

NRI INSTITUTE OF HEALTH SCIENCES

CIE License #1768

Academic Catalog/Student Handbook Academic Year 2021/2022



Preparing Health Care Professionals for Today & Tomorrow

503 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411

Phone: (561) 688-5112 Fax: (561) 688-5113



Accredited by the Council of Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

800.917.2081

Licensed by the Commission for Independent Education, Florida Department of Education. License #1768.
Additional information regarding this institution may be obtained by contacting the Commission at:

Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400.
Telephone: (850) 245 – 3200
TOLL FREE (888) 224 – 6684

I hereby certify that this catalog is true and correct as to content and policy
M. Daniel Splain, Chief Administrative Officer

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A MESSAGE FROM THE DIRECTOR

Welcome to NRI INSTITUTE OF HEALTH SCIENCES. We thank you for giving us the opportunity to assist you in your desire to further yourself and become a Health Care Professional. While healthcare is an ever-changing field, one thing will never change--- the hands which touch the patient, or the eyes and ears that help the healthcare worker gather the most information possible in order to better serve that patient.

LICENSURE & ACCREDITATION

NRI has been licensed since February 20, 1995. NRI has been accredited since Nov. 2, 2011.

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
(850) 245-3200
License number: 1768

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 350
Atlanta, GA 30350
Telephone: (770) 396-3898
Fax (770)-396-3790

LEGAL OWNERSHIP

OWNERSHIP AND GOVERNING BODY

The school is owned by Shaker Health Holdings, Inc., a Florida corporation. Shaker Health Holdings Inc. is jointly owned by Elizabeth Stolkowski (50%) and M. Daniel Splain (50%)

Board of Directors Members

President and Director: Elizabeth Stolkowski, RN, BSN, MSN, Med, MPA, JD
Chairman, Director and Secretary-Treasurer: M. Daniel Splain, BA

ADMINISTRATION

- Chief Administrative Officer: M. Daniel Splain, BA
- Director of Academics/Nursing Program Administrator: Elizabeth Stolkowski, RN, MSN, M Ed, MPA, JD
- Director of Diagnostic Medical Sonography: Hans Meyer Berthau, MD, Surgeon Physician, La Universidad del Zulia, Venezuela, Specialist in Ultrasound Medicine, Rafael Urdaneta University, RDMS
- Associate Nursing Programs Director: Mary Jean Duthie, BSN, MSN/ARNP, MBA, PhD
- Director of Finance: Dieunet Demosthene, BS, MBA
- Admissions Coordinator: Carlton Colbert, M Ed
- Financial Aid Coordinator: Joanne Severe, AA
- Registrar: Christopher Kloba, BS, MS.
- Faculty Coordinator: Paula M. Beauchesne, AA

Ultrasound Medical Institute Inc. dba NRI Institute of Health Sciences, Inc.
A Florida Corporation, Document number: P06000144260.

HISTORY

NRI INSTITUTE OF HEALTH SCIENCES was established in its present form in 2015 in order to provide training and employable skills in the following fields:

- Associates in Science of Nursing degree
- Associate of Applied Science in Diagnostic Medical Sonography degree
- Medical Assisting Diploma

NRI INSTITUTE OF HEALTH SCIENCES is the d/b/a/ name of Ultrasound Medical Institute, Inc. a Florida corporation.

Ultrasound Medical Institute, Inc. was founded in 2006 as a successor to the former Ultrasound Medical and Dental Institute in Lantana, Florida. The first UMI was founded in 2006 and founded the Ultrasound Medical Institute and offered the Associate Degree program in Diagnostic Medical Sonography.

NRI Institute of Health Sciences was created early in 2015. The predecessor organization to the NRI INSTITUTE OF HEALTH SCIENCES was founded in 2007 in West Palm Beach, Florida, as T & T Academy of Health Services by dedicated, registered nurses, with over 40 years of nursing experience in the home care and hospital setting, who saw a growing need to educate subsidiary caregivers to assist with the nursing shortage, and to give better care and service to the public.

Shaker Health Holdings, Inc. acquired the school in 2016 and renamed it NRI INSTITUTE OF HEALTH SCIENCES to reflect our goal to establish additional programs in nursing and healthcare while continuing the Diagnostic Medical Sonography program.

The current owners of the school have extensive healthcare experience in the United States and internationally that includes Diagnostic Medical Sonography education, hospital administration, managed care, nursing education and the international recruitment of healthcare professionals.

MISSION STATEMENT

The mission of this institution is to educate and train students to become healthcare professionals in the fields of nursing and diagnostic medical sonography and related fields. Our mission is to insure they are trained to a high level that enables them to secure employment in their chosen profession.

PURPOSE

It is the purpose of NRI Institute of Health Sciences to contribute to the economic development of the local community through training programs and activities that help to improve job skills and secure/retain and create better jobs, as well as generate new employment opportunities for those students who apply themselves and improve the quality of life in the community and service in the health care industry.

The school is to prepare, educate and train to meet the course requirements in the Diagnostic Medical Sonography and nursing fields. We train our nursing and Diagnostic Medical Sonography students to graduate and obtain an Associate Degree or Diploma. In addition, the school prepares students to pass exams needed for licensure and/or certification from the state and the many private companies that offer them.

EDUCATIONAL OBJECTIVES AND PHILOSOPHY OF THE SCHOOL

NRI INSTITUTE OF HEALTH SCIENCES was founded to prepare persons for gainful employment as quality medical caregivers, while giving our students the opportunity to discover other ways in which they can serve in the healthcare field.

All of our educators share in the following commitments:

- A passion for caring for others;
- Commitment to lifelong learning;
- Creativity;
- Communication skills; and an
- Interest in helping our students grow and develop in interpersonal and professional skills.

These commitments drive our educational philosophy and our objectives geared toward the acquisition of the needed skills and knowledge of our students. Our objective is to produce competent and caring health care workers to improve public health and the quality of care.

FACULTY

ASSOCIATES IN SCIENCE NURSING PROGRAM(S):

Elizabeth Stolkowski FT	RN, BSN- University of the Philippines MSN- Cleveland State University M Ed- Cleveland State University MPA- Cleveland State University JD- Duquesne University
Mary Jean Duthie FT	BSN- Connecticut State University MSN/ARNP- University of Maryland MBA- Loyola University, Baltimore PhD- University of Kansas Medical Center and Clayton College
Barabara Miller PT	RN, BSN- Suny Down State University, Brooklyn MSN - Aspen University, Denver DNP - Touro University Nevada/ Nova South Eastern University EdD - Touro University Nevada/ Nova South Eastern University
Nathalie Ponce de Leon PT	RN, BSN- South University MSN, Grand Canyon University
Jane Traverso FT	RN, BSN - Pennsylvania School of Health Sciences MSN - Case Western Reserve University
Nohede Morisset FT	RN- Bunker Hill College BSN – South University
Dania Brown PT	RN, BSN- Jacksonville University
Hans Meyer Bertheau Program Director FT	MD, Surgeon Physician, La Universidad del Zulia, Venezuela Specialist in Ultrasound Medicine, Rafael Urdaneta University RDMS (Abd and OBGYN) - ARDMS RVT - ARDMS RN, ASN, NRI Institute of Health Sciences Teaches Ultrasonography and Sciences in both ASN and DMS Programs
Eridania Rodriguez PT	RN, ASN, NRI Institute of Health Sciences

ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM:

Hans Meyer Bertheau MD, Surgeon Physician, La Universidad del Zulia, Venezuela
Program Director Specialist in Ultrasound Medicine, Rafael Urdaneta University
FT RDMS (Abd and OBGYN) — ARDMS
RVT — ARDMS
RN, ASN, NRI Institute of Health Sciences
Teaches Ultrasonography and Sciences in both ASN and DMS Programs

Diana Garrido RDCS — ARDMS
PT

Evelyn Rondon RDCS – ARDMS
PT

Anthony Ferri RDMS – Ultrasound Medical Institute
PT

MEDICAL ASSISTING PROGRAM:

Jane Traverso RN — Pennsylvania School of Health Sciences
FT MSN – Case Western Reserve University

Nohede Morisset RN- Bunker Hill College
FT BSN – South University

Hans Meyer Bertheau MD, Surgeon Physician, La Universidad del Zulia, Venezuela
Program Director Specialist in Ultrasound Medicine, Rafael Urdaneta University
FT RDMS (Abd and OBGYN) — ARDMS
RVT — ARDMS
RN, ASN, NRI Institute of Health Sciences
Teaches Ultrasonography and Sciences in both ASN and DMS Programs

Eridania Rodriguez RN, ASN, NRI Institute of Health Sciences
PT

GENERAL EDUCATION

Christopher J. Kloba Bachelor of Arts, Palm Beach Atlantic University
FT Master of Science in Counseling Psychology Palm Beach Atlantic University

Louis Toto BS – Florida Atlantic University
PT MS – Walden University

SCHOOL FACILITIES AND TEACHING EQUIPMENT

FACILITIES

The school facilities are located in over 12,000 square feet of office, classroom and laboratory space. There are 11 classrooms, 2 Nursing Labs, 1 DMS Lab, 1 A&P Lab office space and multiple handicap accessible restrooms. NRI INSTITUTE OF HEALTH SCIENCES has an open resource center housing appropriate medical, Diagnostic Medical Sonography, nursing textbooks and periodicals.

The school is situated at 503 Royal Palm Beach Boulevard, Royal Palm Beach, Florida. It is conveniently located at the intersection of two major thoroughfares in central Palm Beach County with public transportation immediately accessible.

The school is easily accessible by major expressways Interstate 95 and the Florida Turnpike serving all of south Florida from Miami to Orlando. The campus is 3 miles west of the Turnpike in the idyllic town of Royal Palm Beach on Southern Boulevard with ample lighted parking for all classes. Spacious attractive furnishings and private lab for scanning in professional surroundings provide an air of actual medical site conditions in a secure building.

Modern equipment with up to date software is utilized to teach with proficiency, to produce a well-rounded and well-educated health care professional.

ENROLLMENT DATES

Enrollment can be done any time up to the commencement of classes. [*See academic calendar.*](#) Late enrollment after starting date will require special permission from the Director of Academics or their designee.

SCHOOL HOURS:

- Day Classes may be scheduled 8 a.m. to 5:00 p.m. Monday through Friday
- Evening Classes may be scheduled 5:30p.m. to 10:30p.m. Monday through Friday
- Clinical Hours may be scheduled 7 days of the week at any hour based on the facility needs and requirements.

IN CASE OF INCLEMENT WEATHER

- Call the school for instructions and check Populi on a regular basis.

ENTRANCE AND ADMISSION REQUIREMENTS AND PROCEDURES

NRI encourages applicants to schedule a personal interview with the admissions department. The interview establishes the level of the program needed by the individual and provides an opportunity for the applicant to ask any questions he or she may have about the school.

Only those applicants who have an informed interest in a program of study and who are dedicated to finding employment in the related field, upon completion of the program, should consider registering for a program. It is the responsibility of the applicant to ensure that work schedules or other commitments do not conflict with their class/lab or clinical hours.

- A minimum 2.0/4.0 GPA based on high school or 12 credits from college is required or a minimum score of 500 or 50 (depending on district) on the GED exam as documented on sealed unopened transcript or results of the GED exam.
- Prospective students are first interviewed by the school director or his/her designee to determine the interest and applicability of the academic program of NRI INSTITUTE OF HEALTH SCIENCES for the prospective student.
- Applicants will complete and submit the application along with the non-refundable application fee listed in the [Schedule of Fees](#) to the Director of Admissions, NRI INSTITUTE OF HEALTH SCIENCES or his/her representative.
- Applicants will be notified of their admission status upon receipt of all completed application materials.
- Applicants accepted into the educational programs of NRI INSTITUTE OF HEALTH SCIENCES will be allowed to begin classes at the next available entrance cycle.

Any student wishing to enroll must: (please see specific program for additional requirements)

- Have a high school diploma or GED by a legitimate licensing body.
- Meet the essential functions of the chosen program
- Complete an application
- Pay non-refundable application fee.
- Be at least 18 years of age.
- Have a personal interview with school personnel.
- Complete an enrollment agreement.

Acceptable documentation of high school graduation or its equivalency may include:

- A copy of a high school transcript or diploma, GED transcript or certificate,
- Copy of associate's, bachelor's, master's, or doctorate degree from an accredited college or university or official transcript indicating the same,
- Official college transcript indicating the basis of the applicant's admission into the college program as being high school graduation
- For students completing high school in a foreign country, who are unable to produce a copy of their diploma, an "Affidavit of Student's Graduation from a Foreign High School" official form completed in English will be required.
- Copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- For homeschooled individuals, the superintendent of schools of the district in which the student is homeschooled must certify in writing on official letterhead that the student's program was substantially equivalent to a four-year high school program.

NON-DISCRIMINATION POLICY

- NRI Institute of Health Sciences admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.
- No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin or physical handicap, color, or marital status to the extent of the law.
- It is the student's responsibility to make any disability known to the Program Director
- English is the only language in which the program will be taught.

ADMISSION AND ENROLLMENT REQUIREMENTS FOR ALL PROGRAMS

- Students shall be responsible for arranging for their medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the program at the school. In no event shall the school be financially or otherwise responsible for said medical care and treatment.
- **Enrollment requirements to be completed *before the first day of class***
 - Enrollment agreement completed/signed
 - Student application completed/signed
 - Social Security Number verification
 - Driver's License or photo ID
 - Employment and previous employment verification, if applicable
 - Violent sexual offender and predator search
 - HHS/OIG list of excluded individuals/entities
 - GSA list of parties excluded from federal programs
 - U.S. Treasury, OFAC, SDN
 - Status of U.S citizenship
 - Educational transcripts highest level verification
 - Negative drug screen.
 - Level II Background check. Students with positive results will be contacted and must meet with a Program Director or designee. Depending on the severity or type of incident, clinical agencies have the right to deny clinical placement to a student.
- **Student Status**

Student represents and warrants to the school that the student participating hereunder:

 - Is not currently excluded, debarred, or otherwise ineligible in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the Federal health care programs).
 - Is not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal health care programs.
 - Is not under investigation or otherwise aware of any circumstances which may result in the student being excluded from participating in the Federal health care programs.

ADMISSION REQUIREMENTS FOR INDIVIDUAL PROGRAMS:

ASSOCIATE OF SCIENCE IN NURSING

In addition to the NRI general admission requirements, those students wishing to enter this Program will require:

- Achievement of the minimum required score on their nursing entrance exam. Transfer students, applicants with earned Associates and /or higher degree and Licensed Practical Nurses and/or Practical Nurse diploma are exempt from this requirement.
- Complete a physician's evaluation form.
- Students will present the following health records 14 days prior to commencement of their clinical experience at school. Students will NOT be allowed to commence experiences until all records are received.
 - Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or a chest x-ray taken within the past 12 months.
 - Proof of Rubella and Rubella immunity by positive antibody titers or 2 doses of MMR.
 - Varicella immunity, by positive history of chickenpox or proof of Varicella immunization.
 - Proof of Hepatitis B immunization or completion of a certification of declination of vaccine, if patient contact is anticipated.
 - MMR/Rubella
 - Varicella immunity, chickenpox immunization

DIAGNOSTIC MEDICAL SONOGRAPHY

No additional requirements are needed.

MEDICAL ASSISTING

No additional requirements are needed.

NON- RESIDENT STUDENTS – STUDENT & EXCHANGE VISITOR PROGRAM

(Student Visas)

NRI Institute of Health Sciences participates in the Student & Exchange Visitor Program and is authorized to issue I-20s for bona fide foreign students. The I-20 enables a student to obtain a student visa to study in the United States.

All programs offered at NRI Institute afford eligibility for foreign students seeking to matriculate in the United States.

CREDIT FOR PRIOR EDUCATION AND TRANSFER GUIDELINES

The school may grant credit for previous education courses. Students may be eligible to receive credit for prior education. Students must provide official, sealed (unopened) copies of college transcript(s) for all transferable credits prior to the beginning of the first semester.

The Admissions Department processes transfer credits for Gen Education courses using the following guidelines:

Students will be allowed to transfer credits for English, math and biology, psychology, life span course and sciences

- All applicable transfer courses will transfer if completed with at least a C grade.
- Lifespan course and Sciences will transfer if completed within the last 3 years.

The final decision regarding Program course credit rests with the respective Programs Director or designee.

FOR ALL PROGRAMS: ALL OFFICIAL TRANSCRIPTS MUST BE RECEIVED AT or PRIOR TO THE START OF PROGRAM AND IS A CONTINGENCY TO ACCEPTANCE INTO THE PROGRAM. ALL ENTRANCE REQUIREMENTS MUST BE MET BEFORE A STUDENT WILL BE ACCEPTED.

The transcript must be sent to:

NRI INSTITUTE OF HEALTH SCIENCES

503 Royal Palm Beach Blvd

or Registrar@nriinstitute.edu

Royal Palm Beach, Florida 33411

Upon requesting official transcripts, you will need to schedule an appointment with the Admission office, to have your transcripts evaluated. Please schedule your appointment by calling 561-688-5112

If you have international transcript from high school or college, it must be evaluated by Education Evaluator's International. You can contact them at 401-521-5340 or by going to their web site at www.educei.com. You can also contact World Education Services, Inc. at 212-966-6311, 1-800-937-3895 or by going to their web site at info@wes.org.

Advanced Placement (ASN):

In addition to the above, students who are seeking advanced placement as a current Licensed Practical Nurse in the nursing program must have:

- Graduated from a state approved practical nursing program. If the LPN course was completed at another school an official transcript must be sent to NRI Institute at the address listed by or before the start of the program.
- Current active license as a practical nurse

TRANSFER REQUIREMENTS FROM ANOTHER PROGRAM

- **ASN:** The maximum number of credits allowed for transfer for Nursing Programs is 30.

Transfer requirements are:

- Meet all current entrance requirements for the school and Nursing Program.
- Nursing course credit will be granted for courses taken in a previous institution provided their last nursing course taken is within one year of admission to NRI and the course/credits are compatible with course/credit equivalent at NRI.
- Provide copies of course syllabi for nursing courses successfully completed, if seeking transfer credit from another nursing program.
- The Nursing Programs Administrator will advise students who have difference in clock hours.
- Complete at least 50% of the nursing major at NRI.
- **DMS:** The maximum number of credits allowed for transfer for the Sonography program is 12.
- **MA:** The maximum number of credits allowed for transfer for the Medical Assisting program is 6.

TO TRANSFER FROM PROGRAM TO PROGRAM:

Students wishing to transfer from program to program must:

- Complete the program transfer form
- Sign new enrollment agreement for the new program
- Pay the program transfer fee listed in the [Schedule of Fees](#)

REINSTATEMENT POLICY

Definitions

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

- Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
- Only one reinstatement may be granted per program.
- Students who were terminated for violating Academic Dishonesty Policy & Code of Conduct will not be readmitted.
- Students seeking reinstatement that were dismissed or terminated for academic reasons only, may reapply for the program not earlier than one semester after dismissal and must meet all admission requirements in effect at that time.

Student who wishes to apply for reinstatement must:

- Meet all current entrance requirements for the respective Program (changes in curriculum and/or prerequisites may occur).
- Submit two letters of recommendation from the applicant's most recent primary clinical faculty/teaching assistant. If the student is a first semester Associate Degree student, a letter of recommendation from one of the science instructors may be used instead.
- Present a petition letter that describes the strategies, behaviors or activities that the student will implement in order to enhance his/her success should he/she be granted reinstatement to the program.
- Submit current TB test and CPR card.
- If more than one-year lapse from the last attendance, then a new receipt of background check is required.
- If it will be determined that student may be readmitted, the specific program of study will be created.
- If withdrawal or termination date was more than one year from admission date then all nursing courses will need to be repeated as well as other courses with less than a "B" grade.

The transfer credits from other institutions and all courses taken at NRI Institute will be evaluated for transfer in accordance with the transfer policy based on reinstatement date.

RE-ENTRANCE / READMISSION

- Any student, who has dropped out of the program, may be readmitted within one year by completing a personal interview with the program director or designee and paying all fees due at the time of reinstatement. Program requirements at the time of re-admittance shall be applicable.
- Any student, who was academically dismissed, may be readmitted within one year by completing a personal interview with the program director or designee and paying all fees due at the time of reinstatement. Student shall be on probation for his/her first term. Program requirements at the time of re-admittance shall be applicable. Any student who was terminated for conduct may not be readmitted
- All previously completed classes will be included in calculation of hours attempted.

LEGAL LIMITATIONS FOR NURSE LICENSURE

- The Admission department has the responsibility for making available to applicants to the NRI Nursing Programs the information regarding legal limitations for state licensure.
- Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of each state's Board of Nursing.
- Students must satisfy the requirements of the Nurse Practice Act: statutes, rules and regulations independently of any college requirements for graduation.
- All nurse applicants for licensure need to be fingerprinted and have a background check.

IMPORTANT NOTICE REGARDING CRIMINAL BACKGROUNDS:

Employment in Nursing necessitates the ability to pass a Level II Criminal Background Check. If an applicant for licensure as a Nurse in the State of Florida has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made whether the offense relates to the practice of nursing or the ability to practice nursing. Pursuant to Section 456.0635, *Florida Statutes*, effective July 1, 2012, the Department of Health shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the following applies:

Section 1: Section 456.0635, Florida Statutes, reads:

456.0635 Health care fraud; disqualification for license, certificate, or registration-

(1) Health care fraud in the practice of a health care profession is prohibited.

(2) Department of Health shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant:

(a) Has been convicted or pled guilty or no lo contendere to a felony violation regardless of adjudication of: chapters 409, 817, or 893, Florida Statutes; or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.

2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).

3. For felonies of the third degree under s. 893.13(6)(a) more than 5 years before the date of application;

(b) Has been convicted of, or entered a plea of guilty or no lo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;

(c) Has been terminated for cause from Florida Medicaid Program pursuant to s 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;

- (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid Program for the most recent 5 years and the termination occurred at least 20 years before the date of the application OR-
- (e) Is currently listed on the US Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

ACCEPTANCE:

Once the required documentation is successfully completed and you meet the admission requirements, you will be accepted into your program.

Once the applicant has received the letter of acceptance, the applicant must:

1. Attend the mandatory scheduled Orientation Session
2. Submit the below requirements for clinical experience (forms are included)
 - a. Completed Immunization Form
 - b. Completed Hepatitis B Immunization or sign waiver form
 - c. Completed Medical Insurance form that indicates personal responsibility or a waiver form
 - d. Complete Basic Life Support for the Health Care Provider CPR certification by the American Heart Association.

FAILURE TO COMPLETE ABOVE REQUIREMENTS WILL RESULT IN WITHDRAWAL FROM COURSE WITH CLINICAL COMPONENT.

FINANCIAL AID AND ASSISTANCE AND POLICIES

NRI Institute of Health Sciences believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education.

NRI participates in many financial assistance programs, including Federal Title IV aid to those who qualify. Many NRI students supplement Title IV aid with other financial assistance programs such as employer reimbursement, veteran benefits, agency sponsorship, and other educational financing sources. Some of the other financial aid resource are:

NRI FINANCIAL ASSISTANCE PROGRAMS AND OPPORTUNITIES

- FAFSA (Federal Student Aid) www.fafsa.ed.gov
 - Pell Grants
 - Direct Subsidized Stafford Loans
 - Direct Unsubsidized Stafford Loans
 - Direct PLUS loans for parents of qualified dependent students
- Florida Bright Futures Grant
 - Florida Student Assistance Grant (FSAG)
- CareerSource (WIOA) training scholarship
- Veteran Benefits
- Independent Scholarships
- Payment arrangements will be made on an individual basis

FINANCIAL AID AND TEST-OUT COURSES

- Title IV, will cover for classes that are being taken by the students to complete the required hours/credits. Students must sit in the class to obtain full credits/hour and financial aid.
- Any charges for Test-Out Fees are not covered by Financial Aid.

TUITION PAYMENT METHODS

- Where the tuition can be financed with the school in equal monthly payments with a predetermined down payment in accordance with the qualifications of the applicant and as per the enrollment agreement contract at 0% interest.
- All prices for the program are printed herein. There are no carrying charges, interest charges, or service charges connected with the 0% interest “in house” Program.
- Tuition payments are to be paid on the 1st of every month. Tuition payments not received by the 15th day of the month will result in a late fee assessed to their account. Any special conditions/situations must be approved by administration.
- Delinquent accounts are subject to account and course restrictions, up to and including frozen diploma and/or transcript requests.
- Checks returned for insufficient funds will be charged a return check fee and student will thereafter be denied the ability to pay by check.
- Credit card payments will incur a 3.5% surcharge, paid by the payee.
- **Any and all legal cost associated with the collection of tuition will be at the expense of the student**
- See [Schedule of Fees](#) for a listing of school related fees

CANCELLATION AND REFUND POLICY

If a student withdraws or is dismissed from his/her program, or if the enrollment agreement or application is otherwise terminated provided the school is notified of the cancellation in writing, a refund will be issued according to the following schedule:

- If a student does not start classes, NRI will retain any non-refundable fees. *See [Non-Refundable Items](#)*. All other payments received will be refunded 100%.
- If a student has paid his/her Tuition and fees prior to the start date of classes and those classes were cancelled by NRI, the institution will refund 100% of the tuition and fees initially paid by the student within 3 business days.
- Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.00.

- If a student withdraws during the first 2 weeks of class, which is the add/drop period, the institution shall refund 100% of the tuition and fees minus any non-refundable fees

Refunds for Withdrawal after classes have begun and AFTER the Add/Drop period has passed for period of 12 months or less are as follows:

- During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

The school shall make the appropriate refund, with or without demand by the student, within 30 days of the last date of attendance by the student or the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student’s attendance or participation in an academic school activity.

Refunds are placed in the US Mail, addressed to the address on file with the school. Students must ensure that they update their address with the Registrar’s Office.

NON-REFUNDABLE ITEMS

- No Refund will be given for the following items: Application and entrance exam fee.
- Full Refund. A full refund will be made of all money paid by the student if:
 - Student did not meet the enrollment provisions; (minus non-refundable fees)
 - School procured the student’s enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school.

SCHEDULE OF FEES

Application	\$ 50.00	Per submission
Change of Program	\$ 100.00	One allowed per student
Clinical Make-up	\$ 250.00	Per occurrence; based on availability
Credit Card	3.50%	of transaction amount
Diploma Replacement	\$ 25.00	
Entrance Exam Fee	50.00	
Graduation Fee	\$ 125.00	
Late Fee	\$ 50.00	
Replacement ID	\$ 5.00	
Returned Check Fee	\$ 35.00	
Test-out Fee	\$ 150.00	per credit hour
Transcript - mailed	\$ 25.00	Official Mailed
Transcript - emailed	\$ 10.00	Official Emailed
Tuition Fee		See Individual Program (ctrl +click) DMS , ASN , MA

**Unless otherwise stated: Students are responsible for uniforms, laptops, standard school supplies, and required personal lab equipment (if applicable)*

Other fees are comprised of the following:

Liability Insurance: NRI Institute students enrolled in a clinical program are required to pay a liability insurance fee once a year. This fee is included in the required fees for the academic year and payable at the beginning of the semester the student is accepted into the program of study.

GRADING AND SATISFACTORY ACADEMIC PROGRESS

Students are graded during each program of study by the instructor's evaluation of the quality of work presented, and the student's ability to follow instructions. The school maintains a certain amount of flexibility in its testing in the evaluation of individual students

NRI GRADING SYSTEM (ALL PROGRAMS)

Grade	Percentage
A	95 — 100%
A-	92-94%
B+	89-91%
B	86-88%
B-	84-85%
C+	81-83%
C	76-80%
D	75-73%
F	72% and below
I	Incomplete
W	Withdraw
WF	Withdraw Fail

DIAGNOSTIC MEDICAL SONOGRAPHY GRADING SYSTEM POLICIES

- A student must pass the lab practical to pass that section
- A student must pass didactic and lab in order to be placed on a clinical.
- All students must participate in the standard practices required in lab. No special arrangements will be made without written approval.
- To repeat a failed section: there will be a meeting between your instructor and administrator and yourself. If this is not arranged within 30 days you will be placed on 30 days probation. Conditions for this interruption are determined by a scholastic score of less than 76%. Re-entry requirement would be for you to make-up the exam achieving a minimum score of 76%.
- When a student is passing all didactic segments but is not passing lab, the student has the option for remediation on their own time. If the student fails lab after one month of remediation, the student fails the entire subject.
- No one is to leave the class for any reason during a test.
- Talking during a test is in violation of the ethical code for student's rights, responsibilities and conduct, and will result in a course failure.
- Major exams can be made up only when there is a legitimate reason for absence. The alternate exam must be taken when scheduled.

STANDARDS FOR SATISFACTORY PROGRESS

- Seventy percent (70%) attendance during didactic and one hundred percent (100%) attendance during externship.
- Completion of all tests at a 76% level is required for satisfactory progress.
- Final grades and student evaluations are issued at the end of each semester.
- A student must maintain a CGPA of 2.0.

THE GRADING SYSTEMS FOR THE ASSOCIATES IN NURSING AND MEDICAL ASSISTING PROGRAM ARE AS FOLLOWS:

Grading for the clinical rotation and lab is pass or fail. The student will be evaluated on participation in all aspects of the clinical experience.

- Students must receive a cumulative test grade of 76% or higher in a didactic portion to pass the course and be eligible to pass the course. You must pass the final exam to pass the course. A grade of 76% or higher is necessary in all courses to progress in the NURSING program. Students must receive a 76% or higher in the

testing theory portion of the course as well as the non-testing theory portion of the course and a Satisfactory(Pass) in the clinical part of the course to successfully pass the course and move to the next level. Non-testing course grades will only be considered only if the testing course grade is 76% or higher. Failure of the theory part or clinical part will result in the student repeating the whole course. Students will have to pay a per credit hour tuition fee, at the current rate of tuition, to repeat a course.

- Students who receive an incomplete in the course must remove the (I) from their academic record by the end of the second week of the next semester or receive an F for the course.

PROGRAM RULES AND REGULATIONS

LEAVE OF ABSENCE

- Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school and their expected date of return must be specified.
- A leave of absence may not be for more than 60 days. Under extenuating circumstances the school director or their designee may extend the leave for an additional 30 days, not to exceed a total of 90 days.
- If a student fails to notify the school director or their designee, of their leave of absence the student will be held to the standards discussed in the Attendance section.
- Students wishing to return to classes after a leave of absence must contact the school director or their designee.
- The school director or their designee and student will both determine when and if the student will return to classes.
- If the student does not re-enter within the specified time, or notifies the school, the student's contract will be terminated and he/she is granted a refund according to the Refund Policy as stated in this Catalog and the Enrollment Agreement.

WITHDRAWAL

Students wishing to withdraw from one or more courses, after the drop/add period must:

- Print and complete the NRI Withdrawal Form
- The withdrawal form must be cleared and signed off by the business office, registrar and financial aid departments in order to complete the process.
- Non-attendance does not constitute an official withdrawal
- Student's financial responsibility can be found in the [Cancellation and Refund Policy](#) section of this catalog

MAKE-UP WORK

- Students who have been absent for any reason are required to make up any missed classes before proceeding to the next program of study.
- Students must make arrangements with instructors to make up lost training hours.
- Major exams can be made up only when there is a legitimate reason for absence. The alternate exam must be taken when scheduled.

MAKE-UP POLICY

- NRI does not recognize the need for a make-up policy in didactic courses where 70% of hours must be completed except in the event of missing class as a result of Holidays or unexpected closure of NRI for events such as a hurricane.
- Make up finals will be given at the discretion of the instructor.
- One hundred percent (100%) of hours must be completed during the externship portion.
- Maximum time frame—150%
- The course/program must be completed within 150% of the time allotted.
- Students who exceed the 150% time allotted will be dismissed from NRI.
- Periods of non-enrollment are not considered part of the maximum time frame.

TARDINESS

- A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for the tardiness legitimate. Two tardies equal to one absent day.
- Arriving tardy or leaving early is defined as arriving at any time after the official start time of the course, or leaving before the official ending time of the course.

ATTENDANCE POLICY

- Each student is expected to attend every class and clinical day for which he/she is scheduled.
- Students must attend course, clinical and laboratory sections if applicable to which they have been assigned unless permission to attend a different section is obtained from the instructor
- After two unexcused absence, the student is counseled by the Director or designee and may be placed on probation. Should the student have another unexcused absence while on probation, the student is counseled by the Director or designee and at the Director or designee's discretion, may be terminated.
- Not attending class without prior approval from the instructor or the director or designee is not permitted and is considered an absence for the entire class period.
- An absence is considered "excused" for the following reasons: significant personal/family illness, funeral of immediate family/significant other, mandatory court appearance, immigration matters or military service. The student must provide an original, dated, signed document to verify the absence; this must be presented immediately upon return to class or clinical.
- Students assume the responsibility for arranging make up of missed work and assignments. All work must be completed by the time designated by the individual faculty members(s).

ATTENDANCE POLICY FOR NURSING STUDENTS

- All missed lab time must be made up, whether it is excused or unexcused. It is the student's responsibility to schedule this time with the course coordinator.
- If work is unable to be made up before the end of the semester and faculty member(s) consent, a grade of incomplete (I) may be given, and the student will then have up to two weeks after the beginning of the next semester to make up the work.
- All course assignments must be completed and turned in on time. Late work will NOT be accepted unless prior arrangements have been made with the instructor. The instructor reserves the right to deduct points for lateness.
- Students must fulfill all requirements for the clinical, lab and theory part of the course in order to receive a grade for the course

CLASS ABSENCE

- Students who acquire excused and / or unexcused absences that exceed 30% of a course's scheduled classroom, clinical, and lab hours if applicable will automatically fail the course.
- **Missed hours for each component of the course must be made up, whether it is excused or unexcused!** It is the student's responsibility to schedule this time with the specific instructors.
- If work is unable to be made up before the end of the semester and faculty member(s) consent student must be in good standing in class, a grade of incomplete (I) may be given, and the student will then have up to two weeks after the beginning of the next semester to make up the work.
- All course and clinical assignments must be completed and turned in on time. Late work will NOT be accepted unless prior arrangements have been made with the instructor. The instructor reserves the right to deduct points for lateness (5%/day) Assignment submitted after the week the assignment is due will get zero points.
- Students must fulfill all requirements for both the clinical and theory part of the course in order to receive a grade for the course. Students must receive a 76% or higher in the testing theory portion of the course as well as the non-testing theory portion of the course and a Satisfactory in the clinical part of the course to successfully move to the next level. Non-testing course grades will only be considered if the testing course grade is 76% or higher.
- **Failure of any component associated with the course will result in the student repeating the whole course (lecture, lab and clinical)**

STUDENT EVALUATION:

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives (outcomes) of the course. At the beginning of a course the instructor will explain these objectives (outcomes) and the basis upon which grades are determined. **There is no rounding up or rounding down of any course grade.**

Mid-term evaluations with a plan of remediation, if needed are presented following the completion of the mid-term exam, to students whose course grade is below 80%.

Students must receive a cumulative test grade of 76% or higher in a nursing course to pass the course and be eligible to move on. A grade of 76% or higher is necessary in all courses to move on. Student will be monitored for test results and meeting with students who have achieved a grade of less than 80% on two consecutive tests. Student will be placed on faculty monitoring list until midterm and action plan for improvements must be developed. Student who reached above 80% at or after midterm will be removed from monitoring. The copy of action plan and Progress Report form will be placed in student permanent file.

COURSE EVALUATION BY STUDENTS:

Student input on this course is essential to the improvement of both the course and the faculty. Students will be given the opportunity to provide confidential feedback for each course.

POLICES AND GUIDELINES

STUDENT CONDUCT POLICY AND BEHAVIORAL VIOLATIONS:

Students are expected to conduct themselves in a professional manner as will be expected in the work environment. NRI reserves the right to suspend or dismiss any student who does not exhibit proper conduct. The following is a representative list of unacceptable behaviors. The list is not to be construed as all encompassing; therefore, other behaviors not listed may be considered unacceptable.

- Student out of uniform
- Not abiding by the school rules
- Cell/mobile phone use other than outside of classroom/laboratory
- Failure to follow instructions
- Leaving the classroom (excessive in and out)
- Excessive tardiness
- Student speaking out of turn or disrupting classes
- Bullying, Threats or Coercion (sexual or non-sexual)
- Verbal and/or physical violence
- Lewd or indecent behavior
- Sexual harassment
- Profanity or loud language
- Defacement or destruction of school property
- Dishonesty, cheating in any form, or plagiarism
- Insubordination
- Failure to seek professional assistance as requested by school
- Violation of safety rules
- Consumption of alcoholic beverages
- Possession, sale, use, distribution of controlled substances
- Possession of firearms or explosives - concealed or unconcealed
- Gambling and/or stealing

STRICT ENFORCEMENT

NRI Institute of Health Sciences will enforce the rules against plagiarism or cheating to avoid putting honest students at a disadvantage. Academic Dishonesty has harmful effects on other students, even when the student who plagiarizes does so without an intention to deceive. Consequences are as follows:

- **First Academic Offense:** The student will earn the grade of zero for the work in question and fail the course. The plagiarism or cheating will be reported to the administration, which will note the occurrence in the student's record. A conference will be held with the instructor.
- **Second Academic Offense:** The student will earn the grade of zero for the work in question and fail the course. The student will be expelled from NRI Institute of Health Sciences. In failing to uphold the policies and procedures of academic integrity, the student cannot re-enroll to NRI Institute of Health Sciences.

ACADEMIC DISHONESTY:

Plagiarism Defined

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, and visual, electronic, or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his/her own work ideas, language, data or other material contained in a source not acknowledged by the student; if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation, the following:

1. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with citations and bibliographical reference.
2. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
3. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless the instructor permits such collaboration.

VIOLATIONS AND SUSPECTED VIOLATIONS OF THE ACADEMIC DISHONESTY POLICY

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information, peer to peer downloading and distribution of intellectual property will be subject to disciplinary action.

Plagiarism, which is a form of cheating, is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Academic Dishonesty is an academic offense. Faculty is expected to report all instances of Academic Dishonesty to the administration. Students who plagiarize/cheat are subject to both instructor penalties and institutional penalties. Students who are guilty of Academic Dishonesty have the offense noted on their record, and may be expelled from NRI Institute.

All parties to plagiarism are considered equally guilty. If a student shares his/her coursework with another student and it is plagiarized, that student is considered as guilty as the plagiarizer; since that student enabled the plagiarism to take place. Under no circumstances should a student make his/her coursework available to another student unless the instructor gives explicit permission for this to happen.

CELL PHONE POLICY

- All cell phones and pagers are to be set to a silent mode while students are on campus, and not allowed in classrooms or lab at any time.
- Should an emergency call come through while the phone is on vibrate, the student will be required to take their belongings and leave the classroom to tend to the emergency situation.

Use of cell phone in the classroom other than that stipulated above shall warrant a behavioral violation and will be documented as such. After 5 behavioral Violations a student must meet with the Program Coordinator and/or Program Administrator and the student is subject to disciplinary action up to and including termination.

DISCRIMINATION, HARASSMENT, HAZING, AND ASSAULT

- NRI supports federal and state laws which prohibit discrimination against any person because of race, color, creed, religion, national origin, age, sex, disability, sexual orientation, marital status, or status with regard to public assistance.
- NRI prohibits and will not tolerate discriminatory practices, harassment or assault of anyone connected to the NRI community.
- Sexual harassment of employees is prohibited under Title VII of the Civil Rights Act. Sexual harassment of students is prohibited under Title IX of the Education Amendments of 1972.
- Assault is the commission of an act with the intent to cause fear in another or immediate bodily harm or death, or the intentional infliction or attempt to inflict bodily harm upon another. Sexual assault is forced sexual activity without the expressed consent of both parties.

- NRI Institute of Health Sciences prohibits any form of hazing by students on or off campus. Hazing can apply to individuals as well as student groups and is defined by NRI Institute of Health Sciences as:
 - Any action taken, created, or intended, to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of the student body. Such actions may be perpetrated by an individual, an individual against an organization, or an organization against an individual. In case of violations, individuals and an organization as a whole may be subject to disciplinary action.

DRUG FREE INSTITUTION/WORKPLACE

- The school has a zero tolerance for drugs or alcohol. No student, or employee, may be on the school site under the influence of any illegal substance.
- Anyone on the school site, under the influence of an illegal substance will be removed, and dismissed at once.
- Students who are terminated for violation of the School's Drug Free Rule, as defined in this Catalog, will receive no refund of tuition monies paid.

SMOKE FREE INSTITUTION/WORKPLACE

- Smoking will not be tolerated while inside the school.

DRESS CODE

All students are required to wear the medical uniform approved by NRI even when on an Externship.

- ASN Students: Royal Blue Scrubs, white closed shoes
- DMS Students: Burgundy Scrubs, clinical shoes (black or white work style shoes)
- MA Students: Hunter Green Scrubs, clinical shoes (black or white work style shoes)
- All Students: Clean and Neat Appearance, Short Clean Nails, Natural Hair Color

CLEAR ACT (CAMPUS SECURITY)

- All incidents occurring at NRI are reported on an Incident Report signed by those involved and witnesses.
- Students, faculty, and staff are required to report any incident that could possibly affect the safety and security of those on campus.

CRIME, ACCIDENT & INCIDENT POLICIES

- Crime, accident, and/or incident report forms are kept in the school office.
- Those involved in or witnessing accidents, emergencies, incidents, or crimes should fill out the proper forms.
- When required, the school will notify appropriate authorities such as 911, fire, police, or medical personnel.
- The school is not responsible for decisions made by any of these agencies.
- Every effort will be made to contact the student's nearest relative regarding any emergency.
- Standard precautionary procedures are followed in the event of an accidental stick and/or possible contamination of a student with bio-hazardous materials. Instructors are well versed in the procedures.
- All visitors, personnel, and students are reminded not to leave personal belongings unattended. NRI is not responsible for any loss or damage of property.

GROUNDS FOR DISMISSAL

- Insufficient progress in:
 - Academic matters
 - Attendance
 - Failure to pay tuition fees
 - Failure to adhere to the Student Conduct Policy
- Students who are terminated for failure to pay tuition fees as defined in this catalog will not receive a refund of tuition paid.
- Students who are terminated for violation of the Student Conduct Policy as defined in this catalog will not receive a refund of tuition paid.

TERMINATION AND/OR PROBATION

A student may be dismissed, or placed on probation at the discretion of the Programs Director and/or Administrator of NRI INSTITUTE OF HEALTH SCIENCES prior to completion of the program. Reasons for termination and/or probation include, but are not limited to the following:

- Failure to maintain Satisfactory Academic Progress (not maintaining required Program scores)
- Failure to pay tuition and fees under terms agreed upon with Administrator of NRI INSTITUTE OF HEALTH SCIENCES as reflected in the Enrollment Agreement;
- Failure to comply with rules outlined in catalog under Code of Conduct and school policies;
- Absenteeism while on probation may result in termination from the program;
- Excessive absenteeism and/or tardiness or early dismissal as stated in preceding policy;
- Probation or suspension from the program will be for a minimum of one week to a maximum of six months when the student will be terminated from the program completely upon failure to rectify deficiencies. A student who has been placed on probation will be reinstated if they pass the necessary examination within the six month allotted time frame.

ACADEMIC PROBATION

- A student who does not maintain a 2.0 cumulative grade point average (CGPA) will be placed on academic probation for the next term.
- The student will also be given extra assistance in an effort to reach the expected level of performance.

ACADEMIC DISMISSAL

- At the end of probation a student must have brought his/her grade point average to a CGPA of 2.0. If this does not occur, the student will be dismissed from NRI.
- The student has a right to appeal the decision to the school director or designee. The appeal should be submitted in writing within one week of the dismissal.

DISMISSAL

- A student placed on Probation who fails to meet the Standards and Requirements set forth by the school and agreed to by the student will be dismissed.
- Students who are terminated for Academic, Attendance, or Conduct reasons as defined in this Catalog will not receive a refund of tuition monies paid.

REPEATING COURSES

- A student may repeat a course only once to change a failing grade to a “C” or better.
- If the student is unsuccessful a second time, the student will be terminated from the program.
- If a student fails three or more courses in any given semester, the student will be terminated from the program.
- Students who have failed a course, register to repeat the course and withdraw before six weeks from the start of the course will be considered to have made a second attempt and will be terminated from the program.
- A student may repeat up to two nursing courses over the course of the program.
- Failure of a third nursing course or failure of the same nursing course twice will result in termination from the program.
- If a student receives a W/F for a course it will be considered the same as failing a course and may prohibit a student from proceeding in the program if the W/F places the student in the above situations.
- It is the student’s responsibility to meet with the Program Administrator or the Associate Administrator to revise his/her plan of study. This must be done immediately on discovering a need to repeat a course in order to schedule classes for the next semester. Students who have not

completed an unofficial plan of study will not be scheduled for classes by the registrar without this document.

- A student who failed or withdrew from the course will not be automatically scheduled for the next semester. Students must meet with the Associate Nursing Programs Administrator to revise their plan of study.
- A student may repeat a class for a higher grade. When a higher grade is achieved, it replaces the previous grade. The higher grade will then be used to calculate the student's grade point average.

STUDENT GRIEVANCE PROCEDURE

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or director of education.

- If a resolution is not reached, the student should make a written complaint and submit it to the school Administrator asking for a written response.

All complaints must be in writing and contain the following information:

- The reason for the complaint
- Specific information related to the complaint
- Individual(s), class, and/or policy related to the complaint
- Supporting documentation (if any) must be submitted with the complaint
- Persons with relevant information
- Mitigating circumstances

STUDENT GRIEVANCE AND APPEAL PROCEDURE

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, within two (2) business days following the reported incident or reason for the grievance

- The student must first meet with the instructor(s) or person(s) directly involved, in an attempt to resolve the grievance through informal discussion. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may next schedule an appointment and orally grieve the matter with the Programs Administrator. The student should be prepared to discuss: the basis for concern, facts to support the grievance, and suggested remedy that would satisfy the student. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may next schedule an appointment and orally grieve the matter with the Nursing Programs Administrator. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may submit two copies of a written grievance letter. The student should deliver one copy to the Programs Administrator and one copy to the Appeal Committee Chairperson, along with the *Grievance Form*. The letter should be typed, dated, and signed, and should minimally contain the following information: the course and instructor(s) or person(s) involved; a summary of the events that led to the grievance; facts that support the student's grievance; and the suggested remedy that would satisfy the student.
- During the appeals process, student can continue with class and clinical unless the reason for the appeal is due to a violation of code of conduct and or unsafe practice at the clinical site.

The ad hoc Appeals committee must consist of a minimum of three faculty members and three student representatives. It will meet within one week of the filing of the appeal to consider the student's case. The student will be informed of the committee's decision immediately following the meeting. If a student has gone through all previous steps, he/she has the right to seek legal assistance or take his/her complaint to the Florida Commission on Independent Education (CIE) and School Accrediting Body, Commission on Occupational Education

The student may contact either:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida
Telephone: (850) 245-3200

OR

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898

CLINICAL REQUIREMENTS FOR ALL NURSING PROGRAMS:

- A:** Students at the beginning of each clinical course will be required to take a medication administration test
1. In the classroom setting students will be given a medication test that consists of two parts. The first part will be a calculation test for medications including but not limited to liquids, solids, and IV's. The second part will be a medication administration test that consists of the procedures used in safely passing medication including but not limited to proper identification of both the client and the medication.
 - a. The calculation test passing grade is 100%
 - b. The medication administration grade is 100%
 2. Failure of either part of this test will result in the student not being able to pass medications in the clinical area until 100% is achieved on both parts.
 - a. Three attempts may be made to meet the goal of 100% on the calculations portion of the medication test within the first two weeks of the class. (By the end of the first week of class for ½ semester classes.) The student must provide proof of remediation to the didactic instructor before the second attempt. The student must attend a minimum of three tutoring sessions and provide documentation by the tutor before the third and final attempt.
 - b. Failure of the medication administration portion of the medication test will result in the student having to demonstrate competency in the lab and a lab instructor completing a competency form that is then presented to the clinical instructor. The student will have two attempts to pass the medication administration simulation in lab. The student must provide proof of remediation before the second attempt at the medication simulation.
 3. Failure to meet those requirements by the second week of classes (first week for ½ semester courses) will result in the student being failed clinically and requiring the entire course be repeated.

The student is required to submit a five page research paper discussing the proper medication administration methods before permission will be granted to re-take the nursing course during the next semester.

CLINICAL ABSENCE

Students must notify the faculty/teaching assistant and the clinical site prior to the assigned time if they will be absent or tardy for any reason. Absence from clinical experience is required to be made up. If the absence is not made up, course failure will result. No more than two clinical absences are permitted during the semester. Any student who misses more than two (2) clinical days will automatically fail the course. Students who have not called their clinical instructor and/or course coordinator one hour prior to their absence from a clinical day will be considered a “no call/no show” and will result in automatic failure of the course. **NO exception. NOT appealable.** The Nursing Programs Administrator will have the final decision regarding all questions of absence. All clinical time must be completed to pass the current nursing course. Clinical make-up is based on the availability of the instructor and facility. A Clinical make fee must be paid prior to being scheduled for makeup clinical day. (See [Schedule of Fees](#))

All clinical make-ups must be completed by the end of finals week for the current semester. All clinical make-ups are to be arranged on the next business day following the absence. In addition the course coordinator (theory instructor) must be notified of the missed clinical day and the scheduled make-up day

CLINICAL TARDINESS

Students are expected to arrive on time for all clinical experiences. A student will be considered tardy if he/she arrives after the official clinical starting time. Tardiness is unacceptable and may result in failure of the course and/or dismissal from the program. Two clinical tardy days will equal one missed clinical day and the same procedure must be followed as above for clinical make-up.

STUDENT-RIGHT-TO-KNOW DISCLOSURE STATEMENT

- Notice is hereby given that, in accordance with the Student-Right-to-Know Act (PL 101-542), the graduation rates of full- time students are available to all current or prospective students upon request.
- During the admission's process, students are informed of any special requirements or limitations, such as physical capabilities or lack of a criminal record, in order to practice one of the career programs offered at NRI.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- NRI is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, §1002.22, Florida Statutes (2004), the school allows students to access their educational records; challenge records they believe to be inaccurate, incomplete or misleading; and limit the release of such information.
- Records will not be released without the written consent of the student except as required by law or regulation. A student will be notified whenever a court subpoenas the records in which case, written consent is not required.
- The parent(s) of a dependent student (as defined in 26 U.S.C. §152, Internal Revenue Code) has the right to inspect records that are maintained by the school on behalf of the student.

PLACEMENT SERVICES

- NRI assists graduates by informing them of employment opportunities through announcement and bulletin board postings
- Services are for graduates who are in good standing with NRI
- NRI does not guarantee the placement of a student. It does provide assistance in resume writing, job search and career advice.
- Graduates are assisted with placement and furnished names and addresses of employment possibilities. The school contacts new graduates and keeps in touch until they are employed.

STUDENT RECORDS

- All student grades are maintained by the school for a period of five years.
- Student transcripts are kept on file permanently and are protected from fire, theft and other perils.
- Records of academic progress will be kept by the school permanently.
- Test results will be given to the student after each exam or test. They will be shredded at the end of the grade appeal period which is at the end of the ADD/DROP period of the semester following the semester for which the course involved was taken
- The records of students denied entrance will be kept on file for one year.
- Student records are available at all times at the school during normal business hours.
- Student records are available to students upon individual request during normal school operating hours.
- Student's records will be provided to a third party only after written request has been made by the student and only if the student has fulfilled all monetary and other obligations to the school.

PREGNANCY

- Student must inform the school as soon as she becomes aware of her pregnancy.
- Based on due dates and the student's health, alternate education plans may be scheduled.

COURSE NUMBERING SYSTEM

The course numbering system uses at least a six-digit alpha numeric identifier. The prefixes are characters that represent the subject area.

PROFESSIONAL ASSOCIATIONS

The NRI Institute of Health Sciences is a member of "FAPSC" Florida Association of Postsecondary Schools and Colleges.

STUDENT SERVICES

Housing

The school does not maintain housing for students. A list of reliable realtors and rental properties in the close proximity to the school will be provided to any student that requests housing assistance at the time of enrollment.

MISCELLANEOUS

Academic advising, placement services, personal advisement, financial aid advisement, and job placement counseling are provided by faculty, the Programs Director, and the Director of Admissions as appropriate.

REQUIREMENTS FOR CREDENTIALING

Diagnostic Medical Sonography Program: offers a Registry Review Course for 15 CMEs.

The American Registry for Diagnostic Medical Sonography (ARDMS) provides credentialing for diagnostic medical sonographers in a variety of areas. Upon graduation and twelve (12) months of fulltime clinical experience, graduates of NRI may apply for the examination of choice. This includes such areas as the abdomen, breast, adult and fetal echocardiography, neurosonology, obstetrics and gynecology, and vascular. In addition to these examinations, all applicants must successfully complete the Sonography Principles and Instrumentation Examination. The ARDMS awards the credential of Registered Diagnostic Medical Sonographer (RDMS), Registered Diagnostic Cardiac Sonographer (RDCS), and Registered Vascular Technologist (RVT) depending on the examination taken and passed.

Cardiovascular Credentialing International (CCI) offers credentialing to students desiring to enter the cardiovascular ultrasound field. Currently enrolled students and graduates may apply to CCI to take the Science Examination and Non-Invasive Echo Registry Examination. Upon successful completion of both examinations and submission of appropriate documentation, the credential of Registered Cardiac Sonographer (RCS) will be awarded. Additionally, CCI offers a separate registry in vascular studies. Passing of the Science Examination and Vascular Registry Examination will result in earning the Registered Vascular Sonographer (RVS) credential.

Nursing Programs: offer and include NCLEX review and coaching to prepare for the required licensure examinations

GRADUATION REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE

- Students must maintain a CGPA of 2.0 and pass a final examination at the end of each course in order to complete the program.
- Completed clinical hours with all documentation
- Any and all financial obligations are to be met in full
- Graduation will be at the end of each program

ASSOCIATES DEGREE IN NURSING PROGRAM

Students must receive a cumulative test grade of 76% or higher in the didactic portion to pass the course and be eligible to pass the course. You must pass the final exam to pass the course. A grade of 76% or higher is necessary in all courses to progress in the Nursing programs. Students must receive a 76% or higher in the testing theory portion of the course as well as the non-testing theory portion of the course and a Satisfactory in the clinical part of the course to successfully pass the course and move to the next level. Non-testing course grades will only be considered if the testing course grade is 76% or higher. Failure of the theory part or clinical part will result in the student repeating the whole course. Students will have to pay a pro-rata fee to repeat a course.

A Diploma is presented to each student that has:

- Successfully completed all required programs and related examinations.
- Successfully complete the required number of training and scheduled clock hours as specified in the catalog and enrollment agreement for the course attended
- Pass all written and practical examinations with a 76% average
- Fulfilled all monetary obligations to the school.
- For the NURSING Programs a student must pass the Comprehensive Exit Examination incorporated in NUR1088 Role Development with a score of at least 900 on the HESI Exit Exam.

MEDICAL ASSISTING PROGRAM

- Successfully completed all required programs and related examinations.
- Successfully complete the required number of training and scheduled clock hours as specified in the catalog and enrollment agreement for the course attended
- Pass all written and practical examinations with a 76% average
- Fulfilled all monetary obligations to the school.

TRANSFER OF NRI CREDITS TO OTHER SCHOOLS

- Transfer of NRI credits is at the discretion of the accepting institution; therefore, it is the student's responsibility to confirm whether or not credits will be accepted by another institution.

PROGRAM CHANGES AND CANCELLATIONS

- NRI reserves the right to postpone a class start date or cancel individual courses.
- Students may accept the new start date or have all monies refunded for that class.

DEFINITION OF INSTRUCTIONAL CLOCK HOUR

An instructional clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

DEFINITION OF CREDIT HOURS

Each Semester Credit hours is equivalent to:

- 15 Lecture contact hours
- 30 Laboratory contact hours
- 45 Clinical contact hours

PROGRAM CURRICULUM:

ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Length: 96 Weeks (72 weeks Didactic and Lab; 24 weeks Clinical)

PROGRAM DESCRIPTION:

The Diagnostic Medical Sonography program is designed to prepare students for employment as diagnostic medical sonographers. The intent of the program is to develop healthcare professionals with the ability to perform all aspects of medical sonography to produce ultrasound recordings for use by physicians. The content includes, but is not limited to, the fundamentals of ultrasound as well as abdominal, cardiac, obstetrics and gynecology, and vascular scanning techniques. The program also incorporates patient care strategies, basic first aid, cardiopulmonary resuscitation (CPR), Occupational Safety and Health Administration (OSHA) standards with blood borne pathogens, and employability skills.

PROGRAM OBJECTIVE:

The objective of the program is to train graduates to qualify for employment at hospitals, doctor's offices, radiology centers, and independent diagnostic imaging centers, as diagnostic medical sonographers.

Course Name	Clock Hours		Semesterly Credit Hours	
	Lecture	Lab	Lecture	Lab
DMS 400 COM Communications*	45		3	
DMS 400 MA Mathematical Applications*	45		3	
DMS 400 AP I Anatomy and Physiology I*	45		3	
DMS 400 AP II Anatomy and Physiology II*	20		1.3	
DMS 400 AP III Anatomy and Physiology III*	20		1.3	
DMS 400 AP IV Anatomy and Physiology IV*	20		1.3	
DMS 400 PSY General Psychology*	45		3	
DMS 401 Ultrasound Physics	70		4.7	
DMS 401L Ultrasound Physics Lab		70		2.3
DMS 402 Abdomen & Small Parts	140		9.3	
DMS 402L Abdomen & Small Parts Lab		170		5.7
DMS 403 Gynecology & Obstetrics	80		5.3	
DMS 403L Gynecology & Obstetrics Lab		80		2.7
DMS 404 Arterial, Vascular	65		4.3	
DMS 404L Arterial, Vascular Lab		65		2.8
DMS 405 Echocardiography	87.5		5.8	
DMS 405L Echocardiography Lab		87.5		2.8
Sub Total	692.5	472.5	69.3	23.7
DMS 406 Clinical	720		16	
Total	1885		77.6	
*denotes a general education course				

COURSE DESCRIPTIONS:

The Diagnostic Medical Sonography Program is a continuous semesterly credit hour program.

The courses must be taken in the order presented unless otherwise noted.

DMS 400 PSY General Psychology:

45 clock hours

The aim of this course is to provide students with a basic overview of psychology as a behavioral science and to help students develop a more comprehensive and accurate understanding of human behavior. Topics include psychology and development, cognitive processes, learning, intelligence, motivation and emotion, perception, personality, behavior and psychotherapy. This course also includes additional clock hours outside of the classroom that will include, but is not limited to applying psychological concepts to personal life, and identifying symptoms and presentation of psychological disorders.

DMS-400 COM Communications:

45 clock hours

This course is designed to introduce students to the various forms of communication including written, verbal and non-verbal, and listening techniques as well as professional development and employability skills. Students will present written and verbal reports and presentations throughout the course as well as create reporting documents. This course assists students in developing the communications skills sought after in a Diagnostic Medical Sonography technologist. This course can be taken concurrently with Ultrasound Physics.

DMS-400 MA Mathematical Applications:

50 clock hours

This course is designed to review basic mathematical concepts such as addition, subtraction, multiplication, division, powers of 10, graphing, measurements, and the metric system plus principles of math related to the field of Diagnostic Medical Sonography. These units include frequency, conversion of fractions to percentages, logarithms, analog versus digital numbers, components, and compression utilizing equations and formulas. This course assists students in developing the mathematical skills sought after in an Diagnostic Medical Sonography technologist. This course is taken concurrently with Ultrasound Physics.

DMS-401 Ultrasound Physics:

Theory 70 clock hours

Medical terminology, sonography terminology, scanning techniques and the physical principles of physics with color flow. The course develops a working knowledge of sonography, including a survey of diagnostic, diseases, and major body systems and processes. The topics also include mathematical and physical principles of ultrasound, interaction of sound with tissue, generation and detection, instrumentation, imaging artifacts and performance measurements. During Physics, "OSHA" requirements of "HIV", "AIDS" of 5 clock hours are presented.

DMS-401L Ultrasound Physics Lab:

70 clock hours

Knobology: the study and use of control devices such as: switches, levers, and knobs. These are demonstrated on various Ultrasound machine manufactures.

DMS-402 Abdomen & Small Parts:

Theory 140 clock hours

An introduction to Anatomy, Physiology, Pathology, and Sonographic interpretation and techniques of the Gastrointestinal Tract, Renals, Adrenals, and Retroperitoneum. In depth studies of Liver, Gallbladder, and Biliary System, Pancreas, Abdominal Aorta, Inferior Vena Cava, Portal Venous System, Urinary System with emphasis on the Kidneys. The Lymphatic System is also studied at this time, in relationship to the Spleen. The Thyroid, Breast, Male Pelvis and its reproductive system, Scrotum and Prostate with sonographic recognition of the normal versus abnormal and Medical and Sonography terminology is covered.

DMS-402L Abdomen & Small Parts Lab:

170 clock hours

Scanning the organs in multiple tomographic views demonstrating standardized protocols for the detection of normal vs. abnormal.

DMS-400 AP I Anatomy and Physiology I:

60 clock hours

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to the anatomy and physiology of the gastrointestinal tract, Urinary, Endocrine, Male Reproduction, and the Female Breast including techniques for obtaining ultrasound images. In addition, the Senses, Nervous, Musculoskeletal, and Respiratory Systems will be

reviewed. This course is designed to assist student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an Diagnostic Medical Sonography technologist to produce a well imaged body part. Medical terminology related to each body system is also included. This course can be taken concurrently with Abdomen & Small Parts.

DMS-403 Gynecology & Obstetrics:

Theory 80 clock hours

An introduction to the Anatomy, Physiology, Pathology and Sonographic interpretation of the female reproductive system with and without an existing pregnancy. The Sonographic Recognition and interpretations for Gynecology, Embryology, and Obstetrics. The development of the fetus and genetic defects and anomalies and abnormality of the fetus. The normal versus abnormal throughout all terms of the pregnancy is presented at this time, as well as, the study of the pelvic area. Medical and Sonography terminology presented.

DMS 403L Gynecology & Obstetrics Lab:

80 clock hours

Scanning transabdominally in multiple tomographic planes, demonstrating the Uterus and Adnexa regions. Protocol for first, second, and third trimester measurements and biophysical profile of the gravid uterus.

DMS 400 AP II Anatomy and Physiology II:

30 clock hours

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of the female reproductive system including gynecology and obstetrics. Fetal development will be included. This course assists in developing the skills sought after in an Diagnostic Medical Sonography technologist to produce a well imaged view of female anatomy and fetal development during obstetrical care. Medical terminology related to gynecology and obstetrics is also included. This course can be taken concurrently with Gynecology and Obstetrics.

DMS-404 Arterial, Vascular:

Theory 65 clock hours

Medical & Sonography vocabulary, Anatomy, Pathology, and Physiology of the Vascular and Arterial system. An introduction to Vascular Ultrasound with Doppler and Color Flow. The course teaches lower extremities Vascular, Arterial and Carotid Arteries. Medical and Sonography terminology is included.

DMS-404L Arterial, Vascular Lab:

65 clock hours

Scanning using duplex Doppler with standardized protocols and the use of photoplethysmography, Doppler derived ankle brachial index, segmental evaluation for the demonstration of normal vs. abnormal arterial and venous structures.

DMS-400 AP III Anatomy and Physiology III:

20 clock hours

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of the vascular system consisting of arterial flow, blood vessels and blood and its components. A study of the anatomy and physiology of the Lymphatic and Immune Systems is included. Students will be introduced to the techniques for obtaining ultrasound images of the organs associated with these systems. This course is designed to assist student in learning how each system interacts and relates with each other. The course assists in developing the skills sought after in an Diagnostic Medical Sonography technologist to produce a well imaged body part. Medical terminology related to each body system is also included. This course is can be taken concurrently with Arterial, Vascular.

DMS-405 Echocardiography:

Theory 87.5 clock hours

An introduction to Echocardiology, Anatomy of the heart, and Cardiovascular System. The procedures used in screening and recognition of the normal verses abnormal. Diagnostic Ultrasound as it applies to the heart. Interpretation and techniques of the Cardiovascular System with emphasis on Color Doppler. Teach right and left handed scanning. Medical and Sonography vocabulary included.

DMS-405L Echocardiography Lab:

87.5 clock hours

Scanning using standardized imagining planes with the use of 2D, M-Mode, measurements demonstrating normal vs. abnormal cardiac chamber sizes. Color and Duplex pulse wave and continuous wave Doppler used for the evaluation of normal vs. abnormal inter-cardiac flow patterns.

DMS-400 AP IV Anatomy and Physiology IV:**20 clock hours**

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of the cardiovascular system. A study of the anatomy and physiology of the Cardiovascular Systems is included. Students will be introduced to the techniques for obtaining ultrasound images of the heart and organs associated with this system.

The course assists in developing the skills sought after in a Diagnostic Medical Sonography technologist to produce a well imaged heart and its parts. Medical terminology related to the cardiovascular system is also included. This course can be taken concurrently with Echocardiography.

DMS-406 Clinical:**720 clock hours**

Clinical education requiring application of the knowledge acquired. Professionalism and personal interaction are stressed along with technical abilities. Continuation of the study of the properties of Diagnostic Ultrasound. The operation of additional diagnostic equipment, biological effects and quality assurance methods. Patient interaction. Hospital or office procedures, current developments in ultrasound are reviewed, and evaluated at this time.

Clinical Externship

After you have completed all of the school requirements and all tuition and all school fees have been paid you will be assigned a clinical site to complete your education with an externship. If, at the end of your twenty (20) months, your instructors' evaluations indicate that you are not yet ready to assume clinical responsibilities, you will be held back and required to attend remediation sessions. If at that time you have not satisfied the school's standards, you will be required to take that failed subject again before entering the externship program. Externship for the Diagnostic Medical Sonography course is 720 hours.

During the clinical externship you will be expected to meet the standards of that facility, including dress code, professionalism, attitude and appearance. The Educational Institute requires that all students read and sign the student agreement for clinical externship and comply with all externships site rules, including those regarding infection control for "HIV-AIDS" and Hepatitis "B". Inoculation against communicable diseases is the students' responsibility. The NRI Institute of Health Sciences, Inc. only provides malpractice insurance for the new student while on their clinical. The school is NOT responsible for contraction of infectious disease by the student or of any related treatment costs of such. Some clinical sites require a background check, which incurs a nominal fee to the student.

Practical knowledge will now show through for the first time in the real world. Please give this part of your education the same dedication that you have given to the in house education. Failure to report for your externship or undue absenteeism without notifying your supervisor(s) will result in termination from participation. Students on externship are required to perform all functions assigned to them.

When a student is placed in a clinical site, no transfer of the student will be considered without a written request with justification to the administrator. Delays in replacement may occur. If a student is having difficulties on an externship, he/she should immediately contact the school administrator. A failure in the clinical portions of the program will have one of two results: remediation and re-evaluation or termination from the program. Successful completion of the above will prepare the student for job placement assistance. NO EMPLOYMENT GUARANTEED.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM COST

TOTAL TUITION	47,740.00
TUITION COST PER CREDIT HR.	620.00
BOOKS (INCLUDED IN COST PER CREDIT HOUR)	2,850.00
Lab and externship fees (INCLUDED IN PER CREDIT HOUR)	5,500.00
Total	47,740.00

** Liability Insurance Included

ASSOCIATE SCIENCE IN NURSING DEGREE PROGRAM

Credit Hours: 81

PROGRAM DESCRIPTION

The Associate of Science in Nursing Degree Program is designed to prepare the student for the role of professional registered nurse in a variety of health care settings, including acute care hospitals, long-term care facilities, and community based agencies. The program is based on nursing concepts and skills, which enable the nurse to contribute to health promotion, maintenance, and restoration of clients across the lifespan.

PROGRAM OBJECTIVES -

Upon completion of the Associate of Science Degree in Nursing Program, graduates will be prepared to:

- Upon completion of the Associate of Science Degree in Nursing Program, graduates will be prepared to:
- Advocate for the patient, family and the community in ways that reflect self-determination and cultural diversity across the lifespan, paying close attention to patient centered care and their desired outcomes.
- Use clinical reasoning and knowledge acquired from the nursing program of study, evidence-based practice outcomes, and research based policies and procedures as the basis for decision making and comprehensive, safe patient care.
- Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver and evaluate care, as a caring advocate of safe and qualitative care within the community context.
- Adhere to standards of practice within legal, ethical and regulatory frameworks of a professional nurse.
- Demonstrate the knowledge of delegation, management and leadership skills and behavior that reflects the values and ethics of the nursing profession.
- Demonstrate skills in using patient care technologies and information systems that support safe nursing practice.
- To take and pass the NCLEX Exam.

CAREER INFORMATION

Upon completion of the Associate of Science Degree Nursing Program, the graduate is eligible to apply for license as a registered nurse by taking the NCLEX-RN. Registered nurses are employed in a wide variety of health care settings, including, but not limited to, acute care hospitals, long term care facilities, and community-based agencies.

Graduates will be required to obtain a license from the Florida Board of Nursing or the State Board of Nursing where they desire to work to seek employment in the field.

Advanced Standing for LPN

Required courses before entering with advanced standing as an LPN:

Advanced Standing Credit

NUR1001 Intro to Nursing	2 credits	NUR1004 Health Assessment	3 credits
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NUR1002 Nursing Foundations	6 credits	NCLEX I – Vocab & Terminology	2 credits
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Credit shall be given for the above nursing courses after successful completion of NUR2011 Transitions

NUR2011 Transitions	5 credits
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ASN Curriculum

Course Number	Course Title	Credit Hours	Clock Hours (If Applicable)
MAT1021	COLLEGE MATHEMATICS (General Education Course)	3	45
MAT1022	APPLIED MATHEMATICS(General Education Course)	3	45
PSY1022	DEVELOPMENT ACROSS THE LIFESPAN	3	45
ENG1021	ENGLISH COMPOSITION (General Education Course)	3	45
NUR1001	INTRODUCTION TO NURSING PROFESSION	2	45
BIO1021	INTRO TO BIOLOGY & MICROBIOLOGY	2	30
PSY1021	INTRO TO PSYCHOLOGY(General Education Course)	3	45
BIO1022	ANATOMY & PHYSIOLOGY	4	60
BIO1023	ANATOMY & PHYSIOLOGY I LAB	1	30
ENG1022	FUNDAMENTALS OF SPEECH/COMMUNICATION (General Education Course)	3	45
NUR1002	NURSING FOUNDATIONS	6	165
NUR1003	PATHOPHYSIOLOGY	3	45
NUR1005	NURSING CARE OF THE ADULT I(Medical/Surgical)	5	140
NUR1008	PHARMACOLOGY	4	90
NUR1004	HEALTH ASSESSMENT	3	90
NUR1044	NURSING OF CHILDREN (Pediatrics)	2.5	54
NUR1066	GERIATRIC/MENTAL HEALTH NURSING (Mental Health)	4	90
NUR1006	NURSING CARE OF ADULTS II (Medical/Surgical)	5	140
NUR1055	MATERNITY NURSING (OB/GYN)	2.5	54
NUR1007	ADVANCED CONCEPTS IN ADULT NURSING(Medical/Surgical)	5	165
NUR1077	COMMUNITY NURSING	3	75
NUR1088	PROFESSIONAL ISSUES/ROLE DEVELOPMENT CLASS	2	45
NCLEX1001-I,II,III,IV	TEST TAKING STRATEGIES	9	165
NUR2011	TRANSITIONS COURSE	5	75
TOTAL:		81	1785

COURSE DESCRIPTIONS:

The Associate of Science in Nursing (ASN) Program is a continuous semesterly credit hour program.

General Education

MAT1021 College Mathematics

3 credits

Applications and activities to build problem solving and mathematical modeling skills. Includes standardized units, dimensional analysis and conversions to and from the metric system, scientific notation, formula manipulations, graphs, and their interpretation, solving algebraic equations and systems, functions. Quantitative Reasoning applications and activities with sets and logic including set notation, subsets, inductive and deductive reasoning; Statistics including sampling techniques, frequency distributions, measures of central tendency, measures of dispersion, normal curve, linear correlations and regression.

MAT1022 Applied Math

3 credits

This course provides the beginning student with basic math skills required to calculate drug dosages. This course covers basic computational math and high school algebra, including but not limited to percentage, ratios, proportions, measurements, and introduction to statistics. Students are shown many methods to sharpen their math skills and are provided multiple opportunities to practice those skills. Refreshing their knowledge of learned math will be important part of the course.

ENG1021 English Composition

3 credits

Students will read texts of various genres and styles and learn to reflect on the readings. Comprehensive critical reading will encourage students to express their own ideas clearly and coherently. Group discussions and in-class presentations will allow the students to develop their comprehension and critical thinking skills, articulate their inferences, and refine their own ideas for writing assignments. Students will learn writing methods and strategies: finding and narrowing the topic, generating ideas, identifying and stating the main idea, organizing a paragraph, revising and editing. Students will learn and practice different rhetorical types of writing: description, narration, comparison and contrast, cause and effect, process analysis, and argument. Students will use computers and APA format to document their assignments.

ENG1022 Fundamentals of Speech/ Communications

3 credits

This course introduces students to the basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking specific to the professional setting. In addition, students will develop the ability to analyze and evaluate oral and written discourse. Specifically, students will apply critical thinking and writing skills to a variety of academic assignments, including analyzing complex texts, conducting library and Internet research, documenting research, and developing academic writings and oral presentations based on this research and writing. Students will evaluate their peers' presentations and teamwork, as well as their own progress in the research and presentation process

PSY1021 Intro to Psychology

3 credits

The aim of this course is to provide students with a basic overview of psychology as a behavioral science and to help students develop a more comprehensive and accurate understanding of human behavior. Topics include psychology and development, cognitive processes, learning, intelligence, motivation and emotion, perception, personality, behavior and psychotherapy. This course also includes additional clock hours outside of the classroom that will include, but is not limited to applying psychological concepts to personal life, and identifying symptoms and presentation of psychological disorders.

PSY1022 Development across the Lifespan

3 credits

This course provides a study of the normal developmental processes of the human person throughout the lifespan. It includes all aspects of development: physical, psychological, cognitive, social, and moral.

Prerequisites

BIO1021 Intro to Microbiology & Biology

2 credits

An introduction to Anatomy and Physiology, designed for students who do not have a background in biology. This course addresses cell structure, function, and metabolism, cell division, DNA structure and function, and microbiology. It also includes basic concepts of organic and inorganic chemistry. Emphasis is placed on the scientific method and reasoning. Basic overview of the eleven human body systems will be discussed. Deeper coverage of the bacteria, viruses & disease pathology is emphasized. This course include, but not limited to creating medical terminology flashcards, cellular function concept maps, and writing short papers on disease pathophysiology & pharmacology applications related to each organ system.

BIO1022 Anatomy & Physiology

4 credits

This is the first course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. Organization of the human body, biological chemistry, cells, tissues, and some organ systems are discussed. Deeper coverage of the following organ systems/ topics is emphasized: blood, circulatory, lymphatic, reproductive, immunity and digestive including: nutrition & metabolism. This course also includes additional clock hours outside of the classroom that will include, but is not limited to hands-on biology model making, interpretive essays of stories, descriptive essays creating a the story of digestion.

BIO1023 Anatomy & Physiology Lab

1 credit

The course includes BIO 1022 related hands-on laboratory activities

Core Nursing Courses - Prerequisite: Admission to the ASN program, LPN license

NUR1001 Introduction to Nursing Profession

2 credits

This course is designed to introduce the beginning nursing student to the profession of nursing. The organizing nursing philosophy theme of the school is presented. A historical perspective of nursing is given to develop a sense of ownership for the nursing profession. Learning styles are introduced and the student is encouraged to determine the style that best fits the individual. Students are also provided with information about developing study skills, test-taking skills and time management, as well as computer and research skills. It also includes, but not limited to journal writings, medical terminology homework, nursing philosophy paper, and various enrichment activities

NUR1002 Nursing Foundations

6 credits

This course introduces the student to the profession of nursing and its role in the health care delivery system. Theoretical foundations of nursing practice are introduced with a focus on Jean Watson's Theory of Caring. Nursing process provides the framework for discussion of topics such as therapeutic communication, critical thinking, nursing theory and evidence-based practice. The course discusses health and illness across the lifespan as affected by stress and adaptation, physiological and psychological needs, self-concept, cultural diversity, and spirituality. Principles of delegation are introduced. Special focus is given to health needs of the aged. Procedures for a safe and effective care environment are presented and demonstrated in the simulated clinical setting with a return demonstration required for many of the fundamental nursing skills needed in administering nursing care to a variety of clients while using principles of safety and proper infection control practices. Medical terminology and practice with nursing documentation and information management are included.

NUR 1003 Pathophysiology

3 credits

The purpose of this course is to examine pathophysiology related to human illness within a systems framework. Emphasis is on understanding pathophysiology as an alteration in normal physiological functioning of individual client subsystems. Focus is on presentation of selected pathophysiology and subsequent symptomatology in diverse clients across the lifespan. Contents build on basic anatomy and physiology, microbiology, and chemistry content obtained earlier.

NUR1004 Health Assessment**3 credits**

This course focuses on development of the interview and physical examination skills needed by the nurse to obtain a thorough knowledge base for the assessment of client needs in health and illness across the adult lifespan. A caring, holistic approach using Jean Watson's Theory of Caring is emphasized for obtaining subjective and objective data with consideration of cultural, spiritual, and developmental factors pertinent to the individual client. Laboratory experience provides the opportunity to practice assessment skills.

NUR1005 Nursing Care of the Adult I**5 credits**

This course focuses on the nursing care of the adult clients. Emphasis is placed on the role of the registered nurse's utilization of the nursing process to meet the physiological, psychosocial, cultural, and spiritual needs of adult clients and their families. Clinical experience is provided to enable the student to develop and demonstrate the following: verbal, non-verbal and written communication skills, strategies to promote health, and ability to perform appropriate nursing interventions utilizing critical thinking skills within the scope of practice of the registered nurse as defined by the State of Florida Board of Nursing

NUR1006 Nursing Care of Adults II**5 credits**

This course's emphasis is placed on the role of the registered nurse's utilization of the nursing process to meet the physiological, psychosocial, cultural and spiritual needs of adult clients and their families. Clinical experience is provided to enable the student to develop and demonstrate the following: verbal, non-verbal and written communication skills, strategies to promote health, and ability to perform appropriate nursing interventions utilizing critical thinking skills within the scope of practice of the registered nurse as defined by the State of Florida Board of Nursing

NUR1007 Advanced Concepts in Adult Nursing**5 credits**

This course provides the student the opportunity to integrate the concepts of caring, safety, teaching, communication, multi-perspective thinking, and professionalism when caring for clients exhibiting select physiologic disorders resulting in multisystem imbalance. Content focuses on the needs of the client and behaviors the nurse utilizes as a leader including delegation, effective communication, mentoring and managing of care while using an evidence-based practice.

NUR1008 Pharmacology**4 credits**

This course includes the study of drugs and their interactions with living systems, the effectiveness, safety and selectivity of drugs, and factors that affect the intensity of drug responses in the human body. The relationship of pharmacology to nursing practice with client care and education is discussed. Drugs are studied in groups or classifications, according to their mechanism of action or effect in the body. Variations across the lifespan are considered as well as food-drug interactions, drug-drug interactions and nursing implications. Emphasis is placed on the nurse's responsibilities for knowledge, safe and effective care, evidence-based practice, critical thinking, and health counseling and teaching.

NUR1044 Nursing of Children**2.5 credits**

This course focuses on applying caring concepts to children and their families. The student explores the effects of culture, spirituality and community upon the physiological and psychological well-being of various ages. The emphasis is on the nurse's role in health promotion, restoration, and maintenance with the family as the focus of care. Clinical experiences are provided in appropriate settings for exploration of safe and effective care practices.

NUR1055 Maternity Nursing**2.5 credits**

This course focuses on applying caring concepts to the woman and her family during the reproductive years. Childbearing issues and concerns are the primary focus, but the promotion of wellness and the management of common women's health promotion are also addressed. Simulation experience and clinical observation allows the use of nursing intervention, caring behaviors and critical thinking to meet the needs of the client while using evidence-based practices in the provision of safe and effective care. Clinical experiences are provided in appropriate settings for exploration of safe and effective care practices.

NUR1066 Geriatric/Mental Health Nursing**4 credits**

This course emphasizes the elements of safety, caring and critical thinking needed by the nurse in addressing the needs of clients having cognitive, emotional and/or physical alterations that present barriers to their interaction with the environment. Relevant theories and therapies for nursing practice are discussed appropriate to various healthcare delivery settings. Emphasis is placed on mental health disorders that occur across the lifespan with specific focus on the geriatric population. The student has the opportunity to demonstrate use of critical thinking and caring interventions in nursing practice with clients in the geriatric and mental health clinical settings.

NUR1077 Community Nursing**3 credits**

This course focuses on the role of the nurse in promoting and preserving the health of the community. The various roles addressed include: advocate, collaborator, counselor, direct care provider, educator and manager of care. Factors affecting community health are discussed, including those related to cost of medical care, culture of groups, age, epidemiology, the environment, communicable disease, and clients with special needs in the community.

NUR1088 Role Development Class/Professional Issues in Nursing**2 credits**

This course allows the student to gain enhanced understanding of the independent and collaborative roles of the professional nurse. Topics of discussion include legal, ethical, historical, and emerging issues that currently face the U.S. health system including patient safety and quality care with its high cost, the nursing shortage, advancing technology including information management, changing nursing education trends, threats of major terrorist attacks, a diverse multi-cultural society, principles of delegation and opportunities available to nurses now and in the future. Students will examine economic, political and cultural issues that act as stressors on the professional nurse, the practice of nursing, and the delivery of nursing care within the health care delivery system.

NCLEX1001- I, II, III, IV**9 credits**

This course is a series of 4 course sections will include the various concepts students has to master to successfully pass the NCLEX RN licensure including but not limited to Nursing Process, Blooms taxonomy, critical thinking and reading comprehension. Course will also include NCLEX test taking strategy coaching

NUR2011 Transitions**5 credits**

This course is based on the articulation model devised by the Florida Department of Education to enhance educational mobility for nurses. The course aims to provide efficient progression from licensed practical nurse to registered nurse. The course validates prior learning in basic nursing, updates and enhances the student's knowledge about nursing process, begins the process of role transition by comparing roles, and prepares the student for advanced placement in the RN program. Special focus is placed on therapeutic communication, the teaching learning process, legal, ethical, historical and emerging issues, and introduction of principles of delegation while exploring the role of the registered nurse in the performance of physical assessment skills and intravenous skills in a laboratory environment.

Prerequisite: Active License as a Practical Nurse.

DESCRIPTION	
TUITION NURSING & SCIENCES	\$40,590.00 Per Credit hour tuition for Nursing & Sciences Courses (66 Credits) = \$615
TUITION GEN ED & PREREQUISITES	\$ 9,225.00 \$615 / 15 credit hr
*BOOKS	Included in cost per credit hour
*LAB and Clinical Fees	Included in cost per credit hour
TOTAL	\$49,815.00

** Liability Insurance Included

MEDICAL ASSISTING PROGRAM**Credit Hours: 56.5****PROGRAM DESCRIPTION**

The program is to train graduates to qualify for employment at hospitals, doctor's offices, and other health care facilities.

Medical Assisting Program Objective

Course Number	Course Name	Credits	Clock Hours	
			Lecture	Lab/ Clinical
MA101	Introduction to Medical Assisting	7	105	
MA102	Medical Office Procedures	6	90	
MA102L	Medical Office Procedures Lab	3		90
MA103	Phlebotomist and the MA	3	45	
MA103L	Phlebotomist and the MA Lab	3		90
MA104	EKG Aide and the MA	3	45	
MA104L	EKG Aide and the MA Lab	2		60
MA105	Clinical Assisting (lecture)	5	75	
MA105L	Clinical Assisting Lab	6		180
PH106	Pharmacology	4	60	
PH106L	Pharmacology Lab	1.5		45
MA106	Laboratory Procedures (lecture)	2	30	
MA106L	Laboratory Procedures	5		150
MA107C	Practicum Experience I (clinical)	3		135
MA108	Practicum Experience II (lecture)	1	15	
MA108C	Practicum Experience II (clinical)	2		90
Sub Total		56.5	465	840
Total		56.5	1305	

Course Descriptions for Medical Assisting Program

Clock hours: 1305 Credits: 56.5

MA101 Introduction to Medical Assisting Clock hours: 105 Credits: 7

This course provides an introduction to develop the students' knowledge of the role and responsibility of the medical assistant and what the legal and ethical responsibilities of the MA are as well as the challenges faced in the practice of health care. Also included in this course is communication, professional behavior the concepts of anatomy and physiology in both illness and wellness.

MA102 Medical Office Procedures Clock hours: 180 Credits: 9

This course is designed to introduce the student to administrative and general duties found in a medical office, and includes appointment scheduling, records management, current regulations, electronic health records, risk management, appointment setting and preparation of medical records

MA103 Phlebotomist and the MA Clock hours: 135 Credits: 6

This course begins with the fundamentals phlebotomy in relation to the health care setting, anatomic structure and function of body systems in relation to services performed by a phlebotomist, hemostasis as it relates to blood collection, types of equipment needed to collect various clinical laboratory blood specimens by venipuncture as well as procedure for completing a laboratory requisition form. Skills and knowledge necessary to perform phlebotomy, infection control following standard precautions, quality assurance and safety in accordance with OSHA (state & federal guidelines), intravenous therapy in oncology and dialysis

MA104 EKG Aide and the MA Clock hours: 105 Credits: 5

This course is designed for the health science student and includes the principles of the cardiovascular system and its functions, legal and ethical responsibilities of an EKG aide, calibration and proper maintenance of EKG equipment in the work environment, types of lead systems (standard/limb, augmented, and precordial/chest), state Einthoven's triangle, proper lead placement including lead placement with special consideration for various patients with special needs. Holter Monitor placement and patient education of its use, cardiac emergency as seen on the EKG

MA105 Clinical Assisting Clock hours: 255 Credits: 11

The course presents the theory and techniques required by the medical assistant to perform fundamental skills at intermediate and advanced levels, physical exams, sanitation, disinfection, sterilization and Identify common instruments. Prepare for minor surgical procedures including surgical hand wash and applying sterile gloves, remove sutures, staples, correctly dispose of contaminated materials, patient teaching which addresses dietary guidelines and special needs, measure and record vital signs, recognizing abnormalities and danger signs, measure and record a pulse, record an apical pulse, pediatric procedures aseptic techniques and perform basic radiologic procedures.

PH106 Pharmacology Clock hours: 105 Credits: 5.5

This course focuses on the principles of pharmacology relating to the medical assisting profession. Instruction introduces the student to patient education regarding medications, researching drugs in a drug reference and correlation of drug therapy and pathophysiologic conditions. Knowledge and experience is gained through research of drug generic and trade names, usage, action, side effects, and contraindication in a drug reference book, and recording the information on pharmacology index cards.

Course content includes pharmacology math, routes of medication administration and parenteral techniques most commonly administered in the medical office.

MA106 Laboratory Procedures Clock hours: 180 Credits: 7

This course introduces the student to diagnostic laboratory procedures performed in the physician's office and medical laboratory science. Principles of laboratory procedures will be studied by observation, discussion, and practice in the laboratory sessions with emphasis on collection, proper handling, including blood and body fluid restrictions. Identification of specimens, routine urinalysis, quality control for CLIA-waived testing, rapid strep, pregnancy tests, hemoglobin, hematocrit, glucose, cholesterol, emergency preparedness.

MA107 Practicum Experience I**Clock hours: 135 Credit: 3**

This Medical Assistant Practicum is an entry level unpaid practicum experience, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to initiate previous learned skills and develop hands on learning for safe and effective performance of patient care in the medical office.

MA108 Practicum Experience II**Clock hours: 105 Credit: 3**

(Pre-requisite) must successfully complete Practicum experience I, prior to advancing to Practicum Experience II

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained, and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

Note:

This transitional Practicum experience is designed to start from simple-to-complex and supervised, unpaid activity of a total of 240 hours of which 160 contact hours must be in an ambulatory health care setting and no more than 70 hours in a simulated laboratory setting performing administrative and clinical procedures and 10 hours to prepare for employment with resume building, interview and proper presentation. Students ready for the Practicum experience must have completed all other program requirements and are eligible for this final phase in the program of 240 hours of practicum experience must be completed prior to graduation.

The program should ensure that the experience and instruction of students are meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions. Sites should be selected so that each student is afforded a variety of experiences, while at the same time all students are provided consistent learning opportunities. This experience provides an opportunity for students to utilize both administrative and clinical skills learned in the Medical Assistant classroom and clinical environment in a local clinic, physician's office, or other health care facility.

The students Practicum should be performed in a professional environment under conditions of strict supervision and guidance of a licensed physician and clinical coordinator. An individual who has knowledge of the medical assisting profession must provide on-site supervision of the student. When performed in the stimulated laboratory all activities must be under the supervision of the medical assisting program/practicum coordinator or faculty. The content for any simulated laboratory activity will be at the discretion of each individual learning institution to best meet the need of its students.

The actual hands-on experiences will tie-in all the educational components based on theory and competency based instruction that the student learned in the laboratory and classroom setting.

This course is set to assess the student in their ability to utilize all critical thinking applications learned during the program and to apply these critical thinking skills during the Practicum experience. The healthcare facility and the learning college/institute will expect the student to utilize good work ethics, Show excellent civic responsibilities, and further learn to both embrace and respect cultural diversity.

MEDICAL ASSISTING PROGRAM COST**Schedule of all fees**

Total Tuition	15750.00
Tuition cost per credit hour	278.76
BOOKS (INCLUDED IN COST PER CREDIT HOUR)	
Lab and externship fees (INCLUDED IN PER CREDIT HOUR)	
Scrubs (INCLUDED)	
Total	15750.00

*Liability insurance included in tuition

ACADEMIC CALENDAR AND HOLIDAY SCHEDULE

2021

SPRING SEMESTER

	<u>Week Of</u>
Registration	Jan. 4-8
Class Begins	January 11
<i>Martin Luther King Day</i>	<i>January 18th</i>
Last Day to ADD/DROP	January 22nd
MIDTERM EXAMS	March. 1-5
FINAL EXAMS	April. 19-23
SCHOOL BREAK	April. 24- May 9

SUMMER SEMESTER

Registration	May 3-7
Class Begins	May 10
Last Day to ADD/DROP	May 21
<i>Memorial Day</i>	<i>May 31st</i>
MIDTERM EXAMS	June 28-July 2
<i>NO SCHOOL</i>	<i>July 5th</i>
<i>(in observance of Independence Day July 4th)</i>	
FINAL EXAMS	August 16-20
SCHOOL BREAK	Aug 21-Sep 5

FALL SEMESTER

Registration	Aug. 30-Sep 3
<i>Labor Day</i>	<i>September 6th</i>
Class Begins	September 7
Constitution Day	September 17
Last Day to ADD/DROP	September 17
MIDTERM EXAMS	October 25-29
<i>Thanksgiving</i>	<i>November 25-26</i>
FINAL EXAMS	December 13-17
HOLIDAY BREAK	Dec 18-Jan 9

HOLIDAYS NOTED IN BOLD

<i>Martin Luther King Day</i>	<i>January 18th</i>
<i>Memorial Day</i>	<i>May 31st</i>
<i>Independence Day</i>	<i>July 5th (in observance)</i>
<i>Labor Day</i>	<i>September 6th</i>
<i>Thanksgiving</i>	<i>November 25-26</i>

2022

SPRING SEMESTER

	<u>Week Of</u>
Registration	Jan 3-7
Class Begins	January 10
<i>Martin Luther King Day</i>	<i>January 17</i>
Last Day to ADD/DROP	January 21
MIDTERM EXAMS	Feb 28-March 4
FINAL EXAMS	April 18-22
SCHOOL BREAK	April 23-May 8

SUMMER SEMESTER

Registration	May 2-6
Class Begins	May 9
Last Day to ADD/DROP	May 20
<i>Memorial Day</i>	<i>May 30</i>
MIDTERM EXAMS	June 27-July 1
<i>NO SCHOOL Independence Day</i>	<i>July 4th</i>
FINAL EXAMS	August 15-19
SCHOOL BREAK	August 20-Sep 4

FALL SEMESTER

Registration	Aug. 29-Sep 2
<i>Labor Day</i>	<i>September 5</i>
Class Begins	September 5
Last Day to ADD/DROP	September 16
Constitution Day	September 17
MIDTERM EXAMS	October 24-28
<i>Thanksgiving</i>	<i>November 24-25</i>
FINAL EXAMS	December 12-16
HOLIDAY BREAK	Dec 17-Jan 8th

HOLIDAYS NOTED IN BOLD

<i>Martin Luther King Day</i>	<i>January 17</i>
<i>Memorial Day</i>	<i>May 30</i>
<i>Independence Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>September 5</i>
<i>Thanksgiving</i>	<i>November 24-25</i>

ACADEMIC CALENDAR AND HOLIDAY SCHEDULE

2023

SPRING SEMESTER

Registration	Jan. 2-6
Class Begins	January 9
<i>Martin Luther King Day</i>	<i>January 16</i>
Last Day to ADD/DROP	January 20
MIDTERM EXAMS	Feb 27 – Mar 3
FINAL EXAMS	April 17 - April 21
SCHOOL BREAK	April 22 - May 7

SUMMER SEMESTER

Registration	May 1-5
Class Begins	May 8
Last Day to ADD/DROP	May 26
<i>Memorial Day</i>	<i>May 29</i>
MIDTERM EXAMS	June 26-30
NO SCHOOL <i>Independence Day</i>	<i>July 4th</i>
FINAL EXAMS	August 14-18
SCHOOL BREAK	Aug.19-Sept. 4

FALL SEMESTER

Registration	August 28 - Sept 1
<i>Labor Day</i>	<i>September 4</i>
Class Begins	September 5
Constitution Day	September 17
Last Day to ADD/DROP	September 18
MIDTERM EXAMS	Oct 23- Oct 27
<i>Thanksgiving</i>	<i>November 23-24</i>
FINAL EXAMS	December 11-15
HOLIDAY BREAK	Dec.16- Jan. 7

HOLIDAYS NOTED IN BOLD

<i>Martin Luther King Day</i>	<i>January 21</i>
<i>Memorial Day</i>	<i>May 29</i>
<i>Independence Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>September 4</i>
<i>Thanksgiving</i>	<i>November 23-24</i>

2024

SPRING SEMESTER

Registration	Jan. 2-5
Class Begins	January 8
<i>Martin Luther King Day</i>	<i>January 15</i>
Last Day to ADD/DROP	January 19
MIDTERM EXAMS	Feb 26 – Mar 1
FINAL EXAMS	April 15-April 19
SCHOOL BREAK	April 22-May 3

SUMMER SEMESTER

Registration	April 29-May 3
Class Begins	May 6
Last Day to ADD/DROP	May 17
<i>Memorial Day</i>	<i>May 27</i>
MIDTERM EXAMS	June 24-28
NO SCHOOL <i>Independence Day</i>	<i>July 4th</i>
FINAL EXAMS	August 12-16
SCHOOL BREAK	Aug.19-August 30

FALL SEMESTER

Registration	August 26- August 30
<i>Labor Day</i>	<i>September 2</i>
Class Begins	September 3
Constitution Day	September 17
Last Day to ADD/DROP	September 13
MIDTERM EXAMS	Oct 21- Oct 25
<i>Thanksgiving</i>	<i>November 28-29</i>
FINAL EXAMS	December 9-13
HOLIDAY BREAK	Dec.16- Jan. 3

HOLIDAYS NOTED IN BOLD

<i>Martin Luther King Day</i>	<i>January 15</i>
<i>Memorial Day</i>	<i>May 27</i>
<i>Independence Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>September 2</i>
<i>Thanksgiving</i>	<i>November 28-29</i>