

2014 Student Catalog



Pacific College

Main Campus

3160 Red Hill Avenue
Costa Mesa, CA 92626

www.pacific-college.edu

(800) 867-2243

Los Angeles Satellite Campus

5675 E. Telegraph Road
Building A, Suites 320-330
Commerce, CA 90040

Inland Empire Satellite Campus

3602 Inland Empire Blvd., B-205
Ontario, CA 91764

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PRESIDENT'S WELCOME

Welcome to Pacific College!

Pacific College was founded in 1993 to provide accessible, innovative, and relevant education to adult learners.

Today's fast paced, complex society, along with increasing demands and challenges have created an unprecedented need for expert health care professionals. To this end, we work diligently to provide the best learning environment between the academic classroom experience and the real world demands.

This institution is both a Diploma and a Degree-granting institution that appreciates the competitive nature of the working environment. One of the main goals at Pacific College is to prepare you as a professional for your chosen field. It is our belief that the Diploma, Associate of Science, or Bachelor of Science programs will be a stepping stone in your pursuit of future academic and professional accomplishments.

We know that you are here to pursue your interest in medical technology and to acquire the knowledge and technical training to improve your occupational goals. Our administration, faculty, and staff members will work together with you as a team to assure satisfaction.

The course of study you have chosen will be concentrated and require dedication and studious effort on your part for successful completion. Your progress as a student of Pacific College will be carefully monitored by people who care about you and your success. We are concerned with helping and providing you with additional assistance and step-by-step instruction as needed. Your success will be determined by your own desire and initiative. Make the most of the opportunity now awaiting you.

Thank you for selecting Pacific College where education is our "Number 1" priority. We look forward to working with you as you prepare to join the ranks of professional health care providers.



William Nelson
President

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BOARD OF DIRECTORS

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Terry Flanagan, MS	Director of Student Services
Dora Ruiz, BS	Director of Financial Aid
Jun Cuenca, MSN, RN	Director of Nursing Interim Program Director, Bachelor of Science in Nursing

ACADEMIC CALENDAR

PROGRAM

LOCATION

START DATES

VOCATIONAL NURSING

EVENING: TWO NIGHTS A WEEK (CLINICALS ON THE WEEKENDS)

Citadel	January 13, 2014
Costa Mesa	January 21, 2014
Citadel	May 19, 2014
Ontario	June 23, 2014
Costa Mesa	September 22, 2014
Ontario	November 20, 2014

FRIDAY/SATURDAY/SUNDAY FORMAT: FRIDAY EVENING (THEORY/CLINICALS ON SATURDAY & SUNDAYS)

Costa Mesa	April 25, 2014
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DAYTIME 8:00AM TO 2:00PM MONDAY THROUGH FRIDAY (NO WEEKENDS)

Costa Mesa	January 20, 2014
Costa Mesa	August 18, 2014

BACHELOR OF SCIENCE IN NURSING

ONLINE YEAR-ROUND ENROLLMENT

BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

ONLINE YEAR-ROUND ENROLLMENT

ALL PROGRAM STARTS ARE SUBJECT TO CHANGE OR CANCELLATION

HOLIDAY SCHEDULE

Pacific College observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Winter Break (Winter break schedules are posted on the school website.)

GENERAL INFORMATION

Mission

Pacific College is committed to providing the highest standards in education by striving to foster a continuous process of intellectual growth, character development, and academic integrity to achieve professional and personal success in the student's chosen profession.

Pacific College is committed to the following Institutional Learning Outcomes:

- Display mastery of knowledge and skills learned in a comprehensive education to achieve fulfillment in a chosen profession and establish an identity as a member of a diverse and global community.
- Apply the values of professionalism, altruism, inclusion, and collaboration to facilitate evidence-based change to realize shared goals.
- Demonstrate information literacy skills that promote a positive, life-long outlook on education, profession, and self.

"Education is our 'number one' priority." Using a 'team' approach, the academic needs of each student will be embraced. The student will understand that learning is a life-long process, based on critical thinking.

Vision Statement

Pacific College is recognized as a progressive learning environment where the values of professionalism, altruism, collaboration, and a sense of personal and professional identity are the primary objectives for inclusion as a member of a global and diverse community.

Values

Professionalism – *As an individual or institution, we demonstrate professionalism in everything we do.*

Altruism – *As an individual or institution, we practice the principle of unselfish concern for the wellness of others.*

Community – *As an individual or institution, we share responsibility for the welfare of our community.*

Identity – *As an individual or institution, we strive to establish a sense of true being that will determine our future.*

Fulfillment - *As an individual or institution, we create an environment where academic and professional goals can be achieved.*

Inclusion – *As an individual or institution, we embrace differences to promote full participation and a sense of belonging.*

Collaboration - *As an individual or institution, we work as a team to realize shared goals.*

HISTORY

Pacific College was established in 1993 with the purpose of providing high-quality vocational education responsive to the training needs of medical and business studies aspirants, as well as to the employment demands in professional allied health and business occupations. New programs are periodically added to our offerings.

The Board of Directors is comprised of educators from the community college, high school, proprietary school, adult education, and private industry environments. They have served as instructors, textbook authors, counselors, department coordinators, deans, Kellogg Fellow, and superintendent of schools.

Pacific College added a decentralized facility in 1996 on the campus of California State University, Long Beach which accommodated Nursing Assistant/Home Health Aide students from the greater Long Beach area.

Pacific College was first accredited in April 1998 by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC).

Pacific College was first accredited by the Board of Vocational Nurses & Psychiatric Technicians in January, 1999.

In October 1998, Pacific College was authorized to offer Title IV funding for those students who qualify. Pacific College participates in the following Title IV Programs: Federal Pell Grants, Federal Direct Student Loans, and Federal Family Education Loans (subsidized, unsubsidized, and PLUS).

Amendments to our curriculum as approved by the United States Department of Education as well as the Bureau for Private Postsecondary and Vocational Education allow Pacific College to award an Associate of Science degree for the disciplines of Cardiovascular Technology, Physical Medicine and Vocational Nursing and a Bachelor of Science degree in Nursing.

CAMPUS LOCATION AND FACILITIES

The main campus of Pacific College is located at 3160 Red Hill Avenue, Costa Mesa, California 92626, in Orange County, near the 405, 55, and 22 Freeways. The campus has open grounds with ample parking, and occupies more than 16,500 square feet of well-utilized space.

Pacific College programs are taught in specially-built classrooms, laboratories, and computer rooms. The building houses a diagnostic lab, an ultrasound lab, a cardiovascular lab, a physical medicine lab, a computer lab, a library, and a student lounge. In keeping with the high educational standards of Pacific College, the equipment used affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job.

A satellite facility, located at the Citadel Outlet at 5675 Telegraph Road, Suite 320, Commerce, CA 90040 contains a lecture classroom and a nursing lab. Vocational Nursing classes are held at the satellite. The satellite has ample parking, a food court, and 24-hour guarded security.

A satellite facility, located in the Inland Empire at 3602 Inland Empire Blvd. B-205 Ontario, CA. 91764 contains a lecture classroom and a nursing lab. Vocational Nursing classes are held at the satellite.

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

- Approved to operate by the Bureau for Private Postsecondary Education
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- Approved by the U.S. Department of Education to provide Federal Pell Grants, Federal Direct Student Loans, Federal Loans (subsidized, unsubsidized, & PLUS).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code
- Vocational Nursing Program accredited by the Board of Vocational Nursing and Psychiatric

Technicians

- In 2007, Pacific College was authorized by the State of California, ACCSC and the United States Department of Education to offer the Associate of Science Degree programs.
- In 2011, Pacific College was authorized by the State of California, ACCSC and the United States Department of Education to offer the Bachelor of Science in Nursing degree.
- In 2012, Pacific College was authorized by the State of California, ACCSC and the United States Department of Education to offer the Bachelor of Science in Healthcare Administration degree.

APPROVAL DISCLOSURE STATEMENT

Pacific College, located at 3160 Red Hill Avenue, Costa Mesa, California 92626, was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. Approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. The following courses have been approved by BPPE: ASSOCIATE OF SCIENCE IN VOCATIONAL NURSING (1767 HOURS), NURSING ASSISTANT/HOME HEALTH AIDE (202 HOURS), VOCATIONAL NURSING (1542 HOURS), BACHELOR OF SCIENCE IN NURSING (49 SEMESTER CREDIT HOURS), BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION (121 SEMESTER CREDITS).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

GENERAL CATALOG

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

FAMILIARITY WITH COLLEGE REGULATIONS

When signing an enrollment agreement, students acknowledge receipt of the General Catalog and agree to abide by the policies, rules, and regulations of the College. This publication includes academic standards, and the general requirements for graduation. Ignorance or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions. The College provides assistance in the form of advising, but students are responsible for meeting the published requirements of their respective programs.

TUITION AND FEES

Please refer to your catalog supplement for a complete list of attendance costs.

Student tuition payments are contract requirements. It is your obligation to make all agreed upon payments promptly. Contact the business office if you anticipate difficulty in meeting your payment schedule. If your account becomes delinquent, you will be notified that collection procedures may be initiated to remedy the contract.

CAMPUS ANNUAL SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the college collects crime statistics as the basis for this Annual Security Report that is made available to students, employees, and applicants for enrollment or employment.

The following offenses have occurred in or on the premises of the institution for the past 12 months ended December 31, 2013:

Type of Crime	Occurrences	Arrests
Murder	0	0
Sex Offenses	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Weapons Possession	0	0
Liquor Law Violations	0	0
Drug Abuse Violations	0	0

The college requests that any known criminal offenses occurring on the premises be reported to the President or Director of Education.

CAMPUS SECURITY POLICY

Any emergency or criminal actions should be immediately reported to the President or Director of Education and/or local police authorities. The college staff must be notified in addition to the police. To ensure prompt and accurate record keeping, criminal activity should be documented as quickly as possible by students and/or employees. It is necessary to obtain documentation for any incident. In the event of campus disciplinary action in cases of alleged sex offenses, accuser and accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Any accused person who is found guilty will be dismissed from the college.

The college promotes safety and it recommends that students, staff, and faculty use precautionary measures. Purses, clothes, books, and other belongings should not be left unattended. The school is not responsible for any loss or theft.

If you are concerned for the safety of your belongings, it is recommended that you not bring them to school or that you obtain a renter's insurance or homeowner's insurance policy to cover your personal property while in school. The campus facilities are open to students, faculty and staff during hours of operation.

STUDENT SUPPORT SERVICES

LIBRARY/RESOURCE CENTER

The library maintains a variety of textbooks, reference books, periodical subscriptions, journals, videos, CDs, DVDs, and cassette tapes. Computers with full Internet access to the World Wide Web are available for students to research the latest information. Students have free access to all materials as well as borrowing privileges. Library hours are posted.

The library also has electronic resources available through ebscohost.com

Academic Search™ Elite contains full text for more than 2,100 journals. Nearly 150 journals have PDF images dating back to 1985. The database includes PDF images for the great majority of journals; many of these PDFs are native (searchable) or scanned-in-color.

CINAHL Plus with Full Text is the world's most comprehensive nursing & allied health research database, providing full text for more than 770 journals indexed in CINAHL®, including many of the most-used journals in the index—with no embargo. Of those, 464 are not found with full text in any version of Academic Search™, Health Source® or Nursing & Allied Health Collection™.

Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association, CINAHL covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

In addition, this authoritative file offers access to health care books, nursing dissertations, selected conference proceedings, standards of practice, educational software, audiovisuals and book chapters.

Pacific College students, as members of the community, have access to neighboring college and university libraries materials free of charge. Borrowing privileges at these libraries are available at a nominal fee.

TUTORING AND STUDY GROUPS

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, the Program Director, and/or the Director of Education. Study groups are available as needed. Additional fees for tutoring may be charged accordingly. Supplemental instruction and review is offered to all graduates of the Vocational Nursing program as reinforcement prior to sitting for the State Board Examinations.

ADVISING AND GUIDANCE SERVICES

Advising and guidance services are offered by the College and are available to all students. A primary responsibility of Pacific College is to offer every possible aid to students so they can utilize their own capabilities. The staff and faculty welcome the opportunity to assist students in working out solutions to problems they may experience during the course of their education. Those students with personal problems unrelated to their training will be referred to counselors or agencies where they can receive assistance.

TRANSFER OF CREDIT TO OTHER SCHOOLS

“NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT PACIFIC COLLEGE”

The transferability of credits you earn at Pacific College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree or diploma) you earn in any program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, degree or diploma) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pacific College to determine if your (credits, degree or diploma) will transfer.

Pacific College has not entered into any transfer or articulation agreements with any other college or university for the programs currently offered.

JOB PLACEMENT ASSISTANCE

Pacific College offers placement assistance to all graduates. Approximately 20 hours of Career Development instruction is available to all students prior to entering the workforce. Students receive career counseling directed at initiating a job search, developing a successful strategy, writing a resume, and interviewing techniques.

While the College cannot guarantee employment or salary amounts, considerable effort is made to bring potential employers together with appropriately skilled graduates. Job placement assistance is provided at no cost to the graduate.

STUDENTS WITH DISABILITIES

Pacific College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act 1973. In accordance with the College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

In the Vocational Nursing program, the practice of nursing is an applied discipline that uses cognitive, sensory, affective and psychomotor elements. Students must be able to perform the functions that are necessary for the safe practice of nursing. More detail of these functions can be found under the nursing programs.

Students seeking special accommodations due to a disability must submit an application with supporting documentation to the Director of Education or designee. The Director of Education or designee will consider all materials and will afford qualified individuals with appropriate accommodations. If a student is denied accommodation or believes the accommodation afforded is insufficient, the student may appeal within thirty days of the original decision.

STUDENT HOUSING

Pacific College does not maintain dormitory facilities. Housing near the campus varies considerably depending on the individual requirements of each student. Pacific College has no responsibility to fund or assist a student in finding housing.

FINANCIAL INFORMATION

FINANCIAL ASSISTANCE

Pacific College will make every effort to assist students to achieve their educational goals by helping them to meet their financial needs. Pacific College offers Federal Financial Aid to students who meet the academic and financial needs criteria. Pacific College participates in federal student financial aid programs and complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965. Federal Title IV programs which include Pell Grants, Direct Stafford Loans (Subsidized & Unsubsidized), and PLUS loans. Arrangements to finance your education can also be made to make regular, monthly payments through an installment plan. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, (916) 431-6924. www.bppe.ca.gov/

As of January 1, 2003, AB201 requires that institutions collect from each newly enrolled student a STRF fee in the amount of \$0.50 per thousand dollars of tuition paid, rounded to the nearest thousand, regardless of the portion that is prepaid.

Disclosure - Financial Aid Code of Conduct

The College currently has no preferred Lender lists outside of the U.S. Department of Education.

STUDENT'S RIGHT TO CANCEL

CANCELING YOUR COURSE DURING THE FIRST SEVEN DAYS AFTER STARTING CLASS:

1. You have the right to cancel this Contract for a course of instruction including any equipment or other goods and services included in the Contract, within the first seven (7) business days following the first day of class.
2. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Contract. You can do this by mail, hand delivery, or email.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
4. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by this contract.
5. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
6. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. The School will refund any money that you paid within 45 days after the school receives your notice of cancellation. Send cancellation notice to President, Pacific College, 3160 Red Hill Ave., Costa Mesa, CA 92626.
7. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

Federal Financial Aid Satisfactory Academic Progress

Purpose

Federal regulations require institutions to establish a reasonable satisfactory academic progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory academic progress in an educational program and may receive financial aid under the Title IV, HEA programs.

Policy

Students must maintain SAP throughout the duration of their academic program to be eligible for

federal financial aid. SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student's academic program.

Qualitative Measure

Grade Point Average

Distance Education students must have a cumulative program grade point average (GPA) of 70% at the end of each completed payment period, unless otherwise defined by academic policy.

Vocational Nursing students must have a cumulative program grade point average (GPA) of 75% at the end of each completed payment period.

Quantitative Measure

This is the pace a student must achieve in order to complete their degree/ academic program within the maximum timeframe. Incremental progression will automatically be evaluated for all periods of attendance at the college, including periods the student did not receive federal financial aid.

Pace of Completion

The quantitative measure for the pace of completion is calculated using the following formula:
Cumulative number of credits or clock hours the student successfully completed divided by cumulative number of credits or clock hours the student attempted.

At the end of each payment period, the student's pace of completion is evaluated. Students must earn at least 67% of the credits or clock hours attempted toward completion of the program of study. Credits or clock hours taken at other institutions and accepted toward a student's primary program of study at are included in both attempted and completed credit hours when measuring pace of completion.

Maximum Timeframe

The maximum timeframe to complete the program cannot exceed 150% of the published length of the program.

Evaluation

The College evaluates each financial aid student's academic progress at the end of each payment period.

Students who do not meet both GPA and pace of completion requirements listed above will be placed on a warning status for one payment period. Students are eligible to receive financial aid while on a warning status for their next payment period. Their ability will be reviewed at the end of the warning status period and must meet the qualitative and quantitative factors above to continue receiving financial aid.

Students who have lost their financial aid after a warning status may appeal the loss of financial aid by submitting an appeal to the Office of Financial Aid. The appeals are reviewed on a case-by-case basis by The Academic Standard Committee. Approval is only granted when there are significant extenuating circumstances. All decisions made by The Academic Standard Committee are final.

Students who appeal and can mathematically meet the minimum GPA and/or pace requirements will be placed on a Financial Aid Probation and will be eligible for one additional payment period of aid.

Students on Financial Aid Probation will be reevaluated at the end of the following payment period. Students who still fail to meet the minimum GPA and/or pace requirements will lose additional aid eligibility until they meet the GPA and pace requirements.

Students who appeal and cannot mathematically meet the qualitative and quantitative standards in one semester will either be placed on an academic plan by the Director of Education.

STATE REFUND POLICY

1. Refund Policy Prior to Matriculation:

An applicant who is not accepted for enrollment to the college will receive a full refund of all payments. An applicant who cancels their enrollment prior to the first day of classes will receive a full refund of all payments.

2. Refund Policy after Matriculation:

WITHDRAWALS

WITHDRAWING FROM YOUR COURSE AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS:

1. You have the right to withdraw from the course at any time.
2. If you withdraw from your course after midnight of the seventh scheduled class day following your first class day of attendance, the School will pay you a refund within 45 days after your withdrawal.

DATE OF WITHDRAWAL/DATE OF DETERMINATION

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earliest of:

1. The student officially withdraws, provides notice of cancellation, or the date the student violates academic policy.
2. If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

INSTITUTIONAL REFUND POLICY

When a student withdraws, the school must calculate a State of California pro-rata refund, which is used to determine allowable charges the school is allowed to retain. If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs.

Students who withdraw from their program up to and including sixty percent (60%) of the period of enrollment will have their eligibility for aid recalculated based on the amount of hours/credits completed. Title IV aid, and all other aid is viewed as one hundred percent (100%) earned after that point in time.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

The refund will be less an application fee not to exceed \$250, within 45 days of withdrawal.

FEDERAL REFUND POLICY (R2T4)

1. Refund Policy Prior to Matriculation:

An applicant who is not accepted for enrollment to the college or who cancels their enrollment prior to the first day of class will receive a full refund of all payments.

2. Refund Policy after Matriculation:

You may cancel your enrollment without any financial obligation by the end of the seventh business day following the class start. The cancellation must be in writing. If the cancellation notice is mailed to the College, the postmark is the effective date of the cancellation. If you terminate your training after the seventh business day, the refunds (if any) are based upon the calculation of both the Federal and State's Formula.

FEDERAL RETURNS OF TITLE IV POLICY

This policy shall apply to all students who receive financial aid from Title IV funds and withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence or are dismissed from their program.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Direct Unsubsidized loans,
- Direct Subsidized loans,
- Direct PLUS loans,
- Federal Pell Grants.

Return of Title IV Funds: When a student officially withdraws prior to completing at least sixty percent (60%) of the period of enrollment, the student has not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed.

The unearned portion (based on the percentage of the 40% remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent (20%) of the period of enrollment, then he or she has failed to earn eighty percent (80%) of the Federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay that balance.

Students who withdraw from their program up to and including sixty percent (60%) of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid and all other aid is viewed as one hundred percent (100%) earned after that point in time.

The return amount will be calculated using the number of hours/credits the student attended in the period of enrollment and the total number of hours/credits in the period of enrollment. The percentage of Title IV aid earned shall be calculated as follows:

- Number of hours/credits completed by student divided by the total number of hours/credits in the period of enrollment equals the percentage of period of enrollment completed.
- The percent of the period of enrollment completed equals the percentage of Title IV aid earned by the student.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hundred percent (100%) of aid disbursed minus the percent earned.

Unearned aid to be returned by the institution is the lesser of:

- A. Title IV aid disbursed minus Title IV aid earned by the student for the period of enrollment; or
- B. Total institutional charges multiplied by the percent of unearned aid

Returns are made to the Title IV programs in the following order within forty-five (45) calendar days of the date the School determined the student withdrew:

(1) Direct Unsubsidized Loans; (2) Direct Subsidized Loans; (3) Federal Parent (PLUS) Loans; and (4) Federal Pell Grants.

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a post-withdrawal disbursement. If a Post-withdrawal disbursement includes loan funds; the School will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grant funds that are the responsibility of the student to return are reduced by fifty percent (50%). The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

V.A. EDUCATIONAL BENEFITS

Many active duty personnel, veterans, dependents of deceased or disabled veterans, and reservists are eligible for Department of Veterans Affairs' educational benefits. Please contact the Financial Aid office for more information on these programs.

TUITION PAYMENTS

(a) For short-term programs designed to be completed in one term or four months, whichever is less, Pacific College may require payment of all tuition and fees on the first day of instruction.

(b) For those programs designed to be four months or longer, Pacific College shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

(c) The limitations in this section shall not apply to any funds received by Pacific College institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

At the student's option, Pacific College may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session are disclosed on the enrollment agreement.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

Pacific College emphasizes the need for all students to attend classes on a regular basis in order to develop the skills and professionalism necessary to compete in the highly competitive labor market. Any absences except those necessitated by death of an immediate family member, illness, verified court appearance, military duty, or other legal requirements are discouraged and considered as unexcused.

To maintain satisfactory attendance, students in all programs but the VN diploma program may miss no more than 20% of the total hours in any given course. (See last paragraph, this section for VN requirements.) Upon missing more than 20%, a student will receive written notification of attendance probation. Additional unexcused absences during such probationary periods may result in an attendance "contract" between the student and instructor and may lead to dismissal from the student's training program. A student will remain on probation until the end of the course. If a student is absent for five consecutive class sessions, the Registrar's office will attempt to contact the student to verify the intent to withdraw from the College. After 14 calendar days, the student will automatically be withdrawn from the program.

Any student arriving 1-15 minutes late for a class or leaving early from class is considered tardy. Tardiness on three occasions (per course) will be counted as one unexcused absence and will be counted in relation to allowable total absences. Tardiness is a disruption of a good learning environment and is to be discouraged. The student is expected to attend every class on time.

Under unusual circumstances and where warranted, the College President or Director of Education may waive stipulations in the attendance policy.

Vocational Nursing students are allowed four (4) theory and four (4) clinical absences combined for Terms I and II, and Terms III and IV. An absence is defined as not being present, arriving more than fifteen (15) minutes late and/or leaving more than fifteen (15) minutes early. If a nursing student arrives after 15 minutes of class has elapsed, he/she will be sent home and a day's attendance must be made up. Three (3) tardies constitute one absence. Tardies are not erased at the end of the term. Students are allowed a maximum of twelve (12) tardies for the entire program, after that they will be dropped from the program.

MAKE-UP STANDARDS

Students are encouraged to be in class every day and on time. The student is responsible for learning the material covered while absent. Make-up work, exams, and quizzes may be assigned at the discretion of the instructor.

MAXIMUM TIME FRAME

The College's programs are to be completed within one and one-half (1.5) times the program length listed in the curricula section of the catalog. A completion schedule is defined to ensure incremental progress toward timely program completion. Time during an authorized leave of absence is not considered as part of the maximum time frame.

DISTANCE EDUCATION ATTENDANCE POLICY

Students taking classes in an accelerated format are expected to attend each week. Attendance is defined as participating in an academic activity within the online classroom, which includes posting in a graded discussion forum, or submitting a written assignment.

Experience has shown that good grades are strongly correlated with attendance, practice and participation. Students who do not participate in class are often surprised at how quickly and thoroughly they get behind. Lack of participation does not qualify the student for a refund. Students are responsible for following the published policy on deadlines for drop and withdrawal.

Students who do not attend at least once in any seven consecutive day period will be issued an attendance warning. Students who do not attend at least once in any 14 consecutive day period will be dropped from the course and administratively withdrawn from the College retroactive to the last date of recorded attendance. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

All students must be officially enrolled in order to attend class and receive a grade. The Office of the Registrar will not post grades for students who are not enrolled.

WITHDRAWAL FROM THE COLLEGE

If a student wishes to voluntarily withdraw from the college for any reason, the student must officially notify the school in writing. Students who wish to withdraw must contact the Program Director and have an exit interview with a representative of the Financial Aid Department. The date of the exit interview is the date of determination; or if a student provides a formal notice of withdrawal in writing, the date which the formal written notice is mailed with appropriate postage is the date of determination.

When a student does not contact the college to withdraw, the date of determination is no later than fourteen (14) days after the student's last date of attendance as determined by the institution from its attendance records. If the student is determined to be a withdrawal, the end of the 14-day period begins the time frame for completing a Return of Title IV Funds calculation.

STUDENT RECORDS

Transcripts and other documents received by the College for the purpose of admission or other purposes become the property of the College and will not be released to or copied for students. California regulatory agencies require that student records be kept for only five (5) years, Pacific College's student records are retained indefinitely.

TRANSCRIPTS

The College will provide one transcript without charge to each student upon receipt of diploma. Additional transcripts or transcripts needed prior to or after the receipt of diploma will cost \$5.00 each. The student's financial account must be current for transcripts to be furnished.

CANCELLATION OF CLASSES OR PROGRAMS

The College reserves the right to cancel or postpone a class or a program if student enrollment is insufficient. However, every effort will be made to cancel the class or program well in advance of the intended start date.

COMPUTER LAB REGULATIONS

By using Pacific College computers, students agree to comply with the following regulations.

1. No food or drink allowed in the Computer Lab
2. Students may not install software on College computers.
3. Computing resources in the lab are for College-related purposes only
4. Use of cell phones in the lab is prohibited
5. Loud or disruptive conversation is prohibited

The lab assistant or other authorized staff member has the right to ask students to leave for noncompliance with any College regulations.

ETHICAL USAGE

Computing resources must be used in accordance with the high ethical standards of the College community and local, State, and federal laws.

EMERGENCY TELEPHONE NUMBERS

Each student must provide the school with one or more telephone numbers where a family member may be reached in the event of an emergency. Only in the case of an emergency will a student be called from class to take a telephone call.

CHANGE OF PERSONAL DATA

Any change of name, address, or telephone number must be reported to the student's instructor and the Registrar as soon as the change occurs. Emergency information should be kept current at all times.

CAMPUS PHONES

The school telephones are for official business and may not be used by students.

INSURANCE

The college provides its students with professional liability insurance covering incidents that occur on campus or at the assigned clinical site during normal class hours. The policy is intended to supplement the student's own insurance, and it requires the student to submit any claim to his or her own insurance carrier first (if available).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Director of Education, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education record that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *the College* to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
WASHINGTON, DC 20202-4605

STUDENT I.D. CARDS

Each student is given a student identification card which must be worn at all times (above the waist) while the student is attending classes at Pacific College and on the externship or clinical site.

ACADEMIC POLICIES AND PROCEDURES

CLOCK HOUR TO CREDIT HOUR CONVERSION

Pacific College measures instruction in terms of semester credits. A semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

To comply with the federal definition, courses offered at Pacific College have an expectation of two hours of work outside of class for each hour of lecture, and one hour of work outside of class for each hour of lab work.

1. Semester credit hours are defined as follows:
 1. For lecture classes, one semester credit is equal to 15 clock hours of instruction.
 2. For laboratory classes, one semester credit is equal to 30 clock hours of instruction.
 3. For Clinical/Practicum classes, one semester credit is equal to 45 clock hours. Labs in the Nursing are considered clinical for credit hour calculations.
2. Clock hours are defined as follows:
 1. A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

COURSE NUMBERING SYSTEM

Pacific College courses follow this basic course numbering system:

100 – 299 Undergraduate, lower-division courses

300 – 499 Undergraduate, upper-division courses

ACADEMIC FREEDOM

It is the policy of Pacific College that teachers and students are entitled to freedom in discussing the subject matter, but they should exercise care to not introduce into their discussions controversial matters which have no relationship to the subject.

Teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should remember that as teachers and educational representatives, the public may judge their profession and their institution by their statements or actions. They should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Actions by faculty, staff, students or visitors which unnecessarily obstruct or interfere with teaching or learning functions or other normal and necessary activities of the college, or which create an imminent threat or danger to persons or property, may constitute grounds for dismissal, termination or permanent exclusion from the campus.

ACADEMIC RESPONSIBILITY AND PROFESSIONAL ETHICS

Pacific College also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, professional discretion, and good citizenship. When he/she speaks or writes as a citizen, he/she will be free from institutional censorship or discipline, but his/her special position in the community imposed special obligations. As a professional educator, he/she must remember that the public may judge his/her profession and his/her institution by his/her words. As a result, he/she should at all times be accurate, exercise proper restraint, show respect for opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

INSTRUCTOR/PROGRAM EVALUATIONS

At the conclusion of every course, students may be asked to complete a Course and Instructor Evaluation. The evaluation asks for feedback on the student's learning, the instructor's performance, and the course overall. We ask for this information to help the school improve its courses and instruction. To protect students' anonymity, we ask that students not sign the form. Evaluations are reviewed by the instructor, the Director of Education and the President for the purpose of improving the curriculum and the instructor's presentation of material. Student participation in these evaluations is greatly appreciated.

STUDENT AUTHENTICATION FOR DISTANCE EDUCATION

Student Authentication is mandated by the federal government and assures academic integrity. Student authentication allows for the use of unique student identification and passwords to ensure compliance and requires that, "...institutions of higher education offering distance education programs have a process by which the institution of higher education establishes that a student registered for a distance education course is the same student that participates in, completes, and receives credit for the course." (The Higher Education Opportunity Act, 2008)

Pacific College Distance Education therefore requires the current minimal standard for authentication: all distance education course work must be accomplished through a secure course management system with unique usernames and passwords each time a student engages in online coursework.

RESPONSE TIMES FOR DISTANCE EDUCATION

Pacific College supports the timely completion of student evaluations of learning outcomes by qualified faculty, which are appropriate for use with the distance education methods used, and evaluated by qualified faculty.

Pacific College will employ a sufficient number of faculty to assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed below.

The recommended instructor response time to student inquiries is to respond within 24 hours during business days, and 48 hours for non-business days. If the instructor cannot provide a detailed response to the inquiry within these time frames, it is recommended that the instructor inform the student regarding when a more detailed response will be provided.

Pacific College shall maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.

CHANGES IN PROGRAMS OR STUDENT GUIDELINES

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or where deemed feasible due to industry changes, academic scheduling, or professional requirements.

Whenever on-going federal, state or professional changes take place affecting students currently in attendance, the school is required to make appropriate changes.

REQUIRED STUDY TIME

Outside study, apart from regular classroom work, is required in order to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors and can expect such assignments to average approximately two hours for each hour of class time over the total length of a program.

CIVIL RIGHTS POLICIES AND PROCEDURES

Pacific College is committed to maintaining a working and learning environment in which students, faculty and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. The College prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, marital or veteran status under any program.

The College encourages prompt reporting of complaints so that a rapid response can be made and appropriate action. Any student who feels they have been subjected to discrimination by a student or the College through any of its employees, contractors, entities, policies, procedures, or programs may file a complaint in writing with the Director of Education.

EQUAL OPPORTUNITY

Pacific College does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, age, non-disqualifying disability, sex, marital status, or veteran status in the recruitment and admission of students, in programs and activities, and in the recruitment and employment of faculty and staff. Pacific College is proud of its goal to help all individuals realize their potential. To this end, the college is committed to providing an equal opportunity for all qualified individuals to be considered for employment and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status.

Information pertaining to an applicant's disability is voluntary and confidential, and is requested to overcome the effects of conditions which may limit the participation of qualified disabled students. Qualified disabled students accepted by the College will be able to access all physical and instructional facilities of the institution. The building was retrofitted in 1996 to fully meet all requirements of section 504 of the Rehabilitation Act. Doorways, hallways, and restroom facilities have been fully modified. Additional handicapped parking facilities were added. Walkways and ramps for wheelchair access are provided. No other special facilities or services are provided. Pacific College applauds every effort to create a positive working and learning environment for all individuals.

The College agrees to comply with:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972, and the implementing regulations 34 CFR Part 106 (barring discrimination on the basis of sex);
- The Family Rights and Privacy Act of 1974, and the implementing regulations 34 CFR Part 99;
- Section 504 of the Rehabilitation Act of 1973, and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
- The Age Discrimination Act of 1975, and the implementing regulations 45 CFR Part 90.

PROBLEM RESOLUTION AND GRIEVANCE PROCEDURES

Informal Resolution Process

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

1. Students should discuss the action or decision with the person responsible for the decision. Resolution will be documented on the Student Complaint Form and recorded by Director of Student Services.
2. Talk with your instructor or Program Director. Instructor or Program Director will document their efforts to resolve issue on the Student Complaint Form and will either record with or refer to the Director of Student Services.
3. Talk with the Director of Education or Director of Student Services. Director will record efforts to

resolve issue and record or decide to convene committee to review complaint.

Every effort should be made to resolve the issue at this informal level before initiating further action. Resolution at this level should not be greater than thirty (30) days from the time the complaint form was received.

In cases that are deemed to warrant assistance, the student may work with the Director of Student Services to resolve the issue. This process should occur no sooner than thirty (30) days from the time the complaint form was recorded and should last no longer than thirty (30) days.

Formal Resolution Process

Within fifteen (15) calendar days of the conclusion of the informal process, a student dissatisfied with the informal resolution process may seek formal resolution by submitting a written statement documenting the basis of the complaint, all people involved, any adverse consequences, and corrective action sought to the Director of Education. The Director of Education will convene a review committee within thirty (30) days to render a decision. Each case is decided on its own merit and the decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome which was not available at the time of the initial request. All decisions rendered by the committee are valid for one year from the date of decision.

If the student does not accept the formal resolution, they may file a complaint about this institution with the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career School and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org.

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting William Nelson, President or online at www.accsc.org.

NOTICE OF STUDENT RIGHTS

You may cancel your contract for school without any penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you in the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the program not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary at the address and telephone number printed below for information.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call: The Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

SEXUAL HARASSMENT

It is the policy of Pacific College to recognize that it is a violation of state and federal law for any employee or student, male or female, to sexually harass an employee or student. The college considers sexual harassment a serious offense and is firmly committed to the philosophy that every employee and student has the right to be treated with courtesy, dignity and respect. Every employee and student is expected to adhere to a standard of conduct that is respectful to all persons within the work and learning environment. Sexual harassment is a form of employee or student misconduct which undermines employment and instructional or peer relationships, debilitates morale, and interferes with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. In addition, various other statutes, constitutional provisions and common law causes of action prohibit sexually harassing conduct. Pacific College enforces these laws among its employees and students.

Pacific College maintains and follows a strict policy prohibiting sexual harassment, in any form, including verbal, nonverbal, physical and visual conduct, and/or reprisal. This policy applies to all employees, students, and others who use the college's facilities. Pacific College does not tolerate sexual harassment of employees or students at the school or in any school-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee or student or other person has engaged in sexual harassment, that employee or student or other person will be subject to appropriate corrective action, up to and including discharge or dismissal.

STUDENT DISCIPLINE

DRUG-FREE SCHOOL POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The following information outlines Pacific College's regulations to help insure that the school is drug-free.

All students at the college are required to comply with the following standards of conduct related to alcohol and controlled substances:

Students may not possess, use, or distribute illegal drugs on any school property or as part of any school activity. The use of illegal drugs or the abuse of legal drugs on school premises is expressly forbidden.

Students may not be on school property in a drunken, inebriated condition or under the influence of any substance. Students are encouraged to assist other students in seeking treatment if a drug or alcohol related problem is apparent. Students are required to inform the school within five days if they are convicted or any drug abuse.

DRUG EDUCATION

The college, in an attempt to assist its students and their families and staff, maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

SANCTIONS

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including dismissal from Pacific College. Students may reapply for admission through review, at a later date.

A student accused of possession, sale, manufacture, use or distribution of a controlled substance may be dismissed from the student's program of study. If convicted, the student's relationship with the college will be terminated. In addition, any student or employee who violates the standards of conduct as set forth in this policy may be subject to prosecution.

ACADEMIC HONESTY

Students are expected to follow ethical standards in preparing and presenting material that demonstrates their level of knowledge and is used in determining grades. Such standards are based on honesty and integrity.

1. Cheating, defined as using notes, aids, or the help of other students on texts or exams, or misreporting or altering the data in laboratory or research projects involving the collection of data is not permitted.
2. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

An instructor who has evidence that an act of academic dishonesty has occurred, after speaking with the student, is obligated to take the following steps:

- a) Assign an appropriate academic penalty such as an oral reprimand and assign an "F" on the particular paper, project, or exam. A Warning Notice will be drawn and signed by the student and instructor.
- b) In cases where the dishonesty was serious, premeditated, or part of an ongoing scheme, the case will be referred to a committee consisting of the Program Director, School Director or designee, and Director of Education. It will then be the responsibility of the review board to determine academic penalties as appropriate.

PERSONAL APPEARANCE

Students are required to adhere to the Pacific College dress code while on campus and in the assigned clinical or externship sites. The student should show concern for the appropriateness of dress while attending the College and be guided by the principle that what is appropriate for the work site is appropriate for school.

All students are expected to appear for class in attire that is appropriate for their chosen profession. All medical students will wear a full uniform or lab coat, as applicable. A full uniform includes regulation dresses, pantsuits, or scrubs, if applicable, stockings or white socks and nursing shoes, and a uniform patch and name badge. White sweaters may be worn on top of the uniform. Students are expected to dress in an appropriate manner, as though they were going to the job site. Make-up, jewelry and hairstyles must be moderate and understated, and all students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times.

Administration and faculty are responsible for enforcing the dress code. Any students reporting to class inappropriately dressed will be sent home and time missed will be recorded as an absence.

CODE OF CONDUCT

Pacific College is proud of the standards it maintains. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, the College has established guidelines for professional conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude.

Students may be disciplined for any of the following reasons:

1. Students will be held responsible for their actions while attending training at the College, and at hospitals or clinics during their externship, and at any other location or function of which the college is being represented.
2. Academic Dishonesty.
3. Forgery, altering College documents, or knowingly providing false information.
4. Disruption of the educational or administrative process of the College, by acts or expression.
5. Students will be held responsible for any theft or damage done to College or hospital/clinic property, and will be expected to reimburse the institution for such damage or loss.
6. Physical abuse or threat of abuse to students, College employees, or their families.
7. Verbal abuse or intimidation of students or College employees including shouting, use of profanity, or other displays of hostility.
8. Vandalism or unauthorized destruction of College property or the property of a College employee, student, or visitor.
9. A student must not possess, nor be under the influence of any intoxicating beverage or drug, not possess weapons, nor create a safety hazard to others while on the College premises or hospital, clinic, or externship site property.
10. Sexually explicit, indecent, or obscene behavior on College property and clinical sites or by any means of communication, including Internet.
11. Violation of any College policy.
12. Violation of the College's computer regulations.
13. Smoking is not allowed in any College building or anywhere on campus.
14. Cell phones and other electronic devices (notebooks accepted) are placed in the "off" mode during class time.

15. Children and pets (excluding guide dogs) are not allowed on the College premises unless specifically required for a class.
16. Gum chewing is not allowed inside any Pacific College facility.

ONLINE STUDENT CODE OF CONDUCT

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to college computer systems and information technology. To that end, students will adhere to the following online code of conduct:

1. Access Pacific College courses only for lawful purposes.
2. Respect the privacy of other members of the class and other students.
3. Respect the integrity of the College's computer systems.
4. Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
5. Maintain academic integrity by preventing unauthorized use of username and password.
6. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.
7. Abide by all rules and regulations published by the College and agree to be subject to disciplinary actions as described in the General Catalog.

Disciplinary action may include probation, suspension, or dismissal from the College. Students suspected of committing any violation of the College policy are afforded due process before disciplinary action is imposed. However, in appropriate circumstances students may be suspended prior to a hearing.

When a violation has occurred, an incident report, including all pertinent data related to the alleged act must be submitted in writing to the Director of Education. This report should include description of the action and names of all parties involved including witnesses. Upon receipt of the report, the Director of Education will determine if a policy has been violated. If there is sufficient information, the Director will contact the student and initiate an investigation. The student will have the opportunity to provide any documentation to the committee to support or refute the report.

DISCIPLINARY HEARING PROCEDURES

Disciplinary Hearing committees consist of a minimum of three (3) members. The Director of Education, an administrative staff member, member of the faculty, and a faculty member selected by the student. If the student fails to provide the name of a faculty member, the Director of Education may appoint one. The Director of Education serves as the chairperson.

The committee will review the information provided and the committee decision will be based on a majority decision based on the evidence.

The Director of Education will provide written notification of the committee's decision to the student and all stakeholders within seven (7) days of the meeting.

HEARING RIGHTS

In disciplinary and appeal hearings, parties have the following rights:

- To be present during the hearing;
- To be informed of all evidence received by the committee;
- To present witnesses;
- To submit evidence on behalf of their own position;
- To challenge evidence presented by the opposing party;

- To make a summary argument.

STUDENT APPEAL PROCESS

Students who believe they have been wrongfully or excessively penalized may appeal the committee decision. The appeal must be requested in writing within thirty (30) days of notification of the committee decision and be directed to the Director of Education. In order for the Director of Education to convene an appeals committee, a student must establish that there is sufficient cause for an appeal. It is the responsibility of the student to submit a clear, coherent, written statement providing the grounds for appeal including any supporting documentation.

Students will not be eligible to appeal if they are terminated for exceeding the maximum program time limit.

ACADEMIC PROBATION

The initial probationary period covers the course that starts immediately after a student has been placed on academic probation. The student is required to repeat the failed course during the probationary period unless the course is not offered at that time. The failed course must be repeated at the earliest opportunity.

When, by the end of the probationary period, a student has achieved a GPA of at least 70 percent, the student will be notified that the probation is removed. If the student has not achieved a GPA of at least 70 percent but has achieved a GPA of at least 70 percent for the course, the student may continue on the training program for a second probationary period. A student who does not achieve a GPA of at least 70 percent for the course will be withdrawn from the program by the school.

A student, who continues the program for a second probationary period and achieves a cumulative GPA of at least 70 percent by the end of the second probationary period, will be informed that probation is removed. A student who does not achieve a GPA of at least 70 percent will be removed from the school. Financial Aid recipients placed on probation will still be eligible for financial aid; however, funds will not be disbursed until the probationary status has been lifted.

SUSPENSION FROM THE COLLEGE

Students may be suspended from the College based upon unsatisfactory academic progress or violations of the conduct policy. Student may apply for reinstatement through the student appeal process. The final decision to suspend a student is made by the College Director.

DISMISSAL FROM THE COLLEGE

All students are expected to adhere to the Code of Conduct, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to dismiss any student who:

1. Exhibits conduct, which is found by the administration to be detrimental to fellow students, other individuals, the community, or the College
2. Fails to maintain satisfactory academic progress
3. Fails to meet attendance standards
4. Fails to meet financial obligations to the College as agreed upon

REINSTATEMENT POLICY

Students who have been dismissed for failing to maintain satisfactory academic progress may be reinstated at the beginning of the next available course through the student appeal process.

If students are reinstated, they must achieve the minimum grade required for that course to be considered making satisfactory academic progress.

ADMISSIONS

ADMISSIONS REQUIREMENTS

The admissions requirements listed below have been established for all students (except Nursing Assistant/Home Health Aide students) at Pacific College:

1. Freshman Applicants:

- Must be a high school graduate from a high school that meets the requirements of the U.S. or state Department of Education or Federal Student Aid,
- Possess a General Education Diploma (GED), or
- Possess a High School Proficiency Certificate.
- Must take a mathematics and English assessment

2. Transfer applicants:

- Applicants who have completed fewer than 60 semester units of transferrable college credit must have graduated from high school, passed a high school GED test, or received a Certificate of Proficiency from a State Department of Education to be accepted on a provisional basis.
- Applicants transferring from either regionally-accredited colleges and universities or schools accredited by an agency approved by the Department of Education are admitted as degree students provided their cumulative grade point average from all schools is 2.0 (C) or better.
- Applicants with a cumulative grade point average below 2.0 may be admitted on probationary status.
- Students who have documents from a foreign country must request a foreign credential evaluation from a NACES.org agency to determine eligibility. The list of agencies will be provided to the student or can be found on their website at www.NACES.org.
- Applicants must take a mathematics and English assessment or show equivalent coursework

3. Provisional Acceptance:

Undergraduate students may take courses during provisional acceptance while the Registrar's Office awaits official transcripts from:

- All colleges and universities the student has previously attended;
- Military documents;
- All examinations the student has taken including CLEP, AP, DANTES, and/or Excelsior College exams.
- High school transcripts (required if the student has less than 60 units of transferable coursework from previously college-level institutions or if the student has never attended a college or university). A GED or high school proficiency certificate may be submitted by students to complete this requirement.

If the Registrar's Office does not receive all required documentation within three months of the date of admission, the students' studies will be interrupted until all documents are received by the College. This interruption can affect financial aid eligibility.

4. For admission into the Associate of Science Degree programs, a successful pass rate on the entrance exam or equivalent assessment results from a California testing center is required. Determination of equivalency will be made by the Director of Education. Vocational Nursing students must pass the nurse entrance exam or it's equivalency as determined by the Director of Education.
5. All Allied Health students must clear a criminal background check and complete an interview with the appropriate Program Director. *Vocational Nursing students need to refer to the Pacific College Vocational Nursing Handbook regarding Admissions and Student Information and Services. Policies*

in the Vocational Nursing Handbook supersede those of the Pacific College catalog for Vocational Nursing students only.

6. International students who qualify for M-1 student visas are eligible for admission. Students must obtain a minimum of 450 on the TOEFL exam. Pacific College does not provide courses in ESL (English as a Second Language). All classes are taught in English. Students already in the United States may take the ATI assessment test. Applicants who meet the Pacific College admissions requirements will be sent a SEVIS I-20 form and registration information. International students are required to purchase health insurance in the United States. Such insurance should include major medical coverage to protect the student against financial catastrophe. Students are required to provide proof of health insurance covering their full enrollment. In the normal course of business, Pacific College will inform, advise, and assist international students; there is no charge for these services.

ADMISSIONS PROCEDURES FOR VOCATIONAL NURSING PROGRAM

The following are required to complete application to the College:

- Pass entrance examination
- Personal interview; nursing students must have a second interview with Director of Nursing or designee
- Background Check
- Proof of a recent Physical Examination
- Proof of Health Insurance
- A completed application for admission
- Proof of high school graduation, GED, or high school proficiency
- Signed enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age)
- Acceptance of financial plan, if applicable

SOURCES OF CREDIT

Transfer Credit

Pacific College accepts credit from regionally accredited institutions. It may also accept credits from institutions that are accredited by an agency which is approved by the Department of Education, provided that the quality of the institution can be verified and the credits otherwise comply with Pacific College guidelines. Pacific College may also accept credits from institutions which are accredited by non-CHEA member agencies provided they are recognized by the United States Secretary of Education.

Collegiate

The maximum number of lower-division credits acceptable for transfer to an associate degree program is 15 semester units. For a baccalaureate degree program, no more than 69 semester units are allowed. The maximum number of upper-division credits acceptable for transfer is 12 semester units

Non-collegiate Credit Transfer

The maximum number of credits acceptable for non-collegiate learning is 15 semester units.

These credits may come from the following sources:

- College Level Examination Program (CLEP) examinations;
- Advanced Placement Examinations;
- Military experience and military schools;
- Nurse who is a graduate of a three-year hospital nursing school.

ABILITY TO BENEFIT STUDENTS

Pacific College does not admit ATB students as all programs require a high school diploma or equivalent for admissions.

CREDIT FOR PREVIOUS TRAINING

Students applying for advanced standing must submit official transcripts to the admissions department. Upon evaluation of the transcript, credit may be given for courses successfully completed with a grade of C or better at another accredited postsecondary institution where course and credit values are comparable to those offered at Pacific College. Transfer credits are not used in determining grade point averages. Transfer of credits for Vocational Nursing students is subject to the discretion of the Director of Nursing. A minimum of 25% of the course work must be completed at Pacific College.

EXPERIENTIAL LEARNING CREDIT

Except as required by law, Pacific College does not offer experiential learning credit.

ACCEPTANCE TO THE COLLEGE

Upon completion of the required documents for admission, the College administration will review the information and offer the applicant a contract for enrollment if they are accepted. If an applicant is not accepted, all fees paid are refunded except for fees for testing or background check. Pacific College does not provide English-as-a-second language instruction. ***Pacific College reserves the right to refuse admission to anyone.***

LEAVE OF ABSENCE (LOA)

In case of serious illness, death in the family, or other emergency circumstances that prohibit the student from progressing in their program, the student has the option of going through the Leave of Absence process, provided they have the intention of returning to class. Students considering taking a leave from the college should meet with their program director for guidance before beginning the process. Students initiate a request by submitting a completed *Request for Leave of Absence Form* with any supporting documentation to the Registrar's Office who will forward the request to the Program Director or Director of Education for approval prior to the leave of absence.

A Leave of Absence should not exceed sixty (60) days, unless based on a documented medical situation. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations and an estimation of the time required for recovery. For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave. A student may take more than one leave of absence in any 12-month period provided the total does not exceed 180 days. Any student who fails to return to class on the agreed date for return following a leave of absence will be dropped from the program.

Any student making tuition or private payments to the College remain under that obligation during a Leave of Absence. Financial Aid funding will be put on hold until the student returns from leave of absence. Financial Aid money will not be disbursed during a Leave of Absence.

Upon return, the student has the option to repeat some coursework previously completed without additional charge.

NOTE TO VETERAN STUDENTS:

Pacific College is approved as a degree-granting institution for veterans under title 38, United States Code. The College is also approved for the attendance of California veterans' dependents under the State Program.

In order to determine your eligibility, Pacific College will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and the student accordingly.

If standard minimums are not met by the end of the second probationary period (160 hours) of probation, veterans' educational benefits will be terminated. Benefits can be reinstated once the

student has achieved the required minimum standards (probation for Vocational Nursing students is not applicable; students must meet a minimum standard of 75% for Terms I (One) through IV (Four)).

Satisfactory progress will be measured after each course. If a student's grade point average falls below minimum standards, the student will be placed on probation for a maximum of two courses. If standards are not met by the end of the probationary period, veterans' benefits will be terminated. Benefits can be reinstated once the student is meeting minimum academic requirements.

GRADING

The grading system for achievement in a class is measured as follows

Grade	Meaning	Percent	Grade Points
A	Superior Achievement	90 - 100	4.0
B	High Level of Achievement	80 - 89	3.0
C	Satisfactory Achievement	70 - 79	2.0
D	Marginal Achievement	60 - 69	1.0
F	Failure	below 60	0.0
W	Withdrawal		
I	Incomplete-- All incompletes must be made-up by the end of the following course; otherwise the grade will be calculated with an F for each incomplete assignment or test.		

CREDIT/NO CREDIT GRADING

Credit/No Credit grading is given for externship and clinical rotations only. The units earned on Credit/No Credit shall be disregarded in determining a student's GPA. The credits earned on Credit/No credit shall be counted towards the AS degree requirements.

GRADE CHANGES

All grades are final. Students are not allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade. Students may request a review of their records if the possibility of a clerical or computational error exists.

Repetition of Courses:

Students may repeat, at the prevailing cost per unit, any course in which an "F" or "D" grade was received. The original grade remains part of the student's permanent record, but is not considered in computing the grade point average. In order to properly document the repeated course, students must notify the Office of the Registrar that the course has been repeated.

No course can be repeated more than twice.

No course may be repeated in which a grade of "C" or higher has been earned.

GRADE APPEAL PROCESS

A student, who has questions regarding a grade received in a course, should always first address the issue with the instructor. If the issue has not been resolved after this meeting, and the student believes that there are grounds for appealing the grade, they may pursue the appeal process listed below.

Students can appeal a grade only when they can document that one or a combination of the following criteria have been met:

- An error in calculating the grade
- The failure on the part of the instructor to clearly and promptly notify the students of the grading criteria
- The assignment of a grade based on reasons other than the announced grading criteria

- The assignment of a grade based on factors other than student achievement
- Inconsistent or unfair standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, they should follow the process under this area.

Appeal Process

When students believe that they have grounds for appealing a grade issued by an instructor based on one of the criteria listed, the student should follow these procedures within 30 days of the final grade being posted.

1. Submit a written letter of appeal with supporting documentation that demonstrates one or more of the criteria listed for appeal to the Director of Education. If the evidence meets the criteria for appeal, the Director will contact instructor for a response. The instructor has fifteen (15) days to respond to the request.
2. The Director of Education will present all documentation to the Academic Standards committee for review. The committee has thirty (30) days to render a decision. The decision of the grade appeals committee is final and cannot be appealed.

GRADUATION REQUIREMENTS

In order for the candidate to graduate and receive a diploma or certificate of completion, he or she must complete all of the courses of the enrolled program with a grade of 70% or better and all other curriculum requirements for their course of study. Students must also meet all applicable clinical, administrative, clerical, classroom, and laboratory skill proficiency standards, and must satisfactorily perform the applicable externship, clinical, or practical hands-on portion of their training. *Vocational Nursing students*, please note that a minimum grade of 75% is required for Terms I (One) through IV (Four).

CERTIFICATE OF COMPLETION

Upon satisfactory completion, a record of grade(s) and a Certificate will be issued.

DIPLOMA

Upon satisfactory completion of all classes in a Diploma program with the appropriate grade point average, the student will receive a transcript of grades and a Diploma within 4 to 6 weeks of graduation.

DEGREE PROGRAMS

The Associate and Baccalaureate of Science degrees will be conferred upon successful completion of all technical curricula and general education requirements.

ACADEMIC HONORS

A student graduating from the baccalaureate program may be eligible for one of the following honors designations:

Title	CGPA
Cum Laude	3.50 – 3.69
Magna Cum Laude	3.70 – 3.89
Summa Cum Laude	3.90 – 4.00

Graduates from the non-baccalaureate programs with a cumulative grade point average (CGPA) of 3.50, 90% or above will graduate “with Honors.”

This designation will not show on the diploma or degree but will be stated on the student’s transcript.

STATE AND NATIONAL BOARD AND CERTIFICATION EXAMINATIONS

State and national licensing and/or certification examinations are the individual student's responsibility. Students should be aware that all test fees are in addition to the tuition paid to the school and are the student's responsibility to pay to the sponsoring organization. The school makes every attempt to provide accurate information regarding test dates and fees for state and national board examinations.

ACADEMIC PROGRAMS

BACHELOR OF SCIENCE DEGREE, ASSOCIATE OF SCIENCE DEGREE, AND DIPLOMA PROGRAMS

DIPLOMA PROGRAMS

Diploma and Certificate programs are designed to provide the student with the technical knowledge needed to obtain a job in the field. A diploma or certificate is issued upon successful completion of each program. See program description for course requirements.

The Diploma program offered by Pacific College is:

Vocational Nursing

ASSOCIATE OF SCIENCE DEGREE PROGRAM

Pacific College anticipates that all students receiving degrees will meet minimum standards in reading, writing, speaking, critical thinking, and mathematics. The students will be broadly exposed to the natural and social sciences, the humanities, the arts and languages--disciplines within which the human search for knowledge is sought. Students will receive technical education as well as liberal arts general education and will acquire the skills and knowledge needed to continue in higher education and lifelong learning.

The Program available for the Associate of Science Degree is:

Associate of Science in Vocational Nursing

BACHELOR OF SCIENCE DEGREE PROGRAMS

In support of its mission, response to the healthcare community, and its commitment to lifelong learning, Pacific College offers these baccalaureate programs:

Bachelor of Science in Nursing

Bachelor of Science in Healthcare Administration

Requirements for the several programs follow.

VOCATIONAL NURSING

Diploma Program

ADMISSIONS REQUIREMENTS

The admissions requirements listed below have been established for students entering the Vocational Nursing Program at Pacific College:

1. Students must be a high school graduate, or possess a General Education Diploma (GED), or possess a High School Proficiency Certificate approved by accreditation.
2. All applicants must successfully pass a nationally recognized basic skills test and a nurse entrance exam or have equivalency determined by the Director of Education and Director of Nursing.
3. All applicants must successfully pass an interview with the Director of Nursing.
4. Complete all application forms including background check

MENTAL AND PHYSICAL QUALIFICATIONS FOR NURSING

Please be advised that there are minimum entry mental and physical qualifications to professional nursing practice. Typically, each nursing employer sets minimal physical and mental standards for employment as a Nurse. Pacific College wishes to inform prospective students of the general nature of such qualifications. Further, Pacific College wishes to assist applicants in meeting all essential qualifications. Applicants should assess their own capabilities for nursing prior to entering the profession of nursing as a graduate. Thus, the following are MINIMUM mental and physical qualifications for admission of applicants to a professional nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediments.
- Physically perform up to a twelve hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculations for medication preparation and administration with 100% accuracy.
- Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and wording.
- Make appropriate and timely decisions under stressful situations.

GRADUATION REQUIREMENTS

A diploma will be awarded upon completion of all the courses of the Vocational Nursing Program with a grade of 75% or better on curriculum requirements, as well as, the exit exam administered at the end of the Vocational Nursing Program. Students must also meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical hands-on portion of their training. Refer to Vocational Nursing Handbook.

PROGRAM DESCRIPTION

This program will provide students with quality education and training in the area of vocational nursing. The Vocational Nurse provides direct care to patients under the supervision of a physician or Registered Nurse in hospitals, long-term convalescent care facilities and home health agencies. This program will prepare students to take the State Licensure Examination.

PROGRAM OBJECTIVES

The purpose of this program is to provide students with the didactic theory and clinical experiences necessary to function as a graduate vocational nurse in the health care field. In order to accomplish this goal, the student will:

- Become familiar with the roles and responsibilities, duties, clinical skills, and supervisory skills required of the Licensed Vocational Nurse.
- Become familiar with and demonstrate the legal limitations and accountabilities within the scope of practice as defined in the Vocational Nursing Practice Act.
- Develop communication, interpersonal, analytical and critical thinking skills and be able to implement them while carrying out the responsibilities of the Licensed Vocational Nurse.
- Become familiar with the health care industry and the issues facing professionals working in the industry, particularly those related to nursing and health care resources for a diverse ethnic community.
- Demonstrate an understanding of the employment opportunities available in the field of nursing.

CAREER OPPORTUNITIES AND OCCUPATIONAL DUTIES

The primary focus for a Vocational Nurse is restoration of health. The scope of this care ranges from detection of illness to rehabilitation and patient teaching during recovery. Duties and responsibilities include direct patient care, the administration of medication, and the application of procedures and treatments. Vocational Nurses work with a wide variety of people ranging from children to the elderly in a wide variety of medical setting such as the medical office, acute care hospitals and medical centers, skilled nursing facilities, out-patient centers, and private and government health care agencies. Upon successful completion of the program and upon successfully passing the State of California Vocational Nursing Licensure Exam, the student will be eligible to work in an entry-level position as a License Vocational Nurse.

EQUIPMENT

Throughout the training program students will use various types of equipment, such as anatomical torso and organ models, basins, bedpans, computers, crutches, glucometers, hospital beds, anatomical mannequins, Posey restraints, skeletons, sphygmomanometers, stethoscopes, thermometers, wheelchairs, and walkers.

CLASS SIZE

Classes in the Vocational Nursing program will range in size from 15 to 30 students. Clinical sites class size may be determined by the facility.

PROGRAM LENGTH

The length of the Licensed Vocational Nurse diploma program is 1542 hours; this is equivalent to approximately 48 weeks for those students attending classes Monday through Friday, and 65 weeks for those students attending classes two evenings and weekends.

VOCATIONAL NURSING DIPLOMA PROGRAM COURSE REQUIREMENTS

Course	Title	Clock Hours	Sem Units
LVN 101	Fundamentals	244	12
LVN 102	Medical Surgical 1	432	18
LVN 103	Medical Surgical 2	433	18
LVN 104	Medical Surgical 3	433	18
TOTAL HOURS		1542	66

CALIFORNIA LICENSURE AND NATIONAL COUNCIL LICENSURE

Each Vocational Nursing graduate at Pacific College is expected to apply for the Vocational Nurse Licensure and take the National Council Licensure Examination. Completion of the Associate of Science Degree is not required to take the NCLEX exam.

The following requirements are established by the State of California to obtain licensure as a Vocational Nurse in California. Please refer to the following website, <http://www.bvnpt.ca.gov> for further details.

1. Minimum Age – 17 years old
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A License will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX).
8. When the requirements of Steps 1-7 have been met, the Board will advise you of fees to be paid. These fees are in addition to the application fee. It takes several weeks to process the license.
9. Graduate of a California Accredited School of Vocational Nursing

To obtain information for the National Council Licensure Exam, please refer to the following website, <http://www.ncsbn.org> for further details.

1. Submit the appropriate fee
2. Provide acceptable identification with the identical legal name listed on the Application for Vocational Nurse Licensure Form. Identification must be printed in English language letters, must be valid and unexpired (clearly stated), and have a recent photograph and a signature signed in English.
3. Provide a valid Authorization to Test (ATT) form.

VOCATIONAL NURSING

Associate of Science

ADMISSIONS REQUIREMENTS

The admissions requirements listed below have been established for students entering the Vocational Nursing Program at Pacific College:

1. Students must be a high school graduate, or possess a General Education Diploma (GED), or possess a High School Proficiency Certificate approved by accreditation.
2. All applicants must successfully pass a nationally recognized basic skills test and a nurse entrance exam or have equivalency determined by the Director of Education and Director of Nursing.
3. All applicants must successfully pass an interview with the Director of Nursing.
4. Complete all application forms including background check

MENTAL AND PHYSICAL QUALIFICATIONS FOR NURSING

Please be advised that there are minimum entry mental and physical qualifications to professional nursing practice. Typically, each nursing employer sets minimal physical and mental standards for employment as a Nurse. Pacific College wishes to inform prospective students of the general nature of such qualifications. Further, Pacific College wishes to assist applicants in meeting all essential qualifications. Applicants should assess their own capabilities for nursing prior to entering the profession of nursing as a graduate. Thus, the following are MINIMUM mental and physical qualifications for admission of applicants to a professional nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediments.
- Physically perform up to a twelve hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculations for medication preparation and administration with 100% accuracy.
- Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and wording.
- Make appropriate and timely decisions under stressful situations.

GRADUATION REQUIREMENTS

An Associate of Science degree in Vocational Nursing will be awarded upon completion of all the specified courses of the Associate of Science Degree in Vocational Nursing program. Students must complete all general education classes with a grade of 70% or higher. Students must also complete all Vocational Nursing courses with a minimum grade of 75%, as well as, the exit exam administered at the end of the Vocational Nursing Program. Students must also meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical hands-on portion of their training.

PROGRAM DESCRIPTION

This program educates and trains vocational nursing students for patient/client care services in a variety of health care settings. Students gain clinical experience in hospitals and other health care facilities. The clinical experiences correlate with the classroom instruction. Upon satisfactory completion of all courses and the specified general education requirements at Pacific College, the student will have earned an Associate of Science Degree in Vocational Nursing and will be eligible to sit for the state NCLEX licensing exam. Graduates who pass the State of California NCLEX exam and have completed all RN prerequisite requirements may transfer to the second year of an RN program at a school that has an LVN to RN program. Upon successful completion of the program and upon successfully passing the State of California Vocational Nursing Licensure Exam, the student will be eligible to work in an entry-level position as a License Vocational Nurse. Completion of the Associate of Science Degree is not required to take the NCLEX exam.

PROGRAM OBJECTIVES

The purpose of this program is to broadly educate and train students for patient/client care services in a variety of health care settings, and to prepare those students to further their education in registered nursing associate and baccalaureate degree programs. In order to accomplish this goal, the student will:

- Become familiar with the roles and responsibilities, duties, clinical skills, and supervisory skills required of the Licensed Vocational Nurse.
- Become familiar with and demonstrate the legal limitations and accountabilities within the scope of practice as defined in the Vocational Nursing Practice Act.
- Develop communication, interpersonal, analytical and critical thinking skills and be able to implement them while carrying out the responsibilities of the Licensed Vocational Nurse.
- Become familiar with the health care industry and the issues facing professionals working in the industry, particularly those related to nursing and health care resources for a diverse ethnic community.
- Demonstrate an understanding of the employment opportunities available in the field of nursing.

CAREER OPPORTUNITIES AND OCCUPATIONAL DUTIES

The primary focus for a Vocational Nurse is restoration of health. The scope of this care ranges from detection of illness to rehabilitation and patient teaching during recovery. Duties and responsibilities include direct patient care, the administration of medication, and the application of procedures and treatments. Vocational Nurses work with a wide variety of people ranging from children to the elderly in a wide variety of medical settings such as the medical office, acute care hospitals and medical centers, skilled nursing facilities, out-patient centers, correctional facilities, private and government health care agencies, and temporary staffing agencies. Upon successful completion of the program and successfully passing the State of California Vocational Nursing Licensing Exam, the student will be eligible to work in an entry-level position as a Licensed Vocational Nurse.

ASSOCIATE OF SCIENCE DEGREE COURSE REQUIREMENTS

Course	Title	Clock Hours	Sem Units
SPCH 100	Human Communications	45	3
PSY 101	General Psychology	45	3
MATH 125	Intermediate Algebra	45	3
ENG 100	College Writing	45	3
SOC 101	Introduction to Sociology	45	3
LVN 101	Fundamentals	244	12
LVN 102	Medical Surgical 1	432	18
LVN 103	Medical Surgical 2	433	18
LVN 104	Medical Surgical 3	433	18
TOTAL HOURS		1767	81

CLASS SIZE

Core classes required for the Associate of Science Degree in Vocational Nursing will range in size from 15 to 30 students, with an average of 15 students per class. Clinical sites are limited to 15 students per site.

PROGRAM LENGTH

The length of the program is 1767 hours; this is equivalent to approximately 68 weeks for those students attending classes Monday through Friday, and 80 weeks for those students attending classes two evenings and weekends.

CALIFORNIA LICENSURE AND NATIONAL COUNCIL LICENSURE

Each Vocational Nursing graduate at Pacific College is expected to apply for the Vocational Nurse Licensure and take the National Council Licensure Examination. Completion of the Associate of Science Degree is not required to take the NCLEX exam.

The following requirements are established by the State of California to obtain licensure as a Vocational Nurse in California. Please refer to the following website, <http://www.bvnpt.ca.gov> for further details.

1. Minimum Age – 17 years old
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A License will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX).
8. When the requirements of Steps 1-7 have been met, the Board will advise you of fees to be paid. These fees are in addition to the application fee. It takes several weeks to process the license.
9. Graduate of a California Accredited School of Vocational Nursing

To obtain information for the National Council Licensure Exam, please refer to the following website, <http://www.ncsbn.org> for further details.

1. Submit the appropriate fee
2. Provide acceptable identification with the identical legal name listed on the Application for Vocational Nurse Licensure Form. Identification must be printed in English language letters, must be valid and unexpired (clearly stated), and have a recent photograph and a signature signed in English.
3. Provide a valid Authorization to Test (ATT) form.

RN TO BSN COMPLETION PROGRAM

Distance Education

Bachelor of Science

ADMISSIONS REQUIREMENTS

The admissions requirements listed below have been established for students entering the RN to BSN Completion Program at Pacific College:

1. Have completed the Pacific College admissions process including background check
2. Hold a current, active license to practice as a registered nurse in the state where clinical experiences will be completed
3. Have achieved a grade point average of 2.50 or the equivalent in the basic nursing program
4. Be a graduate of an associate degree in nursing or meet equivalency requirements for Pacific College
5. Attend Program Orientation
6. Complete interview with Program Director

GRADUATION REQUIREMENTS

To receive a Bachelor of Science in Nursing (BSN), students must complete at least 120 semester units as articulated below, 27 of which must be completed in residence at Pacific College, a minimum of 49 of which must be completed at the upper-division level, and the general education requirements. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree.

A maximum of 30 semester units of lower division credit may be allowed for clinical courses for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 15 semester units may be granted for academically equivalent coursework. The following courses are specific degree requirements.

PROGRAM DESCRIPTION

The Bachelor of Science in Nursing program is designed for a person who is currently a Registered Nurse and is seeking to complete the requirements for an earned Bachelor of Science degree. The curriculum provides registered nurses with a better understanding of the ethical, cultural, political, economic, and social issues that affect patients and influence healthcare delivery. Critical thinking, leadership, management, research, physical assessment, and health promotion across a variety of community-based healthcare settings is emphasized in the program. This program is offered online.

PHILOSOPHY

The philosophy of the Pacific College Nursing Department is to design holistic evidence-based programs that create a culture of inquiry that promotes the utilization of critical reasoning, technical and leadership skills to provide safe, quality patient care in a diverse world.

The Pacific College Nursing Program has adopted the following outcomes are aligned with Professional Nursing Standards:

RN to BSN Program Outcomes	Classes Providing Outcomes	Professional Nursing Standards
Integrate the knowledge and values learned from a liberal education with the practical skills of nursing and apply them to safe patient care.	NUR330, NUR340, NUR410, NUR435, NUR450, NUR455	Essential I, III, IV, VI, VII, VIII (AACN) QSEN 1, 3, 4, 5, 6 IOM 1,2,3
Demonstrate written, verbal, non-verbal and emerging technology methods to communicate effectively across lifespan, culture, and members of the healthcare team	GE 330, GE 301, GE 302, NUR430, NUR435, NUR440, NUR455	Essential I, IV, VI, VII, VIII, IX (AACN) QSEN 1, 2, 4, 5, 6 IOM 1, 2, 3, 5
Identify the roles, traits and contributions of the nurse in leadership, management, accountability and ethics in health care organizations across the continuum of care.	NUR330, NUR415, NUR430, NUR435, NUR440, NUR460	Essential II, V, VI, VIII (AACN) QSEN 1, 2, 4, 5 IOM 1,2
Demonstrate critical thinking skills used to analyze current nursing research and apply it to evidence based nursing practice to make collaborative decisions about safe patient care.	NUR330, NUR340, NUR420, NUR427	Essential I, III, VI, VII (AACN) QSEN 3, 4, 5 IOM1,3,4
Develop nursing professionals practicing nursing within a legal/ethical framework that is responsive to the needs of the profession, community and self.	NUR330, NUR415, NUR425, NUR445, NUR460	Essential VII, VIII, IX (AACN) QSEN 2, 4, 5 IOM 1, 2, 3

The **mission** of the Pacific College Nursing Program is to provide students an evidence-based education that is reflective of their profession and community and prepares them for entry into professional nursing practice in today’s complex healthcare environment.

The student learning outcomes were developed based on professional nursing standards and guidelines from the following sources:

- The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN)
- Standards of Accreditation for Baccalaureate and Graduate Degree Nursing Programs (CCNE)
- Quality and Safety Education for Nurses Core Competencies (QSEN)
- IOM- Institute of Medicine
- California Nurse Practice Act
- Public Health Nursing: Scope and Standards of Practice
- American Nurses Association Standards of Professional Practice and Performance
- ANA Nursing Administration Scope and Standards of Practice

CAREER OPPORTUNITIES AND OCCUPATIONAL DUTIES

Candidates with a BSN degree may be eligible for supervisory and management positions at hospitals and managed care facilities. A BSN is also a prerequisite for admissions to graduate nursing programs in research, consulting, teaching, or clinical specialization.

CLASS SIZE

Classes will accommodate a maximum of 30 students. Typical class sizes may vary from 10-30 students.

PROGRAM LENGTH

The program is 49 semester units and can be completed in as little as 17 month.

UPPER-DIVISION GENERAL EDUCATION COURSES

Course	Title	Sem Units
GE 301	Technological Impact on Society	3
GE 302	Working Around the World	3
GE 330	Communication for the Workplace	3
GENERAL EDUCATION TOTAL UNITS		9

NURSING CORE COURSES

Course	Title	Sem Units
NUR 330	Principles of Nursing	3
NUR 340	Health Assessment, Education and Promotion	4
NUR 410	Disease Process/Role of Nursing	4
NUR 415	Ethical Decision Making	2
NUR 420	Nursing Research	3
NUR 425	Community Health Nursing	3
NUR 426	Community Health Nursing Clinical	
NUR 427	Evidence-Based Practice	2
NUR 430	Transformational Leadership	4
NUR 435	Nursing Education and Promotion	3
NUR 440	Organizational Behavior	3
NUR 445	Nursing Seminar	3
NUR 450	Pharmacology <u>or</u>	
NUR 455	Nursing in the Geriatric Population	3
NUR 460	Nursing Management	3
NURSING CORE TOTAL UNITS		40
TOTAL PROGRAM UNITS		49

HEALTHCARE ADMINISTRATION

Distance Education

Bachelor of Science

ADMISSION REQUIREMENTS

The admission requirements listed below have been established for students entering the Bachelor of Science in Healthcare Administration Program at Pacific College:

1. All entering students must take a mathematics and English assessment as part of the admissions process or meet equivalency.
2. Applicants who have completed less than 60 semester (90 quarter) units of transferable college credit must show proof of either a high school diploma or high school-level GED test.
3. Applicants transferring from an accredited college or university are admitted as degree students if their cumulative grade point average from all schools is 2.0 (C) or better.
4. Applicants with a cumulative grade point average below 2.0 may be admitted on a probationary status if the College determines there is sufficient evidence of potential to complete college studies.
5. Students who have documents from a foreign country must request a foreign credential pre-evaluation to determine eligibility.

GRADUATION REQUIREMENTS

To receive a Bachelor of Science degree in Healthcare Administration students must complete at least 121 semester units as follows, 30 semester units of which must be completed in residence at Pacific College and 60 semester units must be completed at the upper division level. All students must complete general education requirements. In the absence of transfer credit, additional courses may be necessary to satisfy total units for the degree. The following courses are specific degree requirements.

PROGRAM DESCRIPTION

The Bachelor of Science in Healthcare Administration is a program designed for professionals seeking entry-level administrative roles in a wide array of healthcare organizations. The BSHA program incorporates both theory and practical classes in all aspects of the healthcare industry to provide the student with the skills necessary to effectively manage in the rapidly changing environment of healthcare.

PROGRAM OBJECTIVES

Upon successful completion of this program, students will be able to:

- Identify the components of the healthcare system in the United States and the impact of social, cultural, political, economic and environmental factors have on the organization.
- Use technology to create, assess, analyze, and interpret healthcare data for effective decision-making.
- Demonstrate critical thinking skills using principles of accounting, law, financial analysis, human resources, information technology, planning and marketing to solve problems and increase performance.
- Demonstrate the ability to integrate business practices and health sciences to make good ethical decisions, improve performance and become a respected member of the healthcare community.

CAREER OPPORTUNITIES AND OCCUPATIONAL DUTIES

Employment as an administrator in the healthcare profession can be found in hospitals, group physician practices, public and private primary care clinics, dental offices, optometrist's offices, nursing homes, senior living centers, outpatient care centers/day surgery centers, mental health organizations, rehabilitation centers, ambulance companies.

Administrators are either specialists in charge of a specific clinical department or generalists who manage an entire facility or system. They operate in a dynamic and politically charged environment characterized by rapidly changing regulatory standards, constantly evolving medical technology/practices and stark business realities.

CLASS SIZE

Classrooms will accommodate a maximum of 40 students for lecture and all classes will be limited to 40 maximum. Typical class sizes may vary from 20-35 students.

PROGRAM LENGTH

The length of the BSHA program is dependent on the number of units the prospective student is transferring in. Classes are five weeks in length.

BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION PROGRAM REQUIREMENTS

Preparation for the Major

(16 Courses; 52 semester units)

Course	Title	Sem Units
SPCH 100	Human Communications	3
PSY 101	General Psychology	3
MATH 100	Intermediate Algebra	3
ENG 100	College Writing	3
SOC 101	Introduction to Sociology	3
CIS 100	Computer Information Systems	3
ACCT 200	Financial Accounting	3
ECON 200	Principles of Economics	3
BIOL 210	Anatomy and Physiology	4
HSCI 245	Medical Terminology	3
GE 301	Technological Impact on Society	3
GE 302	Working Around the World	3
GE 330	Communication for the Workplace	3
HSCI 305	Applied Pharmacology	4
HSCI 310	Human Diseases	4
HSCI 315	Epidemiology / Healthcare Statistics	4
PREPARATION COURSES TOTAL UNITS		52

Core Courses

(17 Courses, 69 semester units)

Course	Title	Sem Units
HCA 301	Crisis Management / Regulatory Compliance	4
HCA 302	Legal and Ethical Practice	4
HCA 305	Patient Care and Education	4
HCA 325	Health Information Technology Management	4
HCA 330	Insurance Billing and Reimbursement	4
HCA 335	Healthcare Organization and Management	4
HCA 405	Healthcare Economics	4
HCA 410	Healthcare Accounting	4
HCA 415	Healthcare Finance	4
HCA 420	Budget Management / Profitability	4
HCA 425	Healthcare Marketing	4
HCA 430	Intellectual Property, Patents, Contracts	4
HCA 435	Long Term Care / Hospice Management	4
HCA 440	Human Resources	4
HCA 450	Current Topics in Public Policy	4
HCA 465	Leadership and Change in Healthcare Administration	4
HCA 499	Capstone in Health Care Administration	5
CORE COURSES TOTAL UNITS		69
TOTAL PROGRAM UNITS		121

COURSE DESCRIPTIONS

GENERAL EDUCATION

ENG 100 COLLEGE WRITING

This course stresses the principles and practice of written communication, with an emphasis on reading and writing expository essays and on research skills. It is designed to develop reading, critical thinking, and writing strategies necessary for academic success.

PSY 101 GENERAL PSYCHOLOGY

This course is a scientific consideration of the psychological foundations of behavior. It will investigate psychological development, motivation, sensation, perception, learning, thinking, language, psychological measurement, and principles of mental illness and mental health.

MATH 125 INTERMEDIATE ALGEBRA

This course is designed to teach students fundamental algebraic concepts and methods. Students will study patterns, functions, algebraic expressions, equations, inequalities, tables and graphs.

SOC 101 INTRODUCTION TO SOCIOLOGY

This course analyzes human societies and relationships through a study of cultural origins, personality development, social interaction, and social change.

SPCH 100 HUMAN COMMUNICATION

This course provides an introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in speaking situations, specifically including persuasive and informative speaking.

CIS 100 COMPUTER INFORMATION SYSTEMS

This course provides the essentials of computer software applications including e-mail, spreadsheet, database, presentation, and word processing software. Students will also learn to use electronic library resources to perform research and format research papers.

ACC 200 FINANCIAL ACCOUNTING

A survey of basic accounting theory and the application of accounting principles, this course includes the recording and summarization of business transactions in the form of financial statements under the rules of generally accepted accounting principles (GAAP). It is designed for students have little or no prior knowledge of financial accounting.

ECON 200 PRINCIPLES OF ECONOMICS

This course provides an introduction to macro and micro economic analysis. This course will focus on the structure and operation of the American economy, as well as, the basic structure of the United States economic system, and interrelationships within this structure. This course includes national income accounting, employment theory, business cycles, fiscal and monetary policy and economic growth, study of supply and demand and resource pricing and allocation.

BIOL 210 ANATOMY AND PHYSIOLOGY

This course is intended as a survey course for all allied health programs. Topics include essential principles of human anatomy and physiology, mechanisms for maintaining homeostasis, basic chemistry, cell and tissue types, integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, human development, metabolism, fluid and electrolyte balance, and acid-base balance.

UPPER DIVISION GENERAL EDUCATION

GE 301 TECHNOLOGICAL IMPACT ON SOCIETY

This course provides a framework for understanding the ways in which human societies transform themselves through technological innovation. Ethical questions concerning the social effects of technological change are presented and discussed.

GE 302 WORKING AROUND THE WORLD

This course is an examination of the effects that religion, language and culture, political structure, economics, and physical environment have on the development of the workplace and people's perceptions of work, occupations, and working conditions.

GE 330 COMMUNICATION FOR THE WORKPLACE

Development of an understanding of what is needed and meant by workplace literacy and what can be done to improve the basic skills and literacy for working employees. Course content includes principles of effective writing and oral communication for education and the workplace, extensive practice in various forms of writing for the workplace, the methodology of teaching communication skills to employees, and case studies of workplace reports, negotiations, and oral presentations.

MEDICAL COURSES

Vocational Nursing Courses

LVN 101 FUNDAMENTALS

This course is an introduction to the nursing process. It is designed to provide the student with fundamental provider of care knowledge and critical thinking skills in order to develop and deliver a basic plan of care. Areas of study include Anatomy and Physiology, Nutrition, Growth and Development, Nursing Fundamentals and Drug Calculation.

LVN 102 MEDICAL SURGICAL 1

This course prepares the student to apply the nursing process in developing nursing care strategies in the care of medical-surgical patients. The student will learn and practice accountability and responsibility for actions as a member of the health care team. The student will learn to apply critical thinking in meeting the needs of multiple patient care situations. Areas of study will include Physical Assessment, Intro to Pharmacology, Nursing Process, and Specialized Communication in Healthcare, Nursing Skills, Gerontology, Integumentary, Musculoskeletal, Immobility, Rehabilitation, Urinary, Gastrointestinal and Patient Education.

LVN 103 MEDICAL SURGICAL 2

This course prepares the student to apply the nursing process to patients with more complex nursing care, developmental and sociological needs. Health education of patients will be emphasized. Areas of study include Fluid & Electrolyte, Respiratory, Cardiovascular, Endocrine, Neurology, Sensory, Immunology, Oncology, Communicable Disease/HIV, Perioperative, Disaster, Supervision & Leadership, Communication, Mental Health, Pharmacology and Patient Education.

LVN 104 MEDICAL SURGICAL 3

This course gives the student the opportunity to apply previous learned nursing concepts and skills to the pediatric patient. Growth and development concepts in the care of multiple patients, as well as using appropriate teaching strategies for children and families in preparation for home care are emphasized. Areas of study include Obstetrics, Pediatrics, Complex Nursing and Patient Education.

Bachelor of Science in Nursing Courses

NUR 330 PRINCIPLES OF NURSING

This course applies major concepts from the liberal arts and sciences to nursing interventions (physiologic, communicative, behavioral, and environmental). RN students will be introduced to the supervisory nurse role and its influence on health and illness within the context of social, cultural, ethical and legal issues. The course is designed to focus on the development of the practicing RN to systematically analyze information and recognize patterns of patient needs.

NUR 340 HEALTH ASSESSMENT, EDUCATION AND PROMOTION

This course provides the framework for the systematic collection, organization, interpretation, integration, and communication of data reflecting the health status of individuals across the life cycle. This includes assessment of mental status, basic psychosocial status, functional health patterns, and physical assessment skills. National health objectives provide the organizing framework for promotion of health and reduction of risks that impact individuals, families, aggregates, and communities. Students identify, explore, plan, and implement wellness teaching through development of service learning projects that educate populations and promote healthy behaviors.

NUR 410 DISEASE PROCESS/ROLE OF NURSING

The human response to physiological disease processes and the role that nursing plays in supporting patients to achieve an optimal level of wellness. Pathophysiological conditions that occur most commonly across the lifespan will be examined from an occurrence perspective to include genetic, acute, chronic and rehabilitative conditions.

NUR 415 ETHICAL DECISION MAKING

This course examines the foundations of ethical behavior within business and medical organization structures. The course is designed to provide students with the skills and knowledge needed to assess ethical issues within a business or medical setting. The study of social responsibility of business and individuals in the decision making process and a focus on value systems and their development and operations is also covered.

NUR 420 NURSING RESEARCH

The significance of research in nursing is considered with emphasis on the scientific approach and its application in evidenced based nursing practice, including e-health issues. The major components of the research process are addressed with a focus on the professional nurse as a consumer of research. Critical thinking skills are emphasized in the analysis of current nursing research.

NUR 425 COMMUNITY HEALTH NURSING

This course explores the continuum of mental health and illness across the lifespan. The connection between physical illnesses and behavioral health is discussed. An emphasis is placed on wellness achieved through enhanced stress management and coping skills. In addition, concepts of psychobiology and neuron endocrinology are examined as they relate to disorders of mood, thought, emotional modulation and addiction. Students will draw on their personal experiences in clinical situations for interpersonal skill development with individuals, families, vulnerable populations, and communities as an integral part of the course.

NUR 426 COMMUNITY HEALTH NURSING CLINICAL (optional)

Clinical application of population-focused public health nursing practice. Examination of health and/or quality of life relating to individuals/families, communities and systems. Course covers pertinent health issues within respective clinical settings. This course requires 90 clock hours of clinical practice in a community health nursing environment.

NUR 427 EVIDENCE-BASED PRACTICE

This course examines a systematic process that uses current evidence in making decisions about patient care, evaluation of quality and applicability of existing research, preferences of patients, costs, and clinical expertise in clinical settings. Nursing students will learn how to search for literature, use Evidence-Based Nursing (EBN) as a practicing nurse, and understand how EBN fits into a nursing organization

NUR 430 TRANSFORMATIONAL LEADERSHIP

This course will focus on the professional nurse's roles in applying the principles of leadership, management and ethics in health care organizations across the continuum of care. The course will provide opportunities in problem solving, critical thinking, constructive communication, as well as, teaching learning strategies that emphasize the leadership/management roles of the nurse.

NUR 435 NURSING EDUCATION AND PROMOTION

Health education and promotion throughout the life cycle is presented using concepts and theories from nursing, adult teaching and learning principles, the humanities and sciences. Teaching/learning health promotion within the changing health care delivery system and in various client contexts will be explored. This course will develop skills in interviewing and therapeutic communication, curriculum development, and teaching in formal education settings.

NUR 440 ORGANIZATIONAL BEHAVIOR

This course examines organizational change including what effective managers can do to understand and anticipate such change and to respond accordingly. Topics include concepts in organizational behavior; learning, motivation and performance; groups and organizational design; and organizational processes.

NUR 445 NURSING SEMINAR

The course provides a forum for in-depth exploration of contemporary issues in nursing or health care which can influence the quality of services provided to patients. Students have the opportunity to develop greater knowledge and skill in an area of personal interest. Critical thinking, decision-making and self-directed learning undergirds these seminars. Specific issues covered in the course will change from term to term.

NUR 450 PHARMACOLOGY

This course focuses on current nursing practice inclusive of the pharmacologic, classifications of drugs, their physiologic impact, monitoring for therapeutic responses, side effects, adverse reactions, drug interactions, toxicity, patient-teaching responsibilities and nursing implications. Nursing process and the role of the nurse when caring for patients receiving drugs, is emphasized in addition to understanding the significance of reducing medication errors.

NUR 455 NURSING IN THE GERIATRIC POPULATION

This course will focus on the nursing management of older adults. Theories of aging, Physiological/psychological functioning, impact of developmental changes, illness, and dysfunction will be emphasized. The geriatric patient will be examined at various levels- healthy older adult, older adult at risk, and the older adult experience acute and chronic illness.

NUR 460 NURSING MANAGEMENT

This course is the capstone course for the BSN student. The course provides an examination of the roles, traits, and contribution of the nurse in leadership and managerial positions. Conceptual aspects of power, problem solving/decision making, effective communication, conflict resolution, horizontal violence, delegation and team building are applied to a variety of situational contexts. The course focuses on identification and development of leadership skills and includes opportunities for scholarly inquiry, professional writing and presentation. The course is designed to facilitate student self-assessment of their leadership and management abilities as they develop the necessary skills.

Bachelor of Science in Healthcare Administration Courses

HSCI 245 MEDICAL TERMINOLOGY

This course presents a study of basic medical terminology. Prefixes, suffixes, combining forms, plural forms, abbreviations, and symbols are included in the content. Emphasis is placed on spelling, definition, usage, and pronunciation. This course is designed for health profession students who require study in the fundamentals of medical terminology as part of their professional curriculum.

HSCI 305 APPLIED PHARMACOLOGY

The cost/benefit aspects of pharmacological interventions will be examined in this course. Topics include a basic understanding of pharmacology, pathophysiology, and pharmacokinetics for common disease conditions encountered in primary care settings.

HSCI 310 HUMAN DISEASES

This course provides the understanding of disease and disease's effect on the human body, with emphasis on etiology of the disease process, physiological interactions involved in the different disease processes, abnormal laboratory, radiology, and other diagnostic procedure results for given diseases and locating and interpreting information in patient records related to the diagnosis and treatment of given diseases.

HSCI 315 EPIDEMIOLOGY HEALTHCARE STATISTICAL APPLICATIONS

Prerequisite: MATH125 Intermediate Algebra or equivalent

Providing students with an overview of epidemiologic concepts of populations and biostatistical techniques for understanding and using health research is the focus. Principles and methods of data analysis central to understanding health-related indicators for population health management will be used. Students will be prepared to function as members of a research team.

HCA 301 CRISIS MANAGEMENT

This course examines crisis management and methods of managing risk in Healthcare organizations. The topics include comprehensive emergency management, public and private roles and partnerships for emergency and crisis management, the risk management process, strategic crisis management, contingency planning, training and exercises, emergency response, business continuity and recovery, the role of the crisis management team, and crisis communication.

HCA 302 LEGAL AND ETHICAL PRACTICE

This course has been designed to introduce students to biomedical and Healthcare ethics from an administrative perspective. Students learn to integrate ethical and legal aspects into administrative decision-making. Topics include a wide range of subjects to help students understand how Healthcare professionals and consumers make difficult Healthcare choices. In addition, the course will also focus on the regulatory and business issues essential to representing Healthcare professionals and organizations. In this course, we will examine laws that specifically regulate the internal structure of Healthcare organizations, as well as, relationships between Healthcare providers.

HCA 305 PATIENT CARE AND EDUCATION

This course is an overview of the comprehensive health assessment, including the physical, psychological, social, functional, and environmental aspects of health. The process of data collection, interpretation, documentation, and dissemination of assessment data will also be addressed. Communication, health histories, and psychosocial impacts will also be explored in the development of holistic health assessment skills.

HCA 325 HEALTH INFORMATION TECHNOLOGY MANAGEMENT

As an introductory course for non-information management students, this course will cover the history of Healthcare informatics, current issues, basic informatics concepts, and health information management applications. Topics include HIPPA and other legislation, application of electronic health records, and other clinical and administrative applications of health information systems.

HCA 330 INSURANCE BILLING AND REIMBURSEMENT

This course will focus on the broad study of health insurance and reimbursement methods used in various Healthcare settings. Students will learn effective techniques for managing departments that provide this function and how major insurance programs and federal health care legislation play a major role in this process.

HCA 335 HEALTHCARE ORGANIZATION AND MANAGEMENT

Prerequisite: HCA300 Managing in a Multi-cultural Healthcare Environment or equivalent

This course focuses on the design and behavior of Healthcare organizations. It provides an overview of the various forces and elements that shape the way Healthcare is delivered and received in the United States. Managerial issues of motivation, leadership, work design, communication, conflict resolution and negotiations will be discussed as well as how Healthcare organizations manage change, acquire resources and engage in strategy planning.

HCA 405 HEALTHCARE ECONOMICS

This course examines the application of both micro and macro economic principles to the Healthcare industry. This course focuses on Healthcare demand, Healthcare supply behavior, financial Healthcare, public health insurance and issues of economic measurement, i.e., cost benefit analysis and cost effectiveness analysis.

HCA 410 HEALTHCARE ACCOUNTING

Prerequisite: ACC200 Financial Accounting or equivalent

This course is designed to give Healthcare-based non-financial managers and students a general understanding and practical application of accounting, the accounting processes and terminology, and the budgeting process as related to the Healthcare environment.

HCA 415 HEALTHCARE FINANCE

Prerequisite: HCA410 Healthcare Accounting or equivalent

This course provides an overview of the financial structure, market forces, controls and techniques used in the Healthcare financial management and the perspectives of the various interest groups involved (providers, insurers, policy makers, patients and the general public). It will also provide students with a foundation in the use of financial tools and methodologies that will enable them to understand and perform analysis within the Healthcare system.

HCA 420 COST MANAGEMENT/PROFITABILITY

This course covers the unique structure and process of financial management in Healthcare organizations. Students learn to examine and understand statements of profit and loss, balance sheets and cash flow statements in order to make administrative decisions regarding operations and resource allocation.

HCA 425 HEALTHCARE MARKETING

This course will examine the role and function of marketing and strategy development in Healthcare organizations. Marketing concepts including market research, segmentation, branding and advertising are reviewed. Strategy development includes the role of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning and strategic execution.

HCA 430 INTELLECTUAL PROPERTY, PATENTS, CONTRACTS

This course provides an introduction to general law, its basic purpose and its fundamental organizational categories. Topics include application of these principles to the Healthcare situation, including organizational, patient care, and labor issues. In addition this course discusses the involvement of proprietary biotechnology in Healthcare.

HCA 435 LONG TERM CARE/HOSPICE MANAGEMENT

This course will include an historical, philosophical, and managerial overview of senior housing and care, from congregate living to skilled nursing. The course will discuss the demographics of aging, the role of financing, the determinants of quality care, various models of managed care, and the critical role of quality management. This course also focuses on the projected future of the long term care health system in the United States. Relevant issues including cost containment, quality improvement, quality of life, aging population and alternatives to long-term care (home care & Hospice) are examined.

HCA 440 HUMAN RESOURCES

This course is an overview of the principles and practices of human resource management in health services organizations. Attention is given to personnel management, major factors in personnel problems and labor relations, and the organization and diversity of personnel work including job analysis, recruitment and retention, selection and placement, training and development, performance appraisal and compensation for an effective team. Also in consideration are the regulatory environment, corporate environment, legal and economic factors and organizational strategy as it impacts human resource management.

HCA 450 CURRENT TOPICS IN PUBLIC POLICY

This course provides an analysis of major policy issues of the United States Healthcare system, in both the public and private sector. The course focuses on debated topics in health services, the policy process, and key management issues of Healthcare reform, medical care and medical policy. Also discussed is the utilization of biomedical technologies in the Healthcare system and how these emerging technologies could affect the administration of Healthcare. Students learn to be discriminating users of Healthcare research studies in managerial decision making.

HCA 465 LEADERSHIP AND CHANGE IN HEALTHCARE ADMINISTRATION

This course provides students with an overview of leadership theories to assist in the development of effective leadership skills. Students will discuss workplace change and the leader's role in the change process as well as examining and analyzing effective performance indicators for staff and organizational goals.

HCA 499 CAPSTONE IN HEALTHCARE ADMINISTRATION

Prerequisite: Successful completion of all core courses

The Healthcare Management Capstone is designed to integrate knowledge and skills from previous coursework. This class focuses on the key issues affecting the administration of today's Healthcare organizations and explores how those issues impact the delivery of care. The Healthcare Management Capstone prepares students to enter management positions in a Healthcare setting. The goals of the course are to provide a solid foundation of applying managerial knowledge within the Healthcare industry. The students will demonstrate the knowledge in a professionally competent and ethical manner conducive to the advancement of Healthcare in the local community.

FACULTY AND QUALIFICATIONS

VOCATIONAL NURSING:

Kathleen Ahn

BA, Loyola Marymount
ADN, Mount St. Mary's
BSN, Mount St. Mary's
MSN/FNP, CSUF & UCI

Sue Sanders

AS, Rio Hondo College
BSN, University of Phoenix
MSN, University of Phoenix

Darlene Cobbs

ADN, LASC
BSN, Jacksonville State Univ.
MSN, South Univ.

Lucille Seigny

ADN, Sacred Heart Hospital School of
Nursing
BA, Pepperdine University

Jun Cuenca

BSN, W. Visayas State University
MSN, Walden University

Carolyn Zehner

AA, Saddleback College
RN, Saddleback College
BSN, CSU, Fullerton

Michelle Donato

BSN, Mount St. Mary's
MSN, UCLA

Ricky Howerton

LVN, Amarillo College
ADN, Skagit Valley College
BS, California Coast University
BSN, Pacific College

Elisol McKim

BSN, Manila Doctors College

Eileen Murphy

ASN, Goldenwest College
BSN, University of Phoenix

Laurie Poppe

ASN, Rio Hondo College
BSN, CSU, Fullerton
BA, CSU, Fullerton
MS, CSU, Fullerton
MD, Ross University

RN TO BSN:

Donna Beuk
BSN, University of Mobile
MSN, University of Mobile
Ed.D., University of Alabama

Catherine Tiwald
BSN, Azusa Pacific University
MSN, University of Phoenix
WHCNP-C

Jun Cuenca
BSN, W. Visayas State University
MSN, Walden University

Darlene Cobbs
ADN, LASC
BSN, Jacksonville State Univ.
MSN, South Univ.

Carolyn Du
BSN, USC
MSN, CSU Long Beach
WHNP, UCLA - Harbor

Kathleen Kalata
BSN, Saint Francis College
MSN, University of Illinois
MBA, University of Illinois
PhD candidate, Western Michigan
University

Christine Moorioian-Pennington
BSN, Arizona State University
MSN, University of Phoenix

Rachel Plotkin
BSN, Excelsior College
MSN, CSU, Long Beach
DHS, Nova Southern University

Maria Rodriguez
BSN, Sierra Heights University
MNB, Point Loma Nazarene
ACNS, BC Adult Health
DNP, University of San Diego

Roxana Rogers
BSN, University of Phoenix
MSN, University of Phoenix