not offered through Centra College and must be completed during or before the assigned semester. These courses are prerequisites for subsequent semesters and must be passed with a minimum grade of C. It is the student's responsibility to ensure they register for and complete these courses on schedule. All corequisite courses are available through the Virginia Community College System and may also be completed through another regionally accredited college or university.

Students who are planning to complete any general education corequisite course(s) outside of the Virginia Community College System are strongly encouraged to reach out to the Registrar's Office before registering for course(s) to verify if the course(s) they intend to take meet the requirements for Centra College. Students taking courses at an institution other than Central Virginia Community College (CVCC) may be required to submit

documentation to the Registrar's office to verify that they are on track to complete required corequisite courses on schedule.

Following successful completion of the general education corequisite course(s), official transcripts must be submitted to the Registrar's Office by the drop deadline for the following semester to verify successful completion of the course(s) and for credit to be awarded. For students completing courses at CVCC, the Registrar will work with CVCC to obtain the final official transcript. Students taking courses at other institutions are responsible for requesting official transcripts to be sent to Centra College and should contact the Registrar's Office if there are any delays or concerns with meeting the deadline.

Official transcripts that are not received by the established deadlines may result in the student being administratively dropped or withdrawn from their Centra College courses and the student will not be able to continue in their program until all unmet corequisite requirements have been completed. If a student does not earn a C or higher in a required corequisite course, the student will be required to retake the course and may be prevented from moving forward in their program at Centra College. Any academic or financial implications for failure to provide the requested documentation and meet the corequisite requirements is the student's responsibility.

Nursing corequisite courses are required to be taken together and follow the designated sequence on the curriculum plan. Nursing corequisite courses are defined in the course descriptions of the course in the catalog. Each nursing course must be successfully completed before a student is able to move forward to the next semester.

PROGRAM PROGRESSION POLICY

Students are expected to make appropriate progress toward completing their program by attending courses each semester as outlined in their curriculum plan. Students who wish to take a semester off should follow the **Leave of Absence Policy**. A student on an approved Leave of Absence (LOA) is expected to return in the next available semester, unless otherwise approved, and within three semesters of the original approval.

Students are expected to complete all corequisite courses as scheduled per the **Corequisite Policy**. A student who fails a corequisite course or fails to take it as scheduled, must complete the corequisite within the following three (3) semesters (including Summer). Students must complete any outstanding corequisite or elective credit requirements within three (3) semesters of completing all Nursing courses at Centra College. Failure to complete the course(s) in the required timeframe may result in being administratively withdrawn from the program. Students who have withdrawn or been administratively withdrawn from the program must reapply to return to the College. In such cases, there is no guarantee of readmission.

ACADEMIC GRADING

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

Academic Grading Scale

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

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

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

The withdraw definitions below are applied to all programs:

W	Withdraw without grade penalty (withdraw by date on academic calendar)
WP	Withdraw passing
WF	Withdraw failing

Other grade designations utilized at Centra College:

I	Incomplete
S	Satisfactory
NI	Needs Improvement
US	Unsatisfactory

Credit Hours

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

Semester (16 weeks-RN-BSN and ADN, 13-16 weeks-PN):

RN-BSN Program

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

ADN/PN Programs

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

Nurse Aide Education Program

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

Grade Point Average

Each semester for the RN-BSN, ADN, and PN programs, the grade point average will be computed as follows:

Number of grade points for term = Grade Point Average Number of credit hours taken in term for term

Total number of grade points earned = Cumulative Grade Total number of credit hours taken 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 EVALUATION

ADN & PN Programs

Students must provide safe and competent care within the clinical setting to successfully pass the clinical portion of a nursing course. Clinical Evaluation is based on the achievement of student learning outcomes, course outcomes, and QSEN clinical competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, informatics, and professionalism.

Patient-Centered Care: Recognize the client as the source of control and full partner in providing compassionate and coordinated care based on respect for the client’s preferences, values, and needs.

Teamwork and Collaboration: Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimize risk of harm to clients and providers through both system effectiveness and individual performance.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Professionalism: Demonstrate ethical behavior, effective communication, accountability, respect for diversity, patient-centered care, and a commitment to continuous improvement.

Students will complete assigned clinical paperwork and evaluations as provided by their course instructors. At the end of the semester, each student will complete a final clinical evaluation for each course with a clinical component. Students must receive a passing rating on the final clinical evaluation and complete all required clinical hours to progress to the next nursing course. Students who do not receive a passing rating on the final clinical evaluation will receive a clinical failure for the associated nursing course.

Students are responsible for bringing their own Clinical Skills Checklist to all laboratory, clinical, and simulation experiences. The Clinical Skills Checklist will be signed by any of the following who participate in student skills validation: nursing faculty, laboratory faculty, clinical instructor, simulation faculty, or primary nurse with which the student is working. The complete Skills Checklist will be included in the student's permanent file.

Clinical Disciplinary Action

Please review the **Student Code of Conduct** to review expected behaviors while in the clinical setting.

Nurse Aide Program

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

SIMULATION GRADING (ADN & PN PROGRAMS)

Credit for simulation hours are earned by meeting all simulation competencies. Students who do not meet all simulation competencies may not earn credit for simulation hours. Students not meeting standards described in the simulation grading rubric are subject to disciplinary action from nonadherence to the Student Code of Conduct policy.

GRADE REQUIREMENTS

All prerequisite and corequisite courses completed outside of Centra College will require a final course grade of 70% or better. In addition, students enrolled in the PN Program are required to have a minimum overall GPA of 2.5 or better in the first semester courses. All Centra College courses must be completed with a final course grade of 80% or better.

Nursing courses having a clinical component must be completed with a clinical grade of "satisfactory." A student receiving a grade of "unsatisfactory" in the clinical portion of a course will receive a grade of "F" for that course. Students may repeat only one failed nursing course. **Failure of any two nursing courses will result in dismissal from the program.**

Permission to repeat a failed nursing course is not automatic. Previous academic and clinical records, as well as available space in the course, will be used in determining readmission. If a student repeats a failed nursing course, the grade of the repeated course will replace the previous grade on the official transcript. Students in the Nurse

Aide Education program will be required to reapply for admission to repeat the program if unsatisfactory in any of the didactic, clinical, or skills lab content.

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

ISSUING OF GRADES

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

Final grades will be displayed on transcripts as letter grades only. For final numerical grades, students must utilize the LMS.

ATI NCLEX Resource & Review: ADN Program

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan which may be accessed from the “My ATI” tab. **It is highly recommended that students spend time navigating through these orientation materials.**

Review Modules/eBooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials to Support Assessment and Remediation Process

ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic 2.0** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System RN 3.0** offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System 3.0, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

Assessments

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review). The Custom Assessment Builder can be utilized to create content-specific testing for students as well as proctored assessments for courses in the first semester of the program.

Focused Reviews/Active Learning/Remediation

ATI Focused Review 2.0 facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review 2.0 automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Reviews 2.0 provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz which provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact.

Implementation Strategies

Encouraging students to do their best work while taking practice and proctored assessments will enable true reflection of the student's content mastery.

- Implement practice assessments with rationales turned off, so students can create their individual Focused Review as a study guide. Once the review is completed (if time allows), encourage students to retake another version of the practice assessment with rationales turned on.
- Allow ample time between retakes so students have an opportunity to create a robust Focused Review that can be used as a study guide for the course, the ATI comprehensive Predictor, and the NCLEX.
- Administer proctored assessments to students prior to a course final to allow ample time to create the personalized Focused Review. This applies to preparation for the course final, ATI Comprehensive Predictor, and as a NCLEX study guide.
- Implement a student success binder, which helps students understand their content knowledge gaps for easy review. The binder can include a student signed school policy, a current transcript, the Focused Review, and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries).
- Students should complete the remediation provided following the first attempt at each practice assessment. Once completed, students should take the post-remediation quiz (if available) and complete the follow-up remediation.

Content Mastery Test Level Definitions:

- Level 3:

- Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.
- Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX standards in this content area.
- ATI advises these students should engage in continuous focused review to maintain and improve their knowledge of this content.
- Level 2:
 - Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.
 - Scores at this level were judged by the content expert to indicate a student as certain to meet NCLEX standards in this content area.
 - ATI advises these students should engage in continuous focused review to improve their knowledge of this content.
- Level 1:
 - Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
 - Scores at this level were judged by the content expert to indicate a student likely to just meet NCLEX standards in this content area
 - ATI advises these students should develop and complete a rigorous plan of focused review to achieve a firm grasp of the content.
- Below Level 1:
 - Scores Below the Proficiency Level 1 standard can be considered below the minimum expectations for performance in this content area.
 - Scores at this level were judged by the content expert to indicate a student is unlikely to meet NCLEX standards in this content area.

Custom Assessment Grading Rubric

- Practice and proctored custom assessments will be utilized in various courses throughout the ADN curriculum and will equal a total of 5% of the final course grade. There will be one practice custom assessment given (30 question minimum) and one proctored custom assessment (60 question minimum). The faculty in each course are responsible for creating an appropriate practice and proctored custom assessment for each respective course. Should a student not complete the practice assessment by the given deadline, the student will receive a score of a “0” for the proctored assessment.
- Students will be responsible for completing the associated remediation for both the practice and proctored assessments. Remediation is an expectation for the success and benefit of the student in progressing forward in the curriculum and for NCLEX success.

Grading Rubric

STANDARDIZED PROCTORED ASSESSMENT CONVERSION SCORES FOR CUSTOM BASED TESTS	
<i>ATI Score</i>	<i>Converted Score</i>
91-100	100%
81-90.99	95%
71-80.99	90%
61-70.99	85%

51-60.99	80%
<50.99	75%

Content Mastery Assessment Grading Rubric

- Content Mastery Series proctored tests will be utilized in various courses throughout the ADN curriculum and will equal a total of 5% of the final course grade.
- Students will take practice assessment A & B.
 - Practice assessments A and B should be completed by the deadline established by the course faculty.
 - The rationales will be turned off for both practice assessments so that students focus on achieving a better score and focus on Mastering the content for application.
 - Should a student not complete the practice assessments by the given deadlines, the student will receive a score of a “0” for the proctored assessment.
- For practice assessment scores, students must remediate and complete the automated individualized focus review received on the report.
- The focused review and post-study quiz for practice assessment A must be completed prior to the scheduled practice assessment B test. Likewise, the focused review and post-study quiz from practice assessment B must be completed prior to the CMS Proctored Assessment.
- Students will be responsible for completing the associated remediation for both the practice and proctored assessments. Remediation is an expectation for the success and benefit of the student in progressing forward in the curriculum and for NCLEX success.
- The CMS Proctored Assessment will be completed at the end of the course.

Grading Rubric

STANDARDIZED PROCTORED ASSESSMENT CONVERSION SCORES FOR CONTENT MASTERY TESTS	
<i>ATI Score</i>	<i>Converted Score</i>
91-100	100%
81-90.99	95%
71-80.99	90%
61-70.99	85%
51-60.99	80%
<50.99	75%

Comprehensive Predictor Grading Rubric

- The Comprehensive Predictor will be utilized in the N270 course in the ADN curriculum and will equal a total of 5% of the final course grade.
- Students will take practice assessment A & B.
 - Practice assessments A and B should be completed by the deadline established by the course faculty.
 - The rationales will be turned off for both practice assessments so that students focus on achieving a better score and focus on mastering the content for application.
 - Should a student not complete the practice assessments by the given deadlines, the student will receive a score of a “0” for the proctored assessment.
- For practice assessment scores, students must remediate and complete the automated individualized focus review received on the report.

- The focused review for practice assessment A must be completed prior to the scheduled practice assessment B test. Likewise, the focused review from practice assessment B must be completed prior to the Comprehensive Proctored Test.
- Students will be responsible for completing the associated remediation for both the practice and proctored assessments. Remediation is an expectation for the success and benefit of the student in progressing forward in the curriculum and for NCLEX success.
- The Comprehensive Predictor Assessment will be placed at the end of the course.

Grading Rubric

STANDARDIZED PROCTORED ASSESSMENT CONVERSION SCORES FOR COMPREHENSIVE TEST	
<i>ATI Score</i>	<i>Converted Score</i>
91-100	100%
81-90.99	95%
71-80.99	90%
61-70.99	85%
51-60.99	80%
<50.99	75%

References:

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- Administer proctored assessments to students prior to a course final to allow ample time to create the personalized Focused Review. This applies to preparation for the course final, ATI Comprehensive Predictor, and as a NCLEX study guide.

- Implement a student success binder, which helps students understand their content knowledge gaps for easy review. The binder can include a student signed school policy, a current transcript, the Focused Review, and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries).
- To earn points identified in the ATI Student Assessment and Review policy for each practice assessment, students should complete the remediation provided following the first attempt at each practice assessment. Once completed, students should take the post-remediation quiz (if available) and complete the follow-up remediation.

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 - Scores at this level were judged by the content expert to indicate a student as certain to meet NCLEX standards in this content area.
 - ATI advises these students should engage in continuous focused review to improve their knowledge of this content.
- Level 1:
 - Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
 - Scores at this level were judged by the content expert to indicate a student likely to just meet NCLEX standards in this content area
 - ATI advises these students should develop and complete a rigorous plan of focused review to achieve a firm grasp of the content.
- Below Level 1:
 - Scores Below the Proficiency Level 1 standard can be considered below the minimum expectations for performance in this content area.
 - Scores at this level were judged by the content expert to indicate a student is unlikely to meet NCLEX standards in this content area.

Custom Assessment Grading Rubric

Practice and proctored custom assessments will be utilized in NUR 116 for a total of 5% of the final course grade. There will be one practice custom assessment given in each course with associated remediation (listed in the table below) and one proctored custom assessment given in each course with associated remediation (listed in the table below). The faculty in NUR 116 are responsible for creating an appropriate practice and proctored custom assessment for the course.

Custom Assessment Grading Rubric			
Practice Custom Assessment			
<i>Remediation = 4 Points</i>			
<ul style="list-style-type: none"> • For each topic earning less than 80%, complete an active learning template as part of the required remediation process. Your instructor will notify you for instructions on turning in your active learning templates. 			
Proctored Custom Assessment			
Level 3 = 86-100% <i>4 Points Earned</i>	Level 2 = 75-85.99% <i>3 Points Earned</i>	Level 1 = 65-74.99% <i>2 Points Earned</i>	Level 0 = <65% <i>1 Point Earned</i>
<i>Remediation = 2 Points</i>	<i>Remediation = 2 Points</i>	<i>Remediation = 2 Points</i>	<i>Remediation = 2 Points</i>
<ul style="list-style-type: none"> • For each topic earning less than 80%, complete an active learning template as part of the required remediation process. 	<ul style="list-style-type: none"> • For each topic earning less than 80%, complete an active learning template as part of the required remediation process. 	<ul style="list-style-type: none"> • For each topic earning less than 80%, complete an active learning template as part of the required remediation process. 	<ul style="list-style-type: none"> • For each topic earning less than 80%, complete an active learning template as part of the required remediation process.
10/10 Potential Points Available	9/10 Potential Points Available	8/10 Potential Points Available	7/10 Potential Points Available

*No partial credit will be given for remediation assignments. All active learning templates must be completed to receive the allotted remediation points.

Content Mastery Assessment Grading Rubric

Practice and proctored content mastery assessments will be utilized in NUR 115, NUR 125, NUR 126, NUR 135, and NUR 136 for a total of 5% of the final course grade. There will be a minimum of one practice content mastery assessment and a maximum of two practice content mastery assessments utilized per proctored assessment. The faculty in each course, NUR 115, NUR 125, NUR 126, NUR 135, and NUR 136, are responsible for providing and proctoring appropriate practice and proctored content mastery assessments for each course.

Content Mastery Assessment Grading Rubric
Practice Content Mastery Assessment(s)
<i>4 Possible Remediation Points Available</i>
<ul style="list-style-type: none"> • One (1) remediation point will be allocated to Practice Content Mastery Assessment A while three (3) remediation points will be allocated to Practice Content Mastery Assessment B. • Practice Content Mastery Assessment A should be completed by the deadline assigned by course faculty. Students are only required to complete, to the best of their ability, Practice Test A by the scheduled due date to receive the allocated one (1) remediation point as this is a baseline assessment. • Practice Content Mastery Assessment B should be completed by the deadline assigned by course faculty. Students are required to complete, to the best of their ability, Practice Test B

<p>by the scheduled due date and complete all the remediation requirements listed below receive the allocated three (3) remediation points.</p> <ul style="list-style-type: none"> No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points for practice and proctored tests. 			
<p>Practice Content Mastery Assessment A <i>(1 point)</i></p> <ul style="list-style-type: none"> Complete Practice Assessment A as assigned 		<p>Practice Content Mastery Assessment B <i>(3 points)</i></p> <ul style="list-style-type: none"> Complete Practice Assessment B as assigned Minimum 1-hour time spent on Focused Review/Active Learning Templates Complete faculty-assigned active learning templates Take Post-Study Quiz (if applicable) 	
Standardized Proctored Content Mastery Assessment			
<p>CMS Level: Level 3 <i>4 Points Earned</i></p>	<p>CMS Level: Level 2 <i>3 Points Earned</i></p>	<p>CMS Level: Level 1 <i>2 Points Earned</i></p>	<p>CMS Level: Below Level 1 <i>1 Point Earned</i></p>
<p><i>Remediation = 2 Points</i></p> <ul style="list-style-type: none"> Minimum 1-hour time spent on Focused Review/Active Learning Template for proctored assessment Complete faculty-assigned active learning templates 	<p><i>Remediation: 2 Points</i></p> <ul style="list-style-type: none"> Minimum 2-hours time spent on Focused Review/Active Learning Template for proctored assessment Complete faculty-assigned active learning templates 	<p><i>Remediation: 2 Points</i></p> <ul style="list-style-type: none"> Minimum 3-hours time spent on Focused Review/Active Learning Template for proctored assessment Complete faculty-assigned active learning templates 	<p><i>Remediation: 2 Points</i></p> <ul style="list-style-type: none"> Minimum 4-hours time spent on Focused Review/Active Learning Template for proctored assessment Complete faculty-assigned active learning templates
<p>10/10 Potential Points Available</p>	<p>9/10 Potential Points Available</p>	<p>8/10 Potential Points Available</p>	<p>7/10 Potential Points Available</p>

*No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points.

Comprehensive Predictor Grading Rubric

Practice and proctored comprehensive predictor assessments will be utilized in NUR 136 for a total of 10% of the final course grade. There will be two practice comprehensive predictors utilized and one proctored comprehensive predictor utilized in NUR 136. The faculty in NUR 136 are responsible for providing and proctoring appropriate practice and proctored comprehensive predictor assessments.

Comprehensive Predictor Grading Rubric			
Practice Comprehensive Predictor Assessments			
<i>4 Possible Remediation Points Available</i>			
<ul style="list-style-type: none"> • One (1) remediation point will be allocated to Practice Content Mastery Assessment A while three (3) remediation points will be allocated to Practice Content Mastery Assessment B. • Practice Comprehensive Predictor Assessment A should be completed by the deadline assigned by course faculty. Students are only required to complete, to the best of their ability, Practice Test A by the scheduled due date to receive the allocated one (1) remediation point as this is a baseline assessment. • Practice Comprehensive Predictor Assessment B should be completed by the deadline assigned by course faculty. Students are required to complete, to the best of their ability, Practice Test B by the scheduled due date and complete all the remediation requirements listed below receive the allocated three (3) remediation points. • No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points for practice and proctored tests. 			
Practice Comprehensive Predictor Assessment A <i>(1 point)</i> <ul style="list-style-type: none"> • Complete Practice Assessment A as assigned 		Practice Comprehensive Predictor Assessment B <i>(3 points)</i> <ul style="list-style-type: none"> • Complete Practice Assessment B as assigned • Minimum 1-hour time spent on Focused Review/Active Learning Template • Complete faculty-assigned active learning templates • Take Post-Study Quiz (if applicable) 	
Standardized Proctored Comprehensive Predictor Assessment			
95% or Above Passing Predictability <i>6 Points Earned</i>	90% or Above Passing Predictability <i>5 Points Earned</i>	85% or Above Passing Predictability <i>4 Points Earned</i>	<85% Passing Predictability <i>3 Point Earned</i>
10/10 Potential Points Available	9/10 Potential Points Available	8/10 Potential Points Available	7/10 Potential Points Available

*No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points.

References (If Applicable):

Assessment Technologies Institute, Inc., (2021). Integration best practices: Student assessment and review policy; Successful incorporation of ATI assessments. *ATI Testing*. Retrieved from:

https://atitesting.com/docs/default-source/polices-research/ati-policy-recommendations/ir-sample_policy_2022.pdf?sfvrsn=31c902e9_4

PRECEPTORSHIP GUIDELINES

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

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

OUTSIDE FACILITY - CLINICAL/PRACTICUM LEADERSHIP EXPERIENCE

Before attending a clinical/practicum experience at an outside facility, students must demonstrate competence and successfully complete all requirements for previous courses.

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

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

ATTENDANCE POLICY

ADN & PN Programs

The student is expected to take advantage of all learning opportunities by attending all classroom, laboratory, simulation, and clinical experiences. Appointments, work, vacations, or other personal experiences are not to be scheduled during these times. Any pre-arranged appointments that will interfere with the class schedule must be rescheduled. Any absence for more than five (5) consecutive business days will require a meeting with the Academic Director and may result in an administrative withdrawal from the course per the Withdraw Policy in the Student Handbook.

Any student absence where a physician or appropriate professional note is provided will be considered an excused absence. Any student absence where no appropriate documentation is provided within 24 hours will be considered an unexcused absence. All extenuating circumstances are evaluated on a case-by-case basis and approved by the Academic Director and/or designee.

Classroom Attendance

Participation in class is vital for student success. In the event of a class absence, the student is responsible for all missed content. It is not the responsibility of students who attend class to copy or collect notes for those who are absent. Testing attendance is strictly enforced and addressed within the Testing Policy in the Student Handbook.

Skills Laboratory Attendance

Participation in skills laboratory is vital for student success. Any missed skills laboratory hours must be made up in the semester in which they are assigned.

Any unexcused absence from skills laboratory will result in disciplinary action, found in the Disciplinary Action Policy. Any missed skills laboratory hours could result in inability to attend clinical.

Clinical Attendance

Clinical hours are a combination of both simulation hours and direct patient care clinical hours. Clinical attendance encompasses both simulation experiences and direct patient care clinical experiences. Absences jeopardize the student's ability to achieve the program and/or course outcomes and thus complete the program successfully. Per the program curriculum plan, each student is required to have a total of 540 clinical hours in the ADN program and 450 clinical hours in the PN program at time of graduation.

Any absence resulting in missed simulation or direct patient care clinical hours must be made up. All unexcused absences will result in disciplinary action, found in the Disciplinary Action Policy in the Student Handbook. Make-up clinical and/or simulation can be scheduled on any available day within the semester in which the hours were assigned.

1. Clinical absences (direct patient care and/or simulation) may be made up by:
 - a. Assigning students to any available make-up days
 - b. Assigning students to another clinical and/or simulation group, provided:
 - i. It is appropriate to learning needs and meets objectives for the experience
 - ii. Simulation or course faculty consent
 - iii. Student to faculty ratio remains within the 1:10 clinical ratio or appropriate simulation ratio
2. If make-up requirements cannot be accommodated by the procedure outlined above, the **student may fail the course.**
3. If clinical or simulation days are missed due to a faculty member's absence, the procedure outlined above is followed to schedule a make-up experience

Exceptions to the above shall be considered only in the event that a student has suffered a catastrophic injury, medical condition, or accident that prevents the student from attending multiple clinical days in a row. The absence must be verified by a letter from a physician or appropriate professional to the Student Health Nurse and Academic Director or designee.

- The student and Academic Director must meet to determine an appropriate plan for completion of all required clinical hours. Final decision for clinical plan will be made by the Academic Director and agreed upon by the student.

- Dependent on the time of catastrophic injury, medical condition, or accident, the Academic Director may:
 - Accommodate make-up hours by the procedure outlined above
 - Award an incomplete grade
 - Administratively withdraw the student if the medical condition or accident occurs prior to the last day to withdraw without grade penalty
- At any point, the student may:
 - Choose to withdraw him/herself by following the Withdraw Policy found in the Student Handbook

Any tardiness to scheduled simulation or clinical will require a phone notification to the facility and/or the supervising instructor prior to the scheduled start time. Any student arriving to a simulation or clinical experience 10 minutes or more after the scheduled start time will not be allowed to participate and will be considered an unexcused absence. Three or more instances of tardiness up to 10 minutes will result in disciplinary action per the Student Code of Conduct.

Any student sent home before the scheduled end of an experience will be required to make-up the full experience using the procedure outlined above. Leaving early from a clinical experience can be considered excused or unexcused based on student situation.

Nurse Aide Program

The Nurse Aide Education program is an eight (8) week program with a total of 40 clinical hours. It is highly encouraged that students do not miss scheduled lab or clinicals as make-up time is significantly limited. Students must notify the instructor of the Nurse Aide program for any missed class day in advance. One excused absence providing a doctor's note is allowed, however if more than one (1) day is missed, the student will need to withdraw and reapply for the next scheduled class. There are only 2 make-up days per 8-week rotation to provide for such absences.

ACADEMIC STANDING POLICY (Applicable to RN-BSN, ADN, and PN programs)

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

- Successful completion of nursing courses with a 80% or higher. (Refer to **Grade Requirements Policy**)

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

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

Co-requisite courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. (Refer to **Program Curriculum Plans**)

INCOMPLETE GRADE

A grade of incomplete can only be given for the reason of illness or extenuating circumstances which are acceptable to the course instructor and Academic Director. A student receiving a grade of incomplete must arrange with the instructor to satisfactorily meet the course outcomes. The incomplete grade will be reevaluated at the end of the next semester in which the course is offered. If course work is not completed satisfactorially, the incomplete will be converted to an F.

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

REPEATED COURSES

Students are required to successfully complete a course within two attempts. An attempt is defined as course with an outcome of a withdraw, a failing grade, or a passing grade. If a student withdraws from a course or receives a failing grade, it will not count as successful completion of credits. Once a student receives a passing grade, the course will be counted as successful completion of credits. When a course is repeated, only the most recent course grade and credits received will be used to calculate the cumulative GPA. All attempts will remain on the transcript. Transfer credits accepted towards completion of the program, as well as all credits attempted while enrolled at the College will count toward the 150% of the program length for the purpose of **Satisfactory Academic Progress (SAP)** and **Program Completion Time**. The College does not offer non-credit or remedial courses.

Please refer to the **Federal Aid Repeat Policy** for information on how repeat coursework may affect federal aid eligibility.

PROGRAM COMPLETION TIME

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

- RN-BSN is a 120 credit program and must be completed within 180 attempted credits.
- ADN is a 67 credit program and must be completed within 100 attempted credits.
- PN is a 50 credit program and must be completed within 75 credits.

All credits attempted count towards the 150% program length calculation.

LEAVE OF ABSENCE

RN-BSN, ADN, and PN programs

Students who wish to take a leave of absence (LOA) from the College for a semester, after which time they intend to return, may request an official LOA (non-federally defined for financial aid purposes). If approved, the LOA allows the student an opportunity to return to the program in the next available semester, unless otherwise approved, without the need to reapply. A student on an approved LOA must return within three semesters of the original approval. A student who wishes to take an LOA is required to meet with the Academic Director for the program and is strongly encouraged to meet with the Offices of Financial Aid and Student Accounts to determine the implications of the leave on their current and future financial aid, billing statement, and loan repayment status. If approved by the Academic Director, the student should officially request an LOA by submitting a completed LOA form to the Registrar indicating their intent to take an LOA. The date of leave is the date when the student notifies the Registrar of their intention to take an LOA.

If the student is enrolled in classes, taking a leave of absence before the last date to withdrawal as published in the academic calendar will result in grades of W (withdraw). Taking a leave of absence after the last date to withdraw as published in the academic calendar will result in grades of WP (withdraw passing) or WF (withdraw failing).

Nurse Aide Education program

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

Failure to Return from a Leave of Absence

RN-BSN, ADN, and PN programs

A student on an approved leave of absence who decides not to return to Centra College should contact the Academic Director for the appropriate program and notify the Registrar with a written request for a withdrawal from the program. The date used for the withdrawal from the program will be the original date the student started the Leave of Absence or the last date of attendance, whichever is earlier.

A student who does not return from an LOA after the approved period and does not request to withdraw from the program will be administratively withdrawn. The date used for the withdrawal from the program will be the original date the student started the Leave of Absence or the last date of attendance, whichever is earlier.

Students who have withdrawn or been administratively withdrawn from the program are required to reapply in order to return to the College. In such cases, there is no guarantee of readmission.

Nurse Aide Education program

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

DROP POLICY

A student who wishes to drop a course from their schedule during a drop period should follow the policy for their program below. Any student who requests to be dropped from all of their courses for a given semester and wishes to return for the next available semester may be required to request a Leave of Absence (LOA) and will need to meet with the Academic Director for their program. Any student who does not wish to continue at the college will need to complete the withdrawal form and request to withdraw from the college. Students who want to withdraw from the program are strongly encouraged to read the **Withdrawal Policy**. In addition to the Drop and Withdrawal Policies, students are encouraged to review the **Tuition Refund Policy** before making changes to their course schedule.

ADN & PN Program

ADN & PN students have ten (10) calendar days (including weekends) to request to drop their course(s) after the start of the semester. The drop deadline is published on the academic calendar for each semester. Any student wishing to drop course(s) will be required to complete a drop request form. Any forms submitted after the drop deadline without prior written approval from the Registrar's office will not be processed and the student will be required to submit a withdrawal form if they do not wish to continue in the course(s).

RN-BSN and Nurse Aide Program

RN-BSN and Nurse Aide students can request to drop a course(s) at any point prior to the start date of the course or once the course has begun, up until the student participates in any activity that results in receiving a grade. Any student wishing to drop course(s) will be required to complete a drop request form. After a student participates in the course the student will be required to submit a withdrawal form if they do not wish to continue in the course(s). The Registrar's Office will verify participation in all courses after ten (10) calendar days (including weekends) from the start date of the course. Any student who has not participated will be administratively dropped from the course(s). The student is responsible for any financial impact of being administratively dropped from a course(s).

WITHDRAWAL POLICY

Students can withdraw from a course(s) and/or the program after the start of the semester. A student who wants to withdraw from a course(s) or the program should read the applicable withdrawal policy below.

Course Withdrawals

A student who wishes to withdraw from one or more courses during a semester but intends to remain in all other courses is strongly encouraged to meet with the Academic Director and the Offices of Financial Aid and Student Accounts to determine the academic and financial implications prior to initiating the withdrawal. If the student would like to move forward with the course withdraw(s), the student is required to submit a signed Withdrawal Form to the Registrar. The date of withdrawal is the date the student notifies the Registrar of an intention to withdraw. Students are encouraged to continue attending the course(s) until the withdrawal form has been submitted to the Registrar's Office. Notification to an academic director, faculty member, or advisor regarding a withdrawal is not considered official notification. The date of withdrawal is the date the student notifies the Registrar's office in writing of their intent to withdraw. A student who wishes to rescind a course withdrawal must request to be reinstated into their course(s) by contacting the Registrar's Office. Reinstatement is not guaranteed. Any missed course/clinical assignments will receive a grade of zero and no make-up will be provided. If a student who rescinds a withdrawal subsequently withdraws from the same semester, the date of the withdrawal is the original date that the student first withdrew.

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

A student who withdraws from all of their courses for the semester and is not requesting a program withdrawal or a Leave of Absence (see **Leave of Absence Policy**), is expected to return for the next available semester of enrollment. Students who wish to return in a later semester should review the **Leave of Absence Policy**.

Program Withdrawals

A student who wishes to leave Centra College and does not intend to return, should officially withdraw from the program. A student who is contemplating leaving the College for any reason is strongly encouraged to meet with the Academic Director and the Offices of Financial Aid and Student Accounts to determine the academic and financial implications prior to initiating the withdrawal. If the student decides to withdraw from the College, they are required to submit a signed Withdrawal Form to the Registrar's Office. Students are encouraged to continue attending the course(s) until the withdrawal form has been submitted to the Registrar's Office. Notification to an academic director, faculty member, or advisor regarding a withdrawal is not considered official notification. The date of withdrawal is the date the student notifies the Registrar's office in writing of their intent to withdraw. A student who wishes to rescind a program withdrawal must request to be reinstated into their courses by contacting the Registrar's Office. Reinstatement is not guaranteed. Any missed course/clinical assignments will receive a grade of zero and no make-up will be provided. If a student who rescinds a withdrawal subsequently withdraws from the same semester, the date of the withdrawal is the original date that the student first withdrew.

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

Students who wish to return to the College after a program 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 readmittance. 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 be satisfied prior to reapplying. Please refer to the **Readmission Policy** for further details.

Administrative Withdrawals

A student may be administratively withdrawn from the College or a course if the student:

1. Is absent for ten consecutive calendar days in any or all courses having had no contact with faculty or administration,

2. Has not returned to the College after an approved period for leave of absence and has not applied for a continuation of leave or withdrawal,
3. Has not returned at the time specified after academic or disciplinary action,
4. Has been administratively dismissed. Students may be administratively dismissed from the College for several reasons, including, but not limited to:
 - Failure to maintain Good Academic Standing (see Academic Standing Policy)
 - Failure to pay tuition
 - Failing a drug screening
 - Negative changes to background information
 - Other behaviors that are deemed inappropriate
5. If a student is clinically unsuccessful in a course, the student will be administratively withdrawn from the course and will receive a “WF” regardless of when it falls in the semester.

Evaluation of an administrative withdrawal from a course(s) is based solely on the participation of the specific course. Participation in one course does not mean participation in all courses. Students are strongly encouraged to attend all of their scheduled classes and communicate with their faculty members in the event of an emergency that requires them to miss a class.

The withdrawal date for students who are administratively withdrawn is the last date the student participated in scheduled college activities or received a notification of dismissal, whichever comes first. Students who are administratively withdrawn may apply for readmission, if eligible. See **Readmission Policy** for details.

READMISSION POLICY

PN, ADN, and RN-BSN

Readmission is considered any student who has been academically dismissed from a Centra College nursing program and who is subsequently accepted and begins any Centra College nursing program within five years from the end of the term in which they were dismissed. Honor Code Violations that lead to dismissal will not be eligible for readmission. Any student who withdraws while in good academic standing or is successful in a nursing program and is admitted into a subsequent program, is not considered a readmit. For example, any student who successfully completes the ADN Program and progresses into the RN-BSN program, will not be considered a readmit.

Applications for readmission will not be accepted for terms starting less than a year after the end of the term in which the student was last enrolled. Students seeking readmission must follow the current admissions process and all fees will apply. If accepted for readmission, the student must start nursing courses from the beginning of the current curriculum with no credits for any prior nursing coursework and/or clinical/lab/simulation hours.

Nurse Aide Education Program

Nurse Aide students who fail the course in any of the didactic, clinical, or skills lab content may be considered for readmission in a future cohort. Any student desiring readmission, must reapply and follow the current application process. Any fees associated with application and admission will apply. The student desiring readmission must meet all admission requirements set forth by Centra College at the time of their application. If accepted, the student will enter the Nurse Aide Education program from the beginning of the current curriculum.

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

The College adheres to the Higher Education Opportunity Act of 2008 regarding veterans' leave of absence, withdrawal, deferral and readmission policies. If a student is planning a military leave, he or she must give advance written or verbal notice of the military service to the Dean's office, unless such notice is precluded by military necessity. If a student is forced to withdraw from enrolled courses due to military service, the student will be given an "incomplete" in the enrolled courses as a pending grade. The student will have approximately five (5) years to return and complete the "incomplete" courses. To be readmitted (reinstatement) after a military hiatus, the student must give notice (written or verbal) of his or her intent to re-enroll to the Dean's office no later than three (3) years after the completion of the period of service. If the student is recovering from a service-related injury or illness, the student must notify the College no later than two (2) years after recovery. Students may contact the Dean's office for more information. Students will not need to re-qualify for admission upon reinstatement into pending courses. Students will be provided counseling by the Academic Director of the program to determine the impact of absence from the program. Students will be provided options to resume study in the pending courses, start the program completely over from the beginning of the curriculum, or in the event the program is no longer available, other options may be advised to the student on further enrollment. In the event a prospective student was admitted into a selected program, but did not begin attendance due to military service, may be allowed to defer enrollment into the selected program upon return from military service without the need to re-qualify through the admissions process.

GRADUATION

Academic Degree Requirements

Practical Nursing Certificate

To earn a Certificate in Practical Nursing from Centra College, a student must

1. Complete a minimum of 50 credits;
2. Complete all Centra College general education requirements;
3. Complete all Centra College nursing education requirements;
4. Earn a 3.00 minimum grade point average on all coursework taken at Centra College;

5. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation;
6. Satisfy all financial obligations to the College; and
7. Complete an Application for Graduation

Associate Degree in Nursing

To earn an Associate Degree in Nursing from Centra College, a student must

1. Complete a minimum of 67 credits;
2. Complete all Centra College general education requirements;
3. Complete all Centra College nursing education requirements;
4. Earn a 3.00 minimum grade point average on all coursework taken at Centra College;
5. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation; and
6. Satisfy all financial obligations to the College
7. Complete an Application for Graduation

Bachelor of Science in Nursing

To earn a Bachelor of Science in Nursing Degree from Centra College, a student must

1. Complete a minimum of 120 credits;
2. Complete all Centra College general education requirements;
3. Complete all Centra College nursing education requirements;
4. Earn a 3.00 minimum grade point average on all coursework taken at Centra College;
5. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation; and
6. Satisfy all financial obligations to the College
7. Complete an Application for Graduation

Application for Graduation

Students enrolled in the final semester of their program are required to complete an Application for Graduation by the published deadline below for their degree to be reviewed for conferral. The Registrar’s Office will notify eligible students when the application is available each semester. Students who do not complete an Application for Graduation are at risk of not having their degree conferred.

Once the Registrar’s Office receives a student’s Application for Graduation and determines that all requirements have been met successfully or are in progress for completion, the Registrar’s Office will approve a student’s graduation application. The approval of a student’s graduation application is not a guarantee the degree will be conferred.

Anticipated Graduation Month	Application for Graduation Deadline
May	February 1 st
August	June 1 st

December	September 1st
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Conferral of Degrees

Degree conferral is the process in which a degree is awarded based on the published graduation and program requirements at the time of the student's matriculation.

Throughout their program, students should ensure they are on track to complete all academic and financial requirements needed to graduate. A student's degree will only be conferred after verification that all graduation requirements have been completed, including the posting of final grades from the faculty. The appropriate conferral date appears on the student's official transcript based on when the final graduation requirements have been met and according to the College's Conferral schedule. Students who have outstanding graduation requirements will have their degree conferred on the next scheduled conferral date.

Issuing of Diplomas

Once a student's degree or certificate has been conferred, a diploma order will be placed by the Registrar and the student will receive their diploma in the mail. **Please note that diplomas may take 6-8 weeks to arrive.** Students should complete the Student Information Change Form if their name or address has changed while enrolled at Centra College before the last day of the semester. Once the order for the diploma has been placed a student's name and address cannot be updated.

Commencement

Commencement is a symbolic ceremony in which graduates are recognized for the completion of a college certificate or degree. Students are encouraged to participate in the official college commencement exercises that are held in May. Graduates from August and December of the previous year are also recognized at the May commencement ceremony and are encouraged to attend.

Certificate and Associate Degree students can have no more than 6 credit hours of outstanding coursework to participate in the commencement exercises in May. Baccalaureate Degree students can have no more than 9 credit hours of outstanding coursework to participate in the commencement exercises in May.

Tickets are required for all guests attending the commencement ceremony. The number of tickets graduates get each year is dependent upon the number of graduates participating and the size of the venue. The College holds a commencement rehearsal for students participating in the commencement ceremony. Attendance at rehearsal is strongly encouraged, but not required.

Pinning Ceremony

Centra College recognizes the importance of a nursing graduate to receive their pin upon completion of their program. Therefore, a separate pinning ceremony will be held at the end of each semester in May, August, and December. Tickets are required for all guests attending the pinning ceremony. The number of tickets a graduate gets is dependent upon the number of graduates and the size of the venue.

ADN and PN students will be required to wear their Centra College-issued scrubs, and RN-BSN students will be required to wear business casual dress.

Certificate and Associate Degree students can have no more than 6 credit hours of outstanding coursework to participate in the pinning ceremony. Baccalaureate Degree students can have no more than 9 credit hours of outstanding coursework to participate in the pinning ceremony.

Academic Honor Cords

Honor cords are gold cords worn with a student's regalia at commencement. Students who have completed all degree requirements and have earned a cumulative grade point average of 3.5 or higher will receive honor cords.

- Cumulative GPA of 3.76-4.0 – Double cord
- Cumulative GPA of 3.5-3.75 – Single cord

Student Organization Cords

In recognition of participating in an approved Centra College student organization, students will have the opportunity to wear the specified cord established by the Centra College Student Organization or National Organization. Faculty representatives of these organizations will work with the Centra College administration to order cords for graduating members. Cords are not to be ordered without approval from Centra College administration. Members will be recognized with a single cord and officers will be recognized with a double cord.

Centra College Student Organization Cord Colors:

Student Government Association (SGA): Light Blue
Multicultural Student Nurses Organization (MSNO): Emerald
Baptist Nursing Fellowship (BNF): Lilac

National Student Organization Cord Colors

Student Nurses' Association (SNA): SNA cords are given to all active members. Student officers are given distinct student leader cords. SNA cords are light blue, silver, and purple.

PROGRAM COMPLETION, LICENSURE AND CAREER PLACEMENT RATES

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

LICENSURE ELIGIBILITY (ADN, PN, & Nurse Aide Education Programs)

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

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

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

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

TRANSFER OF CREDITS FROM CENTRA COLLEGE

Centra College credits may or may not transfer to another institution. The decision to accept transfer credits obtained at Centra College is determined by the accepting institution.

PROGRAM TERMINATION

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



Section V: Student Services & Standards of Behavior

CAREER ADVISING AND PLACEMENT SERVICES

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

FACULTY ACCESSIBILITY

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

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Request for Testing Accommodations

Centra College is committed to serving students with disabilities by providing appropriate accommodations in compliance with federal and state regulations.

Only physical or mental impairments that substantially limit one or more major life activities are considered disabilities subject to the protection of the Americans with Disabilities Act (ADA). **“Major life activities”** include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual task.

Request for accommodations for testing should be directed to the Student Health Nurse and must include the following:

1. A letter of request from the student that specifies the testing accommodations being requested.
2. A written recommendation for testing accommodations from a qualified professional who is licensed or otherwise appropriately credentialed who possesses expertise in the disability for which modifications or accommodations are sought. The recommendations for testing accommodations with the stated rationale as to why this accommodation is necessary and appropriate for the individual seeking accommodations.
3. Testing and evaluation will be at the student’s expense. Centra College will provide reasonable accommodations, but it is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the Centra College. All accommodations may not be available through the nursing programs or appropriate in nursing practice.
4. The accommodations policy for Centra College was adopted from the Virginia Board of Nursing Guidance Document 90-22.
5. Students that have a documented reason for testing accommodations must notify the Student Health Nurse whenever the documentation becomes available. The Student Health Nurse will keep all documentation in the student’s file and will work with the student each semester to determine if accommodations will be utilized. The Student Health Nurse will notify appropriate faculty and Academic Director of accommodations each semester.
6. It is the student’s responsibility to present the documents for initial approved accommodations to the Student Health Nurse.

TITLE IX

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

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

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

To report any Title IX violations. please email sara.turpel@centracollege.edu or call 434-200-7033 to be connected to our Title IX Coordinator, Sara Turpel.

The Title IX Coordinator

- Promotes the creation of policies, procedures, and notifications designed to ensure college compliance with Title IX
- Oversees implementation of compliance (grievance) procedures, including investigation and disposition of complaints
- Answers questions and provides guidance about Title IX compliance and the college's related policies and procedures
- Serves as a liaison to the state and federal agencies that enforce Title IX
- Helps ensure the campus community and college employees with Title IX compliance and is responsible for seeing they are adequately trained and educated
- Monitors all other aspects of the college's Title IX compliance



Student Handbook

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

STUDENT HEALTH POLICIES

CASTELBRANCH DOCUMENTATION

Prior to enrollment, students must provide proof of the following completed items in CastleBranch:

- Tetanus immunization
- COVID vaccine series (2)
 - All students must upload completed vaccine card or religious/medical exemption forms
 - Exemption forms can be found on Moodle on the Student Resources page
 - All students must complete the COVID Booster question found in the Clinical Requirements in CastleBranch
 - Breastfeeding and pregnancy are no longer acceptable medical exemptions
- Documentation of positive titers or completed immunizations for rubella, rubeola, mumps and varicella
- Tuberculin test
 - Tests required annually
- Hepatitis B vaccination series
 - All students must receive the Hepatitis B vaccination or sign a declination statement if they are unable to receive the vaccine for medical reasons.
 - Students are required to have at least 1 vaccine completed by the enrollment orientation deadline for the 3-vaccine series.
- Flu vaccine
 - Students who do not receive the vaccine may be required to wear a mask when in the clinical area.

HEALTH CARE COVERAGE

Health care coverage is the student's responsibility. Students are encouraged to have their own family physician and medical and hospitalization insurance.

ABSENCE

In case of absence, students must follow the **Attendance** policy as stated in the Centra College Academic Catalog & Student Handbook.

Students who 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.

Students who receive any type of mobility restriction will not be allowed in the clinical environment. The Academic Director must be contacted for further inquiry regarding the student's medical situation and determine the best course of action for the student's academic progression.

If a student is given an incomplete in a course due to illness, a statement from the student's physician will be required.

PREGNANCY

To ensure that safety precautions are observed, students who suspect that they may be pregnant should have the pregnancy confirmed as soon as possible. When the pregnancy is confirmed, students are encouraged to report this to their faculty, Academic Director, and Student Health Nurse.

INJURY

Students who sustain injuries in connection with clinical experience must report the injury immediately to his/her instructor. An Injury Report (RL6 form) , found on Centra People, must be completed appropriate to the injury sustained. This allows for:

- Proper confidential follow-up
- Assures proper lab testing
- Prevents charges from being generated.

EXPOSURE

Students are required to complete the module on Infection Prevention: OSHA Bloodborne Pathogen Standards prior to enrollment and annually thereafter.

If a student is exposed to a patient with Hepatitis B resulting in the administration of Immune Globulin and Hepatitis B vaccine, Employee Health will follow-up at no cost to the student. Students are responsible for reporting this occurrence to the Student Health Nurse for documentation 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.

SMOKING

Centra Health, Inc. enforces a tobacco-free environment throughout all organization buildings and properties. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco and snuff products, and electronic devices (such as electronic cigarettes and/or battery-operated devices with cartridges filled with or without nicotine, flavor, and other chemicals).

The sale or use of any tobacco product will be prohibited on Centra Health, Inc. property, including buildings, grounds, parking lots, sidewalks, vehicles, ramps, and plazas. This policy will pertain to patients, visitors, guests, volunteers, staff, and students.

SUBSTANCE ABUSE

The unauthorized use, possession, distribution, or sales of drugs are serious offenses under both Federal and State law. The College upholds these laws and will not interfere with the legal prosecution of any member of the College community who violates them. The College is also supportive of considerable medical evidence that the use of drugs, except under medical supervision, may induce physical and emotional dependence, and that such use may be dangerously harmful to the user as well as seriously jeopardizing performance in the College environment. The College will not tolerate the possession, sale, or use of narcotics and hallucinogenic drugs, including marijuana, 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.

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.

Source: U.S. Department of Justice Drug Enforcement Administration Publication: Drugs of Abuse, 1989 Edition.

Additional Federal trafficking penalties may be viewed at: <https://www.dea.gov/drug-information/drug-policy>

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

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.

COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS:

If you are struggling with alcohol or substance abuse and are seeking support, please see the available resources below:

<https://www.centrahealth.com/services/psychiatric-and-behavioral-health/addiction-and-recovery-pathways>

<http://www.collegedrinkingprevention.gov>

DRUG TESTING POLICY

The drug testing guidelines relate to the use of controlled, illicit, or prescriptive substances. These guidelines are based on Centrahealth policy number ADM.0302.19, “Human Resources – Drug Free Workplace Policy”. If criteria is met, the following guidelines should be utilized for any enrolled student at Centra College:

Any enrolled student may be required to submit to a drug screen test if there is reason to believe a student:

- A. Is under the influence of drugs or alcohol;
- B. has violated Centra’s policy prohibiting the unlawful or unauthorized distribution, use, possession, dispersion, diversion, or manufacture of illegal drugs on Centra premises;
- C. has violated Centra’s policy prohibiting the unlawful or unauthorized distribution, use, possession, dispersion, diversion, or manufacture of illegal drugs while participating in College-sponsored activities

The requirement will be based on specific, objective facts and reasonable inferences drawn from those facts. The following will serve as examples of such facts and inferences of drug or alcohol use:

- A. Observable phenomena while functioning in the student role, such as direct observation of drug or alcohol use or of the physical symptoms of being under the influence of drugs or alcohol.
- B. Abnormal conduct or erratic behavior while functioning in the student role
- C. A report of drug use provided by a reliable and credible source which has been independently corroborated.
- D. Evidence that an individual has tampered with a drug test.
- E. Evidence that the individual has used, possessed, sold, solicited, or transferred drugs while functioning in the student role.

- F. Evidence that the individual has participated in drug diversion while functioning in the student role. Drug diversion cases include test for the drug that is missing. Other cases for reasonable suspicion include a full 9-panel test.

In the case that any of the above facts and inferences are noted, the following must occur:

- A. The faculty member making the initial assessment will notify the Academic Director and the Student Health Nurse immediately.
- B. Failure to comply with requested drug screen within 24 hours will require a meeting with the Dean and Academic Director. Failure to comply may result in additional consequences including dismissal from Centra College.
- C. After drug screen is completed and results are received, the accused student will be required to meet with the Dean and Academic Director to review the results.
- D. If the drug screen results:
 - (1) Positive for illicit or illegal substances, the student will be dismissed from Centra College.
 - (2) Positive for prescriptive medication, the student will be allowed to provide medical necessity and/or prescription within two (2) business days.

If a student is found positive and dismissed from the College, they will be unable to reapply for readmission until one year following the completion of the semester in which the student was last enrolled.

STUDENT HEALTH RECORD POLICY

All students will submit required health records and immunizations electronically into CastleBranch while enrolled at Centra College. The Student Health Nurse, in partnership with CastleBranch, will review all submitted student records to ensure compliance with Centra College policy.

If a student becomes ill or injured while enrolled at Centra College and must submit medical documentation in the case of absence-it is the student's responsibility to notify the Student Health Nurse and Academic Director via email. Students are responsible for providing a physicians note to the Student Health Nurse. The Student Health Nurse will then correspond with the student's Academic Director and Faculty as needed in regards to the documentation provided. Current and graduate student health records are electronically housed in a secure location accessible by the Dean, Academic Directors, and Student Health nurse to maintain student privacy. The Academic Director and Student Health Nurse are responsible for maintenance of student health records.

Should the student wish to obtain a copy of their electronic student health record, the student must follow the Management of Student Records and Family Educational Rights and Privacy Act policy.

ESSENTIAL QUALIFICATIONS FOR STUDENT ADMISSION, CONTINUATION, AND GRADUATION

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

If a student employed by Centra Health, inc. is terminated and has restricted access to clinical settings, the Academic Director of the program in which they are enrolled must be notified within forty-eight (48) hours. The student's progression in the program will be evaluated by Academic Director and Dean.

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

Sensory Perception:

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

Communication/Interpersonal Relationships:

Behaviors
<ul style="list-style-type: none"> • 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:

Behaviors
<ul style="list-style-type: none"> • 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

CAMPUS SECURITY

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

Title I Section 104

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

Title II (PL101-542)

- A. The College campus is defined as Centra College, 905 Lakeside Drive, Suite A and parking area in front of the College and Central Virginia Center for Simulation and Virtual Learning. Centra Security Officers make rounds through the defined College campus. Any report of a crime or an emergency may be reported to the Lynchburg Police Department by calling 911 or the above-mentioned department at (434) 200-3255
- B. The Centra Security Department does cooperate with local, state, and Federal law enforcement agencies when violations occur, e.g., disorderly conduct, drug and alcohol abuse.
- C. New Students onboarded at Centra College will receive a Campus Safety and Sexual Assault Computer Based Learning (CBL) module that must be completed prior to start of classes.
- D. Entering students attend an orientation and are informed during orientation about policies and procedures including information to assist them in being responsible members of the College.
- E. The College keeps records of any reported crimes on the campus as defined above. These crimes would include murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes.
 - Students can obtain a complete copy of the annual crime report survey by contacting the Financial Aid Office at the college.
 - Comparison to national statistics can be made by going to the U.S. Department of Education's website at <http://ope.ed.gov/Security/asp>.
- F. There is no policy concerning off-campus student organizations. This College is not aware of the existence and does not recognize any off-campus organizations.
- G. The College keeps records of reported arrests on the above defined campus for liquor law violations, drug abuse violations, and weapon possessions.

- H. For a statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws; a statement of policy regarding the possession, use and sale of illegal drugs; enforcement of Federal and State Drug Laws; and a description of any drug or alcohol abuse education program, refer to **Drug Screening** and **Substance Abuse**.
- I. Campus Safety and Sexual Assault CBL is provided annually and outlines procedures students should follow if sexually assaulted including whom to contact, the importance of preserving evidence, the availability of counseling services, and the disciplinary action for alleged sex offenses. Students are also provided with access to the Virginia State Police website concerning registered sex offenders.
- J. Timely Warnings – In the event a situation arises that, in the judgment of the College Administration, constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning may be issued through mass communication through the Send Word notification system to students, faculty, and staff; notices posted on the college website; flyers posted on bulletin boards; or announcements made in class. Anyone with information warranting a timely warning should report the circumstances to the College Administration by phone at (434) 200-3070 or to hospital security at (434) 200-3255 or Lynchburg Police Department by calling 911.
- K. If an act of sexual violence occurs on Centra College campus, the information must be reported to the Title IX coordinator as soon as possible.
- A review committee will be developed within 72 hours of notification of the alleged act of sexual violence including the Title IX coordinator, a representative of law enforcement, and a student affairs representative.
 - The purpose of the review committee is to determine whether to disclose the reported information to protect the health and safety of the victim or other individuals.
- L. If a felony criminal sexual assault occurs on Centra College campus, Centra Security and/or Lynchburg Police Department must notify the local attorney for the Commonwealth within 48 hours of the start of the investigation.
- M. If a student is the victim of a crime and does not want to pursue action within the College’s system or the criminal justice system, the student has the right to decline to report; however, Centra College encourages victims to consider making a confidential report.
- With the victim’s permission, the hospital Security Department can file a report on the details of the incident without revealing the victim’s identity.
 - The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the student and others.
 - Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution.
- N. The Financial Aid Office in conjunction with the Hospital Security Department prepares the Annual Campus Crime Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the College website at www.centracollege.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

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

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

Prevention

Personal Safety:

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

Protection from Date Rape Drugs:

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

Campus Safety:

- Tell a friend where you are going and when you will return
- Carry a whistle or noise maker; do not be afraid to scream if you need help
- Be aware of your surroundings
- Report suspicious people to administration, faculty or staff
- Notify the College administration, faculty or staff if you see someone in Centra College Building who does not belong
- Do not loiter in parking lots after campus building is closed

- Report lost or stolen badges immediately
- Secure badges at all times

Protecting Your Property:

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

Guidelines

Guidelines or suggestions to follow after a rape, sexual assault, domestic or dating violence, or stalking incident:

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

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

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

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

HARASSMENT

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

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

Some examples of harassment are:

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

Contacts

The Sexual Assault Response Program (SARP)

Sexual Assault Contact the 24-Hour Hotline at 888-947-7273

Domestic Violence Contact the 24-Hour Hotline at 888-528-1041

Assistance is available to anyone who has experienced any type of sexual violence including rape, attempted rape, molestation, child sexual abuse, sexual harassment, stalking and relationship violence. **SARP has two office locations and a website:**

- 1900 Tate Springs Road, Suite 8, Lynchburg, VA 24501
- 510 Patton Street, Room 308, Danville, VA to 24540
- Website: <https://www.ywcacva.org/>

Bedford Domestic Violence Services

- 24-Hour Hotline at 540-587-0970
- The location of the BDVS is confidential.
- Website: <https://www.bedfordcountyva.gov/government/departments-offices-o-z/social-services/domestic-violence-services>

Protective Orders

- Virginia’s Judicial System: <https://www.vacourts.gov/courtadmin/aoc/djs/programs/afapo/home.html>

EMERGENCY NOTIFICATION

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

Guidelines for an Emergency Notification

Safety in your Classrooms, Labs and Offices

If you are informed of the Emergency, protect yourself!

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

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

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

- Go to the closest classroom, room, or office and stay there.
- Shut the door and lock it, if possible.
 - *AND* If possible, place a desk or chair in front of the door
 - *AND* If possible, wedge a shoe or belt under the door to prevent it from opening.
- Turn off the lights.
- Keep yourself and others in the room as quiet as possible

- *AND* Switch cell phones to vibrate
- *AND* Mute all computers, projectors, CD players, and other machines.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Web and your e-mail for updates and instructions.
- Call 911 *immediately* or College office if you have any information about damage or injuries.
- Stay in your area until you receive the “all clear” message from the College office, Centra Security or emergency worker.

PARKING

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

HANDICAP FACILITIES

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

ENTERING AND LEAVING BUILDINGS

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

INCLEMENT WEATHER

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

Television Station	Link to Closings & Delays Information
WSET (Channel 13)	WSET Closings & Delays

First Alert Closing and Cancellation System

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

Delays are also announced on the LMS and via the Onsolve alert system. Students are responsible for ensuring that the Centra College has the most up to date contact information.

Impact of A Delay

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

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

Impact of Classes Cancelled

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

ROLE OF STUDENTS IN THE EVENT OF A DISASTER

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

Statement of purpose:

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

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

Scope:

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

Management responsibility:

The Chair of the Safety Committee is responsible for developing and directing the Emergency Operations Plan. Any recommendations regarding the content or format of the plan should be provided to the Safety Chairman at 434-

200-3135. Emergency Preparedness management information and incidents are reported to the Safety Committee and included in the annual report to the governing body.

Objectives:

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

Description of the plan:

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

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

- k) **CODE "D"**- External/Internal Disaster
- l) **CODE GRAY** - Bomb Threat
- m) **ALL CLEAR** – Clear the code

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

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

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

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

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

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

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

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

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

Guidelines:

1. A disaster is announced over the public address system.
2. Students are not to report to the hospital unless they are contacted and are requested to report.

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

FIRE PLAN

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

A. Response When Discovering a Fire (RACE):

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

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

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

C. Safe Operation of the Fire Extinguisher (PASS)

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

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

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

A. IF YOU DISCOVER A FIRE IN THE CLINICAL SETTING

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

DO NOT SHOUT "FIRE," STAY CALM.

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

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

C. Oxygen Cut Off Procedure

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

- D. Students in the cafeteria will immediately return to their assigned units if the code occurs in their assigned clinical area. If the student is not assigned to the clinical area to which the code is called, the student should remain in the cafeteria.
- E. Unassigned students in the cafeteria, library, etc., may remain there, but must abide by the same requirements as visitors; stay in rooms or waiting areas; and do not travel within the building until given further instructions.

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

CODE SILVER POLICY

Scope:

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

Purpose:

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

Definitions:

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

Procedure:

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

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

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

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

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

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

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

Run:

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

Hide:

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

- g) Plan for fight.

Fight:

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

C. Notifying learners:

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

1. Centra College

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

CLASSROOM POLICIES

Any required assignments must be turned in by the deadline date set by the instructor as indicated on the content outline, unless approved by the Academic Director for extenuating circumstances.

All formal papers must be written according to the **Publication Manual of the American Psychological Association (APA) 7th edition**. **Should students need assistance with writing, they are able to schedule an appointment with NetTutor or Centra Health, Inc. Health Sciences Librarian through the LMS.**

Failure to give credit to an author is plagiarism. Any student guilty of plagiarism will be reported to the Academic Director and their 2st offense in the nursing program will receive a documented verbal warning along with coaching, instruction, and mentorship to correct the action. In the case of a second occurrence, an Honor Council hearing will be schedule by the Dean of Centra College. A copy of the plagiarized document and Academic Advisory borm will be retained in the student's file.

While in class, students must follow the *Behavioral Expectations for Students* at all times. Students may chew gum, eat, and drink beverages. Any trash is to be placed in the wastebasket at the end of each class. Tables are to be wiped down by disinfectant wipes after every glass to prevent the spread of germs.

CLASSROOM POLICIES FOR RN-BSN PROGRAM

All required assignments must be turned in by the deadline date set by the instructor. If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email prior to the assignment deadline.

Assignments that are submitted after the due date will receive the following deductions applied on top of the received grade for the assignment:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted and receive a zero.

Extenuating circumstances (i.e., death in the family, personal health issues) will be reviewed by the Academic Director on a case-by-case basis.

Formal papers and assignments must be written according to the **Publication Manual of the American Psychological Association (APA) 7th Edition**. **Should students need assistance with writing, they are able to schedule an appointment with NetTutor and Centra Health, Inc. Health Sciences Librarian through the LMS**

Failure to give credit to an author is plagiarism. Any student guilty of plagiarism will be reported to the Academic Director and their 2nd offense in the nursing program will receive a documented verbal warning along with coaching, instruction, and mentorship to correct the action. In the case of a second occurrence, an Honor Council hearing will be scheduled by the Dean of Centra College. A copy of the plagiarized document and Academic Advisory form will be retained in the student's file.

While in the virtual classroom, students must follow the Behavioral Expectations for Students at all times. Students are expected to interact and engage with their peers and faculty each week through Discussion Board Forums and other assignments. Should students need assistance with weekly assignments or have questions regarding any assignment, they should reach out to their faculty during their scheduled office hours.

LOCKERS & LOUNGE

Lockers are located throughout the College in the halls. If a student would like to utilize a locker, the student must complete the Locker Request Form located under Student Resources on Moodle®. Students must provide their own combination lock for securing the locker. Lockers must have all contents removed at the end of each semester unless otherwise approved. Content left in lockers following the conclusion of each semester will be disposed of.

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

including: cash, debit, credit, Apple Pay and Google Pay. Avenue C Marketplace is video monitored and inventoried for theft weekly. **Any student caught stealing will be grounds for dismissal as this is a violation of the Honor Code.**

PURCHASE OF TEXTBOOKS

Students are responsible for purchasing all required textbooks prior to the start of classes each semester. Please refer to the textbook information located within Student Resources in the LMS.

COMMUNICATION BETWEEN STUDENTS, FACULTY, & ADMINISTRATION

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

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

ACADEMIC ADVISING

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

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

SUCCESS COACHING & REMEDIATION

A Student Success Coach provides remediation services and opportunities for students enrolled at Centra College. Student-centered in-services and open skills labs will be conducted on various dates and times each semester. These opportunities are available to all students. Students who are not progressing successfully will be referred to the Student Success Coach by Faculty throughout the semester. Students are also able to refer themselves to the

Student Success Coach for any of the following areas: academic, laboratory, clinical, or simulation environments. The Student Success Coach will establish a Remediation Learning Contract in collaboration with the student and will communicate with faculty regarding the student's progress. Students can contact the Student Success Coach through the Student Resources page on the Learning Management System (LMS) to schedule an appointment. Faculty can utilize the referral link on the Faculty Resources LMS page.

**For ATI remediation students should refer to the program specific ATI NCLEX Resource & Review Policy for further guidance.*

CONFIDENTIALITY AND ACCEPTABLE COMPUTER USE POLICY

Students have access to patient records and other confidential information. Students must maintain confidentiality of all patient information as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), and of all other clinical site proprietary or sensitive information. Information is obtained from patient records when preparing for clinical assignments and during clinical experiences. Photocopying, printing, photographing or reproducing information from patients' records in any format is not allowed. Patient or other clinical site proprietary information may not be removed from clinical site premises under any circumstances. Students must sign the Centra Confidentiality Policy and Agreement and are responsible for complying with Centra's policy on Acceptable Use of Computer Equipment.

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

SOCIAL MEDIA POLICY

Centra College supports the use of social media as an important tool to communicate with peers and recognizes:

- The right of each student to freely express themselves as afforded to them by the First Amendment.
- Our individual and collective responsibility to contribute to an online community with civility and decency.

Centra College may act when it is made aware of social media conduct or content by a student (including an admitted student and/or applicant for admission) which violates:

1. Any College policy
2. Prohibited Conduct (as defined below)
3. State and/or federal law

Prohibited conduct includes:

1. The use of social media involving a true threat, where the speaker communicates an expression of an intent to commit an act of violence to a particular individual or group, such as threatening to assault an individual or group.

2. The use of social media involving statements made to incite or produce imminent violations of law or are in violation of the **Student Honor Code** or other College Policy.
3. The use of social media involving the publication or posting of materials, including comments or conduct constituting discrimination, harassment, retaliation, or other conduct prohibited by the College's **Student Behavioral Expectations** or state and/or federal law.
 - Harassment may include incidents such as "cyberbullying", if such conduct is sufficiently severe, pervasive, and objectively offensive as to affect an individual's access to the College's education program and activities and otherwise meets the definition of a form of harassment under the College's policies.
4. The use of social media for the purpose of intentionally sharing false information about another, that could damage their reputation, result in financial loss or cause mental suffering (otherwise known as defamation).
5. The use of social media involving direct violations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
6. The use of social media in any way that violates the College's **Honor Code**, or the **Behavioral Expectations of Student** set forth in the **Student Catalog/Handbook** or any established and published standards of professionalism for students of the nursing profession.

DRESS CODE

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

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

Students

Dress in Uniform:

- Students are to dress for clinical in the official Centra College, specific program, uniform. The uniform is completed with socks, and mostly white, grey, or black closed toe and closed heel shoes.
- College issued identification badges **must be worn at all times** when in class, lab and clinical areas. Identification badge must be visible and worn above the waist level. Badges are to be returned at the end of each academic year or when not enrolled in the College. Pins, badges, or insignias which represent an award or achievement in nursing may be worn. All other pins, badges, stickers, or insignias are prohibited.

- Students are to wear the student uniform only when on assigned clinical or lab experiences. The uniform places the student legally in the role of a student nurse or student nurse aide who is under the direct supervision of an instructor, and therefore should not be worn to places of employment or in the community.
- Hair must be neat and secured so as not to interfere with patient care. Longer hair past the ears must be tied back. Students may be required to secure the hair, so it is off the collar. If a student chooses to use a headband, it must be a solid color, no larger than 1.5 inches. No hats, sweat bands, or head gear may be worn unless required for medical, safety, or religious reasons.
- Facial hair must be kept clean and neatly trimmed.
- No jewelry is permitted with the uniform except a watch, a single, low-profile ring/band, and small earrings (¼ inch or less). A maximum of two small stud earrings (1/4 inch or less) per ear is allowed.
- No other pierced body parts shall be visible with the exception of a tragus or small nose **STUD** piercing. (Jewelry on the tongue, eyebrows, and upper lip or any other part of the face will need to be removed; low-profile, clear or flesh-colored retainers may be utilized for additional piercings.
- Offensive tattoos must not be visible and students may be asked to cover tattoos based on organizational policy.
- A matching lab coat may be worn with the uniform. Sport sweaters and jackets are not acceptable.
- Students may wear appropriate garments under the clinical uniform top. These include white T-shirt or black T-shirt (short and long-sleeve), tank tops, or camisoles with no printing.
- No gum is to be chewed while the student is in the clinical area.
- Good grooming habits will include bathing and using an effective deodorant.
- Perfumes, colognes, or any scented products may not be worn in patient care areas.
- Fingernails must be kept short and be well manicured. One-eighth (1/8) inch beyond the finger is acceptable (More than 1/8 of the nail should not be visible when viewing from the palm of the hand). Unacceptable fingernails are those which are long/sharp enough to cause disposable gloves to tear while being worn in the normal course of duty. Nail polish, if worn, must be free from chips and cracks. Artificial nails are not permitted. This includes tips, wraps, acrylics, and gels. Nail jewelry, appliques, and stickers are not permitted.
- Students working in a department where a special uniform is worn must conform to the policy of that department.

Dress for Class

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

The following are considered inappropriate dress for class or clinical:

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

SIMULATION

Student Responsibilities in Simulation

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

- The Student must attend simulation on time and in full clinical dress code.
- All students must be present for a simulation to begin.
- Any student later than 10 minutes after the scheduled start time and/or unable to present the completed preparatory work (Admission Ticket/drug cards) will not be allowed to join the simulation. This will be counted as an unexcused absence. The student will be subjected to the guidelines for simulation disciplinary action Simulation Faculty will attempt to reschedule the student for a make-up date if the schedule allows for this. Unexcused absences will be considered for rescheduling up to a maximum of 2 times per semester.
- Priority for rescheduling will go to those students with excused absences first.
- The Student must notify Simulation Faculty via phone or e-mail if unable to attend the simulation clinical as scheduled at least one (1) hour prior to the simulation clinical start time to be considered for an excused absence. If the student fails to notify Simulation Faculty at least one (1) hour prior to missing a scheduled simulation, this will result in an unexcused absence and the student will be subject to the simulation disciplinary actions outlined in the simulation grading policy. Simulation Faculty will attempt to reschedule the student for a make-up date, if the schedule allows for this, up to a maximum of 2 times per semester for unexcused absences.
- Schedule changes will be at the discretion of Simulation Faculty and may be limited due to open and available simulation dates/times.
- The Student must complete the required simulation clinical preparation work listed in their course Prep & Objectives on the Simulations LMS course page prior to attending the simulation. If the admission ticket, drug cards, and any additional assigned preparatory work is not completed prior to simulation, the student will be asked to leave, and this will be an unexcused absence.

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

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

USE OF SMART DEVICES

Classroom

- All smart devices must be on vibrate or off mode when students enter the classroom.
- Students should refrain from sending and receiving calls and messages.
- Cell phones should be stored out of sight during class.
- Students using cell phones in the classroom setting will be asked to leave the classroom. Any class participation grades missed while out of the room will result in a zero.
- Students having personal devices on their person during a test or exam are in violation of the Honor Code.

Clinical

- All smart devices must be on vibrate or off mode when students are in the clinical setting.
- Students should refrain from sending and receiving calls and messages.
- Cell phones should be stored out of sight during clinical.
- Students using cell phones in the clinical setting will be dismissed from clinical and will receive unsatisfactory in the area of professionalism for that clinical experience

TAPE-RECORDING LECTURE

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

HONOR CODE

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

HONOR CODE PLEDGE

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

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

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

Student Signature

Date

TESTING POLICY

The NLN Fair Testing Guidelines for Nursing Education (2020) is rooted in the core values of caring, integrity, diversity, and excellence. These guidelines emphasize the importance of fair testing, ensuring that all students have comparable opportunities to demonstrate their knowledge and skills. The Centra College Student Testing Policy highlights key points from the NLN Fair Testing Guidelines and provides student guidance for completing all tests and examinations successfully while enrolled in any program at Centra College.

- “Test(s)” will refer to unit tests or proctored tests given throughout a course or program

- “Exam(s)” will refer to a final comprehensive examination given in a course or program

Testing Specifics:

- Tests and/or exams should reflect course outcomes and unit/module student learning outcomes
- Test and/or exam questions will increase in difficulty and level of application throughout the program curriculum
- Test and/or exam questions will be designed in a variety of formats, including but not limited to:
 - Multiple choice
 - Multiple response (select all that apply)
 - Extended multiple response (extended select all that apply)
 - Drag and drop
 - Bowtie
 - Hotspot
 - Extended hotspot
 - Fill in the blank
 - Cloze fill in the blank
 - Medication calculations
- All tests will be 50 questions, with points being awarded by item type
- All exams will be 100 questions, with points being awarded by item type
- Faculty will provide a rationale for every test and/or exam question
- All tests and/or exams will be timed, with 1.5 minutes provided per question

Testing Attendance:

- In each course, all scheduled tests, proctored tests, and comprehensive final exam must be completed or a grade of zero (“0”) will be submitted in the gradebook for any incomplete tests, exams, and/or proctored tests
- Arriving to class after the scheduled start of class is considered tardy – Any student who is tardy to a scheduled test, proctored test, and/or exam must:
 - Notify the faculty or testing proctor prior to the scheduled testing start time
 - Not enter the classroom after the scheduled testing start time
 - Speak to the Academic Director or designee to determine next steps
 - Habitual tardiness may result in a grade of zero (“0”) for subsequent test, proctored test, and/or exam
- Any student who is absent from a scheduled test, proctored test, and/or exam must:
 - Notify the faculty or test proctor prior to the scheduled start time
 - Schedule an appointment with the Academic Director or designee to discuss the situation resulting in the student’s absence
- All extenuating circumstances must be approved by the Academic Director or designee
 - For the first extenuating circumstance, the final exam grade for the course will replace the zero (“0”) in the gradebook
 - For subsequent extenuating circumstances, a make-up test may be offered and must be completed by the date specified by the Academic Director or designee
- Any test, proctored test, and/or exam that a student is tardy or absent for without an extenuating circumstance will receive a zero (“0”) in the gradebook

- Due to the nature of the five-week Nurse Aide Program, the test and exam will be made up by the discretion of the faculty and Program Coordinator with a physician note required for missed testing and examination.

Testing Environment:

- Student device for testing should be clearly visible
 - Testing will take place on the device purchased by the student utilizing the ExamSoft or Exemplify application
 - Device should be fully charged prior to testing
 - Students must download the test or exam prior to the scheduled testing date
 - Students will be allowed one download attempt for each test and/or exam – any additional download attempts must be approved by the Academic Director and/or designee
 - Students who do not have the test and/or exam downloaded prior to the start of the test time will be considered tardy and must follow the directions for tardiness
 - No test or exam review will occur directly after any test and/or exam
 - The Honor Code applies to all testing environments and is in effect as soon as the student begins the test and/or exam
- Faculty will provide scratch paper
 - No credit will be given for answers placed on scratch paper
 - “Brain dumping” or the process of writing down all information related to testing content at the start of an exam will not be allowed until the student has started the test in ExamSoft – if a student writes items on the scratch paper prior to the start of the test, the paper will be removed and a new blank paper will be given to the student
- Tables or desks should be clear of all items, including drinks and/or food
- Students should remove any outerwear, hats, scarves, or visors that are not required for religious purposes prior to testing
- All smart devices not utilized for testing should be removed and turned off prior to the start of a test or exam
 - A smart device is any device that can transfer data from one device to another either by WiFi, Bluetooth, or cellular data
 - Examples include but are not limited to: smart watch, smart glasses, cell phone
- All students should vacate the testing environment as soon as the test is complete – this includes accommodations spaces.

Delayed Test Review Environment:

- Student device for delayed test review should be clearly visible
- The Honor Code applies to the delayed test review environment and is in effect as soon as the student begins the review
- Tables or desks should be clear of all items, including drinks and/or food
- All smart devices not utilized for testing should be removed and turned off prior to the start of a test or exam
 - A smart device is any device that can transfer data from one device to another either by WiFi, Bluetooth, or cellular data
 - Examples include but are not limited to: smart watch, smart glasses, cell phone

Grading:

- All tests and/or exams will be made available for download a minimum of 72 hours prior to the scheduled start of the test and/or exam
- Test and/or exam grades will be posted in the LMS within five (5) business days of the testing date
 - A delayed test review will occur unless extenuating circumstances arise
 - Any student wanting to provide a rationale for a test question must utilize a Test Question Rationale Form submitted by the student to the course faculty within five (5) business days after the delayed test review
 - Students that receive a grade below an 80% on any test will be offered remediation services
 - Students that are below an 80% for the course grade after four weeks of the course start date will receive an “Early Warning Advisory” from the course faculty
 - Students receiving an “Early Warning Advisory” should schedule a meeting with the course faculty and/or advisor to discuss goals, academic options, and strategies for achieving academic success
 - Final exams will not be reviewed in any form and students will not be allowed to submit a Test Question Rationale Form
- All test and/or exam scores and final course grades will be posted to the hundredths
 - Absolutely no rounding
- The grading scale is as follows:
 - A = 90.00 – 100.00
 - B = 80.00 – 89.99
 - C = 70.00 – 79.99
 - D = 60.00 – 69.99
 - F = 59.99 or below

VIRTUAL TESTING & DELAYED TEST REVIEW PROCTORING GUIDELINES

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

Testing Environment:

- For testing or delayed test review, the student must open Microsoft Teams on a second device to allow the testing proctor to view the virtual testing environment, including the testing device, scratch paper, and the student’s face and hands
 - Student must show both sides of the scratch paper to the test proctor during the environmental scan
 - Student cannot write questions and/or answers on the scratch paper
 - Student must show scratch paper to the test proctor immediately after electronically submitting the test and/or exam
 - Scratch paper should be shredded by the student in view of the test proctor at the conclusion of the testing session
- The student must provide a 360-degree scan with the Microsoft Team video prior to the start of the test, exam, or delayed test review and at the completion of the testing session
- Students cannot be in the same immediate vicinity as a fellow student during a testing session
- Student device and scratch paper must stay within the view of the testing proctor for the duration of the testing session

- The testing device must be fully charged prior to testing
- Technical difficulties including testing device and/or secondary device issues will be handled at the discretion of the proctor and/or the Academic Director or designee

ADN MEDICATION DOSAGE CALCULATION COMPETENCY TESTING POLICY

Policy Statement:

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

1. First semester, students will receive the first dosage calculation test (the “Test”) at the conclusion of the semester. Students will have up to three (3) opportunities to pass the Test. If a student does not successfully complete the Test they will be required to meet with the instructor to review the missed items on the Test before taking the Test for a second or third time. Students who do not pass the Test on the third attempt will be unsuccessful in the course in which the Test was assigned.
2. Beginning in the second semester, and to continue in subsequent semesters, a dosage calculation pre-test is given to determine the student’s baseline and any additional instructor assistance needed (the “Pre-Test”). The Pre-Test does not affect the student’s grades or his/her ability to pass any classes in which he/she may be enrolled.
3. The Pre-Test will be comprised of dosage calculation questions/problems that were taught during the previous semester. Students will complete the Pre-Test via ExamSoft and be given a five (5) day window (the “Pre-Test Window”) to complete the Pre-Test. The Honor Code applies to the Pre-Test. Students are not allowed to complete the Pre-Test in groups and notes are NOT to be used.
4. Beginning in the second semester, and to continue in subsequent semesters, a dosage calculation post-test will be given to the students at the mid-point of the semester (the “Post-Test”). Students will have up to three (3) opportunities to pass the Post-Test. If a student does not successfully complete the Post-Test they will be required to meet with the instructor to review the missed items on the Post-Test before taking the Post-Test for a second or third time. Students who do not pass the Post-Test on the third attempt will be unsuccessful in the course in which the Post-Test was assigned.
 - Students needing to repeat the Post-Test will be allowed up to two (2) weeks between Post-Tests to allow time to review the missed items with the Instructor and to prepare for the next Post-Test.
 - There must be a minimum of five (5) days between unsuccessful completion of Post-Test and a repeat of the Post-Test.
 - Successful Post-Testing must be completed prior to the final course exam.

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

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

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

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

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

ADN
N-150
N-180
N-240
N-260

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

a. rounding rules

o < 1mL round to hundredth (Ch. 3)

o > 1 mL round to tenth (Ch. 3)

o kg is rounded to tenth (Ch. 25)

b. no trailing zeros to right of decimal (Ch. 6)

c. no fractions (Ch. 6)

d. leading zero to left of decimal (Ch. 6)

e. correct abbreviations (ex: mL, subcut, etc.; inside cover and page 152)

f. weight- based calculations- round the weight and the final answer to the nearest tenth. (pg 668-74)

g. questions NOT to be included BMI or Intake and Output Calculations. The Tests will contain the calculation only (no scenario).

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

PN MEDICATION DOSAGE CALCULATION COMPETENCY TESTING POLICY

Policy Statement:

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

1. Each test in the courses listed below will include 5 fill in the blank questions specific to dosage calculation content taught in course:
 - a. First Semester
 - i. NUR-116: Basic Conversions and Dosage Calculations
 - b. Second Semester
 - i. NUR-125: IV Pump, IV Drip, and IV Reconstitution Calculations
 - ii. NUR-126: Pediatric Calculations
 - c. Third Semester
 - i. NUR-136: Cumulative Dosage Calculations
2. To ensure students are progressing in their ability to perform medication dosage calculations, each semester will administer a Dosage Calculation Test that will include the dosage calculation taught that semester.
 - a. Test will be 20 question fill in the blank created by instructor in examsoft or an assigned ATI proctored test.
 - b. Test will be 5% of overall grade
3. In third semester, NUR-136 will administer a Dosage Calculation Test that will include cumulative dosage calculations from previous semesters.
 - a. Test will be 20 question fill in the blank created by instructor in examsoft or an assigned ATI proctored test.
 - b. Test will be 5% of overall grade

4. Faculty will provide a thorough review of dosage calculation rules as per Morris 7th ed. Calculate with Confidence (the “Rules”). Examples of the rules are outlined below:
 - a. rounding rules
 - i. < 1mL round to hundredth (Ch. 3)
 - ii. > 1 mL round to tenth (Ch. 3)
 - iii. kg is rounded to tenth (Ch. 25)
 - b. no trailing zeros to right of decimal (Ch. 6)
 - c. no fractions (Ch. 6)
 - d. leading zero to left of decimal (Ch. 6)
 - e. correct abbreviations (ex: mL, subcut, etc.; inside cover and page 152)
 - f. weight- based calculations- round the weight and the final answer to the nearest tenth. (pg 668-74)
 - g. questions NOT to be included BMI or Intake and Output Calculations. The Tests will contain the calculation only (no scenario).

5. The following dosage calculation directions will be provided with each question, if instructor created:
 - a. Directions: Calculate the following dosage. Round mL answers to the nearest tenth or hundredth according to rounding rules.
 - b. Weight Based Directions. Calculate the following dosage. Round the weight and the final answer to the nearest tenth or hundredth according to rounding rules.
 - c. IV Pump Directions: Calculate the dosages as indicated. The pump delivers in tenths of a milliliter. Or Round pump rate to the nearest whole number.
 - d. IV Drip Directions: Calculate the dosages as indicated. Round drip rate to the nearest whole number.

SOLICITATION AND SELLING

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

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

- Request the form from the College office
- Fill out all requested information **including whether you intend to put up posters and where you wish to display them**
- Have the Dean or Academic Director of the program sign the form
- Return the form to the College office to be forwarded to administration for approval
- Check with the Bursar & Student Account Manager to find out whether the activity has been approved before advertising or holding the activity

EMPLOYMENT OPPORTUNITIES

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

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

FINANCIAL AID

Philosophy

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

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

Eligibility

For federal student aid, a student must be a U.S. citizen or an eligible non-citizen as defined by the U.S. Department of Education. Students must be making Satisfactory Academic Progress (SAP) as defined by the College. A student is not eligible for federal student aid if he or she is in default on any previous federal student loans, owes a refund on a Pell Grant or SEOG, has exceeded the lifetime eligibility for Pell Grants, or has exceeded federal Stafford loan aggregate limits. A student must be enrolled at least half-time at the College for most programs of financial assistance. The Nurse Aide Education program is not eligible for federal financial aid.

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

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

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

Upon graduation or withdraw from Centra College, all students who have been recipients of student loans while attending Centra College are required to complete federal Exit Counseling at www.studentaid.gov.

Federal Aid Repeat Policy

Federal regulations limit the number of times a student may repeat a course and receive federal aid for that course. Once a student has taken a course and received a grade of 'D' or higher, the student may repeat the course only one additional time. Any subsequent repeats of that course will be considered ineligible attempts, and the course will be excluded from counting in the student's enrollment for federal aid purposes. This rule applies whether or not the student received federal aid for earlier enrollments in the course.

The Financial Aid Office does not determine if a student may repeat a class, only whether a student may be eligible for financial aid for a repeat class. Please refer to the **Repeated Courses** policy for the academic policy regarding repeat coursework.

Cost of Attendance

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

Return to Title IV (R2T4) – Financial Aid Recipients

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

- Completely withdraws
- Stops attending before completing the term
- Takes a leave of absence

- Does not complete all modules (courses which are not scheduled for the entire term) for which the student 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 withdraws from the semester or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws from the semester after the 60% point, there is no unearned aid. However, a college must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

For a program offered in modules (i.e., RN-BSN), the following withdrawal exemptions apply:

- A student successfully completes module(s) that include 49 percent or more of the number of days in the payment period (excluding breaks of 5 or more days), or
- A student successfully completes coursework equal to or greater than the coursework required for a half-time student for the payment period.

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. If a student, enrolled in modular courses, ceases attendance at any point prior to completing the payment period, the student must submit written confirmation with intent to attend modules that begins later in the same payment period to remain enrolled in the subsequent modules for the term. If written confirmation of future attendance is not received or it is received from the student, but the student does not return as scheduled, the student is considered to have withdrawn from the payment period.

Aid is returned to the appropriate aid program based on the percentage of unearned aid. If a student earned less aid than was disbursed, the college would be required to return a portion of the aid. As a result, the student borrower may owe a balance to the college when Title IV aid is returned. Any credit balance that remains on the student's account will be refunded to the student within 14 days of the date of the R2T4 calculation.

If a student or parent earned more aid than was disbursed, the college would notify the student or parent of eligibility for a post-withdrawal disbursement within 30 days to be paid within 45 days of the date that the college determined that the student withdrew from the college. If notified of eligibility from a Direct Loan, the student or parent must accept the funds within 14 days to receive the post-withdrawal disbursement. If the student or parent does not respond within 14 days, then the disbursement will be cancelled.

The College must return the amount of Title IV aid for which it is responsible no later than 45 days after the withdraw date or the date the college has determined that the student withdrew, whichever is later.

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. (For more information regarding determination of withdrawal dates and the withdraw process, see **Withdrawal Policy** in the Catalog).

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

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans

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

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

Students who wish to withdraw from one or more courses are encouraged to meet with the Financial Aid Office prior to withdrawing for information on how a withdrawal may impact their financial aid.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Practical Nursing (PN), Associate Degree in Nursing (ADN), and RN-BSN Programs

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

The student will receive written notification of financial aid warning and suspension. If a student who is placed on financial aid suspension wishes to appeal the decision, the student should reach out to the Office of Financial Aid to officially request an appeal. The student will be required to submit a signed and dated statement of appeal, including the reason for failure to meet SAP (e.g., health issues, accident, death in the family, etc.), a detailed plan of action for regaining SAP, and any requested supporting documentation. If approved, the student will be placed on financial aid probation and the student's aid eligibility will be reinstated from the date of the granted appeal until the date of the next SAP evaluation. While on probation, the student must maintain a 75% completion rate or better and a GPA of .25 above the standard requirement for the program. If the student fails to meet these standards while on probation, the student will be placed back on financial aid suspension and will not be eligible for Title IV funding. If the student regains SAP at a subsequent evaluation, the student will be placed on good standing and will regain Title IV eligibility.

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

1. Cumulative grade point average (GPA)

Students must maintain a cumulative GPA of 3.0 or higher for Centra College courses. If the GPA falls below a 3.0 at the end of the payment period, the student will be placed on financial aid warning for the following payment period. If the cumulative GPA is less than 3.0 after the subsequent payment period the student will be placed on financial aid suspension and will not be eligible for Title IV funds. When a course

is repeated, only the most recent course grade will be used to calculate the cumulative GPA. For more on repeated courses, please refer to the “Non-Punitive / Repeated Courses” policy.

2. Completion rate

Students must maintain a 67% completion rate for all cumulatively attempted credits for the program (including transfer credits). If at any time the student does not achieve a 67% completion rate, the student will be placed on financial aid warning for the following payment period. If the student does not achieve a 67% cumulative completion rate after the financial aid warning period, the student will be placed on financial aid suspension for subsequent payment periods and will not be eligible for Title IV funds. Grades of C, D, F, Unsatisfactory (U), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP) or Incomplete (I) are considered attempted, unearned credits and are counted against the completion rate. All repeated courses count toward the overall completion rate.

3. Maximum allowable time frame for program completion

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

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

Minimum Standards of Satisfactory Academic Progress

Program	Total Semester Credit Hours Needed for Graduation (with prerequisites and corequisites)	Maximum Number of Attempted Credit Hours (Including prerequisites and corequisites)	Minimum Required Cumulative Grade Point Average
RN to BSN	120	180	3.0
ADN	67	100	3.0
PN	50	75	3.0

VETERANS EDUCATION BENEFITS

Any individual who is entitled to educational assistance under chapter 30, Montgomery GI Bill, chapter 31, Veteran Readiness and Employment, chapter 33, Post-9/11 GI Bill (or Fry Scholarship), chapter 35, Survivors' and Dependents' Educational Assistance, or chapter 1606, Select Reserve GI Bill benefits must provide a certificate of eligibility for entitlement to education assistance no later than their first day of a course education. A certificate of eligibility can also include a statement of benefits obtained from the Department of Veterans Affairs' website - eBenefits or VAF28-1905 form for chapter 31 authorization purposes. Alongside the certificate of eligibility must be a written request to use the entitlement. Centra College ensures that there will be no penalty or late fees, denial of access to classes, libraries, or other institutional facilities, nor will Centra College require a covered student borrow additional funds, or any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under the chapters listed above. Finally, students are only charged in-state tuition costs along with their 15% military discount (if eligible). "This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency" "The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via e-mail at saa@dvs.virginia.gov."

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

RECORD RETENTION AND RELEASE POLICY

Centra College is responsible for the maintenance of student academic and financial records. Current and graduate student files are in locked, fire-resistant file cabinets and/or electronically housed and are accessible by administration and faculty. Accreditors may select records for review during accreditation reviews and visits. Academic records may also be reviewed by the Department of Education upon request. For health records, please see the **Student Health Records Policy**.

Academic transcripts are kept on file indefinitely for every Centra College student. The following academic and student financial records are retained for three (3) years after the end of the Academic Year in which the student separated from the college:

- Application
- High School Transcript/GED
- College Transcript(s)
- TEAS/Kaplan Examination Results
- Reference(s)/Letter(s) of Recommendation
- Enrollment Agreement
- Final Clinical Evaluation/Skills Checklist
- Preceptorship Orientation Acknowledgement
- Financial Statement
- ISIR Data and Verification Documents
- Scholarship Applications
- Need Analysis Documents
- Consortium Documents

- Loan Records
- Tuition Payment Records
- Refund Calculations
- Evidence of Monies Returned

The following institutional financial and program records are retained for 3 years after the final award year:

- Institutional and Program Participation Records
- Fiscal Operations Reports
- Scholarship Applications

Release of Information to Other Parties:

- According to FERPA, written permission from the student or graduate is required before any non-directory information will be released.
- Students may request transcripts be sent to designated institutions or persons. Students will need to use the Transcript Request Portal through the National Student Clearinghouse to request transcripts from Centra College. Students are responsible for all posted fees for the ordering of their transcripts. Please note that transcripts will not be released unless tuition and other obligations to the College have been satisfied.
- If an education verification is requested on the student's behalf, a consent form signed by the student must be provided with the request. Requests made via phone will not be honored. All education verification requests must be submitted in writing to registrar@centracollege.edu.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

A. Rights of Students

1. Students of Centra College have a right to
 - Be provided a list of the types and location of educational records maintained by the College and the titles and contact information of the officials responsible for those records. (see handbook section "Management of Student Records")
 - Inspect and review education records within 45 days of a written request being presented to the authorized custodian of the records in question
 - Receive a response from the College to reasonable requests for explanations and interpretations of Education Records within ten (10) business days
 - Request amendments to their Education Records if the student believes that they are inaccurate, misleading, or otherwise in violation of privacy rights. If the College refuses to make such amendments, the student shall have an opportunity for an administrative hearing to challenge the content of the record on the same grounds and to insert a written statement or explanation commenting upon the information in the record
 - Inspect and review only such parts of educational material documents as they relate to him/her or to be informed of such specific information
 - Revoke, in writing, any previously executed waiver of rights under FERPA, with respect to any actions occurring after revocation.

- File complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S. W., Washington, D.C. 20202-4605.

B. Disclosure of Education Records. Education Records or other Personally Identifiable Information (other than Directory Information, as described in Section C. below) may not be disclosed without the student's prior written consent except in the following instances. For purposes of compliance with FERPA, the College considers all students, regardless of age or tax dependency status to be independent. Therefore, educational records will not be provided to parents without the written consent of the student, except where one or more of the exceptions below applies

1. To the student himself/herself, unless he/she has waived the right
2. To College officials who have a legitimate educational interest in the records.
3. In connection with determining eligibility, amounts, and conditions, or enforcing terms of financial aid for which the student has applied or that which he or she has received
4. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of the compliance therewith, unless such notification is not required by FERPA
5. To appropriate parties in connection with a health and safety emergency where the College determines that there is an articulable and significant threat to a student or any other individuals, where the knowledge of such information is necessary to protect the health or safety of the student or other individuals
6. To law enforcement agencies and to certain other governmental authorities and agencies as are enumerated in and required or permitted by FERPA
7. To a court in connection with legal action by the College against a student or a student's parent or by a student or student's parent against the College
8. To a victim of an Alleged Perpetrator of a Crime of Violence or a Non-forcible Sex Offense. Such disclosure may only include the final results of the disciplinary proceedings conducted by the College with respect to the alleged crime or offense. The College may disclose the final results of the disciplinary proceeding regardless of whether the College concluded a violation was committed
9. Disclosure of the final result of a disciplinary proceeding where the alleged student/perpetrator is found to have violated College policy with respect to a criminal allegation. Such disclosure may be made (even to members of the public in certain circumstances) where the College has determined through its disciplinary proceedings that a student is (a) an Alleged Perpetrator of a Crime of Violence or a Non-forcible Sex Offense; and (b) with respect to the allegation made against the student, the student has committed a violation of the student code. Such a disclosure may only include the final results of the disciplinary proceedings conducted by the College with respect to the alleged crime or offense. The College may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
10. To authorized representatives of the federal, state and/or local government as permitted by FERPA in connection with an audit of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements relating to those programs.
11. To accrediting organizations to carry out their accrediting functions
12. To organizations conducting studies for, or on behalf of, educational agencies or institutions to:
 - a. Develop, validate, or administer predictive tests
 - b. Administer student aid programs
 - c. Improve instruction.

Disclosures made pursuant to this paragraph are subject to the requirements that (i) the studies are conducted in a manner that does not permit personal identification of parents and students to individuals other than representatives of the organization; and (ii) the information is destroyed when no longer needed for the purposes for which the study was conducted.

13. Pursuant to a student record release request made under the Solomon Amendment. (See section D. below.)

C. Disclosure of Directory Information/Limited Directory Information Policy:

The College hereby gives notice that the categories of information defined herein as Directory Information may be released without the prior written consent of the student under the circumstances enumerated below. The College reserves its right to determine when and to whom it is appropriate to release Directory Information in response to third party requests. Any release of information deemed to be appropriate by the College will only occur as enumerated below:

1. The following categories of Directory Information may be disclosed to anyone who so requests:
 - Name
 - Address
 - Date of Birth
 - Telephone Number
 - Major Field of Study
 - Degree Sought
 - Student Level
 - Degrees, Honors & Awards Received
 - Dates of Attendance
2. Opting Out of Directory Information: Students who wish to opt-out of having their directory information disclosed without their prior consent must make the request in writing. All requests shall be directed to the Office of the Registrar. Such requests shall apply only to subsequent actions by the College and shall remain in place until removed by written request of the student. The College will not use Social Security Numbers as a means of verifying the identity of a student, nor to confirm identity of the student upon the request for the release of Directory Information about the student.

D. Military Access to Education Records. The Solomon Amendment is not a part of FERPA, but it allows military organizations access to information for the purposes of military recruiting which information may otherwise be protected from disclosure under FERPA. Failure to comply with this requirement could result in the loss of various forms of federal funding including various forms of Federal Student Aid.

1. At Centra College, all items included under the Solomon Amendment's list of required information are included within the College's definition of "Directory Information." These include name, addresses, telephone numbers, age, major, dates of attendance and degrees awarded.
2. Information released is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. Military recruiters must be from one of the following United States military organizations: Air Force; Air Force Reserve; Air Force National Guard; Army; Army Reserve; Army National Guard; Coast Guard; Coast Guard Reserve; Navy; Navy Reserve; Marine Corps; Marine Corps Reserve.
3. If a student requests that their Directory Information be withheld under section C.2. of this policy, the student's records will not be released to military recruiters.

For questions or concerns regarding FERPA, please contact the College Registrar's Office at 434-200-5369 or Registrar@CentraCollege.edu .

For more information regarding FERPA, or to see FERPA regulations in full please visit [Family Educational Rights and Privacy Act \(FERPA\)](#)

CHANGES TO BACKGROUND CHECKS

Students are responsible for notifying, in writing, the Academic Director of the program in which they are enrolled of any arrests and/or convictions within forty-eight hours (48) of the arrest and/or conviction. Action by the College will depend on the nature of the arrest/conviction and may result in dismissal from the College. Failure to notify within the noted time period will result in dismissal from the College.

BOWEN FITNESS CENTER

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

Monday-Friday: 5:30AM-8:00PM

Saturday: 11:30AM-1:00PM

Sunday: 3:00PM-8:00PM

CAFETERIA AND DINING FACILITIES

Cafeterias are located at Centra Lynchburg General Hospital and Centra Virginia Baptist Hospital. Students are entitled to a discount when purchasing meals and snack items in the hospital cafeterias. The student must wear proper ID badges for the discount to be honored. When assigned in community areas, students are responsible for their own meals. Daily food storage and dining facilities are located in the student lounge.

LIBRARY

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

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

Library staff may be reached by phone at (434) 200-3147

There are request forms for library services available on the library homepage.

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

Access to Library Resources

Physical books are for in library use. Our physical holdings are non-circulating.

Please do not re-shelve materials. Items incorrectly placed on the shelves may be temporarily lost to other library users. Used materials should be placed on the table and will be re-shelved by the librarian.

Items in the library can be copied by the student at no charge. Information on copyright law is posted on 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) Access Medicine, and Dynamic Health. The electronic library is accessible via the learning platform for full distance education in the RN-BSN program.

Interlibrary Loans

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

Reference

The Librarian 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, or email.

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 accessing research databases. 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 or electronic resources should be directed to the Chair, Learning Resources & Simulation Committee, Centra College.

Eating and Drinking

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

Library-Related Honor Code Violations

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

STUDENTS SERVING ON COMMITTEES

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

SOCIAL ACTIVITIES GUIDELINES

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

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

VIRGINIA NURSING STUDENTS ASSOCIATION

The Student Nurses' Association of Centra College a constituent and chapter of the National Student Nurses Association (NSNA) and the Virginia Nursing Student Association (VNSA). Our students have the opportunity to be members of the NSNA, VNSA and the local school chapter. The mission of NSNA is in part "to bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs". The SNA chapter conveys the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the nursing profession. This membership is optional but is highly encouraged for those students enrolled in the ADN and RN-BSN Program. There is a faculty advisor for the College Chapter.

GRADE APPEAL POLICY

Philosophy

To provide a means by which students can appeal a final course grade or accusation of academic dishonesty.

The Grade Appeal Policy is the final step in appealing a final course grade or accusation of academic dishonesty. Final course grades only move to Grade Appeal if the student believes there is sufficient evidence to demonstrate that the instructor has not followed the syllabus guidelines for grade determination. This applies to final grades only. Concerns about grades earned on individual course assignments should be managed through the Student Complaint Policy.

Grade appeal timelines are based on *academic days*. Academic days are days when the College is open for business and during a semester in which the program the student is enrolled is holding classes.

Requirements for moving to a Grade Appeal

Grade Appeals for Final Grades

A student may appeal a final course grade only if the grade earned was not in accordance with the grading policy described in the course syllabus. If a student wishes to grieve a final grade, the student must meet with or communicate this desire to meet with the instructor within three (3) academic days of issuance of the final grade to settle the disputed grade. All grade appeals must begin with this step. If the student prefers, the Academic Director may arrange and attend the meeting between the student and the instructor. A request for this must be made within three (3) academic days of issuance of the final grade.

Grade Appeals for Accusations of Academic Dishonesty

A student may appeal an accusation of academic dishonesty. If a student wishes to grieve an accusation of academic dishonesty, the student must meet with or communicate this desire to meet with the instructor within three (3) academic days of the accusation to settle the matter. If the student prefers, the Academic Director may arrange and attend the meeting between the student and the instructor. A request for this must be made within three (3) academic days of the accusation of academic dishonesty.

Grade Appeal Procedure

All appeals must begin with a meeting with the instructor or Academic Director, depending on the issue. If the student has not resolved the issue after meeting with the instructor and/or Academic Director, the student may begin the formal appeal process. To begin the appeal process, the student must notify the Dean via email (not through the LMS) within three (3) academic days of the meeting with the instructor and/or Academic Director. At the time of notification, the student shall submit via email all documentation relative to the appeal. In the absence of documented extenuating circumstance, failure to notify the Dean within this designated time period will end the student's right to appeal.

- Appeals related to final course grades proceed *only* if the student believes that the grade earned was not in accordance with the grading policy described in the course syllabus.
- If at any time in the appeals process, the student and instructor or Academic Director can resolve the issue, the appeal process is concluded. Deviations from the time frames stipulated in this policy must be agreed to by all parties. Adjunct faculty may request the assistance of a full-time faculty member during the appeal process.

Upon receipt of email notification from the student communicating the desire to begin the formal appeal process, the Dean has three (3) academic days to set a date acceptable to all parties for a Grade Appeal Committee meeting. This Grade Appeals Committee meeting shall be held within ten (10) academic days of receipt of email notification from the student communicating the desire to begin the formal appeal process. If the Dean is absent from the College, a designee shall convene the Grade Appeal Committee and schedule the meeting.

Grade Appeal Committee

The Grade Appeal Committee will be made up of four (4) nursing faculty members not involved in the course for which the student is appealing a grade or accusation of academic integrity *at the time of the appeal*. The meeting will be presided over by the Dean or Dean's designee.

The student filing the appeal and the faculty member assigning the grade or incident involving academic dishonesty are expected to attend the meeting. After introductions, the student has 10 minutes to present evidence related to either the way the grade assigned was not within the grading scheme described in the syllabus or the accusation of academic dishonesty. The involved faculty member will have 10 minutes to present evidence supporting the grade or accusation of academic dishonesty. The Committee members will have 20 minutes to ask pertinent questions of the student and faculty member, and then the student and faculty members will be dismissed.

After dismissal of the student and faculty member, the Committee will deliberate and come to a decision. Each Committee member will provide a vote regarding the issue in question, the Dean has no vote unless a consensus is not reached. The goal of the Committee is a consensus and if a consensus among the Committee members is not achieved, the Dean or Dean's designee will provide a final decision.

The Dean will notify the student of the outcome via email and require an acknowledgement via electronic document.

All decisions made by the Grade Appeal Committee are final and can only be appealed if the student has new evidence related to the grade or incident and notifies the Dean within three (3) academic days of notification of the outcome of the Committee meeting.

STUDENT CODE OF CONDUCT

Upon admission to Centra College, students agree to act responsibly in all areas of their conduct and to take full responsibility for their actions. Student organizations also agree to act responsibly in all areas of their conduct and take full responsibility for their collective actions. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as academic and behavioral regulations.

Centra College maintains partnerships with external institutions, including but not limited to educational institutions, libraries, and health service providers. A student who violates the rules of a Centra College partner is also subject to this Centra College policy.

Policy

The following is a non-exclusive list of behaviors prohibited by students and students at any Centra College location or via any Centra College resource, including electronic communications, at any Centra College-sponsored activity, or at any location (physical or electronic) that impacts students, faculty, or staff in the educational environment.

1. Non-adherence to any standards for behavior in the clinical, laboratory, or simulation environment, including violation of the dress code.
2. Bullying of any kind, including unwanted teasing, threats, or spreading of derogatory rumors or falsehoods.
3. Discriminatory comments or retaliatory actions.

4. Dishonesty, including but not limited to cheating, plagiarism, or other forms of academic dishonesty. This also includes use or possession of materials, devices, or technology during academic work, tests, quizzes, or other assignments which are not authorized by the person administering the academic work, test, quiz, or other assignment. This includes in-person work or online work.
5. Disorderly conduct.
6. Disruption of the educational environment, such as use of unauthorized electronic and entertainment devices not approved by the instructor and classroom disturbances. Classroom disturbances include, but are not limited to, leaving and re-entering the classroom without permission, repeated interruption of the instructor or other students, talking loudly to others or self, poor personal hygiene, grandstanding, making comments that are antagonistic, openly rude, threatening, or abusive and nonadherence to regular classroom behavior, such as sitting in a seat and being attentive to instructor and peers. The educational environment includes the classroom, laboratory, simulation, and clinical settings.
7. Misuse of Centra College identification, including attempting to represent oneself as a Centra College nursing student outside of scheduled clinical experiences at a healthcare organization.
8. Non-compliance with directions, such as directions administered by Centra College, law enforcement, or fire safety personnel or non-compliance related to the wearing of face masks or with social distancing requirements.
9. Smoking and tobacco use on any Centra College or other smoking/tobacco prohibitive environment.
10. Any other behavior that would be considered inappropriate by a reasonable person.

Consequences (Disciplinary Action)

Any member of the Centra College community may file a complaint against any student or student organization. Complainants are encouraged to submit complaints in writing and allegations must be submitted within five (5) business days after the alleged incident to be considered timely.

Breaches of this policy related to academic dishonesty may result in academic penalties imposed by the instructor. Appeals related to the actual grade will be handled through the Grade Appeal Policy. The action of cheating, plagiarism, or other forms of academic dishonesty will also be subject to this policy and any warranted disciplinary action.

All code of conduct complaints will be investigated by one or more members of the Centra College administrative team, composed of Directors and the Dean. Depending on the nature of the allegation, and if there is an immediate threat to the campus or classroom environment, the Dean or Dean's designee may immediately remove the student or organization from classes or other activities at Centra College, pending investigation.

Students found in violation of the code of conduct will receive a disciplinary action advisory. An advisory is a written notification of violation of the code of conduct and the student will be required to provide an electronic signature acknowledging the disciplinary action advisory. A disciplinary action advisory is retained in the student's academic record regardless of whether the student signs the acknowledgement.

It is important to note that some code of conduct violations that are egregious and will result in immediate dismissal and will not be subject to the disciplinary action advisory process. Examples of these include but are not limited to breach of patient confidentiality, falsification of clinical documentation, endangering the safety of a patient, practicing outside the scope of practice for a nursing student, and threatening a Centra College student or employee.

Upon receipt of four disciplinary action advisories throughout the program, the student will be dismissed from Centra College and may not be eligible for readmission.

STUDENT COMPLAINT POLICY

A student may file a complaint, which is a claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of Centra College rule/regulation. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint.

Procedure

Complaints may be made verbally or in writing. Students start with the appropriate College department specific to their complaint. If a complaint is not answered satisfactorily, the student should progressively elevate their concern, first to the department Director and then to the Dean of Centra College. Depending on the nature of the complaint, the Dean may need to involve Centra Health personnel, such as Safety and Security or Human Resources, or other entities within or outside of Centra Health.

It is expected that students will receive a response to a complaint within ten (10) academic days at each elevation. The complaint may not be resolved within that time, but an update will be provided to the student regarding the status of a resolution.

If the student complaint cannot be resolved after exhausting this procedure, the student may file a complaint with the State Council of Higher Education for Virginia. Written complaints should be submitted to:

**State Council of Higher Education for Virginia
10th Floor, James Monroe Building
101 N. 14th Street
Richmond, VA 23219**

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

Most complaint processes external to Centra College require that the student: 1) Document the steps taken to exhaust the institution's complaint process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution's response to the student as a result of following the institution's policy.

ACADEMIC STANDARDS PETITION

Current students who believe that they have special or extraordinary circumstances may appeal a Centra College decision related to program progression to the Academic Standards Committee. Students who seek exceptions to Centra College decisions, other than those related to admission requirements, may submit a request along with any required documentation to support their petition for review by the committee. Depending on the reason for the petition, the student may be required to appear before the committee.

Procedure

Students who believe they have special or extraordinary circumstances that warrant reconsideration for program progression decisions should contact the Academic Director for their specific program in writing requesting to petition the Academic Standards Committee. The student should submit all supporting documentation related to the request at the time of request. Academic Directors may need to assist and guide students regarding what documentation to include. Students may only petition the Academic Standard Committee during the semester immediately following receipt of notification of the decision impacting program progression. The Academic Director should review this policy with the student, as there will be a waiting period between requesting consideration and receiving a decision.

In January, June, and September of each year, an Academic Standards Committee will be convened by the Dean or Dean's designee. Petitions received during the previous semester will be heard at the meeting. Membership of the committee will include the Dean or Dean's designee, Registrar or Registrar's designee, one academic Director, and two (2) faculty members not involved in the reason for the petition. If there are no petitions to be heard before the Committee, no meeting will be scheduled. Depending on the number of petitions and the issues before the Committee, the membership may change for each individual issue to assure objectivity.

The student petitioning the Academic Standards Committee may or may not be required to attend, but the student has the right to attend whether requested to be present or not.

Upon hearing the presentation of each petition, and without the student present, the Committee will attempt to reach a consensus on each petition. For each petition, if no consensus can be reached within a reasonable timeframe, the Dean or Dean's designee will render a decision.

Petitioners will be notified by email and requested to sign an electronic document acknowledging the decision. Decisions made by the Academic Standards Committee are not subject to appeal. Students may only appeal the decision if new information regarding the facts of the petition are brought forward within three (3) academic days of the Committee meeting.