



PACIFIC COLLEGE



*2016-2017 Catalog*

Pacific College



*Main Campus*

3160 Red Hill Ave.  
Costa Mesa, CA 92626  
Toll-Free: (855) 276-6312  
Office: (714) 662-4402  
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*Los Angeles Satellite Campus*

5675 Telegraph Rd.  
Los Angeles, CA 90040

*Inland Valley Satellite Campus*

3602 Inland Empire Blvd.  
Ontario, CA 91764

*This student catalog is published annually, is effective on September 1, 2016, and covers all students enrolled in the academic year of its publication. Errata sheets may be issued to correct certain provisions before its annual revision.*



## President's Welcome

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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, Bachelor of Science, and Master's 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 healthcare and to acquire the knowledge and technical training to improve your professional 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 opportunities awaiting you.

Thank you for selecting Pacific College where your education is our priority. We look forward to working with you as you prepare to join the ranks of professional healthcare providers.

William Nelson  
*President*

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## Board of Directors

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Paul A. Pierron, MA  
*Chair*

John Wagner, Ph.D.  
*Vice Chair*

Michael Nisco, MD, MBA  
*Member*

Christina L. Zampich, Psy.D.  
*Member*

Glenn Nygard, MBA  
*Member*

Kevin Simes, CCP  
*Member*

## Administration

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William L. Nelson  
*President*

Donna Woo  
*Vice President*

Marcus Tromp  
*Senior Vice President, Operations*

Paul A. Bott, EdD  
*Director of Institutional Improvement and Planning*

Carmencita Recto, BSN, RN  
*Director of Nursing*

Annie Tran  
*Registrar*

Nadeem Zaidi  
*Director of Admissions*

Jennifer Pham  
*Director of Financial Aid*



# Academic Calendar

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Pacific College's academic calendar is available on its website at: <http://pacific-college.edu/student-services/events/>.

## Holiday Schedule

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Pacific College observes the following holidays:

- New Year's Day\*
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day\*

*\*Winter Break is determined by program director.*



## General Information

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### ***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.

Providing quality professional education is our first priority at Pacific College. The academic needs of each student will be embraced using a team approach. The student will understand that learning is a life-long process, based on critical thinking.

### ***Institutional Learning Outcomes***

Pacific College graduates are expected to demonstrate the expected learning outcomes and competencies listed below. Programs may have additional competency requirements listed on the college website and in the general catalog.

A Pacific College graduate will:

1. Display appropriate 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.
2. Use critical thinking skills to analyze current nursing research and apply it to evidence based nursing practice to make collaborative decisions to improve patient care.
3. Demonstrate written, verbal, non-verbal, and emerging technology methods to communicate effectively across the lifespan, culture, and members of the personal and professional community.
4. Apply the values of professionalism, altruism, inclusion, and collaboration to facilitate evidence-based change to realize shared goals.
5. Develop a personal and professional identity and practice within a legal/ethical framework that is responsive to the needs of the profession, community, and self.
6. Demonstrate the principal of unselfish concern for others by working collaboratively to improve patient care and the community.
7. Establish cultural competency to communicate a safe, inclusive environment across the lifespan, culture, and as part of a diverse community.
8. Demonstrate information literacy skills that promote a positive, life-long outlook on education, profession, and self.
9. Develop a personal and professional identity that engages in a process of lifelong learning, collaboration, and commitment to serve the community.
10. Serve as a professional role model demonstrating leadership, accountability, innovation, and ethics to contribute to their personal and professional community.

11. Seek to achieve personal and professional success by the ongoing pursuit of advanced learning and education.

## ***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***

Our values are stated using the acronym PACIFIC:

- P**rofessionalism - As an individual or institution, we demonstrate professionalism in everything we do.
- A**ltruism – As an individual or institution, we practice the principle of unselfish concern for the wellness of others.
- C**ommunity – As an individual or institution, we share responsibility for the welfare of our community.
- I**dentify – As an individual or institution, we strive to establish a sense of true being that will determine our future.
- F**ulfillment - As an individual or institution, we create an environment where academic and professional goals can be achieved.
- I**nclusion – As an individual or institution, we embrace differences to promote full participation and a sense of belonging.
- C**ollaboration - 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 education responsive to the training needs of medical studies aspirants, as well as to the employment demands in professional allied health occupations. New programs are periodically added to our offerings to meet the demands of our community.

The Board of Directors is comprised of educators from the community college, the state university system, and medical doctors. All the members of the Board of Directors have experience teaching in the community college or university system.

Pacific College was first accredited in April 1998 by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT). Regional accreditation was granted by the WASC Senior College and University Commission in February of 2016.

Pacific College was first approved by the Board of Vocational Nurses & Psychiatric Technicians (BVNPT) in January, 1999 to operate the Vocational Nursing program.

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 (subsidized, unsubsidized, and PLUS), and Federal Work Study.

Amendments to our curriculum as approved by the United States Department of Education as well as the

Bureau for Private Postsecondary Education allow Pacific College to award an Associate of Science in Vocational Nursing, Bachelor of Science degree in Nursing, Bachelor of Science in Healthcare Administration, and Master of Science in Nursing degrees.

In 2014 the Pacific College Bachelor of Science in Nursing, RN to BSN completion program, was accredited by the Commission on Collegiate Nursing Education (CCNE). This accreditation was retroactive to include the first BSN graduating class and is in effect through May 2018.

## ***Campus Location***

<b>Costa Mesa Main Campus</b>	
<p>3160 Red Hill Ave. Costa Mesa, CA 92626</p> <p>Toll-Free: (800) 867-2243 Office: (714) 662-4402 Fax: (714) 662-1702</p>	<p>The main campus of Pacific College is at a 16,500 square foot facility conveniently located in Costa Mesa. It is near John Wayne Airport and South Coast Plaza Shopping Center with easy access to the 55 and 405 freeways. It has five classrooms, two four-bed skills laboratories, and a learning resource center that can accommodate 45 students at a time. It is also where the administrative and the academic offices are found. Free on-site parking is available.</p> <p>Directions: <a href="https://www.google.com/webhp?hl=en&amp;tab=iw&amp;gws_rd=ssl#hl=en&amp;q=3160+Red+Hill+Ave.+Costa+Mesa%2C+CA+92626">https://www.google.com/webhp?hl=en&amp;tab=iw&amp;gws_rd=ssl#hl=en&amp;q=3160+Red+Hill+Ave.+Costa+Mesa%2C+CA+92626</a></p>
<b>Los Angeles Satellite Campus (Citadel)</b>	
<p>5675 Telegraph Rd. Los Angeles, CA 90040</p>	<p>The Los Angeles Satellite Campus is conveniently located at The Citadel, a shopping outlet along the 5 freeway in the City of Commerce. A 30-seat classroom and a five-bed skills lab are found on the third floor of the quiet and historic Citadel building. This satellite campus only serves as venue for didactic and skills lab instruction. Administrative services are provided in the Costa Mesa Main Campus. Free on-site parking is available.</p> <p>Directions: <a href="https://www.google.com/webhp?hl=en&amp;tab=iw&amp;gws_rd=ssl#hl=en&amp;q=5675+Telegraph+Rd.+Los+Angeles%2C+CA+90040">https://www.google.com/webhp?hl=en&amp;tab=iw&amp;gws_rd=ssl#hl=en&amp;q=5675+Telegraph+Rd.+Los+Angeles%2C+CA+90040</a></p>
<b>Inland Empire Satellite Campus (Ontario)</b>	
<p>3602 Inland Empire Blvd. Ontario, CA 91764</p>	<p>The Inland Empire Satellite Campus is conveniently located off the 10 freeway in the City of Ontario, near Ontario Airport and Ontario Mills. A 30-seat classroom and five-bed skills lab is found in Suite B-205 of an office building. This satellite campus only serves as venue for didactic and skills lab instruction. Administrative services are provided in the Costa Mesa Main Campus. Free on-site parking is available.</p> <p>Directions: <a href="https://www.google.com/webhp?hl=en&amp;tab=iw&amp;gws_rd=ssl#hl=en&amp;q=3602+Inland+Empire+Blvd+Ste+B-205+Ontario%2C+CA+91764">https://www.google.com/webhp?hl=en&amp;tab=iw&amp;gws_rd=ssl#hl=en&amp;q=3602+Inland+Empire+Blvd+Ste+B-205+Ontario%2C+CA+91764</a></p>

## ***Approvals, Authorizations, and Accreditations***

Approved to operate by the Bureau for Private Postsecondary Education (BPPE).

Approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to offer Vocational Nursing Program.

Approved by the U.S. Department of Education to provide Federal Pell Grants, Federal Direct Student Loans (subsidized, unsubsidized, & PLUS), and Federal Work Study.

Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

Authorized by the State of California, and the United States Department of Education to offer the Associate of Science Degree programs.

Authorized by the State of California, and the United States Department of Education to offer the Bachelor of Science in Nursing degree.

Authorized by the State of California, and the United States Department of Education to offer the Bachelor of Science in Healthcare Administration degree.

Accredited by the WASC Senior College and University Commission (WSCUC).

Accredited by the Commission on Collegiate Nursing Education (CCNE) to offer RN to BSN Completion program.

### ***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 (1782 hours, 86 Semester Units), Vocational Nursing Diploma (1542 hours, 70 Semester Units, RN to BSN Completion (49 Semester Units), Bachelor of Science in Healthcare Administration (121 Semester Units), Master of Science in Nursing, Family Nurse Practitioner (42 Semester Units).

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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## General Information

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 or access to 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***

Student tuition payments are contract requirements. It is the student's obligation to make all agreed upon payments promptly. The student should contact the Business Office if he/she anticipates difficulty in meeting the payment schedule. If the account becomes delinquent, the student will be notified that collection procedures may be initiated to remedy the contract.

#### **Diploma in Vocational Nursing Program**

Registration Fee (Non-Refundable)	\$100.00
Student Tuition Recovery Fund (STRF) Fee (Non-Refundable)	\$0.00
Entrance Assessment, First Attempt	\$45.00
Background Check Fee	\$49.50
Tuition per Clock Hour	\$17.78

#### **Associate of Science in Vocational Nursing Program**

Registration Fee (Non-Refundable)	\$100.00
Student Tuition Recovery Fund (STRF) Fee (Non-Refundable)	\$0.00
Entrance Assessment	\$45.00
Background Check Fee	\$49.50
Tuition per Semester Credit	\$449.94

#### **Bachelor of Science in Nursing (RN to BSN Completion) Program**

Registration Fee (Non-Refundable)	\$100.00
Student Tuition Recovery Fund (STRF) Fee (Non-Refundable)	\$0.00
Tuition per Semester Credit	\$295.00

#### **Bachelor of Science in Healthcare Administration Program**

Registration Fee (Non-Refundable)	\$100.00
Student Tuition Recovery Fund (Non-Refundable)	\$0
Tuition per Semester Credit	\$350.00

## Master of Science in Nursing Program

Application Fee (Non-Refundable)	\$50.00
Registration Fee (Non-Refundable)	\$100.00
Student Tuition Recovery Fund (STRF) Fee	\$0.00
Tuition per Semester Credit	\$295.00

### Other Fees

Replacement Student ID Badge (per replacement)	\$ 10.00
Additional or Replacement Uniform Scrubs (per set)	\$ 25.00
Graduation Processing Fee	\$ 125.00
Official Transcript (per copy)	\$ 5.00
Official Transcript (per copy) - expedited service	\$ 10.00
Duplicate Diploma (per copy)	\$ 30.00

### *Transfer of Credit to Other Schools*

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.



# Campus Annual Security Report

In accordance with the Crime Awareness and Campus Security Act of 1990, and as amended, Pacific College collects the following crime statistics as the basis for this Annual Security Report (ASR), published by October 1, is made available to students, employees, and applicants for enrollment or employment. There are three locations that are covered in this report.

Crimes Reported for the following locations:

- Main Campus at 3160 Red Hill Avenue, Costa Mesa, CA, 92626
- Los Angeles Satellite Campus, 5675 E. Telegraph Rd, Commerce, CA, 90040
- Inland Empire Satellite Campus, 3602 Inland Empire Blvd, Ontario, CA, 91764

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred at the main campus located in Costa Mesa. These statistics encompass the campus, buildings & property and public property surrounding the campus:

Calendar Year									
	2014			2015			2016		
Criminal Offenses	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

*Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).*

## Arrests/Persons Referred for Campus Disciplinary Action

Main Campus in Costa Mesa Campus Calendar Year									
	2014			2015			2016		
Hate Crimes	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred at the satellite campus located in Commerce, CA. These statistics

encompass the campus, buildings & property and public property surrounding the campus:

Calendar Year									
	2014			2015			2016		
Criminal Offenses	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property *
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

### Arrests/Persons Referred for Campus Disciplinary Action

Los Angeles Satellite Campus Calendar Year									
	2014			2015			2016		
Hate Crimes	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property *
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred at the satellite campus located in Ontario. These statistics encompass the campus, buildings & property and public property surrounding the campus:

Calendar Year									
	2014			2015			2016		
Criminal Offenses	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property *
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0

Non-Forcible	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

### Arrests/Persons Referred for Campus Disciplinary Action

Inland Empire Satellite Campus Calendar Year									
	2014			2015			2016		
Hate Crimes	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property*
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

\*Public property includes all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or adjacent to and accessible from the campus.

### ***Campus Security Policy***

Any emergency or criminal actions should be immediately reported to the President or Senior Vice President, Operations 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.

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.

### ***Emergency Notification System***

Pacific College recognizes that personal and campus safety is paramount in ensuring the academic process. The college has implemented an alert system to notify students, faculty, and staff in advance of any emergency situations that may arise. The alert system will notify students, faculty, and staff by using the information on record at the college. It is the responsibility of the student, faculty or staff member to ensure the information on record is current.

Personal contact information is protected under federal privacy laws and shall not be used for marketing or other solicitation activities.

# Financial Aid Information

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## *Financial Aid*

Pacific College makes every effort to assist students with financial resources to complete their educational goals. Most, but not all, financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Financial needs can be defined most simply as the difference between the total cost of attendance and those resources that a student and his/her family are expected to provide toward that cost of attendance. Thus, the process is a shared responsibility from the federal financial aid sources and that of students and their families.

The Office of Financial Aid (FAO) coordinates various types of federal, state, institutional, and private financial assistance programs in the awarding process. Its goal is to balance compliance of regulations and students' financial needs. There are restrictions on eligibility for most financial aid programs offered at Pacific College. Students are expected to understand of their rights, responsibilities, and restrictions of the aid programs in which they participate.

Financial aid funds awarded at Pacific College are intended to be supplementary. All aid applications undergo a process of need-analysis calculation to determine (a) the eligibility to receive federal student aid and (b) the minimum amount of resources that students are expected to contribute toward the total cost of their education. Students should not expect their total financial need to be met by resources available through federal student financial aid programs.

## *Participating Programs*

Pacific College participates in the following financial aid programs:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant or FSEOG
- Federal Work-Study program
- Federal Direct Loan – Subsidized and Unsubsidized Stafford
- Federal Parent PLUS Loan – for Dependent students only

## *Application Process for Federal Aid Programs*

All students interested in obtaining financial aid for their education at Pacific College are encouraged to do the following:

1. Complete the Free Application for Federal Student Aid (FAFSA) – The FAFSA school code for Pacific College is **032993**. Students may apply for the FAFSA online at <https://fafsa.ed.gov/>. Please note that there is no charge for submitting the FAFSA; though a student must get a Federal Student Aid (FSA) ID and the username and password to have access to the website.
2. Gather all information a student may need when filing for the FAFSA, such as: (a) Driver's license; (b) Social security number; (c) Parents' social security numbers and birthdates; (d) Family's federal income tax returns; (e) W-2 forms; (f) Bank statements; (g) Information on family's investments (if have).
3. Submit the FAFSA online. The electronic FAFSA will be processed within 3-5 days while the processing time for paper FAFSA will take about 7-10 days after receiving.
4. Beginning the coming **school year 2017-18**, students can **submit the FAFSA starting October 1, 2016 using the income tax return year 2015**.

5. Students who received financial aid from the previous year should receive a renewal email notice from the Department of Education to renew the FAFSA online. All financial aid students must submit the FAFSA every year in college.
6. Students may be asked to provide additional documents and/or information after the FAFSA is filed. The additional requirement comes from the Department of Education via a process called verification. Pacific College is subject to compliance in the verification process. Students selected for verification will have 30 days from the date of notification to provide all necessary documents. Students who fail to turn in requested documents will not get reviewed for financial aid package.

## ***Cost of Attendance and Standard Student Expenses***

Cost of attendance includes the following items:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Transportation
- Other Educational Costs

The budget factors include (i) Direct educational costs such as tuition, fees, books, and supplies; and (ii) Indirect costs for housing, transportation, and other personal living expenses as a single student. Please note that for debt management purposes, Pacific College will process financial aid only for direct educational costs. Students are encouraged to meet with a Financial Aid Advisor to discuss financial aid availability during enrollment at Pacific College.

## ***Financial Aid Resources***

Students at Pacific College are typically awarded the following types of financial aid.

### **Grants**

Grants are awarded on the basis of financial need as calculated by the FAFSA. There are two types of grants awarded at Pacific College, the PELL grant and the Federal Supplemental Educational Opportunity Grant (FSEOG). Due to the limited allocation of funds, all grants are awarded on the first-come first-serve basis and to students with high financial need to attend colleges.

### **Scholarships**

Scholarships are gift-aid that is awarded on the basis of merit, academic achievements, special talents, or other criteria defined by the donor or sponsoring organization. Some scholarships are guided by need-based.

### **Federal Work Study**

The federal work-study fund is awarded as financial aid in the package but it is paid as a wage. This award is not a guarantee of employment or gift-aid. Students must apply for and be hired into a position for employment. Students may only work part-time (20 hours per week or less) when classes are in sessions.

### **Loans**

Loans are funds that students borrow from the federal government under the Direct Loan program and they must be repaid when students graduate or out of school. Generally, repayment begins six months after a student graduates, withdraws, or drop below part-time (half-time) enrollment. Students are encouraged to borrow only what they need.

## ***Federal Student Loan Annual Limits***

### **Direct Loans – Subsidized and Unsubsidized**

The Office of Financial Aid review and determine the types of aid a student is eligible to receive each academic year. However, there are limits on the amount in Direct subsidized and unsubsidized Stafford loans a student may be eligible to receive each year (annual loan limits) and the total amounts that he/she may borrow (aggregate loan limits). The actual loan amount a student is eligible to receive each academic year may be less than the annual loan limit. These limits vary depending on the grade level a student is in school and whether a student's status is dependent or independent.

If a student is dependent student whose parents are ineligible for a Direct Parent PLUS loan, a student may receive additional unsubsidized loan funds.

The chart below shows the annual and aggregate limits for subsidized and unsubsidized loans.

<b>Grade Level</b>	<b>Dependent Student (<u>except</u> students whose parents are unable to obtain PLUS Loans)</b>	<b>Independent Students (and Dependent undergraduate students whose parents are unable to obtain PLUS Loans)</b>
First-Year	\$5,500 — \$3,500/Subsidized and \$2,000/Unsubsidized loan	\$9,500 — \$3,500/Subsidized and \$6,000/Unsubsidized loan
Second-Year	\$6,500 — \$4,500/Subsidized and \$2,000/Unsubsidized loan	\$10,500 — \$4,500/Subsidized and \$6,000/Unsubsidized loan
Third-Year and Beyond	\$7,500 — \$5,500/Subsidized loans and \$2,000/Unsubsidized loan	\$12,500 — \$5,500/Subsidized and \$6,000/Unsubsidized loan
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000 — No more than \$23,000 of this amount may be in subsidized loan	\$57,500 — No more than \$23,000 of this amount may be in subsidized loan

#### Notes:

- The aggregate loan limits include any subsidized or unsubsidized federal Stafford loans a student may have previously received under the Federal Family Education Loan (FFEL) Program. As a result of legislation that took effect July 1, 2010, no further loans are being made under the FFEL Program.
- If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit.

### **Direct Parent Plus Loan for Dependent Students**

The federal Direct Parent PLUS loan is available to parents of dependent students. The Parent PLUS loan require parents to complete specific requirements, including a PLUS Master Promissory Note (MPN) online at <https://studentloans.gov>. The Parent PLUS MPN is valid for 10 years. The parent may borrow a loan amount for tuition, fees, and other school charges but not to exceed the cost of attendance.

## Federal Direct Loan Interest Rates and Fees

Loan Type	Interest Rate	Loan Fee - First Disbursement Date	Rate
Direct Subsidized and Unsubsidized Loan	3.76%	On or after 10/1/15 and before 10/1/16	1.068%
		On or after 10/1/16 and before 10/1/17	1.069%
Direct PLUS Loan	6.31%	On or after 10/1/15 and before 10/1/16	4.272%
		On or after 10/1/16 and before 10/1/17	4.276%

## Disclosure – Financial Aid Code of Conduct

Pacific College currently does not have any list of preferred private loan lenders. Loans offer to students are served under the Direct Loan programs which are governed by the U.S. Department of Education.

## Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California resident students who enroll in private postsecondary institutions or in a school's residency programs that regulated by the Bureau for Private Postsecondary and Education (BPPE).

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

- Students in an educational program who are California residents, 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
- The 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.

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

- Student is not a California resident, or are not enrolled in a residency program, or
- The total charges are paid by a third party, such as an employer, government program, or other payer, and have no separate agreement to repay the third party.

Students may be eligible for STRF if they 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:

- The school closed before the course of instruction was completed.
- 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.
- 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.
- 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.
- There existed an inability, after diligent efforts, to prosecute, prove, and collect on a judgment

against the institution for a violation of the STRF 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, students must file the STRF application within one year of receiving notice from the Bureau that the school is closed. If students do not receive notice from the Bureau, they have four (4) years from the date of closure to file a STRF application. If a judgment is obtained the student must file a STRF application within two (2) years of the final judgment.

It is important that students 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, website: [www.bppe.ca.gov/](http://www.bppe.ca.gov/).

As of January 1, 2003, the California 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. However, as of January 1, 2015 the state of California has changed the amount per thousand dollars of tuition paid to \$0. This may be subject to change at any time.

## **Student's Right to Cancel**

Students have rights to cancel their enrollment at Pacific College during the first seven (7) business days after starting class:

1. A student has the right to cancel the contract for enrollment, including any equipment or other goods and services enclosed in the contract, within the first seven (7) business days following the first day of class.
2. Cancellation shall occur when a student gives the written notice to Pacific College. The written notice of cancellation needs not to be taken in any particular form or however it is expressed, as long as it indicates that a student is no longer wished to be bound by the contract.
3. Cancellation notice can be sent by mail, hand delivery, or email. Students are required to send the cancellation notice to the President of the College for approval. The letter shall direct to:  
Pacific College  
Attn: Mr. William Nelson  
3160 Red Hill Avenue  
Costa Mesa, CA 92626
4. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail addresses to Pacific College and postage is paid.
5. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or through the seventh day of enrollment, whichever is later.
6. If a student pays for tuition with federal financial aid and private funds, a student will receive the refund on the portion that is paid by private money only. Regulations mandate schools to return any 'unearned' portion of federal financial aid fund back to its original source. The school will process the refund within 45 days after receiving the notice of cancellation.
7. Students shall note that Pacific College also reserves the rights to cancel a student's enrollment due to the student's conduct, lack of attendance, or failure to meet academic standards.



## ***Satisfactory Academic Progress (SAP)***

### **Purpose**

All students attending Pacific College are required to meet the College academic standards for success. In addition, federal regulations for financial aid also mandate all student borrowers to make satisfactory academic progress in order to maintain eligibility. Pacific College is responsible to monitor all students' progress toward completion of their degree program.

### **Financial Aid and Satisfactory Academic Progress**

Regulations governing student financial aid require schools to issue standards to measure academic progress toward a degree. Thus, all financial aid students at Pacific College will be monitored for satisfactory academic progress (SAP), regardless if a student is applied for or has received financial aid during any academic period in which a student was previously enrolled. Students are required to meet the following: (i) a grade point average (GPA) requirement, (ii) a minimum cumulative unit requirement, (iii) a pace requirement, and (iv) a maximum timeframe requirement for completion.

**Qualitative Measurement** – a passing GPA is set at 2.0. For distance education programs, students must have a cumulative GPA or CGPA at 2.0 or 70% success at the end of each completed term (also known as the payment period). For Vocational Nursing programs, students must have a CGPA of 2.0 or 75% success at the end of each term or payment period.

**Quantitative Measurement** – the pace of completion is calculated by using the following formula: the cumulative number of completed units/credits/clock hours is divided by the cumulative number of attempted units/credits/clock hours in a program. Unless otherwise indicated, full-time financial aid students must complete at least 24 units per academic year (or 12 units per term if a student is attended only one term). Part-time financial aid students need to complete 12 units per year (or 6 units for each part-time term).

**Pace Requirement** – all students must complete their courses with a passing grade of at least 67% of all courses attempted toward the completion of the program of study to remain eligible.

**Maximum Time Frame** – to remain eligible for financial aid funds, students must complete their programs within the maximum time frame of 150% of the published length of the program.

### **Financial Aid Warning, Probation, and Dismissal**

At the end of each term/payment period, students will be evaluated on meeting the qualitative and quantitative measurement for SAP. Students not meeting SAP will be placed on the status “Financial Aid Warning” for the next term (one term only) while remaining eligible for financial aid funds. If after the warning period a student does not make the grade, all pending and future financial aid funds will be voided and cancelled until a student meets SAP again. A student’s financial aid will be suspended at the end of the warning term if he/she fails to attain the required standards for academic progress.

During the warning period, students will be placed on the SAP Academic Plan which is defined by the College. Students are required to meet with their academic advisors for helpful guidelines to improving their academic performance.

A student will be academically dismissed after the warning period if he/she still fails to meet the SAP requirements. However, a student is allowed to appeal the dismissal decision to remain enrollment (see Academic Probation Appeal). The appeal must be submitted to the Academic Standards Committee for

review. All appeals are taken on a case-by-case basis, and all decisions made by the Academic Standards Committee are deemed to be final.

If the appeal is granted and a student continues enrollment, he/she will be placed on financial aid satisfactory progress probation. A student must appeal to the Director of the Office of Financial Aid for the eligibility receiving financial aid while on probation. This is a *one-time only* appeal process when a student believes that extenuating circumstances prevented him/her from successfully complete the term of SAP warning. A student must submit an academic plan for success with his/her SAP appeal for financial aid. If granted, a student is allowed to have financial aid for the probationary term and he/she is required to follow the academic plan submitted with the SAP appeal. A decision for financial aid SAP appeal is independent from the decision made by the Academic Standards Committee.

If a student fails to attain required GPA and/or cumulative completed units/credits/clock-hours percentage after the probation period, a student will be suspended from financial aid eligibility.

## **Evaluation**

The college evaluates students' academic progress at the end of each term/payment period for financial aid eligibility.

## **Return of Federal (Title IV) Financial Aid (R2T4)**

If a student receives Title IV financial aid funds, a calculation of the 'Return of Title IV Aid' must be performed to determine the allowable earned amount of federal funds applied towards educational costs. Students who withdraw from all classes may owe funds to the College, due to a mandated return of Title IV loan funds by the College to the federal government. The FAO will notify and provide instructions to students who are required to return loan funds to the government.

A student's loan funds that are returned to the Title IV aid program will reduce the amount that a student originally borrowed for the term. Financial aid returned (either by the College and/or the student or parent) must be distributed (up to the net amount disbursed from each type) in the following order:

1. Federal Direct Loan Stafford Unsubsidized
2. Federal Direct Loan Stafford Subsidized
3. Federal Direct PLUS (Parent) Loan
4. Federal PELL Grant

## **Veteran Affairs Educational Benefits**

Pacific College is committed to serving its military community. We appreciate and recognize the service and sacrifices of our nation's active and veteran military personnel and their families.

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

Our goal is to provide eligible student veterans, active duty personnel, dependents, reservists, and National Guard members with G.I. Bill benefits the best possible service during their enrollment at Pacific College. Our faculty and staff are committed to supporting the veteran as he/she engages and develops his/her skills and knowledge at Pacific College. Please contact the Registrar's Office for more information on these programs.

## Notice to Student Veterans

Prior to receiving the College's evaluation for enrollment and eligibility, a student veteran must do the following to initiate the certification process to receive the benefits:

- Go to eBenefits at: <http://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>
- Request a Certificate of Eligibility
- Supply a copy of the DD214 (if the applicant is the Veteran).
- Supply official transcript from all post - secondary institutions including military training
- Set-up an appointment with the Registrar and Financial Aid Advisors

Pacific College will conduct an evaluation of previous education and training on all student veterans and eligible dependents or spouses. The College will grant appropriate credits accordingly. The Department of Veterans and students will be notified upon the College's decision.

## Additional Information

Additional information is available through following:

- Veteran Line: 888-442-4551
- GI Bill Website: [www.gibill.va.gov](http://www.gibill.va.gov)
- VetSuccess Online: [www.vetsuccess.gov](http://www.vetsuccess.gov)

## Refund Policy

### Refund Policy Prior to Matriculation

An applicant who is not accepted for enrollment at Pacific College or who cancels his/her enrollment prior to the first day of classes will receive a full refund of all payments.

### Refund Policy After Matriculation

Students may cancel enrollment without any financial obligation by the end of the seventh (7) business days after classes start. The cancellation must be in writing and submit to the President of the College. Please review the section "Students' Rights to Cancellation" for more information.

### Date of Withdrawal/Date of Determination

The date of withdrawal, for purpose of calculating a refund, is the student's last date of attendance.

The date of determination is the earliest of when:

- A student is officially withdrawn, provides the notice of cancellation, or violates academic policy.
- If the student ceases to attend 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

All tuition and fees paid for enrollment shall be deemed to have been paid for educational instructions, unless the payment is for a specific charge for equipment that is set forth in the agreement of the program. The refund does apply to fees identified "non-refundable", and it will be issued within 45 days of withdrawal.

Students who consider withdrawing from enrollment are encouraged to contact their Academic and Financial Aid advisors for guidance. The meeting will help students understand how withdrawing from

enrollment will affect their financial situation.

## **Notice**

A student may assert against the holder of the promissory note that he/she signed in order to finance the cost of instructions at an institution. All of the claims and defenses that a student could assert against this school are limited up to the amount a student has already paid for as shown on the promissory note.

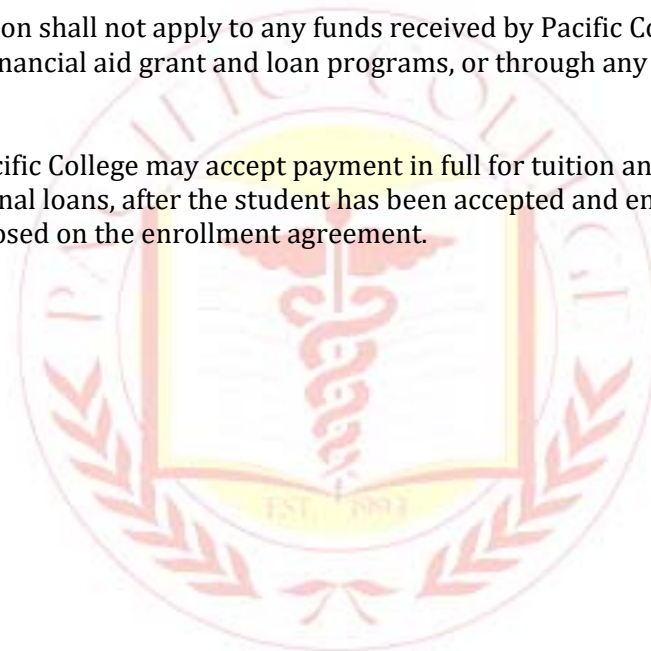
## **Tuition Payments**

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.

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.

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.



# Academic Policies, Procedures, and Regulations

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The next several pages contain general policies and procedures governing the academic programs at Pacific Colleges. The policies and procedures are in alphabetical order by topic. Students should note that, in addition to the policies indicated below, programs and courses may mandate additional requirements. Please review the appropriate program Handbook or course syllabus for further information.

## ***Academic Freedom***

In the spirit of inclusion, Pacific College is committed to providing an environment where differences are embraced to promote full participation and a sense of belonging for all members of this academic community (faculty, students, and staff). This community is entitled to freedom in discussing topics to enhance the student learning process, but they should exercise care to not introduce into their discussions controversial matters which have no relationship to the subject.

Faculty members 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 faculty members 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 suspension, dismissal, termination or permanent exclusion from the campus. Academic Freedom does not exempt members of the community from consequences of communication and behavior that violates the Pacific College Code of Conduct or law.

## ***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.

- 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.
- 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:

- 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.
- 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 Vice President, Instruction. It will then be the responsibility of the review board to determine academic penalties as appropriate.

## ***Academic Honors***

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

<b>Title</b>	<b>CGPA</b>
Cum Laude	3.50 – 3.69
Magna Cum Laude	3.70 – 3.89
Summa Cum Laude	3.90 – 4.00

Graduates from diploma or certificate programs with a cumulative grade point average (CGPA) of 4.0 (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.

## ***Academic Probation***

Diploma, associate, and bachelor’s degree students are placed on academic probation if at any time their cumulative grade-point average in all college work attempted or their cumulative GPA at Pacific College falls below 2.0 (C). Graduate students are placed on academic probation when their cumulative grade-point average or grade-point average on all courses applicable to the degree falls below 3.0.

Diploma, associate, and bachelor’s degree students will be removed from academic probation when their cumulative grade-point average in all college work attempted and their cumulative grade-point average at Pacific College is 2.0 (C) or higher. Graduate students will be removed from academic probation when their overall grade-point average and grade-point average on all courses applicable to the degree are 3.0 (B) or higher.

### **Administrative Academic Probation**

An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive semesters or in any three semesters, unless the withdrawals were directly associated with a chronic or recurring medical condition or its treatment;
2. Repeated failure to progress toward the stated degree objective or other program objective (when such failure appears to be due to circumstances within the control of the student);
3. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (e.g., failure to take placement tests, failure to complete required clinical experiences).

### **Administrative Academic Disqualification**

A student who have been placed on administrative-academic probation may be disqualified from further attendance if:

1. The conditions for removal of administrative-academic probation are not met within the period specified;
2. The student becomes subject to academic probation while on administrative-academic probation;
3. The student becomes subject to administrative-academic probation for the same or similar reason for which they have been placed on administrative-academic probation previously, although not currently in such status.

In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the nursing profession as to render her/him unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the

student to discontinue enrollment as of the date of the notification.

For students who subsequently become eligible for reinstatement (see below), disqualification under the provisions of the preceding paragraphs constitutes a break in "continuous enrollment" within a degree major program; therefore, students disqualified may not elect any regulations in effect prior to disqualification.

### **Reinstatement**

In order to be considered for reinstatement to Pacific College, a disqualified student must demonstrate progress toward the degree. This demonstration can be achieved by successfully completing classes at other regionally accredited academic institutions. All classes considered for reinstatement must be applicable for degree credit and toward the student's General Education or major requirements. Disqualified students may petition for reinstatement by contacting the Registrar's Office.

## ***Academic Responsibility and Professional Ethics***

Pacific College also recognizes that commitment to every freedom carries with it attendant responsibilities. Membership in this academic community requires that faculty, students, and staff demonstrate an unselfish concern for others by expressing competence, professionalism, and good citizenship to serve students, faculty, and the institution. 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.

Members of the academic community are urged to collaborate with internal and external stakeholders to identify and discuss opportunities for improvement during the shared governance process.

### ***Accelerated Study***

Students who have a distinguished academic record and demonstrate a verifiable need, may submit a request for an accelerated study permitting them to enroll in more than seven semester units in the same term. Approval for an accelerated study is granted at the Program Director or Vice President, Instruction's discretion. To be eligible, the student must have:

1. Completed 9 semester units prior to the request;
2. Maintained a grade point average of 3.0;
3. No outstanding grades of "Incomplete";
4. Current account balance or no more than one month payment tuition behind. NOTE: Students that have pending financial aid packets in Financial Aid or a military/company reimbursement plan on file may have this requirement waived.
5. Demonstrated in their written request a compelling need for the acceleration.

Students who believe they meet the requirements stated must submit their written request with supporting documentation (if applicable) or justification of the special circumstances for the acceleration. Student should allow for a processing time of a minimum of six to a maximum of eight weeks prior to the start date of the course. Approval for the acceleration will be given at least one week prior to the start date.

Accelerated study only applies to the baccalaureate degrees. The Vocational Nursing program is not approved to grant accelerated study.

### ***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, applicable fees are refunded except for the enrollment fee and 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.**

## ***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.

## ***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 except the Vocational Nursing program, may miss no more than 20% of the total hours in any given course. (See *VN Handbook* for VN requirements.) Upon missing more than 20%, a student will receive written notification of attendance probation. Additional unexcused absences during such probationary period may result in an attendance "contract" between the student and instructor and may lead to dismissal from the 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.

## ***Auditing Course/Term***

A person who is not a current student but fully intends to enroll in the College and wishes to audit a course/term must first complete an application for enrollment. They must also submit their request to audit a course/term in writing with supporting documentation. The request is then reviewed and approved on a space-available basis by the Program Director or Vice President, Instruction. College alumni will be permitted to audit one course in any program. No academic credit is awarded for any audited class. Audited courses/terms are not eligible for financial aid.

## ***Bar From Attendance***

Students may not attend classes if they have failed to:

- Submit proof of high school graduation;
- Submit official transcripts certifying degree from previous institutions (BSN)
- Meet Admissions Requirements;
- Respond to official notices from the College;
- Bring current their financial account.

Students who are not permitted to attend are typically given advance notice. However, if the student fails to



respond or has a history of not responding to notices, they will be subject to action up to and including withdrawal from school without prior notice. A student withdrawn for this reason will not have access to any college services until they have been reinstated by the College. The College will drop the student from all current and future courses if deemed necessary. Students will not be able to attend or receive a grade for these classes.

### ***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.

### ***Career Services***

Pacific College offers career services 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, the mission of the Career Services Department is to bring potential employers together with appropriately skilled graduates. Career Services assistance is available to all graduates and is provided at no cost.

### ***Catalog Rights***

Students who maintain continuous enrollment are subject to the academic program requirements and policies as stated in the catalog in effect upon their enrollment. Any student who has not attended the college for a period of twelve (12) consecutive months and returns to the college will be subject to the Academic Policies and requirements listed in the current catalog at the time of re-entry.

Students who return to the college after an absence of more than twelve (12) months will need to re-enter as a new student and would therefore be subject to the current catalog at the time.

### ***Change of Personal Data***

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

### ***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, accreditation, or professional changes take place affecting students currently in attendance, the school is required to make appropriate changes.

### ***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 while enrolled as a student. Emphasis is continually placed on regular

attendance, promptness, honesty, and a positive attitude.

Students are provided with and agree to abide by the College Code of Conduct at the time of enrollment.

### ***Computer Lab Regulations***

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

- No food or drink allowed in the Computer Lab
- Students may not install software on College computers.
- Computing resources in the lab are for College-related purposes only
- Use of cell phones in the lab is prohibited
- Loud or disruptive conversation is prohibited
- Computing resources will be used in accordance with the high ethical standards of the College community and local, state, and federal laws.

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

### ***Course Numbering System***

Pacific College courses follow this basic course numbering system:

<b>100 – 299</b>	Undergraduate, lower-division courses
<b>300 – 499</b>	Undergraduate, upper-division courses
<b>500 – 699</b>	Graduate-level courses

### ***Course Repetition***

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.

- Undergraduate students may attempt to improve their GPA by repeating a course.
- Only grades of D or F may be repeated and forgiven (excluded from GPA calculation).
- The course can be repeated no more than two times for a maximum of three attempts.
- Students will be prevented from registering for a course in which a grade of C or higher has been assigned.
- Undergraduate students are limited to 9 semester units of course repetition.

See also "Grade Forgiveness."

### ***Course Withdrawal***

A student can withdraw from a course at any time.

If a student withdraws from a course, they must submit the request in writing to the Registrar's Office before the seventh calendar of the course/term start date. The course will not count towards the cumulative grade point average (CGPA) or the maximum timeframe.

If a student wishes to withdraw from a course after the first seven days and before the sixth week for degree-seeking students or the twelfth week for Diploma students, they may do so as a written request to the Registrar's Office. The student would receive a grade of 'W' for the course/term. The 'W' would not count towards the cumulative grade point average (CGPA) but would count toward the maximum timeframe.

If the student withdraws from the course after the sixth week for degree-seeking students or twelfth week

for Diploma students, or is dismissed due to attendance issues, the student will receive a grade of 'WF' for the course/term. 'WF' is the acronym for "Withdraw Failure" therefore it would count as both a 'withdraw' and a 'failure' and be subject to the College's repetition of courses policy. This means that the student fails the course because they withdrew after the designated withdraw period stated above. A 'WF' grade counts towards the student's cumulative grade point average (CGPA) and as credits attempted but not credits earned. This would in turn affect the student's Satisfactory Academic Progress and their maximum timeframe.

Students withdrawing from a course should discuss the implications of this withdrawal on the student's academic standing, financial aid eligibility and responsibility, and graduation date with the proper department.

### ***Credit Hour Definition***

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:

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.

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.

Semester credit hours are defined as follows:

- For lecture classes, one semester credit is equal to 15 clock hours of instruction.
- For laboratory classes, one semester credit is equal to 30 clock hours of instruction.
- For Clinical/Practicum classes, one semester credit is equal to 45 clock hours. Skills lab class in nursing programs are considered Clinical.

Clock hours are defined as follows:

- A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

### ***Credit, Sources of***

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.

### **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.

## **Collegiate Credit Transfer**

The maximum number of credits acceptable for transfer to a degree program is 74% of the total number of units in the Pacific College degree program. The maximum number of graduate level credits acceptable for transfer is 9 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.

## **Experiential Learning Credit**

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

## ***Degrees/Certificates***

### **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 usually within 4 to 6 weeks of finalization of grades. For Vocational Nursing students, passing of Exit Exam at the end of the program is a requirement for a Diploma.

### ***Degree Programs***

The Associate of Science, Bachelor of Science, and Master of Science degrees will be conferred upon successful completion of all curricula and general education requirements.

## ***Disability Services***

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.

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 Vice President, Instruction or designee. The Vice President, Instruction 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.

## ***Disciplinary Hearing Procedures***

The Disciplinary Hearing committees consist of a minimum of three (3) members. The Vice President, Instruction, 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 Vice President, Instruction may appoint one. The Vice President, Instruction 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 Vice President, Instruction 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 Vice President, Instruction. In order for the Vice President, Instruction 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.

## ***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:

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

Dismissal notice may be sent via the student's school-registered e-mail. Students who are dismissed from the program are not to attend classes at Pacific College. Attendance or tests taken after the date of dismissal are not counted.

## ***Distance Education Policies***

### ***Distance Education Attendance Policy***

Students taking classes in an online 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 Registrar's office will not post grades for students who are not enrolled.

### **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, online students will adhere to the following online code of conduct:

- Access Pacific College courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the College's computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
- Maintain academic integrity by preventing unauthorized use of username and password.
- 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.
- 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 Vice President, Instruction. This report should include description of the action and names of all parties involved including witnesses. Upon receipt of the report, the Vice President, Instruction 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.

## **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 assignment 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 reports were received and responses were returned to each student.

## ***Diversity Statement***

Pacific College is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our faculty and staff invest in their work represents a significant part of not only our culture, but our reputation and college's achievement as well.

The college embraces and encourages the faculty and staff's differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our faculty and staff unique.

Pacific College's diversity initiatives are designed to create a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all faculty and staff.
- Teamwork and participation, permitting the representation of all groups and perspectives.

- Work/life balance through flexible work schedules to accommodate varying needs.

Faculty and staff contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All faculty and staff of Pacific College have a responsibility to treat others with dignity and respect at all times. All faculty and staff are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other college and participative events.

Any faculty or staff member found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Faculty or staff members who believe they have been subjected to any kind of discrimination that conflicts with the college's diversity policy and initiatives should seek assistance from a supervisor or the President.

### ***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 of any drug offense.

### ***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.



## ***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.

## ***Family Educational Rights and Privacy Act of 1974 (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Pacific College (“School”) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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 records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s 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 provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes

disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pacific College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Pacific College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for Pacific College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Pacific College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## ***Grading***

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

<b>Grade</b>	<b>Meaning</b>	<b>Percent</b>	<b>Grade Points</b>
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
P	Pass (Clinical component only)		
IP	In Progress		
TR	Transfer Credit		
W	Withdrawal		
WF	Withdrawal-Fail		
I	Incomplete -All incomplete grades 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.		

## ***Pass/Fail Grading***

Pass/Fail grading is given for clinical rotations only. There are no units earned on Pass/Fail and shall be disregarded in determining a student’s GPA.

## ***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.

## ***Grade Appeals***

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 may 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.

## ***Grade 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.

- Submit a written letter of appeal with supporting documentation that demonstrates one or more of the criteria listed for appeal to the Vice President, Instruction. 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.
- The Vice President, Instruction 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.

## ***Grade Forgiveness***

Grade Forgiveness is the circumstance in which the new grade replaces the former grade with respect to the calculation of GPA. Students may seek Grade Forgiveness through course repetition. When a grade is forgiven due to course repetition, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record, but will be annotated as excluded from the grade point average through grade forgiveness. *This policy is not automatically invoked when a student repeats a course. It is the student's responsibility to seek grade forgiveness by submitting the appropriate form to the Registrar's Office.*

- Grade Forgiveness through course repetition is limited to 9 units and requires the completion of the "Grade Forgiveness through Course Repetition Form" available from the Registrar.
- Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of an associate or bachelor's degree.
- Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
- A Pacific College course may be used to forgive the grade of a course taken at another institution if the two courses are determined to be equivalent by the program director. Courses taken at other institutions cannot be used to forgive the grade of a course taken at Pacific College.
- Graduate (numbered 400, 500, or 600) course work is not eligible for Grade Forgiveness. Graduate students are not eligible for Grade Forgiveness.

## ***Graduation Requirements***

In order for the student 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 2.0 or 70% or better and all other curriculum requirements for their course of study. Students must also meet all applicable clinical, administrative, financial, clerical, classroom, and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical hands-on portion of their training.

### ***Independent Study***

Certain conditions and circumstances may warrant the need for a student to take a course through means of independent study. Not all courses listed in the catalog are eligible for independent study. Graduating early is not a valid reason. Independent study requests must be submitted in writing and be approved by the Program Director or Vice President, Instruction.

To be eligible to apply, all the following conditions must be met:

- The course must be approved for independent study;
- The student's academic record must be evaluated by the Registrar Office;
- The student must have completed 9 semester units in residence with a grade point average of 3.0 or higher;
- No grades of "Incomplete";
- Current account balance or no more than one month payment tuition behind. NOTE: Students that have pending financial aid packets in Financial Aid or a military/company reimbursement plan on file may have this requirement waived.

If a required course is cancelled or not available for a period more than four (4) months, the student may request that the above conditions be waived. The student must submit their request in writing and state this consideration in their request.

Students approved for an independent study course, will be enrolled in the course and notified via email by the Registrar's office of the dates of the course and the instructor being assigned to teach the course. The instructor will then notify the student of the course requirements and work on the independent study can begin. Students who are not approved for an independent study will be notified by the Registrar's office by email.

Students taking an independent study course are required to meet all the course learning outcomes (i.e. all examinations, research papers, case studies, etc.) similar to a regular classroom environment.

If the instructor submits a grade of "Incomplete," the student is given a grade of 'I' on record until the instructor submits the appropriate grade for finalization to the Registrar's Office. If the instructor neglects to submit a final grade within ten (10) days of the end of the class, the 'I' grade becomes an 'F' and would count toward the cumulative grade point average of the student.

Standard tuition rates apply to independent study courses. The Vocational Nursing program is not approved to offer independent study.

### ***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 Program Director, the Vice President, Instruction, 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.

## ***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).

## ***Leave of Absence (LOA)***

In case of serious illness, death in the family, or other emergency or extenuating 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 Vice President, Instruction 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.

## ***Library/Resource Center***

The library maintains a variety of textbooks, reference books, periodical subscriptions, journals, videos, CDs, DVDs, and cassette tapes. Computers with Internet access are available for students to perform research and school functions. Students have free access to all materials as well as borrowing privileges. Library hours are posted and students have access to support through the library page on the college website.

The library also has electronic resources available through [www.ebscohost.com](http://www.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.

### ***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***

Pacific College 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.

### ***National and State Licensing and/or Certification Examinations***

National and state licensing and/or certification examinations are the individual student's responsibility. Although tests and other instruments may be used to determine probability of passing any of these examinations, the school does not guarantee student success.

Students should be aware that test fees are not included in the tuition paid to the college. The college makes every attempt to provide accurate information regarding application procedures and test fees.

### ***Notice of Student Rights***

The student may cancel their 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:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll-free Phone: (888) 370-7589  
Fax: (916) 263-1897

## ***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:

- 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.
- 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.
- Talk with the Vice President, Instruction 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 Vice President, Instruction. The Vice President, Instruction 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](http://www.bppe.ca.gov).



Pacific College takes very seriously complaints and concerns regarding the institution. If you have a complaint concerning Pacific College's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/comments>. WASC is the agency that accredits the Pacific College academic program.

## ***Reinstatement Policy***

Students who have been dismissed for failing to maintain satisfactory academic progress may apply for re-admission 45 days after the notice of dismissal has been issued to give time for the student to correct the issues that may have caused unsatisfactory academic progress. The time also allows the school to process the student's change of status, calculate financial aid refund, and issue check refund, if applicable.

The application for re-admission shall be sent to the Registrar. The application shall be evaluated by a Committee and the student shall be notified of the Committee's determination to approve or deny the request.

If the request is approved, the student has to complete the following:

- financial aid exit interview (if applicable)
- Program Director interview
- payment of outstanding balance
- background check (if file copy is more than six months from the date of application for re-admission)
- health screening (if applicable)
- additional requirements (if applicable)

The student will be admitted at the beginning of the next available course. If the course is no longer available or has been changed due to curriculum revision, the Program Director shall determine which course is appropriate for the student to start. If application for re-admission is more than one year from the date of dismissal, the program director shall determine which course is appropriate for the student to start. The student may be required to take applicable assessment examinations at the student's expense and/or audit the class.

Once reinstated, the student must achieve the minimum grade required for the course to be considered making satisfactory academic progress. The student who fails to meet satisfactory academic progress may be denied another reinstatement.

## ***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.

## ***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 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 find or assist a student in finding housing.

### ***Student Identification Badges***

Each nursing student is provided an identification badge which must be worn at all times (above the waist) while the student is attending classes at Pacific College or the clinical site (unless otherwise instructed).

### ***Study Time, Required***

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.

### ***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 President.

### ***Transcripts***

The College will provide one official 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.

### ***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 Vice President, Instruction. Additional fees for tutoring may be charged accordingly.

## ***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.

A student's financial aid eligibility may be affected by the student withdrawing from class. Students are urged to discuss the possibility of withdrawing with a financial aid representative prior to submitting a request to withdraw.



# Admissions

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## ***Admissions Requirements***

The admissions requirements listed below have been established for all applicants at Pacific College:

### **Applicants**

- Must be a high school graduate from a high school that meets the requirements of the U.S. or state Department of Education; proof must be submitted (i.e. High School diploma or transcripts), or
- Possess a General Education Diploma (GED), or
- Students who possess a foreign high school diploma must have coursework translated by a professional association to determine eligibility. Translated coursework must be equivalent to a United States high school diploma to be accepted
- All applicants **MUST** take an entrance exam (TABE). Entrance exam will include an English and Mathematics section. Students can transfer completed English and Math courses to be evaluated by the Registrar to qualify for a waived entrance exam (Math and/or English)

### **Admissions Steps**

- Participate in an interview with an Admissions Advisor
- Successfully complete and pass entrance exam and/or waive entrance exam (see requirements above)
- Meet with a Financial Aid Advisor
- Submit application and required registration fees

### ***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, DANES, and/or Excelsior College exams.
- High school transcripts (required if the student has less than 60 units of transferable coursework from previous 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 admissions documentation by the end of the first course, the students' studies will be interrupted until all documents are received by the College. This interruption can affect financial aid eligibility.

*Vocational Nursing students must refer to the Vocational Nursing Student Handbook for more information.*

### ***Ability to Benefit Students***

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

## ***Background Check Policy***

Applicants to programs that lead to licensure must complete a background check prior to enrolling in classes.

Nursing students must have a clear criminal background check in order to participate in clinical placement(s). Participation at clinical facilities may be denied dependent on the type and severity of the offenses appearing in the background report. Should infractions appear in the criminal background check, the student will be responsible for providing documentation corrective action. A positive criminal history does not necessarily negate enrollment at Pacific College, as each situation will be reviewed and evaluated on a case-by-case basis.

If the student is found to be ineligible for participation in clinical activities, he/she will be required to withdraw from the program, and will be financially responsible for all charges incurred as stated in the withdrawal policy.

It is the student's responsibility to notify the Director of Nursing of any infractions occurring during the program.

### **Additional Live Scan Fingerprinting Requirements**

The student may be asked to complete additional Live Scan Fingerprinting as part of clinical facility affiliation requirement. Clear background check does not supersede this requirement. A student whose fingerprinting result is not clear will not be eligible to participate in the clinical rotation.

The student/graduate may also be required to complete additional Live Scan Fingerprinting as part of state certification/licensure exam requirement. Fingerprinting result that is not clear may cause ineligibility to obtain State certification/licensure.

It is the student's responsibility to clear his/her records in order to participate in clinical facility affiliations or obtain State certification/licensure.

### **Notice of Misdemeanor and Felony Convictions**

The college does not believe that students should make an investment of time and money before knowing if they are able to secure employment in their chosen field based on convictions. Applicants with misdemeanor or felony convictions should meet with the Program Director to determine their eligibility for employment in the field. Prospective students are required to disclose any information related to convictions to the admissions representative.

## Academic Programs

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### ***Diploma Program***

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*

### ***Master of Science Degree Programs***

The program available for the Master of Science degree is:  
*Master of Science in Nursing, Family Nurse Practitioner*

Requirements for the several programs follow.

# Diploma in Vocational Nursing

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## ***Program Description***

This program contains anatomy and physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, client education, pharmacology, medical-surgical nursing, communicable diseases, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership, supervision, ethics and unethical conduct, critical thinking, culturally congruent care, and end-of-life care concepts (*VN Practice Act art. 5, sec. 2533*). It is composed of five levels, namely:

Level I – where the novice student nurse is introduced to entry-level competencies that promote safety and effective care environment.

Level II – where the beginner student nurse is trained to master entry-level competencies while being presented care concepts that promote psychosocial integrity.

Level III – where the competent student nurse skillfully masters competencies that support physiological integrity.

Level IV – where the proficient student nurse integrates mastered care concepts that foster physiological and psychosocial integrity.

Level V – where the expert student nurse critiques, develops, and implements client-centered care plans that respond to the health promotion and maintenance needs of clients with complex conditions.

This program will provide students with theory and clinical learning experiences to meet the educational requirements to apply for a California Vocational Nursing license.

## ***Program Outcome***

The program outcome of Pacific College Vocational Nursing program reflects the mission, philosophy, and conceptual framework of program. The VN graduate of Pacific College must be equipped with knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems where they work.

To achieve this program outcome, the VN graduate must meet the program's terminal objectives. The foundation of these terminal objectives are the quality and safety competencies outlined by the Quality and Safety Education for Nurses (QSEN) project. These competencies target the development of knowledge, skills and attitudes necessary for future nurses to continuously improve the quality and safety of the healthcare systems where they work. The competencies are:

1. Client-Centered Care
2. Safety
3. Evidence-Based Practice
4. Quality Improvement
5. Teamwork and Collaboration
6. Informatics

The client needs categories of the NCLEX-PN Test Plan have also guided the development of these terminal objectives. These categories are:

1. Safe and Effective Care Environment
2. Health Promotion and Maintenance
3. Psychosocial Integrity
4. Physiological integrity

Finally, these terminal objectives are also influenced by the core values of the Accrediting Commission of Career Schools and Colleges (ACCSC):

1. Integrity
2. Accountability
3. Community

... the core principles of the Commission on Collegiate Nursing Education (CCNE)

1. Respecting and including diversity of opinion, experience, and culture
2. Open and responsive communication
3. Quality, efficiency and accountability in the implementation and evaluation of activities
4. Positioning through integrity

... and the competencies of Western Association of Schools and Colleges (WASC)

1. Written Communication
2. Oral Communication
3. Critical Thinking
4. Information Literacy

### ***Terminal Objectives***

<b>At the end of the program, the VN graduate will:</b>	<b>Standards</b>
TO#1: Practice nursing that recognizes the client as a unique, holistic being and partner in the promotion of optimum health, prevention of illness, treatment of diseases, and rehabilitation of disabilities.	QSEN Competency: #1 NCLEX Client Category: #2, #3, #4 ACCSC Core Value: #1, #3 CCNE Core Principles: #1, #2, #3 WASC Competencies: #1, #2, #3, #4
TO#2: Modify nursing practices that ensure client safety and effective care environment.	QSEN Competency: #2 NCLEX Client Category: #1 ACCSC Core Value: #1, #2 CCNE Core Principles: #3 WASC Competencies: #3
TO#3: Integrate best current evidence with clinical expertise and client preferences and values for the promotion of health and maintenance of the physiological and psychosocial integrity.	QSEN Competency: #3 NCLEX Client Category: #2, #3, #4 ACCSC Core Value: #1, #2 CCNE Core Principles: #3, #4 WASC Competencies: #1, #2, #3, #4
TO#4: Display characteristics reflecting commitment to continuous quality improvement in client safety, effective care environment, promotion of health and maintenance of the physiological and psychosocial integrity.	QSEN Competency: #4 NCLEX Client Category: #1, #2, #3, #4 ACCSC Core Value: #1, #2 CCNE Core Principles: #3, #4 WASC Competencies: #1, #2, #3, #4
TO#5: Modify personal behavior that promotes teamwork and collaboration to meet professional and ethical standards.	QSEN Competency: #5 NCLEX Client Category: #1 ACCSC Core Value: #1, #3 CCNE Core Principles: #1, #2, #3, #4 WASC Competencies: #1, #2
TO#6: Display competence in the use of information and technology to communicate, manage knowledge, mitigate error, and support	QSEN Competency: #6 NCLEX Client Category: #1, #2, #3,



decision making.

#4

ACCSC Core Value: #1, #2

CCNE Core Principles: #3, #4

WASC Competencies: #4

## ***Admissions Requirements***

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

- Students must be a high school graduate, or possess a General Education Diploma (GED), or possess a High School Proficiency Certificate approved by accreditation.
- All applicants must successfully pass a nationally recognized basic skills test or have equivalency determined by the Registrar's Office.
- Complete all application forms including background check.
- An interview with the Program Director may also be required to determine eligibility.

## ***Health Requirements***

The VN student must have the physical and psychosocial capacity to perform the duties and responsibilities of a student vocational nurse throughout the program. *Refer to Vocational Nursing Student Handbook for more information.*

## **Physical Wellness**

Physical wellness is necessary in the performance of nursing functions. To protect the student's well being and provide for the safety of each client placed in his/her care, the following are basic physical abilities required of the student for success in the VN Program:

- Standing or Walking – Much of the workday is spent on carpet, tile linoleum, or cement. Approximate walking distance per shift: 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting client response, and managing/coordinating client care.
- Lifting – While the use of mechanical lifts is recommended, some of the work day is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). The supplies include trays (5 to 10 pounds) and equipment such as: Continuous Passive Motion machines, Pulse Oximeters and Patient Controlled Analgesia pumps (5 to 35 pounds). The nurse must also assist with positioning client in bed or moving patients on and off beds, gurneys and exam tables (average patient weight is 150 - 200 pounds).
- Carrying – Some of the workday is spend carrying charts, trays and supplies.
- Sitting – Part of the work day is spent sitting while operating computers, answering telephones, writing reports, reviewing charts and communicating with clients as well as other health care personnel.
- Pushing or Pulling – A large part of the workday is spend pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, intravenous pumps and emergency carts.
- Balancing and Climbing – Part of the workday is spent climbing stairs. The nurse must always balance self and use good body mechanics while providing physical support for clients.
- Stooping or Kneeling – Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to clients and using lower shelves of carts.
- Bending – Bending at the waist is frequently necessary during the workday while monitoring clients, gathering supplies, assisting with client positioning, providing intravenous fluids, adjusting client beds, and assisting with bathing.
- Crouching or Crawling – A minimal part of a workday is spent retrieving items on the floor and adjusting equipment.

- Reaching or Stretching – Reaching/stretching is frequently necessary during the workday for hanging and removing intravenous bottles/bags, gathering supplies, connecting equipment, assisting with patient care and performing transfers and positioning.
- Twisting or Turning – Some of the workday is spent twisting at the waist and turning the neck while gathering supplies, operating equipment, checking intravenous lines, bathing patients and assisting patients to walk.
- Finger dexterity – Fine and gross finger dexterity is required.
- General extremity motion (upper and lower extremities) – It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers, and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex, and extend his/her neck.
- Feeling – The nurse must be sensitive to heat and cold when assessing clients. The nurse must be capable of feeling heat, cold, pain and pressure to the self to protect himself/herself from personal injury.
- Communicating – A majority of the workday requires an average ability to speak and write in English with a minimum of speech impediments and an ability to communicate with a wide variety of people while being easily understood. The ability to understand and follow oral, telephone, and written instructions in English is also a requirement.
- Hearing or Listening – A majority of the workday requires an average ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with clients, visitors, and other members of the health care team; but also involves the physical assessment of cardiovascular, pulmonary, and gastrointestinal sounds and the analysis of client monitor alarms.
- Seeing – Acute visual skills are necessary to inspect client's conditions such as skin color, appearance wounds, drainage, infusion sites, etc. Vision is often the first sense to detect a change in client status or appropriateness of client's physical appearance in comparison with what is normally expected (congruence of behavior and appearance, etc.). The nurse also requires good eyesight to read and interpret charts, reports, and monitor equipment.
- Smelling – The ability to detect unusual and/or abnormal odors associated with wounds, body fluids, body odor, drainage, exudates, and excretions is pivotal to the physical assessment of the client.

## **Psychological Wellness**

Psychological wellness is required in order to perform nursing tasks and meet program outcomes. A psychologically well student is one who can:

- perform activities of daily living
- perform tasks expected of a VN student
- accept criticisms positively
- maintain calmness during stressful situations
- maintain demeanor when expressing conflicting ideas
- maintain open-mindedness to the ideas of others
- display empathy (not apathy nor sympathy) when caring for clients
- use therapeutic communication techniques at all times

## **Class Size**

The class size for Vocational Nursing program is approved by Board of Vocational Nursing and Psychiatric Technicians. Although actual class size may vary, the maximum number of students per class is 45. The maximum number of students per clinical group is 15. However, certain clinical facilities may require fewer than 15 students per rotation.

## ***Program Length***

The Vocational Nursing diploma program has a length of 1668 hours (65 semester units). It is delivered at approximately 24 hours/week for 70 weeks.

## ***Vocational Nursing Course Requirements***

<b>Course</b>	<b>Title</b>	<b>Clock Hours</b>	<b>Sem Units</b>
VN 110	Fundamentals	154	10
VN 110-C	Fundamentals Clinical	206	4.5
VN 120	Medical/Surgical 1 & Introduction to Pediatrics	136	9
VN 120-C	Medical/Surgical 1 & Introduction to Pediatrics Clinical	192	4
VN 130	Medical/Surgical 2 & Pediatric Nursing	120	8
VN 130-C	Medical/Surgical 2 Pediatric Nursing Clinical	232	5
VN 140	Medical/Surgical 3 & Maternity	108	7
VN 140-C	Medical/Surgical 3 & Maternity Clinical	216	5
VN 150	Medical/Surgical 4 & Leadership	128	8.5
VN 150-C	Medical/Surgical 4 & Leadership Clinical	176	4
<b>Total Program Hours and Units</b>		<b>1668</b>	<b>65</b>

## ***Equipment***

Throughout the training program students will use various types of equipment in the skills lab and in the clinical setting. Examples of such equipment are but not limited to anatomical torso and organ models, basins, bedpans, computers, crutches, glucometers, hospital beds, anatomical mannequins, restraints, skeleton models, sphygmomanometers, stethoscopes, thermometers, wheelchairs, and walkers. Students will be taught on the proper use of this equipment. Once taught, student's proficiency in the use of this equipment is required.

## ***Class/Clinical Scheduling***

Students are given schedule at the beginning of a term. The schedule is a working document. It is subject to change depending on the feasibility of learning, availability of resources, availability of clinical facilities, and other reasons.

Theory classes are held at Pacific College campuses. Classroom assignments may be changed any time. Theory instructors may require students to follow a seat plan which may be changed any time.

Clinical rotations may be scheduled for 8 or 12 hours per day and cannot be modified without approval from the Program Director. Clinical facility assignments are determined by the VN faculty and, ultimately, by the VN Program Director. Clinical rotations may be held in the morning, afternoon, or at night. Facility orientation may be required on a date other than the regular schedule. Students may be given a choice for a clinical facility assignment. The student may request for a change of clinical facility assignment.

The college employs clinical placement coordinators who endeavor to maintain scheduling with minimal deviations and send notices to students for anticipated changes. Last minute changes and cancellations may be possible. The hours missed during cancellations will have to be made up at another date. Students may be removed at a clinical facility at any time and sent to the skills lab to continue the clinical schedule. Students may be refused by a clinical facility because of behavioral or competency issues.

## ***Travel Requirements***

Students are required to travel to clinical facilities to complete the required clinical hours. Clinical facility locations vary and may be beyond 50-mile radius from the campus where the student is taking theory classes. Students based on satellite campuses are required to travel to Costa Mesa Main Campus to complete academic requirements. Students are responsible in finding means for transport and cannot use lack of means for transport as excuse to completely or partially miss a class or clinical rotation.

## ***Completion 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, pass 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 Student Handbook for more information.*

## ***State Licensure Requirements***

Graduates of Vocational Nursing program must meet the licensure requirements of the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) in order to practice. First time licensure for Vocational Nursing graduates requires passing of the National Council Licensure Exam (NCLEX). Details of Vocational Nursing licensure requirements in California are available at: <http://www.bvnpt.gov>.

Graduates may also practice at another State but must meet licensing requirements in that State prior to practice. Details of licensing requirements are available at the State's governing nursing board's website.

For information on the latest National Council Licensure Exam Test Plan please refer to: <http://www.ncsbn.org>.

## ***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.

## ***Vocational Nursing Student Handbook***

Students of Vocational Nursing diploma program are given VN Student Handbook. Stipulations in the VN Student Handbook supersede the stipulations of this catalog.

# Associate of Science in Vocational Nursing

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## ***Program Description***

This program contains anatomy and physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, client education, pharmacology, medical-surgical nursing, communicable diseases, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership, supervision, ethics and unethical conduct, critical thinking, culturally congruent care, and end-of-life care concepts (*VN Practice Act art. 5, sec. 2533*). It is composed of five levels, namely:

Level I – where the novice student nurse is introduced to entry-level competencies that promote safety and effective care environment.

Level II – where the beginner student nurse is trained to master entry-level competencies while being presented care concepts that promote psychosocial integrity.

Level III – where the competent student nurse skillfully masters competencies that support physiological integrity.

Level IV – where the proficient student nurse integrates mastered care concepts that foster physiological and psychosocial integrity.

Level V – where the expert student nurse critiques, develops, and implements client-centered care plans that respond to the health promotion and maintenance needs of clients with complex conditions.

This program will provide students with theory and clinical learning experiences to meet the educational requirements to apply for a California Vocational Nursing license.

Additionally and upon satisfactory completion of all Vocational Nursing courses and the specified general education requirements at Pacific College, the student will have earned an Associate of Science Degree in Vocational Nursing.

## ***Program Outcome***

The program outcome of Pacific College Vocational Nursing program reflects the mission, philosophy, and conceptual framework of program. The VN graduate of Pacific College must be equipped with knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems where they work.

To achieve this program outcome, the VN graduate must meet the program's terminal objectives. The foundation of these terminal objectives are the quality and safety competencies outlined by the Quality and Safety Education for Nurses (QSEN) project. These competencies target the development of knowledge, skills and attitudes necessary for future nurses to continuously improve the quality and safety of the healthcare systems where they work. The competencies are:

1. Client-Centered Care
2. Safety
3. Evidence-Based Practice
4. Quality Improvement
5. Teamwork and Collaboration
6. Informatics

The client needs categories of the NCLEX-PN Test Plan have also guided the development of these terminal objectives. These categories are:

1. Safe and Effective Care Environment
2. Health Promotion and Maintenance

3. Psychosocial Integrity

4. Physiological integrity

Finally, these terminal objectives are also influenced by the core values of the Accrediting Commission of Career Schools and Colleges (ACCSC):

1. Integrity

2. Accountability

3. Community

... the core principles of the Commission on Collegiate Nursing Education (CCNE)

1. Respecting and including diversity of opinion, experience, and culture

2. Open and responsive communication

3. Quality, efficiency and accountability in the implementation and evaluation of activities

4. Positioning through integrity

... and the competencies of Western Association of Schools and Colleges (WASC)

1. Written Communication

2. Oral Communication

3. Critical Thinking

4. Information Literacy

### ***Terminal Objectives***

<b>At the end of the program, the VN graduate will:</b>	<b>Standards</b>
TO#1: Practice nursing that recognizes the client as a unique, holistic being and partner in the promotion of optimum health, prevention of illness, treatment of diseases, and rehabilitation of disabilities.	QSEN Competency: #1 NCLEX Client Category: #2, #3, #4 ACCSC Core Value: #1, #3 CCNE Core Principles: #1, #2, #3 WASC Competencies: #1, #2, #3, #4
TO#2: Modify nursing practices that ensure client safety and effective care environment.	QSEN Competency: #2 NCLEX Client Category: #1 ACCSC Core Value: #1, #2 CCNE Core Principles: #3 WASC Competencies: #3
TO#3: Integrate best current evidence with clinical expertise and client preferences and values for the promotion of health and maintenance of the physiological and psychosocial integrity.	QSEN Competency: #3 NCLEX Client Category: #2, #3, #4 ACCSC Core Value: #1, #2 CCNE Core Principles: #3, #4 WASC Competencies: #1, #2, #3, #4
TO#4: Display characteristics reflecting commitment to continuous quality improvement in client safety, effective care environment, promotion of health and maintenance of the physiological and psychosocial integrity.	QSEN Competency: #4 NCLEX Client Category: #1, #2, #3, #4 ACCSC Core Value: #1, #2 CCNE Core Principles: #3, #4 WASC Competencies: #1, #2, #3, #4
TO#5: Modify personal behavior that promotes teamwork and collaboration to meet professional and ethical standards.	QSEN Competency: #5 NCLEX Client Category: #1 ACCSC Core Value: #1, #3 CCNE Core Principles: #1, #2, #3, #4 WASC Competencies: #1, #2
TO#6: Display competence in the use of information and technology to communicate, manage knowledge, mitigate error, and support decision making.	QSEN Competency: #6 NCLEX Client Category: #1, #2, #3, #4 ACCSC Core Value: #1, #2 CCNE Core Principles: #3, #4 WASC Competencies: #4

## ***Admissions Requirements***

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

- Students must be a high school graduate, or possess a General Education Diploma (GED), or possess a High School Proficiency Certificate approved by accreditation.
- All applicants must successfully pass a nationally recognized basic skills test or have equivalency determined by the Registrar's Office.
- Complete all application forms including background check.
- All applicants must successfully pass an interview with the Director of Nursing.
- An interview with the Program Director may also be required to determine eligibility.

*Refer to Vocational Nursing Student Handbook for more information.*

## ***Health Requirements***

The VN student must have the physical and psychosocial capacity to perform the duties and responsibilities of a student vocational nurse throughout the program. *Refer to Vocational Nursing Student Handbook for more information.*

## **Physical Wellness**

Physical wellness is necessary in the performance of nursing functions. To protect the student's well being and provide for the safety of each client placed in his/her care, the following are basic physical abilities required of the student for success in the VN Program:

- Standing or Walking – Much of the workday is spent on carpet, tile linoleum, or cement. Approximate walking distance per shift: 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting client response, and managing/coordinating client care.
- Lifting – While the use of mechanical lifts is recommended, some of the work day is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). The supplies include trays (5 to 10 pounds) and equipment such as: Continuous Passive Motion machines, Pulse Oximeters and Patient Controlled Analgesia pumps (5 to 35 pounds). The nurse must also assist with positioning client in bed or moving patients on and off beds, gurneys and exam tables (average patient weight is 150 - 200 pounds).
- Carrying – Some of the workday is spend carrying charts, trays and supplies.
- Sitting – Part of the work day is spent sitting while operating computers, answering telephones, writing reports, reviewing charts and communicating with clients as well as other health care personnel.
- Pushing or Pulling – A large part of the workday is spend pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, intravenous pumps and emergency carts.
- Balancing and Climbing – Part of the workday is spent climbing stairs. The nurse must always balance self and use good body mechanics while providing physical support for clients.
- Stooping or Kneeling – Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to clients and using lower shelves of carts.
- Bending – Bending at the waist is frequently necessary during the workday while monitoring clients, gathering supplies, assisting with client positioning, providing intravenous fluids, adjusting client beds, and assisting with bathing.
- Crouching or Crawling – A minimal part of a workday is spent retrieving items on the floor and adjusting equipment.
- Reaching or Stretching – Reaching/stretching is frequently necessary during the workday for hanging and removing intravenous bottles/bags, gathering supplies, connecting equipment,

assisting with patient care and performing transfers and positioning.

- Twisting or Turning – Some of the workday is spent twisting at the waist and turning the neck while gathering supplies, operating equipment, checking intravenous lines, bathing patients and assisting patients to walk.
- Finger dexterity – Fine and gross finger dexterity is required.
- General extremity motion (upper and lower extremities) – It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers, and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex, and extend his/her neck.
- Feeling – The nurse must be sensitive to heat and cold when assessing clients. The nurse must be capable of feeling heat, cold, pain and pressure to the self to protect himself/herself from personal injury.
- Communicating – A majority of the workday requires an average ability to speak and write in English with a minimum of speech impediments and an ability to communicate with a wide variety of people while being easily understood. The ability to understand and follow oral, telephone, and written instructions in English is also a requirement.
- Hearing or Listening – A majority of the workday requires an average ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with clients, visitors, and other members of the health care team; but also involves the physical assessment of cardiovascular, pulmonary, and gastrointestinal sounds and the analysis of client monitor alarms.
- Seeing – Acute visual skills are necessary to inspect client's conditions such as skin color, appearance wounds, drainage, infusion sites, etc. Vision is often the first sense to detect a change in client status or appropriateness of client's physical appearance in comparison with what is normally expected (congruence of behavior and appearance, etc.). The nurse also requires good eyesight to read and interpret charts, reports, and monitor equipment.
- Smelling – The ability to detect unusual and/or abnormal odors associated with wounds, body fluids, body odor, drainage, exudates, and excretions is pivotal to the physical assessment of the client.

## Psychological Wellness

Psychological wellness is required in order to perform nursing tasks and meet program outcomes. A psychologically well student is one who can:

- perform activities of daily living
- perform tasks expected of a VN student
- accept criticisms positively
- maintain calmness during stressful situations
- maintain demeanor when expressing conflicting ideas
- maintain open-mindedness to the ideas of others
- display empathy (not apathy nor sympathy) when caring for clients
- use therapeutic communication techniques at all times

## Class Size

The class size for Vocational Nursing program is approved by Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Although actual class size may vary, the maximum number of students per class is 45. The maximum number of students per clinical group is 15; however, certain clinical facilities may specify a fewer number of students per rotation.



## ***Program Length***

The program requires completion of Vocational Nursing courses which has 1668 hours (65 semester units) and five general education classes which have 225 hours (15 semester units).

## ***Vocational Nursing Course Requirements***

<b>Course</b>	<b>Title</b>	<b>Clock Hours</b>	<b>Sem Units</b>
VN 110	Fundamentals	154	10
VN 110-C	Fundamentals Clinical	206	4.5
VN 120	Medical/Surgical 1 & Introduction to Pediatrics	136	9
VN 120-C	Medical/Surgical 1 & Introduction to Pediatrics Clinical	192	4
VN 130	Medical/Surgical 2 & Pediatric Nursing	120	8
VN 130-C	Medical/Surgical 2 Pediatric Nursing Clinical	232	5
VN 140	Medical/Surgical 3 & Maternity	108	7
VN 140-C	Medical/Surgical 3 & Maternity Clinical	216	5
VN 150	Medical/Surgical 4 & Leadership	128	8.5
VN 150-C	Medical/Surgical 4 & Leadership Clinical	176	4
<b>Total VN Hours and Units</b>		<b>1668</b>	<b>65</b>

## ***General Education Course Requirements***

<b>Course</b>	<b>Title</b>	<b>Clock Hours</b>	<b>Sem Units</b>
COM 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
<b>Total GE Hours and Units</b>		<b>225</b>	<b>15</b>
<b>Total Program Hours and Units</b>		<b>1893</b>	<b>80</b>

## ***Equipment***

Throughout the training program students will use various types of equipment in the skills lab and in the clinical setting. Examples of such equipment include but are not limited to anatomical torso and organ models, basins, bedpans, computers, crutches, glucometers, hospital beds, anatomical mannequins, restraints, skeleton models, sphygmomanometers, stethoscopes, thermometers, wheelchairs, and walkers. Students will be taught on the proper use of this equipment. Once taught, student's proficiency in the use of this equipment is required.

## ***Class/Clinical Schedule***

Students are given schedule at the beginning of a term. The schedule is a working document. It is subject to change depending on the feasibility of learning, availability of resources, availability of clinical facilities, and other reasons.

Theory classes are held at Pacific College campuses. Classroom assignments may be changed any time. Theory instructors may require students to follow a seat plan which may be changed any time.

Clinical rotations may be scheduled for 8 or 12 hours per day and cannot be modified without approval from the Program Director. Clinical facility assignments are determined by the VN faculty and, ultimately, by the VN Program Director. Clinical rotations may be held in the morning, afternoon, or at night. Facility orientation may be required on a date other than the regular schedule. Students may be given a choice for a clinical facility assignment. The student may request for a change of clinical facility assignment.

The college employs clinical placement coordinators who endeavor to maintain scheduling with minimal deviations and send notices to students for anticipated changes. Last minute changes and cancellations may be possible. The hours missed during cancellations will have to be made up at another date. Students may be removed at a clinical facility at any time and sent to the skills lab to continue the clinical schedule. Students may be refused by a clinical facility because of behavioral or competency issues.

### ***Travel Requirements***

Students are required to travel to clinical facilities to complete the required clinical hours. Clinical facility locations vary and may be beyond 50-mile radius from the campus where the student is taking theory classes. Students based on satellite campuses are required to travel to the Costa Mesa Main Campus to complete academic requirements. Students are responsible for finding means of transport and cannot use lack of means for transport as excuse to completely or partially miss a class or clinical rotation.

### ***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 meet all general education requirements with a grade of 'C' or higher. Students must also complete all Vocational Nursing courses with a minimum grade of 75%, as well as pass 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 Student Handbook for more information.*

### ***State Licensure Requirements***

Graduates of the Vocational Nursing diploma program must meet the licensure requirements of the California Board of Vocational Nursing and Psychiatric Technicians in order to practice. First time licensure for Vocational Nursing graduates requires passing of the National Council Licensure Exam (NCLEX). Details of Vocational Nursing licensure requirements in California are available at: <http://www.bvnpt.gov>.

Graduates may also practice at another State but must meet licensing requirements in that State prior to practice. Details of licensing requirements are available at the State's governing nursing board's website.

For information on the latest National Council Licensure Exam Test Plan please refer to: <http://www.ncsbn.org>.

### ***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.

### ***Vocational Nursing Student Handbook***

Students of Vocational Nursing diploma program are given VN Student Handbook. Stipulations in the VN Student Handbook supersede the stipulations of this catalog.



# Bachelor of Science in Nursing (RN-to-BSN Completion)

## Distance Education

### Program Description

The RN to BSN Completion 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 promoting the utilization of critical reasoning, technical and leadership skills to provide safe, quality patient care in a diverse world.

### Program Outcomes

The Pacific College Nursing Program has adopted the following outcomes that 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, NUR 445 NUR450, NUR455	AACN Essential I, III, IV, VI, VII, VIII 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, NUR 445 NUR455	AACN Essential I, IV, VI, VII, VIII , IX 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, NUR 445 NUR460	AACN Essential II, V, VI, VIII 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, NUR 435, NUR 445	AACN Essential I, III, VI, VII 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, NUR 435, NUR445, NUR460	AACN Essential VII, VIII, IX 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

### ***Admissions Requirements***

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

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

### ***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 few as 17 months.

### ***Program Requirements***

#### **Upper-Division General Education Courses**

<b>Course</b>	<b>Title</b>	<b>Sem Units</b>
GE 301	Technological Impact on Society	3
GE 302	Working Around the World	3
GE 330	Communication for the Workplace	3
<b>General Education Total Units</b>		<b>9</b>

## Upper-Division 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 425	Community Health Nursing	3
NUR 427	Evidence-Based Practice	3
NUR 430	Transformational Leadership	4
NUR 440	Organizational Behavior	4
NUR 445	Nursing Seminar	3
NUR 450	Pharmacology	4
NUR 455	Nursing in the Geriatric Population	3
NUR 495	Nursing Management	3
<b>Nursing Core Total Units</b>		<b>38</b>

## Upper-Division Nursing Elective Courses (2 credits required)

Course	Title	Sem Units
NUR 415	Ethical Decision Making	2
NUR 420	Nursing Research	2
NUR 426	Community Health Nursing Clinical	2
NUR 435	Nursing Education and Promotion	2
<b>Nursing Elective Total Units</b>		<b>2</b>
<b>Total Program Units</b>		<b>49</b>

## Graduation Requirements

To receive a Bachelor of Science in Nursing (BSN), students must complete at least 120 semester units; 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.

A maximum of 71 semester units of lower division credit may be allowed for courses 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.

## 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.

# Bachelor of Science in Healthcare Administration

## Distance Education

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### *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 program incorporates both theory and practical classes in all aspects of the healthcare industry to provide the student with the managerial skills for positions in a range of health care organizations. The program is for individuals who have already earned an associate degree or its equivalent in a healthcare field. Students may transfer credits from prior post-secondary technical education to satisfy the lower-division technical and general education requirements. Students may receive up to 45 semester units of credit for previous college courses in a health care discipline.

### *Program Objectives*

Upon successful completion of this program, graduates 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 in healthcare organizations.
- 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.

### *Admissions 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. An associate degree or equivalent post-secondary education in a health care field.
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.

### *Class Size*

Classes will be limited to 40 maximum. Typical class sizes may vary from 20-35 students.

## Program Length

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

## Program Requirements

### Lower-Division Courses

Course	Title	Sem. Units
	Med. Asst., VN, Respiratory Tech, Dental Asst., etc., transfer	45
COM 100	Human Communications	3
PSY 101	General Psychology	3
MATH 135	College Algebra	4
ENG 100	College Writing	3
SOC 100	Introduction to Sociology	3
<b>Lower Division Courses Total Units Possible</b>		<b>61</b>

### Upper-Division General Education Courses

Course	Title	Sem. Units
GE 300	Computer Information Systems	3
GE 301	Technological Impact on Society	3
GE 302	Working Around the World	3
GE 330	Communication for the Workplace	3
<b>Upper-Division General Education Courses Total</b>		<b>12</b>

### Upper-Division Core Courses

Course	Title	Sem. Units
HCA 300	Introduction to Health Policy	3
HCA 301	Crisis Management / Regulatory Compliance	3
HCA 302	Legal and Ethical Practice	3
HCA 305	Patient Care and Education	3
HCA 315	Healthcare Statistics	3
HCA 325	Health Information Technology Management	3
HCA 335	Healthcare Organization and Management	3
HCA 405	Healthcare Economics	3
HCA 410	Healthcare Accounting	3
HCA 415	Managed Care and Health Insurance	3
HCA 420	Cost Management/Profitability	3
HCA 425	Healthcare Marketing	3
HCA 440	Human Resources	3
HCA 450	Current Topics in Public Policy	3
HCA 465	Leadership and Change in Healthcare Administration	3
HCA 499	Capstone in Health Care Administration	5
<b>Upper-Division Core Courses Total Units</b>		<b>50</b>
<b>Total Program Units</b>		<b>123</b>



## ***Graduation Requirements***

To receive a Bachelor of Science degree in Healthcare Administration students must complete at least 123 semester units as follows: 15 to 19 lower-division general education courses, up to 45 semester units of technical transfer courses, 9 semester units of upper-division general education courses, and 51 semester units of Health Care Administration core courses. All students must complete all lower and upper-division general education requirements. In the absence of transfer credit, additional courses may be necessary to satisfy total units for the degree.

## ***Career Opportunities and Responsibilities***

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 and practices and dynamic business realities.



# Master of Science in Nursing

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## Family Nurse Practitioner Program Distance Education

### *Program Description*

The Master of Science in Nursing, Family Nurse Practitioner program is focused on developing the knowledge and skills necessary to deliver nursing care to persons of all ages across primary care settings, including those in rural and under-served areas. FNP graduates are prepared for advanced clinical practice that involves individuals and families throughout the lifespan and across the health continuum. The program is designed for working professionals seeking advanced skills in nursing who have already earned a baccalaureate degree in nursing and have worked as an RN. Coursework is completed online and clinical experiences are completed in your local facilities.

### *Program Objectives*

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

1. Demonstrate awareness of the historical and current aspects of economic, political, legal, and ethical issues related to healthcare in society.
2. Utilize theories from nursing and other disciplines to improve healthcare and nursing outcomes.
3. Design system changes to impact the delivery of health care for nurses in advanced practice.
4. Values personal integrity and growth in self and others as an essential element in effective leadership within professional nursing organizations and the health care system.
5. Utilize an identified process for guidance in making ethical decisions.
6. Consider human diversity when planning and implementing healthcare actions.
7. Contribute as a leader to the restructuring of professional nursing roles as healthcare and education needs emerge in modern society.
8. Builds networks and effectively communicates (electronic, written and oral) with the interdisciplinary health care team, professional colleagues, community leaders, and policy makers.
9. Critically appraises research and synthesizes research and practice evidence.
10. Analyzes the relevance of research outcomes for clinical and health system and integrates them into advanced practice.

### **Family Nurse Practitioner Track**

Graduates of the Family Nurse Practitioner program are prepared for and eligible to take Family Nurse Practitioner advanced practice certification exams offered by American Academy of Nurse Practitioners National Certification (AANPCB) or American Nurses Credentialing Center (ANCC). FNP graduates have the knowledge and experience to manage healthcare needs of individuals and their family across the life span in a changing health care system. Focus is on health promotion and primary care management of the both the acute and stable chronically ill patient in rural and urban communities.

### **The Family Nurse Practitioner (FNP) graduate is prepared to:**

1. Integrate advanced knowledge and experience in delivery of safe, effective, high-quality care to individuals, families, and communities.
2. Demonstrate competence in managing illness and health promotion and prevention in individuals, families, and communities.
3. Monitor and safeguard quality health care delivery options for individuals and families in acute care settings, clinics, and communities.
4. Incorporate an understanding of family systems and dynamics in planning and providing health care

- for a diverse patient populations.
5. Demonstrate leadership and competence in implementing the role of the family nurse practitioner.
  6. Engage in counseling, communication, collaboration and teaching in a manner that reflects caring, advocacy, ethics, diversity, cultural sensitivity, and professional standards.
  7. Conceptualize one's individual role as a family nurse practitioner and one's personal philosophy of care to individuals, families, and communities.
  8. Develop and cultivate inter-professional relationships by communicating and consulting with other health care professionals.

## ***Admissions Requirements***

The admission requirements listed below have been established for students entering the Master of Science in Nursing, Family Nurse Practitioner Program at Pacific College:

The requirements of those who seek admission to Pacific College MSN Program include:

1. A baccalaureate degree from a regionally-accredited college or university.
2. Official undergraduate/graduate transcripts (minimum 3.0 GPA)
3. A statement of professional goals. The Statement is your opportunity to tell faculty what you are planning to do with your career after you finish your master's degree. Your Goal Statement should indicate your understanding of the role of the advanced practice nurse and your impact on the healthcare system and patient population you serve.
4. Resume.
5. Three letters of professional reference. References should be from faculty members, professional colleagues, or work supervisors who can evaluate your potential for success in a graduate program. Recommendations from family, friends, other students or co-workers are NOT appropriate.
6. Active (unrestricted) RN license.
7. Current CPR (BLS) certification
8. A \$50 application fee.
9. Telephone Interview.

Both the writing style (i.e., grammar, punctuation, spelling, word use) and content of your responses will be used in the overall evaluation of your application to the program. After a preliminary review of your application, you will be contacted to schedule the phone interview.

Official transcripts should be mailed to:

Pacific College  
Office of Registrar  
3160 Red Hill Avenue  
Costa Mesa, CA 92626

If your school uses an electronic transcript service have your College/University Registrar send the transcript to [registrar@pacific-college.edu](mailto:registrar@pacific-college.edu).

## ***Class Size***

Classes will be limited to 30 maximum. Typical class sizes may vary from 18-30 students.

## ***Program Length***

The Master of Science in Nursing degree program contains 42 semester units and includes 570 clinical hours. The program is delivered over a period of 96 weeks.

## Program Requirements

Course	Title	Sem. Units
NUR 511	Theoretical Perspectives of Nursing Practice	3
NUR 512	Scholarly Inquiry I	3
NUR 521	Ethics, Leadership, Policy & Finance in the Healthcare System	3
NUR 522	Scholarly Inquiry II	3
NUR 523	Advanced Physical Assessment and Diagnostic Reasoning	3
NUR 524	Advanced Pathophysiology	3
NUR 526	Advanced Pharmacology and Clinical Decision Making	3
NUR 531	Healthcare Quality and Safety	3
NUR 532	Strategy and Analysis of Organizational Process	3
<b>Specialty Courses 15 credit hours and 540 Practicum Hours</b>		
NUR 552	Advanced Health Care and Health Promotion of Women and Children	3
NUR 553	Advanced Health Care and Health Promotion of Adults and Elderly	3
NUR 554	Principles of Advanced Practice Nursing	1
NUR 555	Advanced Health Care and Health Promotion of Vulnerable Populations	3
NUR 556	Families in Rural and Urban Communities	1
NUR 559	Integrated Primary Care Practicum	4
<b>MSN Core Courses Total Units</b>		<b>42</b>

## Graduation Requirements

To receive a Master of Science degree in Nursing, Family Nurse Practitioner, students must complete at least 42 semester units as detailed in the table above. Some of the courses require clinical experiences.

## Career Opportunities and Responsibilities

Family nurse practitioners (FNPs) are advanced practice registered nurses who work autonomously or in collaboration with other healthcare professionals to deliver family-focused care. FNPs offer a wide range of healthcare services that revolve around the family unit; from health promotion and disease prevention to direct care and counseling across the lifespan.

FNPs are qualified to diagnosis and treat complex health conditions of the body and mind. Their advanced training and education also often qualifies FNPs to serve as hospital and clinic administrators and policy makers.

FNPs perform duties that include:

- Developing treatment plans for acute and chronic diseases
- Educating and guiding patients on disease prevention and healthy lifestyle habits
- Understanding the changes in health promotion throughout the aging process
- Conducting exams
- Performing diagnostic tests and screening evaluations
- Managing overall patient care regarding lifestyle and development issues
- Emphasizing preventative care and disease management
- Prescribing medications

FNPs work in doctor's offices, clinics, private homes, schools, hospitals and other institutions. Family nurse practitioners place a strong emphasis on wellness and prevention, but also provide treatment for everything from mild ailments to serious conditions affecting any member of the family.

## Course Descriptions

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### *General Education*

#### **CIS 100 Computer Information Systems** (3 Semester Units)

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.

#### **COM 100 Human Communication** (3 Semester Units)

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.

#### **ENG 100 College Writing** (3 Semester Units)

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** (3 Semester Units)

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** (3 Semester Units)

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

#### **MATH 135 College Algebra** (4 Semester Units)

This course is designed to teach students comprehensive algebraic concepts and methods.

#### **SOC 100 Introduction to Sociology** (3 Semester Units)

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

#### **ACC 200 Financial Accounting** (3 Semester Units)

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** (3 Semester Units)

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.

## **Sciences**

### **BIO 210 Anatomy and Physiology (3 Semester Units)**

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.

### **BIOL 225 General Human Anatomy (3 Semester Units)**

This course presents a systemic approach to the study of the human body. Lecture presentation begins with an introduction of anatomical terminology and an overview of cellular processes and tissue classification. Students then learn the gross and microscopic anatomy of the following systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, and reproductive. The laboratory component of the course generally parallels and reinforces lecture concepts through the use of models, histological slides, skeletal materials and cadaver demonstration. Lectures meet three times weekly. Students also attend a three hour lab each week.

### **BIOL 226 General Human Physiology (3 Semester Units)**

This course is designed to provide students with an understanding of the function and regulation of the human body and physiological integration of the organ systems to maintain homeostasis. Course content will include neural and hormonal homeostatic control mechanisms, as well as study of the musculoskeletal, circulatory, respiratory, digestive, urinary, immune, reproductive, and endocrine organ systems. The basic mechanisms underlying human life processes and important diseases affecting normal human function will be studied. **Prerequisite Class:** Human Anatomy or successful completion of the chemistry pre-test.

### **BIOL 227 Medical Microbiology (3 Semester Units)**

This course presents information regarding the world of microorganisms, to include bacteriology, mycology, virology and the study of protozoa. There is a focus on the structure, biology, and genetics of microbes in relation to human disease and the immune system. Basic aspects of microbiology including sterilization, disinfection, and action of antimicrobial chemotherapeutic agents, concepts of infection and immunity and the study of certain selected infectious agents are covered.

## **Upper Division General Education**

### **GE 300 Computer Information Systems (3 Semester Units)**

This course provides a working knowledge of microcomputers, microcomputer operating systems, and computer applications used in the workplace. The focus of this course is on productivity software applications and professional behavior in computing, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

### **GE 301 Technological Impact on Society (3 Semester Units)**

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 (3 Semester Units)**

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 (3 Semester Units)**

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***

### **Vocational Nursing**

#### **VN 110 Fundamentals (10 Semester Units)**

This course is designed to provide the learner with the fundamental nursing concepts necessary for client-centered care. Areas of study include introduction to Vocational Nursing practice; health care delivery system; introduction to anatomy and physiology; nursing process; hygiene and infection control; safety and emergency response; basic pharmacology and drug calculation; mobility, rest, comfort, and pain management; basic nutrition; and, fluid and electrolyte balance.

#### **VN 110-C Fundamentals Clinical (4.5 Semester Units)**

This course introduces the learner to evidenced-based practices through demonstration and return-demonstration of nursing skills required for a safe and quality client-centered care.

#### **VN 120 Medical/Surgical 1 & Introduction to Pediatrics (9 Semester Units)**

This course provides the learner the opportunity to understand the care of older adult clients as well as clients with mental health needs. Areas of study also include legal and ethical aspects of care, communication, culturally-congruent care, peri-operative care, growth and development with emphasis on Alzheimer's and Parkinson's diseases, and end-of-life care.

#### **VN 120-C Medical/Surgical 1 & Introduction to Pediatrics Clinical (4 Semester Units)**

This is an evidenced-based practice course where learners provide client-centered care to address the medical/surgical needs of older adults and adults with mental disorders.

#### **VN 130 Medical/Surgical 2 & Pediatric Nursing (8 Semester Units)**

This course covers the care of adult clients with medical-surgical needs specifically those with integumentary, musculoskeletal, gastrointestinal, hematologic, and immunologic disorders. It also includes care of clients with cancer. Professional behavior, leadership, supervision, teamwork, and informatics are also incorporated in the course.

#### **VN 130-C Medical/Surgical 2 Pediatric Nursing Clinical (5 Semester Units)**

This is an evidenced-based practice course where learners apply the concepts of teamwork and collaboration in caring for clients with medical/surgical and psychosocial needs.

#### **VN 140 Medical/Surgical 3 & Maternity (7 Semester Units)**

This course is about caring for adults with medical-surgical needs specifically those with respiratory, cardiovascular, urinary, and reproductive disorders. Maternal and newborn nursing concepts are also discussed.

#### **VN 140-C Medical/Surgical 3 & Maternity Clinical (5 Semester Units)**

This is an evidenced-based practice course where learners provide client-centered care to adults with medical-surgical needs. Care of women during pregnancy, labor and delivery, and post-partum period as well as care of newborns are also included.

#### **VN 150 Medical Surgical 4 & Leadership (8.5 Semester Units)**

This course gives the student the opportunity to apply the concepts of nursing process, growth and development, client education, and leadership & supervision in the clients with complex needs across the life span. Endocrine, neurologic, and sensory disorders are also covered.



### **VN 150-C Medical Surgical 4 & Leadership Clinical (4 Semester Units)**

This course is the practical application of care concepts for clients with complex needs across the life span with emphasis on nursing leadership.

## **Bachelor of Science in Nursing**

### **NUR 330 Principles of Nursing (3 Semester Units)**

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 supervisorial 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. This course is writing intensive.

### **NUR 340 Health Assessment, Education and Promotion (4 Semester Units)**

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 (4 Semester Units)**

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 (2 Semester Units, Elective)**

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 (2 Semester Units, Elective)**

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 (3 Semester Units)**

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. This course requires experiential learning.

### **NUR 426 Community Health Nursing Clinical (2 Semester Units, Elective)**

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 (3 Semester Units)**

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 (4 Semester Units)**

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 (2 Semester Units, Elective)**

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 (4 Semester Units)**

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. This course requires experiential learning, and is writing intensive.

**NUR 445 Nursing Seminar (3 Semester Units)**

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 (4 Semester Units)**

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 (3 Semester Units)**

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 495 Nursing Management (3 Semester Units)**

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. This course is writing intensive.

## **Bachelor of Science in Healthcare Administration**

### **HCA 300 Introduction to Health Policy (3 Semester Units)**

An overview of the U.S. health care system, its components, and the policy challenges created by its organization. The focus is on the major health policy institutions and important issues that cut across institutions, including private insurers and the federal/state financing programs (Medicare and Medicaid/SCHIP). Disparities in access to care, the role of pharmaceuticals in health care and the pricing and regulation of the pharmaceutical industry, the quality of care, the challenges of long-term care and the aging of the population, and the drivers of cost growth will be discussed.

### **HCA 301 Crisis Management (3 Semester Units)**

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 (3 Semester Units)**

Introduction 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. The course will also focus on the regulatory and business issues essential to representing healthcare professionals and organizations including laws that specifically regulate the internal structure of healthcare organizations and the relationships between healthcare providers.

### **HCA 305 Patient Care and Education (3 Semester Units)**

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 315 Healthcare Statistics (3 Semester Units)**

*Prerequisite: MATH125 Intermediate Algebra or equivalent*

An overview of epidemiologic concepts of populations and bio-statistical techniques for understanding and using health research. 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 325 Health Information Technology Management (3 Semester Units)**

An introductory course for non-information management students covering the history of healthcare informatics, current issues, basic informatics concepts, and health information management applications. Topics include HIPAA and other legislation, application of electronic health records, and other clinical and administrative applications of health information systems.

### **HCA 335 Healthcare Organization and Management (3 Semester Units)**

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 (3 Semester Units)**

An examination of 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 Financial Accounting for Healthcare (3 Semester Units)**

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

**HCA 415 Managed Care and Health Insurance (3 Semester Units)**

A broad study of health insurance and reimbursement methods used in various healthcare settings, including a focus on managed care 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 420 Cost Management/Profitability (3 Semester Units)**

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 (3 Semester Units)**

An examination of 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 435 Long Term Care/Hospice Management (3 Semester Units)**

An historical, philosophical, and managerial overview of senior housing and care, from congregate living to skilled nursing. 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 are discussed. 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 and hospice) are examined.

**HCA 440 Human Resources (3 Semester Units)**

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. The regulatory and corporate environments, legal and economic factors, and organizational strategy as they impact human resource management are discussed.

**HCA 450 Current Topics in Public Policy (3 Semester Units)**

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. This course is writing intensive.

**HCA 465 Leadership and Change in Healthcare Administration** (3 Semester Units)

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** (4 Semester Units)

*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 modern healthcare organizations and explores how those issues impact the delivery of care. 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. This course is writing intensive.

**Master of Science in Nursing**

**NUR 511 Theoretical Perspectives of Nursing Practice** (3 Semester Units)

The nature of scientific explanation and inquiry as it relates to nursing will be explored. Origins of and strategies for theory development in nursing will be examined in terms of importance in guiding the development of the profession. Nursing theory will be analyzed as a foundation for nursing practice and research.

**NUR 512 Scholarly Inquiry I** (3 Semester Units)

Examines the philosophical and historical basis of the relationship among nursing theory, science, practice and research. Theories, concepts and research methodologies are analyzed using case studies. Students identify and begin a scholarly project.

**NUR 521 Ethics, Leadership, Policy & Finance in the Healthcare System** (3 Semester Units)

Leadership competencies for the master's prepared nurse are explored. Health care policy as a framework is utilized in this course to analyze how health is defined and health care is designed and delivered in the United States. Emphasis is placed on leadership issues related to cost, quality, access, disparities, and finance.

**NUR 522 Scholarly Inquiry II** (3 Semester Units)

Builds on knowledge from NURS 6310 gained in the areas of research methods, critical analysis, and synthesis of literature, quality improvement and evidence-based practice. Students implement and disseminate scholarly projects begun in NUR 512.

**NUR 523 Advanced Physical Assessment and Diagnostic Reasoning** (3 Semester Units) ( 30 practicum hours)

Focuses on assessment of health status of individuals and families throughout the lifespan addressing cultural and developmental variations. Diagnostic reasoning is emphasized as the decision making process which differentiates normal from abnormal health states.

**NUR 524 Advanced Pathophysiology** (3 Semester Units)

Focuses on pathological conditions encountered in clinical practice across the life span individuals and families. Regulatory and compensatory mechanisms as they relate to commonly occurring disease process is emphasized throughout the course.

**NUR 526 Advanced Pharmacology and Clinical Decision Making (3 Semester Units)**

Focuses on the knowledge and application of advanced pharmacotherapeutic principles related to the health needs of individuals and families. Emphasis is on the pharmacotherapeutic modalities applied by advanced practice nurses.

**NUR 531 Healthcare Quality and Safety (3 Semester Units)**

Focuses on the knowledge, skills, and attitudes needed to assure quality patient centered care provided through interdisciplinary collaborative care. Students will focus on strategies that contribute to building a culture of safety assuring accountability and reliability in care processes.

**NUR 532 Strategy and Analysis of Organizational Process (3 Semester Units)**

Presents an intensive examination of the role of organizational leaders in building and leading high performance teams for maximum effectiveness. Focuses on the evolving roles of health system leaders as they advance from front line to higher-level management positions in various healthcare settings.

**NUR 552 Advanced Health Care and Health Promotion of Women and Children (3 Semester Units) (120) practicum hours)**

Exploration and application of evidence-based practice in the care of women and children with illness and health promotion and prevention assessment. Engagement in theory and clinical experiences to establish advanced critical thinking to apply culturally sensitive care to perform examinations and formulate diagnosis and collaborative treatment plans to women and children.

**NUR 553 Advance Health Care and Health Promotion of Adults and Elderly (3 Semester Units) (120 practicum hours)**

Exploration and application of evidence-based practice in the care of middle-aged and elderly adults with illness and health promotion and prevention assessments. Engagement in theory and clinical experiences to establish advanced critical thinking to apply culturally sensitive care to perform examinations and formulate diagnosis and collaborative treatment plans to this population.

**NUR 554 Principles of Advanced Practice Nursing (1 Semester Unit)**

Focus on professional role development and transition into advanced practice nursing with evaluation of core competency attainment, professional portfolio development, and marketing the role of the advanced practice nurse in a primary care setting.

**NUR 555 Advanced Health Care and Health Promotion of Vulnerable Populations (3 Semester Units) (120 practicum hours)**

Examination and application of evidence based practice in the care of vulnerable populations. Focus is in the management of acute and chronic illness and health promotion and prevention assessments. Engagement in theory and clinical experiences to establish advanced critical thinking to apply culturally sensitive care to perform examinations and formulate diagnosis and collaborative treatment plans to this population.

**NUR 556 Families in Rural and Urban Communities (1 Semester Unit)**

Explores and compares theories and concepts related to diverse families across the life span and underserved communities. Individual, family and community health are examined within the context of diversity and change.

**NUR 559 Integrated Primary Care Practicum (4 Semester Units) (180 practicum hours)**

Integrated clinical practicum and scholarly activities designed to develop competence in the family nurse practitioner with a selected population. **(Final practicum).**



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