



**Vocational
Nursing
(VN)**

Nursing Student Handbook

2023-24

Los Angeles Campus

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE OF THE HANDBOOK	3
BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS	4
NURSING PROGRAM PHILOSOPHY	4
CONCEPTUAL FRAMEWORK	4
DIAGRAM OF MASLOW’S “HIERARCHY OF NEEDS”	5
CURRICULUM OBJECTIVES	6
15 MONTH VOCATIONAL NURSE PROGRAM DESCRIPTION	6
PROFESSIONAL LICENSURE	8
SCHEDULE AND CLASS RATIOS.....	9
COURSEWORK REQUIREMENTS AND PROGRAM OBJECTIVES	9
PHYSICAL AND EMOTIONAL DEMANDS.....	10
APPEAL POLICY	12
ADMISSION POLICY.....	12
ADMISSION SCREENING AND SELECTION POLICY.....	12
TRANSFER POLICY	14
ALTERNATE NURSING STUDENTS	14
ATTENDANCE AND MAKE-UP POLICY	14
COURSE REPEAT POLICY	17
REMEDIATION AND AT RISK CATEGORIES	17
ACADEMIC DISCIPLINARY PROCESS	18
ACADEMIC CLINICAL COURSE GUIDELINES	19
ACADEMIC GRADUATION REQUIREMENTS	20
ATI CONTENT MASTERY SERIES	20
GRADING SYSTEM	20
EVALUATION METHODOLOGY FOR STUDENT PROGRESS.....	21
ACADEMIC PROFESSIONAL DRESS CODE POLICY	22
REQUIREMENTS PRIOR TO CLINICAL	22
CERTIFIED NURSING ASSISTANTS.....	23
ESTIMATED COSTS ASSOCIATED WITH CALIFORNIA LICENSURE EXAM.....	23
NCLEX EXAM FEE REIMBURSEMENT	23
STATEMENT OF NON-DISCRIMINATION	23
TITLE IX COORDINATOR	24
STUDENT COMPLAINT AND GRIEVANCE POLICY	24
VOCATIONAL NURSING HANDBOOK ACKNOWLEDGEMENT	26

PURPOSE OF THE HANDBOOK

This Handbook will give you program-specific information regarding Smith Chason College School of Nursing's ("Smith Chason"), Vocational Nursing program, including the policies and procedures and services available that will facilitate your learning experience. Each student is responsible for becoming familiar with the content and adhering to these rules, policies and procedures. Due to the nature of the nursing curriculum and licensure requirements, program policies and procedures may be more stringent than those of the College's other programs.

Smith Chason's curriculum and policies and procedures are reviewed periodically. Smith Chason reserves the right to change its rules, policies and procedures and will notify students of any policy change in writing.

While this Handbook provides nursing students with program-specific information, **nursing students are also responsible for becoming familiar with and agree to abide by the College's rules, policies and procedures that appear in the Catalog.** The Catalog provides pertinent information, including but not limited to tuition and fees, refunds, termination, notice concerning the transferability of credits, accreditation, drug testing, Satisfactory Academic Progress, Americans with Disabilities Act/Section 504 of the Rehabilitation Act, anti-harassment and discrimination policies, and more.

Please contact the Director of Nursing or the Nursing administration with any questions or concerns. We are here to support you and aid you in meeting your goal!

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

The Vocational Nursing program at the Los Angeles and Ontario campuses is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Board of Vocational Nursing and Psychiatric Technicians

2515 Capitol Oaks Dr., Suite 205

Sacramento, CA 95833

Phone: (916) 263-7800

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NURSING PROGRAM PHILOSOPHY

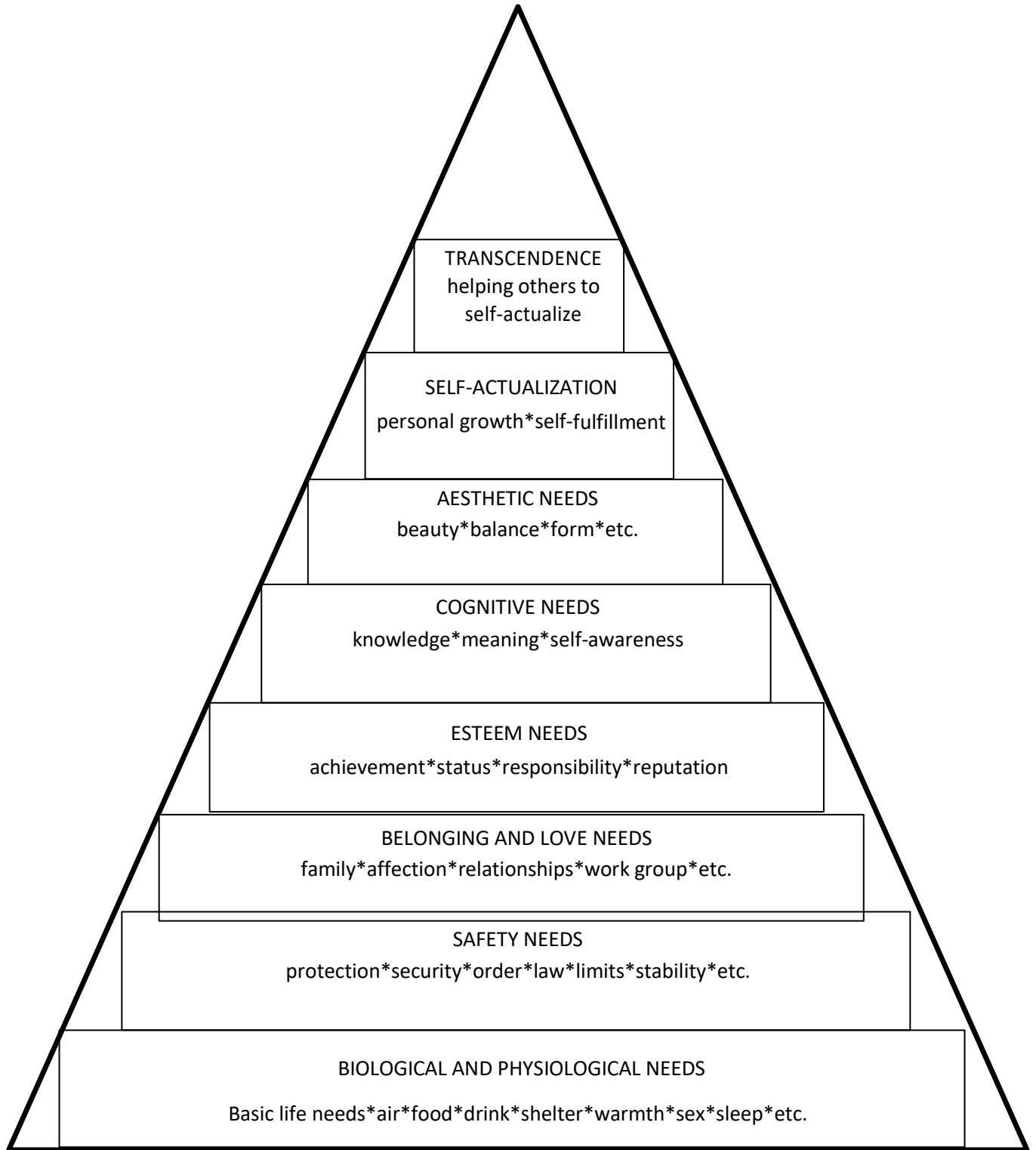
The Vocational Nursing program adheres to the philosophy of providing students with an educational experience and to prepare students for entry-level positions in the California healthcare industry. We are dedicated to providing a well-balanced curriculum with a combination of didactic, skills lab, and clinical training, taught by qualified faculty. Our mission is to assist the student in a supportive environment to acquire knowledge, skills, and the clinical experiences necessary to become a successful entry-level vocational nurse in the state of California.

CONCEPTUAL FRAMEWORK

The Nursing program curriculum is based on structure and function of the body systems and Maslow's "Hierarchy of Needs." These basic human needs comprise the essence of nursing assessment and nursing care: physiological and stimulation needs; safety and security needs; social needs; self-esteem and self-love; and self-actualization.

The curriculum is based on the nursing process, which involves a system of assessing, analyzing, planning, implementing, and evaluating nursing care as means of assisting the patient to a state of wellness. The student is sequentially learning about the individual: his/her biological systems; interpersonal and intrapersonal self; and the interactions and relationships of these systems as defined by time and environment.

DIAGRAM OF MASLOW'S "HIERARCHY OF NEEDS"



CURRICULUM OBJECTIVES

The curriculum is structured to provide theory and practical application of skills needed to function as an entry-level licensed vocational nurse (LVN). The curriculum objectives include an overview of key concepts designed to reflect the program's philosophy and the conceptual framework's unifying theme of Maslow's "Hierarchy of Needs", the nursing process, and the study of body systems. Content within the curriculum is taught in a sequence that results in a student's progressive mastery of entry-level, competency-based objectives to more complex objectives. **Please Note: Smith Chason's Vocational Nursing program is designed to only lead to licensure in the state of California.**

15 MONTH VOCATIONAL NURSE PROGRAM DESCRIPTION

The curriculum is organized into five levels (also referred to as "terms") with each level providing a ration of theoretical coursework and clinical practicum to enhance learning and proficiency in all clinical tasks.

Upon completion of **Level I** of the curriculum, the student will be able to:

1. Discuss basic concepts of anatomy and physiology.
2. Recognize and define medical terminology.
3. Identify the structure and function of the body systems.
4. Define the mechanisms by which the body attempts to maintain and/or restore homeostasis.
5. Apply nursing fundamentals to clinical practice.
6. Develop physical assessment skills; monitor patient progress and report findings.
7. Discuss the concept of wellness and nutrition as it relates to the nursing role and care of the patient.
8. Demonstrate basic communication skills in relating to patients, families, and other members of the health care team.
9. Develop patient care plans based on the nursing process.

Upon completion of **Level II** of the curriculum, the student will be able to:

1. Demonstrate basic nursing skills according to the Mastery Performance Criteria format.
2. Promote preventative care practices including infection control.
3. Demonstrate accurate dose calculations and proper administrations of medications.
4. Identify basics of pharmacology.
5. Demonstrate quality patient education during both role play and on clinical rotations.
6. Identify disease processes of musculoskeletal and integumentary systems.
7. Discuss principals of wound and trauma care.
8. Apply legal, ethical and professional trends to patient care.
9. Apply the nursing process to assigned adult patients in acute care settings to increase independence.
10. Demonstrate therapeutic communication skills in working with patients and their families during educational training or in crisis states.

Upon completion of **Level III** of the curriculum, the student will be able to:

1. Differentiate communicable diseases and identify healthcare needs in the community setting.

2. Assess and evaluate patient responses and apply critical thinking and decision-making skills to nursing care interventions.
3. Identify disease processes of the gastrointestinal, respiratory, endocrine, genitourinary, circulatory, sensory, and immune systems in the adult patient. Discuss care of surgical patients.
4. Identify Pharmacological agents, indications, dosages and assess for potential side effects and outcomes.
5. Administer medications to assigned adult patients in medical and surgical settings.

Upon completion of **Level IV** of the curriculum, the student will be able to:

1. Apply the nursing process in the care of the obstetrical, neonatal and pediatric patient.
2. Identify the need for critical care and provide emergency intervention for the patient.
3. Administer medications to assigned pediatric/adult patients.
4. Define and explain the principles of pediatric nursing, including child growth and development, child health assessment, pathophysiology, and pediatric interventions.
5. Apply the nursing process and communicate effectively with the pediatric patient and their family to promote wellness.
6. Identify stages of normal growth and development within the life span.

Upon completion of **Level V** of the curriculum, the student will be able to:

1. Identify the vocational nursing practice as defined by the Board of Vocational Nursing and Psychiatric Technicians.
2. Demonstrate leadership skills by developing a nursing treatment plan and a supervision and assessment process.
3. Direct and evaluate a team of nurses in a long term care setting with emphasis on implementation of the nursing process.
4. Demonstrate communication skills in working with the healthcare team in the management of staff assignments, physician orders, and shift reports.
5. Identify addictive disorders which affect adults and children.
6. Demonstrate application of the nursing process in caring for the patient undergoing rehabilitation and promotion of health and wellness.
7. Recognize the gerontological life phase and psychosocial/medical issues affecting this population.
8. Discuss nutritional management of patients with specific diseases or disorders.
9. Perform advanced medical-surgical competencies learned in Levels I - V.
10. Demonstrate adequate preparation for NCLEX-PN exam by successfully passing ATI comprehensive exam
11. Recognize basic concepts in Psychology and demonstrate effective nurse-patient interactions and establish therapeutic relationships with the psychiatric patient.
12. Demonstrate medical-surgical skills and progressive mastery of skills learned in previous levels.
13. Evaluate healthcare needs throughout the aging process of an individual.

14. Describe the professional role of the nurse within the health care delivery system and discuss leadership and supervision skills as well as legal and ethical responsibilities.

Program Required Courses:

Anatomy & Physiology	Nursing Process
Nutrition	*Pharmacology
Psychology	Fundamentals of Nursing
Patient Education	Medical/Surgical Nursing
Growth & Development	Gerontological Nursing
Communication	Rehabilitation Nursing
Communicable Disease	Culturally Congruent Care
Critical Thinking	Maternity Nursing
Leadership	Pediatric Nursing
Supervision	End-of-Life Care
Ethics and legal Implications	NCLEX® Preparation Course

*** Pharmacology shall include:**

1. *Knowledge of commonly used drugs and their actions*
2. *Computation of dosages*
3. *Preparation of medications*
4. *Principles of administration*

NOTE:

Successful completion of the program requires passing all levels of the ATI exams (including the ATI comprehensive exam).

PROFESSIONAL LICENSURE

Smith Chason’s Vocational Nursing program curriculum meets educational requirements for licensure in the state of California.

Smith Chason has not made a determination as to whether our California Vocational Nursing program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Smith Chason’s Vocational Nursing program curriculum **does not lead to licensure in the state of Nevada.**

To obtain a specific state jurisdiction’s nursing practice act and rules, visit the National Council of State Boards or Nursing (NCSBN) website <https://www.ncsbn.org/npa.htm>.

SCHEDULE AND CLASS RATIOS

- Class Ratios:** 30 students – Lecture (Ontario)
 20 Students – Lecture (Los Angeles)
 15 students – Skills Laboratory & Clinical Rotation (Los Angeles & Ontario)

Full-time Schedule:

Los Angeles Campus	
WEEKDAY/AM SESSION	WEEKEND/PM SESSION
<p>Theory: Mon+Wed or Tues+Thur 12:30pm-5:30pm</p> <p>Clinical: Mon+Wed or Tues+Thur 7:00am - 11:00am and Friday 7:00am – 4:30pm</p> <p>Make-up work and open laboratory for Weekday/AM are determined per term on weekdays</p>	<p>Theory: Mon+Wed or Tue+Thur 5:30pm-10:30pm</p> <p>Clinical: Sat+Sun 7:00am-3:30pm</p> <p>Make-up work and open laboratory for Weekend/PM are determined per term on weekdays</p>
Ontario Campus	
WEEKDAY/AM SESSION	WEEKEND/PM SESSION
<p>Theory: Mon+Tue 8:30am-1:30pm</p> <p>Clinical: Wed+Thur 7:00am-3:30pm</p> <p>Make-up work and open laboratory for Weekday/AM are determined per term on weekdays</p>	<p>Theory: Mon+Wed or Tue+Thur 5:30pm-10:30pm</p> <p>Clinical: Sat+Sun 7:00am-3:30pm</p> <p>Make-up work and open laboratory for Weekend/PM are determined per term on weekdays</p>

COURSEWORK REQUIREMENTS AND PROGRAM OBJECTIVES

Coursework Requirements

15 Months / 1536 Clock Hours / 79.5 Quarter Credit Hours

Credential awarded upon graduation: Diploma

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
<p>LEVEL 1: Students learn the fundamentals of nursing and will be introduced to basic physical assessment, nursing ethics and conduct, critical thinking, cultural congruency of nursing care, nursing anatomy and physiology, nutrition, and end-of-life care. Students attend lectures, clinical skills labs, and clinical rotations.</p>	308	16

LEVEL 2: Students focus on the areas of medical and surgical nursing. Students study topics that progress from Level 1 to a more advanced level and are introduced to Pharmacology, Nutrition and patient education. Students attend lectures, clinical skills labs, and have clinical rotations.	308	16
LEVEL 3: Students continue to study advanced medical-surgical nursing and also study communicable diseases and nutrition. Students attend lectures, clinical skills labs, and have clinical rotations.	308	16
LEVEL 4: Students focus on growth and development across the lifespan, as well as maternity and pediatric nursing. The student continues to build on previous levels of training. Students attend lectures, clinical skills labs, and have clinical experiences.	308	16
LEVEL 5: Students will study psychology, gerontology, and rehabilitative nursing. The development of leadership skills will be emphasized, as well as the administrative aspects of nursing.	304	15.5

Program Objectives

Graduates of the Vocational Nursing program will:

1. Practice safe, quality, evidence-based patient care within the nurse's scope of practice.
2. Participate in a multidisciplinary team utilizing the principles of professionalism, teamwork, accountability, integrity, and autonomy.
3. Promote patient-centered culturally sensitive care that supports the psychosocial and physiological integrity of clients to improve clinical outcomes.
4. Apply best practice in nursing informatics and technology to ensure accurate and complete documentation in client care.
5. Apply skills and knowledge to complete the NCLEX-PN exam with a passing score on the first attempt.

PHYSICAL AND EMOTIONAL DEMANDS

In order to participate in Smith Chason's Licensed Vocational Nursing Program, students are required to travel to facilities and hospitals with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program.

Students must be able to perform these physical and emotional requirements, with or without accommodations. Students wanting to request accommodations for physical or mental disabilities should contact the ADA Compliance Coordinator: Andrew High (310-289-5123; ADACoordinator@wcui.edu) and review the Disability Accommodation policy in the Catalog.

Physical Demands:

- **Mental Alertness:** Ability to demonstrate an ongoing state of mental alertness and sensory awareness of their surroundings and environment.
- **Strength:** Sufficient strength to lift, move and transfer most patients; to move and carry equipment; and to perform CPR (which requires sufficient body weight and adequate lung expansion). Students may be required to stand for long periods of time.
- **Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around physically and adequately in confined spaces (patient

rooms, bathrooms, treatment settings, around patient equipment, etc.). Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.

- **Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record; to perform sterile procedures and other skilled procedures. Use hands to handle, control, or feel objects, tools, or controls.
- **Speech:** Ability to speak clearly in order to communicate with staff, physicians, patients and families.
- **Vision and Hearing:** Visually assess patients in order to determine and observe their health status; skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, etc. Auditory and hearing sensory requirements may also include monitoring signs and symptoms, communicating with patients, being alerted and responding to alarms, communicating via telephone, and use of a stethoscope.
- **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.

Emotional Demands:

The student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

Physical Exam:

Clinical sites may require students to complete a physical exam conducted by a medical professional prior to participation in a rotation at their facility. Students are responsible for the cost associated with a physical exam and must return documentation of the physical exam to the School prior to beginning clinicals.

Vaccinations:

The student must have received and show proof of the following vaccinations. Clinical sites may require students to be vaccinated against COVID-19, including boosters to protect against variants.

Required Test	California State Requirements
Varicella	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Measles	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Mumps	Demonstration of Immunity by Titer Level (with reference range) or documentation of the required two (2) immunizations
Rubella	Demonstration of Immunity by Titer Level (with reference range) or documentation of the require two (2) immunizations
Hepatitis B Series	Demonstration of Immunity by Titer Level (with reference range) or documentation of series (3) vaccinations or waiver signed
Influenza	Yearly Seasonal Vaccination
DPT	Within last 10 years.
Tuberculosis	Annual negative PPD. If positive PPD, Chest X-ray is required. Chest X-ray must be within two (2) years. QuantiFERON TB Gold Test is acceptable.

APPEAL POLICY

A student may appeal any Smith Chason determination, including a determination to terminate a student's enrollment, by following the "Appeals Process Policy" stated in Catalog. Students appealing a grade discrepancy must submit an appeal to the Director of Nursing the same day grades are released for Day students and not later than noon the following day for Evening students.

ADMISSION POLICY

In addition to meeting the admission criteria stated in the Catalog, students seeking admission into the Vocational Nursing program must also successfully pass the Wonderlic Basic Skills Test with a minimum cumulative test score of at least 50%. Vocational Nursing applicants must also submit a 500-word essay on "Why I Want to Become a Nurse" and must interview with the Director of Nursing.

ADMISSION SCREENING AND SELECTION POLICY

Due to a competitive enrollment process, students must complete an admissions process that determines which students will be accepted into the program. Admission is limited and based on a competitive ranking system. Students who have completed the application process and meet all requirements for admission will be placed in rank order according to the number of points accumulated. After conditional acceptance, students are required to submit health, and immunization records. Students must consent to a criminal background check and urine drug screen prior to attending clinicals.

Enrollment in the nursing program is limited. Applicants with completed files, including acceptable test scores, 500-word Nursing Essay, and proof of having graduated from either an accredited high school or the equivalent recognized by the U.S. Department of Education (see catalog) and/or official college transcripts, will be considered for admission to the nursing program.

1. Points for each applicant will be totaled. The totaled scores will be placed in rank order, from highest to lowest, and will determine the applicant's position on the acceptance or alternate lists.

Requirements for Conditional Acceptance packet:

1. Proof of Identification
2. 500-word Nursing Essay
3. Proof of having graduated from either an accredited high school or the equivalent recognized by the U.S. Department of Education and/or official college transcripts (if applicable)
4. Completion of Entrance Exam
5. Background Check has been processed and cleared
6. Patient Care Certifications (if applicable): CNA/LNA, MA, EMT, LPN, LVN
7. Confirmation of current year(s) FAFSA completed (if applicable)

All required documents must be submitted on or before the deadline given from students' admissions representative. Admissions application forms are provided to students when students receive Conditional Acceptance Packet. Any student who does not complete the required forms will be denied admission. The student's space will then be given to the next alternate.

2. Qualified applicants will be placed on the alternate list based on their scores. Alternates are qualified to enter the program but are not accepted and are accepted as spaces/resources become available. Alternates will be accepted, in order of their positions, if vacancies occur before the end of final registration. No alternates will be accepted after the end of final registration for the end of each quarter.

Applicants with the highest total points will be selected to interview and asked to complete a professional writing sample. Total points are calculated and then ranked numerically using the following formula:

Program Entrance Exam + Certifications + On-time Enrollment Process Submission + On-time Financial Aid Process Submission + Nursing Essay + Nursing Interview= Total points.

Point System:

Wonderlic	
Criteria Score:(Minimum Score 250, Maximum Score 500)	Points Given
351-500	3
250-350 (Meets Eligibility)	2
249 or below (Ineligible to Apply)	0
Certifications	
Criteria (six months minimum experience, two years maximum post expiration, and proof of certification)	Points Given
CNA Certificate	3
MA Certificate	1
EMT Certificate	1
On-Time Enrollment Process Submissions	
Criteria	Points Given
Admissions Paperwork Deadline Met	2
Admissions Paperwork Deadline Not Met	0
On-Time Financial Aid Process Submissions	
Criteria	Points Given
Financial Aid Paperwork Deadline Met	2
Financial Aid Paperwork Deadline Not Met	0
Nursing Essay	
Criteria	Points Given
11pts – 12pts	4
10pts – 8pts	2
5pts – 7pts	1
0pts – 4pts	0
Nursing Interview	
Criteria	Points Given
6pts	6
5pts	5
4pts	4
3pts	3
2pts	2
1pt	1
Maximum Points	20

Formal Acceptance: Alternates who are accepted must complete all required admissions and medical forms, provided upon acceptance, on or before the deadline stated in the conditional acceptance packet. When all required paperwork has been submitted by the deadline, the student is formally accepted into the program. Any student who does not complete the required forms will be denied admission, and that student’s space will be given to the next alternate. **The alternate list does not carry over to the next year; therefore, alternates who are not accepted must reapply to the nursing program.**

TRANSFER POLICY

Smith Chason considers the transferability of hours for students transferring from other vocational nursing program on a case by case basis. Transfer students must submit a legible official transcript(s) showing the course(s) and applicable clock hours for which the student is attempting to transfer in. The Nursing Department will evaluate the transfer student's competencies in addition to their transcript to determine how many hours will be accepted towards their education at Smith Chason.

Transfer students must submit their official transcript(s) to Smith Chason prior to the class start date in order to be evaluated. Smith Chason requires that transfer students complete at least Levels IV and V at Smith Chason. Therefore, a maximum of 924 clock hours can be transferred into Smith Chason. Credit hours accepted toward the student's educational program from another institution count as both attempted and completed hours for purposes of maximum time for completion.

Transfer credit shall be given for related previous education completed within the last five (5) years. The following courses may be considered:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed Services nursing courses
- Certified nurse assistant courses
- Other courses Smith Chason determines to be equivalent to the courses in the Licensed Vocational Nursing Program

If the Nursing Department does not accept any or all of the student's previous credit, the student will sign a waiver of previous credits form.

Please see the Catalog for information regarding students seeking to transfer to other institutions.

ALTERNATE NURSING STUDENTS

The Board of Vocational Nursing and Psychiatric Technician requires:

- Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.
- Alternate students must be informed in writing of their alternate status and its implications prior to admissions so they know they may be dropped.
- The number of alternate students may not exceed 10% of the school Board-approved number of students per class.
- Upon commencement of clinical experience at approved facilities, the number of students may not exceed the actual number of students approved by the Board for that particular class.

ATTENDANCE AND MAKE-UP POLICY

Theory Attendance

A maximum of two (2) absence per term may be permitted under documented special circumstances such as an accident, illness, or death in the immediate family. However, all missed time must be made up in order to complete the required clock hours. This will involve the student making up the hours at school or at the clinical site on days of the week other

than scheduled classes. Absences must be made up within two weeks of the absence and within the term in which they occur.

The Registrar and the Nursing Coordinator will review attendance weekly. Students must make up all missed coursework, skills laboratory time and/or clinical time.

Students must notify their instructor, at least one hour prior to the class start, if they will be absent. Texting is not permitted.

Attendance Probation

Students may be placed on probation for not completing the make-up hours within the two-week timeframe. Once a student is absent for a second time within a term, the student will be required to meet with the Director of Nursing and will be placed on probation. The goal is to review and assist the student in reducing absenteeism and to help the student have a successful outcome. After two absences (2) absences, in the same term, may result in termination from the program.

Theory Make-Up

Arrangements for make-up hours and/or assignments must be given by the instructor so that the learning objectives are met.

- All theory make-ups **MUST** be assigned by the instructor. Make-up assignments are in the appropriate subject matter of the time missed and documented on a make-up form.
- Make-up work must be completed within two weeks of the absence or before the end of the term whichever comes first.
- All Make-up forms and assignments are to be approved by the instructor.
- All students are responsible for turning in approved make up form and assignment to the Nursing Coordinator.

Lab/Clinical Attendance

Students are expected to attend all clinical days in order to meet the objectives of the program and legal requirements for licensure. If the student is unable to attend clinical due to a documented emergency, such as an accident, illness, or death in the immediate family, the student will be responsible for notifying the instructor at least one hour prior to the beginning of the clinical assignment. Failure to call the instructor of an absence constitutes a **no call, no show**.

Expected documentation of an absence:

- a. family emergency;
 - b. student's illness or injury verified by a health care provider;
 - c. significant illness or injury of a dependent verified by a health care provider;
 - d. death of an immediate family member. Immediate family members include spouse or domestic partner, parent, child, sibling or grandparent; spouse's or domestic partner's parent, child, sibling or grandparent.
 - e. mandated court appearance; or
 - f. other circumstances preapproved by the Director of Nursing.
- A student who is a **no call, no show** will be placed on misconduct probation as this is an example of unprofessional conduct. It may also result in a safety infraction on the student's evaluation.
 - Clients are assigned to the student for the day and a no call, no show results in a compromise of client care.
 - A second occurrence of a **no call, no show** will result in the student failing the course.
 - Two clinical day failures will result in a course failure. For example, unacceptable reasons for missing a clinical experience are work, travel, or social reasons.

- Regardless of the reason, a student must be counted as absent or tardy if any class time is missed.
- An absence categorized as excused only allows the student to make up a test if the excused absence occurred on a day where a test was given.
- Test(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum test grade allowed will be 75%.
- Test(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.

Attendance of partial clinical rotations will not be allowed; the full clinical rotation must be repeated if the student is unable to attend all the assigned clinical practicum days.

Excused/Unexcused Absence

- Student must provide written documentation to the Nursing Program Director of their emergency or illness to substantiate absence.
- Students are required to make-up all hours missed within two weeks.
- Absences will be considered only if certified as unavoidable because of sickness or other causes, such as accident or death of immediate family member, and student provides documentation (such as doctor's excuse for illness, etc.).
- **Unexcused** clinical absences will result in a clinical day failure for each missed clinical experience.
- Two clinical day failures will result in a course failure. For example, unacceptable reasons for missing a clinical experience are work, travel, or social reasons.
- An absence is only considered **excused** if the student provides the expected documentation (listed above).

Lab/Clinical Make-up

- Make-up time for missed clinical nursing experiences will be determined at the discretion of the at the direction of the Nursing Program Director and availability of clinical facilities and lab facilities.
- Failure to complete make-up clinical may result in course failure.
- All excused/unexcused absences ***MUST*** be remediated.
- Students must contact the Nursing Coordinator within 24 hours to schedule make up. Faculty may require withdrawal of any student who has missed sufficient clinical to prevent completion of clinical objectives.

Lab/Clinical Expectations

- It is expected that students in a professional nursing program will be consistently on time and prepared for all lab and clinical assignments.
- Students are expected to attend all clinical activities, including simulation, lab, and extrinsic sites.
- Any student reporting unprepared, no equipment, inappropriately dressed or not completing clinical preparation prior to clinical or any other non-professional behavior will:
 - 1st Offense = student will receive a warning and receive a written counseling statement.
 - 2nd Offense = student will be sent home with Clinical Day Failure and receive a written counseling statement.
 - 3rd Offense = student will be sent home and receive a Clinical Day Failure which will constitute a course failure.

Theory Tardiness

Students are required to arrive on time for class sessions. Three (3) tardies or early departures will equal one (1) absence. In Theory class, a tardy is defined as fifteen minutes late and leaving early is defined as any time before the didactic class is dismissed. Not signing your name, time in or out, is also defined as tardy.

Lab/Clinical Tardiness

No tardiness is allowed in any clinical class. Any student reporting to clinical or the lab late after the scheduled time (as scheduled weekly) is subject to penalties and consequences associated with professionalism and accountability.

- 1st offense = student will receive a verbal warning with a written counseling statement.
- 2nd offense = student will be sent home and receive a Clinical Day Failure with a written counseling statement.
- 3rd offense = student will be sent home and receive a Clinical Day Failure which will constitute a course failure.

Students must adhere to all attendance policies, be punctual and conduct themselves in a professional manner at all times.

COURSE REPEAT POLICY

Repeat of failed term:

If a student violated the attendance/academic policy and his/her appeal is denied, the student will be deemed to have failed the term. Students may repeat a failed term **once** and will be placed on probation during the repeated term. A student will be terminated from the program if he/she fails a term more than once.

REMEDIATION AND AT RISK CATEGORIES

Remediation

Smith Chason is committed to the success of all of the students and is committed to taking steps to ensure that success. Students whose course work has fallen below the satisfactory passing level are alerted and placed on an action plan. During the first six (6) weeks of each term, Smith Chason will allow students who score below 75% to retake a failed exam according to the terms of the remediation plan. The maximum score credited for any re-take exam is 75%. An intervention of coursework and assignments is developed with the instructor for student improvement. Smith Chason follows the BVNPT's Remediation Algorithm in identifying and solving student issues including clinical events, behavior/ attendance issues and/or theory deficit.

At Risk

- Code of Conduct Issues: students that do not interact positively during class time, are not punctual, and/or do not follow the College's Code of Conduct will be considered at risk. Depending on the infraction, the student's instructor and/or the Director of Nursing will counsel the student. The instructor and/or the Director of Nursing will document the deficiency in writing and create a plan of action for the student.
- Academics: students that fail the second test are considered at risk and will be counseled by the instructor to determine the root of the problem. Based on the counseling session, the instructor may refer the student to the nursing student success coordinator, the student services department and/or the Director of Nursing for more assessment and to set up a plan of action; including tutoring.
- Attendance: the nursing faculty, student success coordinator, and the nursing administrative coordinator monitor student attendance. Students that have excessive tardies or absences are considered at risk. If a student exceeds 3 tardies, the student will be issued a deficiency notice and called for a counseling meeting with their instructor and/or the Director of Nursing. Depending on the reasoning for the student's absences, the student may also be referred to the student services department to assist the student with outside issues; such as transportation. After a student is absent twice, the Director of Nursing meets with the student to warn the student that he/she is at risk of being terminated from the program. The Director of Nursing also meets with the student to determine the root cause of the absenteeism. Depending on the root cause, the student will be referred to the nursing department and/or the student services department to aid the student.

ACADEMIC DISCIPLINARY PROCESS

The Nursing Department will execute professional judgment in the implementation of disciplinary actions related to academic and professional standards in both theory and/or clinical performance. Disciplinary action may consist of the progressive steps below. Please note, Smith Chason reserves the right to determine, based on the level of infraction, to not utilize progressive steps and the student may be immediately terminated from the program.

- Academic warning
- Academic probation
- Termination from the nursing program

Please see the Catalog for information regarding the College's Satisfactory Academic Progress policy. Students receiving financial aid, should also refer to the Catalog for additional details regarding the disbursement of financial aid if a student is not meeting the College's academic standards.

Academic Warning

A student in the nursing program, who is not satisfactorily meeting the objectives of a nursing didactic course in academic or attendance progress, will be given an academic warning which consists of a Written Advisory, documenting the unsatisfactory grade or performance. The Written Advisory will be reviewed with the student and the student will be given a copy. If necessary, a written remediation plan for improvement is developed by the instructor or Director of Nursing.

A student who is not in good academic standing at the end of a term is placed on academic warning and issued a remediation plan. This is a serious warning that the student's level of achievement is unsatisfactory. Class attendance becomes mandatory. To be in good academic standing, a student must have a cumulative grade point average (GPA) of at least 2.5 (75%). A student must be in good academic standing at the end of the academic warning period or the student may be terminated from the program.

Academic Probation

If a student's academic performance in the program does not improve after receiving an academic warning, the student may be placed on academic probation. This may include the inability to meet course/clinical objectives, standard nursing care, and/or the student's term grade falls below 2.5 (75%). The probation procedure will consist of:

- Written documentation will be provided to the student regarding the unsatisfactory grade, or performance with the terms of probation.
- A meeting between the student and the theory/clinical instructor, and/or the Director of Nursing, as appropriate, to discuss grounds for probationary status.
- For clinical probation, a written plan for improvement will be developed and signed by both the instructor and the student. A copy will be given to the Director of Nursing for review and approval.
- For academic probation, a written plan for improvement will be developed and signed by both the student and the instructor/student success coordinator. A copy will be given to the Director of Nursing for review and approval.
- The probation notice and the student's plan for taking corrective action is placed in the student's file.
- Students may be removed from the probation when the identified deficiencies are corrected. If the student is unsuccessful in meeting the conditions of probation, dismissal from the program or repetition of the course may be required.

Academic Failure/Dismissal

If a student academically fails a term (achieving below 75%), the student must repeat the term. A student can retake a term only one time. A student who fails a term may not progress in the program until he/she has successfully passed the failed term; which can only be repeated once. Students may not matriculate more than 1.5 (one-half) times the length of the program. Enrollment into the term to be repeated is on a space-available basis.

Students can be dismissed from the program for the following reasons:

- Failing to maintain a cumulative nursing course GPA of 2.5 (75%) for the term following academic warning.
- The occurrence of a serious incident in the clinical area, patient, or classroom where the physical or mental safety of a faculty member/student/staff/patient has been significantly jeopardized.
- Behavior not congruent with the ANA Code of Ethics, Standards of Conduct as delineated in the catalog.

Academic Procedure for Dismissal from the Nursing Program consists of the Director of Nursing or designee will provide written notice to the student documenting the reason for dismissal from the nursing program. The student must meet with the Director of Nursing/Assistant Director of Nursing, course/clinical instructor or advisor. Please see the Catalog for additional information regarding the College's Termination policy.

Students terminated from the program should refer to the Catalog for information regarding Appeal and Readmission.

ACADEMIC CLINICAL COURSE GUIDELINES

Clinical experiences are an important part of the Vocational Nursing program. Students must comply with all policies and guidelines set forth by clinical site, OSHA, CDC and other agencies. Students are expected to demonstrate growth in clinical practice through application of knowledge and skills from previous and concurrent courses. The student should demonstrate growth in clinical practice as they progress through courses and must meet clinical expectations as outlined in the clinical course objectives and evaluation tool.

Students are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These values must be demonstrated through the following critical behaviors:

- Consistently demonstrate respect and courtesy for all faculty, staff, clinical agency personnel, and peers.
- Acknowledge and accept responsibility for one's own actions. This may include honestly and accurately reporting errors of omission or commission to appropriate persons.
- Seek appropriate supervision and/or consultation in the provision of care.
- Be academically and technically prepared to provide safe, competent care during all clinical experiences. Expectations for clinical preparation will be determined by course objectives and clinical instructor.
- Preparation may include, but is not limited to; a review of the clinical medical records, comprehension of the nursing care plan or treatment and familiarity with medications, tests, and procedures. Failure to adequately prepare for clinical experiences may result in verbal/written warning, being placed on probation or dismissal from the clinical facility.
- **Students must follow the College's dress code policy.** Failure to dress appropriately for clinical experiences may result in verbal/written warning, dismissal from the clinical area, being placed on probation or dismissal from the program for excessive violations.
- Clinical practice must be performed in a safe manner in accordance with the student's level of preparation, legal limitations, and agency policy. Students are legally liable to ensure he/she is well prepared for any patient care assignment and must seek supervision or additional instruction when unsure of the care to be provided. Unsafe practice includes behaviors that place the patients or other personnel in the clinical area in either physical or emotional jeopardy. An unsafe clinical practice occurrence or pattern of repeated behaviors is unacceptable.

and may result in verbal or written warning, dismissal from clinical area, being placed on probation, or dismissal from the nursing program.

- Refrain from engaging in patient care when student's physical or emotional condition may be a threat to patients and/or others. Student health must be such that no real or potential harm can come to a patient from his or her association with a student. If the clinical instructor has reason to question a student's ability to provide appropriate care for the patient, the student will be counseled and may be dismissed from the clinical setting.
- Maintain appropriate professional lines of communication with faculty, peers, and health care team members.
- Maintain confidentiality of patient information following HIPAA (Health Insurance Portability and Accountability Act 1996) guidelines. Breach of confidentiality guidelines is a serious offense and could result in dismissal from the program.

The clinical site is an educational opportunity. Students are expected to use their time and clinical resources in a professional and responsible manner. Failure to achieve any one or more of the above critical behaviors will result in disciplinary action, consisting of a written warning, placement on probation, dismissal from the clinical experience, failing grade in the course, or dismissal from the nursing program, depending on the nature of the incident.

Students are responsible for transportation to and from a clinical site and may be required to travel up to 75 miles from the campus each way. Students are not considered employees and will not receive compensation for any aspect of their education, including when providing services to individuals at a clinical site.

ACADEMIC GRADUATION REQUIREMENTS

For a student to be considered a graduate of the Vocational Nursing Program, they must complete all required coursework with a letter grade of "C" or better and have an overall GPA of 2.5 or better. All course work must be completed within 1.5 times of the normal length of the Nursing Program. In addition to the coursework requirements, students must also: (1) pass the term final exam (ATI content mastery series) per the grading system listed in this Handbook; and (2) pass the ATI comprehensive exam by scoring above the national mean. Please see the Catalog for additional graduation requirements not specific to nursing coursework.

Students are strongly encouraged by the BVNPT to take the NCLEX test within 3 months of receiving the ATT letter from the BVNPT.

ATI CONTENT MASTERY SERIES

1. Fundamentals of Nursing Practice
2. Adult Medical-Surgical Nursing
3. Maternal-Newborn Nursing
4. Nursing Care of Children
5. Nursing Pharmacology
6. Mental Health Nursing
7. Nursing Management

GRADING SYSTEM

Smith Chason utilizes an absolute grading system as stated below:

Letter Grade	Quantitative Assessment	Qualitative Assessment	Grade Points
A	90% and Above	Excellent	4.0
B	80% - 89%	Above Average	3.0
C	75% - 79%	Average	2.5
F	Below 75%	Failure	0

*Anything below a C is considered a failing grade and cannot be counted toward graduation.

Term Grading Policy: (*Sliding scale is applied) – refer to course syllabus for more information

Term I:

- Exams, quizzes, including the final and homework = 100% of Term grade. There is no ATI requirement in Term 1

Term II:

- Exams & Quizzes= 60% of Term grade
- LRC Project=5% of Term grade
- Homework = 5% of Term grade
- One (1) ATI* exam (2-attempts)=10% of Term grade
- Final exam = 20% of Term grade

Term III:

- Exams & Quizzes= 60% of Term grade
- LRC Project=5% of Term grade
- Homework = 5% of Term grade
- One (1) ATI* exam (2-attempts)=10% of Term grade
- Final exam = 20% of Term grade

Term IV:

- Exams & Quizzes= 60% of Term grade
- LRC Project=5% of Term grade
- Homework = 5% of Term grade
- Two (2) ATI* exams (2-attempts)=10% of Term grade
- Final exam= 20% of Term grade

Term V:

- Exams & Quizzes= 60% of Term grade
- LRC Project=5% of Term grade
- Homework = 5% of Term grade
- Three (3) ATI* exams (2-attempts)=10% of Term grade
- Final exam= 20% of Term grade
- ATI Comprehensive exit exam (2-attempts)

Student must achieve an overall grade of at least 75% collectively to pass each term. Grades will not be rounded or curved at any time.

EVALUATION METHODOLOGY FOR STUDENT PROGRESS

The evaluation methodologies further demonstrate the application of the Grading System and Term Grading policies listed above.

- The student is limited to **2 attempts only** for each ATI exam and the graduate ATI comprehensive exit exams.

- The pass rate percentage may be adjusted based on the current year according to the percentages indicated by Assessment Technology Incorporated (ATI).
- **ATI sliding scale:**
 - If a student passes the ATI exam with a Level-3 (4 points), with practice assessment (4 points) and remediation (2 points), the student will receive full points: 10/10
 - If a student passes the ATI exam with a Level-2 (3 points), with practice assessment (4 points) and remediation (2 points), the student will receive partial points: 9/10
 - If a student passes the ATI exam with a Level-1 (1 point), with practice assessment (4 points) and remediation (2 points), the student will receive partial points: 7/10
 - If a student receives **less than a Level-1** (0 points) on the ATI exam, with practice assessment (4 points) and remediation (2 points), the student will receive partial points: 6/10
 - **The student must receive at least Level-1 to pass the term.**
- The student must pass the ATI comprehensive exam by scoring 90% Predicated Probability of Passing NCLEX.
- The student must pass the ATI comprehensive exam within 2 attempts in order to pass Term V and become a graduate of the Vocational Nursing program (if all other graduation requirements are met). If the ATI comprehensive exam is not passed upon the 2nd attempt, the student may be given a 3rd attempt upon meeting and successfully completing mandatory requirements approved by the DON.

ACADEMIC PROFESSIONAL DRESS CODE POLICY

Students who do not comply with the uniform policy will not be allowed to participate in their clinical assignment until the recommended adjustment is made. Students with excessive violations of the dress policy may be subject to dismissal from the program for failure to meet program objectives and professional standards.

1. The student school uniform should always be worn in the hospital clinical setting and while on campus.
2. The uniform is always to be clean and neatly pressed.
3. Any soft-soled white or solid color (brown or black) closed shoes may be worn except for clogs, crocs, sandals, Uggs, boots and canvas shoes.
4. Underclothing is required with all style uniforms and should not be visible through the uniform.
5. A white long-sleeved undershirt or a navy-blue uniform coat may be worn, as necessary.
6. The student name badge must always be worn on the uniform.
7. Fingernails should be short and clean. **No acrylic, gel or artificial nails. No nail polishes.** Clear nail polish is not acceptable.
8. No rings other than simple wedding band may be worn with the student uniform.
9. Only small post earrings are acceptable. All other noticeable piercing shall be removed for safety and cleanliness reasons.
10. Chewing gum is not allowed in class, conference, or while giving patient care. No eating or drinking is allowed at the nurse's stations.
11. Hair is to be styled to keep it from lying on the collar of the uniform or falling into the work area. Facial hair should be neatly trimmed. No extreme hairstyles or **unnatural colors** are permitted. Clips, barrettes, or anything used to contain hair should be small, plain white, or the color of the hair.
12. Conservative use of makeup, including mascara, false eye lashes, and eyeliner may be acceptable.
13. Heavy fragrances and body odors are offensive and harmful to patients; no perfumes and after-shaves should be worn.
14. Tattoos must be covered.

REQUIREMENTS PRIOR TO CLINICAL

Prior to clinical rotation students are required to:

- Obtain Professional Liability Insurance. All students are required to purchase malpractice insurance and submit a copy of the original certificate. The annual premium for professional liability is the responsibility of the student.
- Show proof of Basic Life Support (BLS) card.
- Submit a Laboratory and Immunization report.
- Provide a copy of HIPAA certificate.
- Sign the program Clinical Compliance Criteria form.
- Students may also need to submit to fingerprinting/Live Scan depending on the clinical site. Students will also have to submit to fingerprinting/Live Scan prior to sending your application for the California licensure examination.
- Students may also need to submit to mandatory drug testing as a condition of student participation at a clinical site. Please see the “Drug Testing” policy in the Catalog for additional information. The student is responsible for the cost of the drug testing, if required.
- Students consent to and undergo a background check during the admissions process. However, please note that depending on the clinical site, an additional background check (which may be more in-depth) may be required. The student is responsible for the cost of the additional background check, if required.

Once the student has gathered these documents, place them in an 8”x 11” **secure** brown envelope; label the envelope with your name and your checklist. Submit the envelope in-person to the Nursing Department by the beginning of the first term, per the required deadline.

CERTIFIED NURSING ASSISTANTS

Student may qualify for the California CNA equivalency test upon successful completion of Fundamentals of Nursing. Should you choose to test for certification, fingerprinting/live scanning will be required.

Reference: <http://www.cdph.ca.gov/pubsforms/forms/Documents/LicCert-CNA>

If you are interested in applying for CNA certification, currently enrolled students must contact the Director of Nursing or the Assistant Director of Nursing for required documents and forms.

ESTIMATED COSTS ASSOCIATED WITH CALIFORNIA LICENSURE EXAM

- BVNPT application fee: \$300.00 (graduate) / \$330 (non-graduate)
- Live Scan: \$80.00
- NCLEX fee: \$200.00
- Initial License fee: \$300.00

NCLEX EXAM FEE REIMBURSEMENT

Graduates will be reimbursed for the California NCLEX exam fee if the student has attended a minimum of six Smith Chason NCLEX review sessions and successfully passes the NCLEX exam on the 1st attempt within six months of graduation and provides the required documentation to Smith Chason. Required documentation includes: ATT letter, NCLEX test date confirmation and test result letter.

STATEMENT OF NON-DISCRIMINATION

In accordance with Title IX of the Education Amendments of 1972, Smith Chason does not discriminate on the basis of sex/gender in its employment practices or its educational programs or activities. Smith Chason also prohibits Sexual

Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

Smith Chason prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights, email OCR@ed.gov, website <https://www2.ed.gov/about/offices/list/ocr/index.html>].

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow procedures outlined in the College’s Non-Discrimination and Code of Conduct policies.

Smith Chason reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this Policy, the Policy will be construed to comply with the most recent government regulations or holdings.

TITLE IX COORDINATOR

The Title IX Coordinator coordinates Smith Chason’s efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing the College’s Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures and maintaining accurate Clery Act crime statistics.

Title IX Coordinator
Lisa Ingoldsby, Corporate Director of Compliance
3580 Wilshire Blvd. 4th Floor Los Angeles, CA 90010
310.289.5123 x1138 / lisa.ingoldsby@wcu.edu

Deputy Title IX Coordinators are available at each campus to intake reports, Formal Complaints and provide Supportive Measures.

Deputy Title IX Coordinators:

Campus	Name/Title	Address	Phone Number/Email
Los Angeles	Denise Villeda Student Services Coordinator	3580 Wilshire Blvd. 4 th Floor Los Angeles, CA 90010	(310) 289-5123 x1116 denise.villeda@wcu.edu
Ontario	Deysy Gonzalez Director of Student Services	3700 E. Inland Empire Blvd, Ste 235 Ontario, CA 90010	(323) 483-6572 deysy.gonzalez@wcu.edu

Instances of sexual harassment should be reported to the campus Title IX Coordinator or Deputy in accordance with the College’s Title IX policy located in the Annual Safety and Security Report (“ASR”) available on the College's consumer information page website, at www.smithchason.edu/page/consumer-information.

STUDENT COMPLAINT AND GRIEVANCE POLICY

1. Complaints directed at an individual instructor or staff member should be discussed directly with the individual involved.
2. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the Director of Nursing who will respond to the complaint in writing within ten (10) business days (excluding weekends

and Federal holidays). A Student Complaint Form is available on the College's website at www.smithchason.edu/page/consumer-information.

3. If the student is not satisfied with the proposed resolution, the student must respond to the Corporate Director of Compliance: Lisa Ingoldsby, 3580 Wilshire Blvd., 4th Floor, Los Angeles, CA, 90010 (310) 289-5123, lisa.ingoldsby@wcui.edu in writing, within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays. The Corporate Director of Compliance will issue a final written response to the student within ten (10) business days (excluding weekends and Federal holidays).
4. If the complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the Department of Consumer Affairs. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at (www.bppe.ca.gov). Students have the right to complain to the Bureau for Private Postsecondary Education at any time. They may also send a letter to the Bureau for Private Postsecondary Education, 1747 North Market Street, Suite 225, Sacramento, CA 95834.
5. Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission (a copy of the commission's complaint form is available at the College and may be obtained from the Campus Director). All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to Accrediting Commission of Career Schools and Colleges: 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org | complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained from the Campus Director, or by contacting complaints@accsc.org or at <https://www.accsc.org/Student-XCorner/Complaints.aspx>.
6. A student may file a complaint with the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, suite 205, Sacramento, CA 95833, Phone: (916) 263-7800, Fax: (916) 263-7866, www.bvnpt.ca.gov

VOCATIONAL NURSING HANDBOOK ACKNOWLEDGEMENT

I HAVE RECEIVED A COPY OF THE VOCATIONAL NURSING PROGRAM HANDBOOK ("HANDBOOK") AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE HANDBOOK. I AGREE TO ABIDE BY THE TERMS OF THE HANDBOOK AND THE RULES, POLICIES AND PROCEDURES STATED IN THE CATALOG.

Print Student Name: _____

Signature of Student: _____

Date: _____