

2022-2023

# CHANCELLOR INSTITUTE CATALOG VOL IX

2900 W Cypress Creek Rd Ste, #7  
Ft. Lauderdale, FL 33309  
PH# 954-400-0620 FAX # 954-400-0627  
CIE LICENSE NUMBER: 4991  
ABHES ACCREDITATION NUMBER: I-428

## A LETTER FROM THE PRESIDENT OF CHANCELLOR INSTITUTE

The faculty and staff would like to welcome you and thank you for choosing Chancellor Institute as your learning institution to gaining a career in healthcare. Our programs are taught by experienced healthcare practitioners and educators who are passionate about their students learning outcomes. The knowledge and training that you will receive from CI will have a profound impact on your life. Many of us started our post-secondary education journey through career technical education, vocational, and or two-year public/private colleges. We started the foundation of our health profession of becoming a Licensed Practical Nurse, Medical Assistant, Pharmacy Technician, phlebotomist, and many other variations of the health profession. Our careers in medical profoundly changed each one of our lives. This is what makes us a unique team as we started where you are about to journey into, therefore we can relate with our students on many levels.

Further, at CI we are student-focused and proud of our graduates who are working and contributing to the care of the community. We are excited to see your academic success flourish during your time with CI. You will have both the staff and faculty to guide you in receiving the education necessary to transition you from student to working professional.

I offer you outstanding admiration as you pursue your educational goals. Please do not be afraid to contact us, as we are always here to help you on various levels.

Sincerely,

*Dr. Tamecia Scott, EdD, M.Ed., CHFA COI, RMA*  
President, CEO, CFO

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Chancellor Institute reserves the right to change policies, tuition, fees, calendars and curricula as deemed necessary and desirable. The information contained herein is subject to change. When there are changes to the catalog, CI issues a Catalog Addendum. The catalog is not a contract; however, students are required to adhere to all policies as outlined in the catalog as well as any revised policies which may be included in the Catalog Addendum.

- Academic Calendar
- Administrators
- Faculty and Program Leadership
- Holiday Schedule
- Office Hours

## GENERAL INFORMATION

### HISTORY/OWNERSHIP

Chancellor Institute Inc was founded and incorporated in Florida June 2011. Chancellor Institute Inc is a postsecondary career technical school that offers diploma programs through residential, hybrid, and web-based education. By attending on ground courses and utilizing the internet, students have the flexibility to earn a diploma that allows competitive advantage by entering into the workforce immediately. Chancellor Institute is dedicated to providing quality education through various instructional methodologies to accommodate adult learners with successful outcomes.

### LEGAL CONTROL

Chancellor Institute, Inc. is a privately held domestic corporation in the State of Florida. Dr. Tamecia Scott, President, Chief Executive office and Vesly Fortune, Vice President Chancellor Institute, Inc. is managed and controlled by the Chancellor Institute Board of Governors, which is the legal entity responsible for policy and procedures.

### BOARD OF DIRECTORS

Tamecia Scott, Chairperson of the Board of Directors  
Dr. David Eugene, DDS  
Linda Raynor, School Owner  
Marilin Douglas, RN, MSN, Professor, McFadder Technical College

### CORPORATE OFFICE INFORMATION

Chancellor Institute, Inc  
2900 W Cypress Creek Ste, # 7  
Ft. Lauderdale FL 33309  
Main: 954-400-0620 Fax:954-400-0627

### ADMINISTRATIVE OFFICE HOURS

*Times are in Eastern Standard Time (EST)*  
Monday - Thursday: 9:00 am to 7:00 pm  
Friday: 9:00 am – 2:30 pm  
Saturday: CLOSED (by appointment only)  
Sunday: CLOSED

### MISSION PURPOSE AND VALUES

The Mission of Chancellor Institute is to provide distance and blended education to learners of the 21<sup>st</sup> century. Our team focuses on student learning, hands-on training, and gaining a career.

### CORE VALUES

- **Excellence:** Chancellor Institute is committed to innovation and creativity. We strive to produce the highest quality outcomes in all its endeavors.
- **Relentless Drive:** By providing a school which is supportive, safe, and welcoming, Chancellor Institute embraces a culture where students embrace the ideas of perseverance and dedication in obtaining goals and meeting deadlines. At Chancellor Institute, we are focused on the outcomes of our students from the enrollment process until attainment of their diploma or degree.
- **Integrity:** Chancellor Institute recognizes the inherent dignity of each member of the institutional community and treats everyone with respect. Our actions are guided by fairness, honesty, and integrity.

- **Community:** Chancellor Institute contributes to the advancement of society by building partnerships with students, business and industry, government bodies, accrediting agencies, and the communities the institution serves.
- **Respect:** Chancellor Institute values education that is career-oriented, balances theory and practice, develops critical thinking, emphasizes active learning, and fosters responsibility and the desire for the lifelong pursuit of knowledge. Throughout this process, we guide students with knowledge on treating everyone with dignity and respect.
- **Accountability:** Chancellor Institute maintains a focus on being reliable and developing trustworthy career skills, which in return provides opportunities, advancement, and additional success.

## VISION STATEMENT

**Chancellor Institute:** To be a recognized leader in integrative education, where theory meets practice throughout the curriculum, and where multi-disciplinary skills important in a global economy are developed with the result that Chancellor Institute will also be:

- The preferred choice for students who seek specialized career-and life-enhancing education.
- A stimulating, student-centered academic environment that fosters life-long engagement, leadership, citizenship, and continuing intellectual development.
- A school that aligns its practices and resources in support of its core values.

## SCHOOL LICENSURES, ACCREDITATIONS AND APPROVALS

Students have the right to review all documents describing accreditation, approval and licensing. Accreditation and approval documents are on display in the main reception areas of its Ft. Lauderdale location. These documents are also available by request from:

Chancellor Institute is licensed by the Commission for Independent Education (Florida Department of Education). Approved by Florida Board of Nursing and the Florida Board of Pharmacy. Information regarding our Institution may be obtained using the following contact information and phone numbers. Chancellor Institute is Accredited by (ABHES) Accrediting Bureau of Health Education and Schools. Students may request additional information regarding the institution from any of the following agencies.

**Licensed by:**

**The Commission for Independent Education,**

#4991

Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(888) 224-6684  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

**Approved by:**

**Florida Department of Health/Florida Board of Nursing**

4052 Bald Cypress Way, Bin C02  
Tallahassee, Florida 32399-3252  
(850) 617-6460

**Florida Department of Health/Florida Board of Pharmacy**

4052 Bald Cypress Way, Bin C75  
Tallahassee, Florida 32399-3275  
(850) 245-4339

**Accreditation**  
**Institutionally “Accredited by ABHES”**

6116 Executive Blvd Ste 730  
North Bethesda, MD 20852  
301-291-7550

***Accreditation Numbers: I-428***

Chancellor Institute, Margate Campus is Institutionally Accredited

**Federal Financial Aid**  
**US Department of Education**

400 Maryland Avenue, SW  
Washington, DC 20202  
1 (800) 4-FEDAID  
OPE ID# 042966-00

**Only the Practical Nursing program is currently approved for Federal Student Aid.**

## **ASSOCIATION MEMBERSHIPS**

Chancellor Institute is a member of the following associations:

- Florida Nurses Association (FNA)
- United States Distance Learning Association (USDLA)
- Florida Association of Student Financial Aid Administration (FASFAA)

## **CHANCELLOR INSTITUTE FACILITIES AND CONTACT INFORMATION**

Chancellor Institute is located at 2900 W Cypress Creek Blvd Ste 7, Ft. Lauderdale FL 33309. The campus is located on the 2<sup>nd</sup> floor of a 2-story building. The unit encompasses administrative offices, conference rooms, classrooms, resource area, simulation laboratory, student lounge, and faculty offices. The location offers a friendly academic environment and is situated near major highways I-95 N & S and Turnpike N & S bound and thoroughfares, allowing easy access to the campus via private vehicles and public buses. There is ample parking available for students, staff, faculty and visitors. The facility is wheelchair accessible. Amenities include departments equipped with internet connectivity. The Institute offers education through on ground classrooms, clinical and distance learning by way of the internet. Chancellor Institute distance delivery is only offered in the State of Florida. Our virtual online campus environment is secure and reliable, with support services accessible to students.

## **NONDISCRIMINATION POLICY**

Chancellor Institute is committed to providing equal access to educational and employment opportunities. Chancellor Institute prohibits discrimination based on race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of team members, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

## **APPLICABLE LAWS AND REGULATIONS**

Chancellor Institute policies and practices are in accordance with all applicable laws and regulations including, but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Part 100 (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 Educational 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 a handicap)



- The Age Discrimination Act of 1975 and the implementing regulations 34 CFR Part 110 and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 28 CFR Part 36

The Chief Executive Officer is the designated administrator for Chancellor Institute compliance with Title IX of the Education Amendments of 1972. The following persons have been designated to coordinate Chancellor Institute's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the American with Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975:

For questions or concerns regarding CI's Non-Discrimination policy, please contact: 954-400-0620

## ADMISSIONS

### General Admissions Requirements

Prior to enrollment, prospective students must meet the following requirements:

- Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or verification of graduation from an Associate degree or higher program from accredited college or university
- Applicants must be 17 years of age or older. If applicant is 17 years of age at the time of enrollment, a parent or guardian must enroll the applicant.
- Be proficient in verbal and written English. All programs are conducted in the English language
- Interview with admissions prior to provisional or official enrollment, meet all necessary admission requirements, complete all required admission documents.
- Complete and sign an application including payment of the registration fee.
- Provide a valid Driver's License or government issued photo ID.
- Satisfactorily complete a Level II background check prior to student's enrollment period for students enrolled in both Nursing Education programs. Students who do not pass the background check may be cancelled/withdrawn from the program.
- Background check requirements may be, at CI's discretion, be waived for students who are re-entering or transferring programs unless listed in the Additional Admissions Requirements/Specific Program Information section in this catalog. See additional requirements below for background checks.

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

- Be a high school graduate from a valid high school with a standard diploma or have been officially home-schooled. CI does not accept special diplomas or non-standard state diplomas.
- Possess a General Education Development (GED) certificate
- Possess a state certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student's DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. CI will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by CI. In addition, CI will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from CI.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by CI to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.

In addition to the general admission requirements and procedures, please refer to the Online Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

### **Evaluation of the validity of a High School Diploma**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English. CI will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### **Re-Admission/Re-Entry Policy**

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment has been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to different program (if any) should contact the Admissions Department.

A former student seeking readmission in the same program must apply for readmission by submitting a Readmission Application to the student services department representative or designee. The applicant must meet with the Student Success Coordinator or Director of Student Services to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that these and other issues will not interrupt the completion of the completion of the program of study if he or she is approved for readmission. The/Director of Education/Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Finance Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Approval of an applicant for readmission is subject to state availability and the applicant meets all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admissions if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ration to comply with the Institute's SAP policy. If approved for re-admission, the student will re-enter the Institute in a status of Academic Probation. A student may remain in a status of Academic Probation for only one semester/quarter/term. A student who fails to meet SAP after the first term/quarter will be dismissed. Student will be responsible for the payment of all new tuition and fees from his or her own resources (unless student qualifies for another funding source.)

Any student who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the Institution's Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current immunizations.

A readmitted student is required to sign a new enrollment agreement which list the current tuition, current fees, revised graduation date, and acknowledge receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean/Director of Education will establish a course schedule for program completion.

## **READMISSION POLICY FOR MILITARY PERSONNEL**

Chancellor Institute will readmit students who have been on active-duty service in the Armed Forces (including Reserves and National Guard) with the same academic status as when last attended if the following conditions are met:

- A student provides written notice of the call to active duty or, upon seeking readmission, submit a written verification that such service was performed, requiring his/her absence.
- A student reenrolls within three years after completion of service.
- A separation from service was not dishonorable.

Degree requirements in effect at the time of each service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence. Adjustments to degree requirements may be made because of formal changes to academic policy.

## **ADDITIONAL ADMISSIONS REQUIREMENTS/SPECIFIC PROGRAM INFORMATION**

### **Nursing Education Programs Practical Nursing**

- ✓ Complete and sign an application including payment of the application fee.
- ✓ HESI PN A2 Assessment with a minimum cumulative score of 75%.
- ✓ Meet the technical requirements as per Chancellor Institute admission Enrollment Agreement.
- ✓ Pass a criminal background check (within 6 months) by the Florida Department of Law Enforcement (FDLE) (Level II)<sup>1</sup>.
- ✓ Have current PPD, MMR, or proof of Titers and proof of current American Heart Association Basic Life Support (BLS), Physical Examination prior to starting their clinical.
- ✓ Students must present an official or unofficial transcript prior to enrollment if attended a previous nursing education program Practical Nursing or Registered Nursing.

### **ASSOCIATES OF SCIENCE DEGREE IN NURSING (ADN)**

- ✓ Complete and sign an application including payment of the application fee.
- ✓ Pass a criminal background check (within 6 months) by the Florida Department of Law Enforcement (FDLE) (Level II)<sup>1</sup>.
- ✓ Pass and have a current (within 6 months) 10 panel drug screen<sup>1</sup>.
- ✓ Be 18 years of age prior to the start of classes.
- ✓ Provide a valid Driver's License or government issued photo ID.

- ✓ Have a current physical (within the past 12 months) signed by a physician prior to starting clinical(s).
- ✓ Have current PPD, proof of Titters and proof of current American Heart Association Basic Life Support (BLS) prior to starting their clinical.
- ✓ Provide proof of High School graduation (Diploma) or successful completion of the General Education Development test (GED), or recognized equivalents of a high school diploma, or provide verification of graduation of an Associate degree or higher from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the school.
- ✓ Provide proof of previous experience or education in a Medical Program. (If applicable)
- ✓ Meet the technical requirements as per Chancellor Institute admission Enrollment Agreement.
- ✓ Pass the HESI RN Admissions Assessment (A2) with a minimum score of 78% (please see the HESI Assessment policy for further information). LPN's have further requirements listed below:

Licensed Practical Nurses (LPN) must have an unencumbered license, then take and pass the HESI with a minimum composite score of 78% or better as partial fulfillment of the application process. If the LPN prospective student does not score and 78% after the second attempt and has a score of 75, they may enter in Pharmacology or Fundamentals student. Chancellor Institute will grant them transfer credit for their general education courses.

## **Criminal Background Check**

- Students enrolled in the Practical Nursing or ADN-RN programs Chancellor Institute are subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or externship placement requirements, or licensure standards for programs in nursing and allied health.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors (refer to CI policy for background checks).
- Positive background checks must be approved for waiver by one of the following: The President or Vice President or the Campus Director.
- A student's inability to obtain criminal background clearance may preclude opportunities for program completion, clinical/field/hospital placement, ability to sit for National Exams, and job placement.
- Enrollment for students may not be granted when the drug test identifies the use of certain recreational or prescribed drugs. CI reserves the right to administer drug screenings throughout the period of student attendance.
- Individual traits, such as health, past criminal conduct, work history, drug use, and financial history can adversely impact the student's ability to sit for exams leading to licensure, and employment opportunities despite successfully passing all academic requirements for graduation.
- The student will be required to sign a Waiver Acknowledgement Form regarding a positive background check, stating that the student is aware that their background may affect the completion of obtaining licensure, externship, or placement in their desired career field.
- All students re-entering a program shall be required to complete a Criminal Background check and ten-panel drug screen attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship, or placement in their desired career field.

## **TRANSFER OF CREDIT FOR PREVIOUS EDUCATION**

Chancellor Institute may accept transfer credits for a course completed in other accredited post-secondary institutions when comparable in scope and content to Chancellor Institute own coursework. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. Chancellor Institute does except a experiential learning in lieu of clinical transfer credits only in its last nursing core class. Chancellor Institute will evaluate the comparability, applicability, source, and age of the previously earned credit; academic preparedness of the student at the time of credit transfer, grade earned for the credit transferred and apply a systematic, consistent process for determining.

whether to accept the credit earned at other institutions. In order for transfer of credit to be accepted it must meet the minimum criteria:

- Transfer grade must be a “C” or higher for general education courses in Practical Nursing and ADN-RN programs. Students must have obtained a C+ in Practical Nursing core courses and “B” or higher for all ADN-RN core courses.
- Transfer course code level must be equal to or greater than the credit to be awarded credit amount must be equal to or greater to be awarded. Transfer credit must have been earned from a nationally or regionally accredited institution.

All nursing core classes must have been completed in the past three (3) years to be considered for transfer or and (8) years for General Education courses.

Students applying for credit in any of the categories described below must submit official transcripts to the Registrar. Official transcripts may not be issued to the student and must be sent to:

**Chancellor Institute Attention: Registrar  
2900 W Cypress Creek Rd St #7  
Fort Lauderdale, FL 33309**

Course descriptions and other supporting documentation may be required. Students are responsible for requesting their official transcripts and paying any required fees as required by their prior institutions. Upon review and approval, CI grants appropriate credit and notifies students within 30 days.

CI requires that all foreign transcripts and any transcript in a language other than English be processed for translation and evaluation by an organization recognized by the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

CI considers previous education for transfer credit from the following sources:

1. Advanced Placement Courses approved by the College Board
2. Military training approved by ACE
3. Postsecondary institutions that are accredited by an accrediting agency recognized by the U.S. Department of Education or CHEA (Council for Higher Education Accreditation)
4. Organizations that are members of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO) Official transcripts and course descriptions (if the course differs from the state numbering system) are required to approve applicable credit.

### **DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS**

Unofficial transcripts, course descriptions and/or the school’s catalog should be provided to the Registrar’s Office for initial evaluation. To complete a final transfer credit evaluation, Registrar must receive an *official copy* of all applicable transcripts.

- Official/Unofficial transcripts should be received before the start date of the course for which transfer credit is sought.
- Transcripts received after the course start date may be denied eligibility for official transfer credit.
- At the time of reentry to CI and upon request from the student, external transfer credits will be re-evaluated.

Upon review, CI grants appropriate credit and notifies the student in writing within 30 days of receipt of official transcripts.

### **ASSOCIATED COURSES AND INTERNAL TRANSFER CREDITS**

(For additional information, please refer to Additional Associated Courses and Internal Transfer Credits Information in the Grading Scales section.)

CI students who return to CI are subject to having their courses reviewed. A student is subject to an expiration date review if he/she has not graduated from a CI program. Any course codes that have changed will no longer apply if the course code is no longer a part of the program requirement, unless an equivalency crosswalk for the course code has been established by CI. CI nursing core courses have an expiration date of 10 years if the student has not successfully completed the program; CI reserves the right to review courses that are less than 10 years old if there have been significant curriculum changes. Nursing Core classes have an expiration date of 3 years old if there have been significant changes to the curriculum. For programs with practical laboratory competencies, a student reentering after one year is required to complete and pass a competency check off. Registrar will review courses upon reentry and unassociate any courses that no longer apply to the program due to the 10-year expiration timeframe.

For students who have successfully completed an eligible CI diploma program and are entering a corresponding associate degree program, generally all credits for courses that are requirements for both the diploma and associate degree programs are accepted for transfer to the associate degree program, subject to the other provisions of this policy.

When same or equivalent courses in one CI program and their grades are accepted for transfer into another CI program, the transferred credits and grades count in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, ROP and MTF based upon the earned grade.

### **CREDIT FOR EXPERIENTIAL LEARNING**

CI does grant transfer credit for work life experience and professional certifications in the Practical Nursing program and ADN-RN program. Students must provide verifiable evidence of have worked in the field as an LPN, Certified Nursing Assistant, Medical Assistant, Patient Care Technician, Pharmacy Technician, Patient Care Associate or a Medical Clinical Personnel in the military within the past 5 years. This credit for experiential learning is only for clinical hours Nursing Transitions Capstone course. Credits for experiential learning must be verified with a form completed by a current or former supervisor within the past 5 years from the school's clinical department, certification/licensure, in addition of clinical position with a job description on company letterhead. This must be reviewed by the registrar as well as the clinical department for approval.

### **STATE LICENSURE AND NATIONAL BOARD EXAMINATIONS**

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside CI and, as such, these requirements may change during a student's enrollment. Although CI programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. CI does not guarantee registration, certification, licensing, or job placement. Other states may have licensing requirements for some of CI programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an externship/practicum or take professional licensing, certification, or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification, or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure, and the student is also responsible for notifying his/her advisor.

### **ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS**

Students enrolled in online programs must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.

Each program offered by CI Online is primarily taught through distance education; however, some programs contain a clinical/externship/practicum which is conducted on ground at an approved healthcare facility.

CI utilizes an synchronous learning environment demonstrated for students and faculty in their respective orientations. The orientation provides an overview of the learning environment. The syllabus for each distance education course is available within the Learning Management System and delineates learner objectives.

CI Online programs have the same goals as a traditional learning institution but due to its format, they use different methodologies than its on-ground courses. For example, some program courses use small group discussions, an online class uses a threaded discussion board. In addition to threaded discussions, other distance education delivery methods available in CI's Learning Management System include simulations, application- based scenarios and multimedia presentations.

In addition to the foregoing admissions requirements, prospective students for an online program must:

- Have reliable Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the start of the program which includes:
- A browser check to ensure compliance with technical computer requirements
- An introduction to online learning and CI's resources and support teams
- An overview of CI's Learning Management System, i.e., NEO
- Information regarding policies, navigating the online LMS and resources which can aid in the learning process

To ensure students' online learning experience is satisfying, Chancellor Institute requires the following minimum hardware, operating systems, software, and Internet specifications:

**Hardware:**

- Windows computer with a 1.8 GHz frequency CPU
- Recommended 2.0 GHz frequency or above CPU
- Mac computer (Intel Processor) with 1.83 GHz
- Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 4 GB Memory (RAM) or above
- 1366 x 768 or higher computer screen resolution
- Speakers
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)

\*Chromebooks, MacBooks and other mobile devices such as Tablets and Smart Phones are NOT fully compatible with all features within the online course and additional software systems.

**Operating Systems (OS):**

- Windows OS: Windows 10
- Mac OSX: 10.12 (Sierra), 10.13 (High Sierra), or 10.14 (Mojave), 10.15 (Catalina) or newer

\*Chromebooks Operating Systems and mobile devices such as Tablets and Smart Phones using mobile Operating Systems such as Android, iOS, or Windows Mobile are NOT fully compatible with all features within the online classroom.

**Software:**

- Microsoft Office 2016, 2019 or 365\*

\*Most recent versions are recommended

- Adobe Acrobat Reader (latest version) at [get.adobe.com/reader](http://get.adobe.com/reader)
- Adobe Flash Player\*\* (latest version), might be needed for some content, at [get.adobe.com/flashplayer](http://get.adobe.com/flashplayer)

\*\*Certain browsers no longer support Flash Player plugins

WinZip for large files latest version

- Java Plugin\*\*\* may be needed for some content at [java.com/en/download/](http://java.com/en/download/)

\*\*\*Certain browsers no longer support Java plugins

- Some courses, especially computer and technology courses, may require additional software (detailed in each course)

#### **Internet Browsers:**

- Both Windows and Mac Computers:
- Mozilla Firefox (stable channel) at [mozilla.org](http://mozilla.org)
- Latest versions are not compatible with Flash Player
- Google Chrome (stable channel) at [google.com/chrome](http://google.com/chrome)
- Latest versions are not compatible with Flash Player
- Windows Based Computers:
- Microsoft Edge Version 18+
- Latest versions are not compatible with Flash Player
- The latest Chromium based versions are provisionally compatible with Collaborate Ultra, used for web-meetings with some faculty members.
- Mac Based Computers:
- Safari Versions 12+
- Determine Which Browser and Version You Are Using:
- In Edge, select the menu icon and choose Settings then scroll down to the bottom of the screen. The version of Edge is located below the words About this App.
- In Firefox, select Firefox then “Help” and About Firefox. The version of Firefox is in the Version field.
- In Google Chrome, select the Customize and Control Google Chrome button on the top right-hand side of the screen then select About Google Chrome. The version of Google Chrome is in the Version field.
- In Safari, select Safari then “Help” and About Safari. The version of Safari is in the Version field.

#### **Internet Service Provider:**

- A reliable high-speed internet connection is required (Upload and Download Speeds of at least 5 Mbps).

#### **Browser Configurations:**

- For all Internet Browsers:
- Disable POP-up Blocker
- Enable Cookies in Browser
- Enable JavaScript

### **SUPPORTED DEVICES AND OPERATING SYSTEMS**

Online students must have access to a working computer or laptop and have internet access. Windows computers are preferred as various MacBook’s are restricted with various assessment software for nursing assessments. If you have a tablet or a smartphone, it’s important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.

### **TECHNICAL SUPPORT**

Technical support is available to students through the NEO LMS 24/7 under the support forum section of the LMS. Students can call the administrator of the institution at 954-400-0620 for any technical issues that may occur.

### **FINANCIAL AID**

CI Financial Aid department is available to assist enrolled students, former students, and prospective students. The CI Financial Aid department is available to provide information to students regarding the types of financial assistance that are available, how students may apply for aid, how eligibility is determined, and the cost of attending our institution.



Prior to enrolling at CI, prospective students are encouraged to explore the availability of financial aid funds through private, state and federal agencies. Financial aid information and application assistance are provided by Student Finance to help prospective students and their families clearly understand the student's financial situation before entering a contractual agreement.

## HOW TO APPLY FOR FINANCIAL AID

The application process used by the school to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to [www.fafsa.gov](http://www.fafsa.gov). When completing the FAFSA, **please use the Federal school code Number for CI: 042966.**

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS web- site at [www.irs.gov](http://www.irs.gov).

Prospective students are provided information on financial assistance that is available from course specific handouts, Internet site addresses, or the institution's Financial Aid personnel. CI will not guarantee Financial Aid eligibility without authentication of submitted information. Financial Aid is not used to entice a student's enrollment either verbally or written.

## IN SCHOOL DEFERMENTS

Students who enroll at CI with previously disbursed Federal Stafford Loans – **FSL** and are in repayment get the opportunity to request an In-School Deferment when enrolled in our institution. Students who wish to continue their loan repayments may do so while enrolled as full-time students of CI. Students may request an In-School Deferment at any time during their enrollment.

## Who Qualifies for Federal Aid?

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant

CI provides individual student interviews and application assistance to prospective students for the purpose of accurately determining a student's Financial Aid eligibility to attend our institution. Prospective students are provided information on the financial assistance that is available from our School Catalog, Internet website, or the institution's Financial Aid personnel. Once enrolled and the students' Free Application for Federal Student Aid –

**FAFSA** has been processed, the student is required to sign a completed Tuition Finance Plan, and other pertinent FA forms required to request funding for his or her attendance at CI.

The Tuition Finance Plan is the school's official notification of scheduled FSA awards and further outlines the school's policy regarding the disbursement of FSA awards. Prospective students are informed of their Pell Grant eligibility prior to the disclosure of Stafford Loan availability. CI is a clock hour institution and the students' scheduled dates of disbursements are determined by completion of each payment period.

Prior to determining or disbursing FSA funds, a student must not be in Default on his or her student loans or owe an Overpayment to the U.S. Department of Education and have a valid Institutional Student Information Record – **ISIR**. If selected for the verification process, all documents required must be received by the Financial Aid Office prior to the disbursement of any FSA funds. All federal student loan recipients are required to complete the on-line entrance counseling at [www.studentaid.gov](http://www.studentaid.gov). A student is not eligible for additional FSA funds if the student does not meet the school's Satisfactory Academic Progress standards within 1½ times the program length.

### **CONTACT STUDENT FINANCE**

Student Finance personnel are available by phone at 954-400-0620 or by emailing [vfortune@ichancellor.edu](mailto:vfortune@ichancellor.edu) students should speak with the Student Finance staff at the campus.

### **TYPES OF FEDERAL STUDENT AID (FSA) PROGRAMS**

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each award year. This application is available online at [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa). The FAFSA applications are processed through the Department of Education. Completion of the FAFSA does not guarantee eligibility in Federal Student Aid programs. **CI's Federal School Code is: 042966**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

### **FEDERAL PELL GRANT**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants are considered a foundation of Federal Financial Aid, to which aid from other federal and non-federal sources are added. The exact amount of a Pell Grant depends on financial information provided by a student on a FAFSA.

Federal regulations limit an eligible student's maximum Lifetime Eligibility Used (LEU) in Pell Grants to 600%. Students who have attended other higher education institutions and/or programs should speak with Student Finance to determine their remaining eligibility.

### **FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS**

Eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors. The U.S. Department of Education pays the interest on Direct Subsidized Loans during certain periods.

Federal regulations limit the length of time students may be eligible to receive Federal Direct Subsidized Loans if they are a first-time borrower as of July 1, 2013. Eligible students may not receive Direct Subsidized Loans for a period that exceeds 150% of the published length of the academic program in which they are currently enrolled, including any prior subsidized loans the student received. This length of time is known as the maximum eligibility period.

## **FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS**

Direct Unsubsidized Loans are not need-based, and eligibility depends on a student's annual award year maximum and grade level. The actual amount of unsubsidized loan is affected by several factors. The U.S. Department of Education does not pay the interest on Direct Unsubsidized Loans.

## **FEDERAL DIRECT PLUS**

If additional funds are needed beyond these base amounts, parents of dependent students may borrow through the Direct PLUS Loan program. Both parents and students must meet all general eligibility requirements determined by information on the FAFSA. The Federal Direct Plus Loan is also based upon the credit history of the parent who is applying.

## **MILITARY BENEFITS**

### **MILITARY BENEFITS FOR ACTIVE-DUTY SERVICE MEMBERS, VETERANS, RESERVISTS, SPOUSES AND DEPENDENTS**

Students are advised to contact their Veteran's Educational Representative for information on veterans' educational benefits and other programs for which they may be eligible. CI participates in Tuition Assistance, Military Spouse Career Advancement Accounts Program (MyCAA).

Service members who intend to participate in the Military Tuition Assistance (TA) program must seek funding approval prior to the program's start date. TA eligible courses will be considered if part of the student's evaluation plan, prerequisites are within the student's evaluated educational plan or is required for acceptance into a high-level degree program unless otherwise specified by Service regulations.

### **MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT (MYCAA) SCHOLARSHIP PROGRAM**

The Military Spouse Career Advancement Accounts Program (MyCAA), a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or associate degrees (excluding associate degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations. For additional information and to apply for a MYCAA Scholarship, visit:

<https://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx>

### **WHO IS ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE?**

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.

### **THOSE WHO ARE NOT ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE INCLUDE:**

- Spouses married to service members in pay grades: E-6 and above; W-3 and above; and O-3 and above
- Spouses who are a member of the armed forces themselves currently on Title 10 orders
- Spouses who are married but legally separated (or under court order or statute of any state or US territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard/Reserve Component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
- Spouses married to a member of the Coast Guard
- Spouses who are unable to start and complete their course(s) while their military sponsor is on Title 10 orders or before the sponsor's date of separation

## **ELIGIBLE STATE AID PROGRAMS**

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant Program is a need-based grant program available to degree-seeking, Florida resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. The amount is established each year by Florida Legislature appropriations and varies based on funding and type of school. Schools select recipients based on State of Florida eligibility criteria. Students must complete the Free Application for Federal Student Aid (FAFSA).

#### **DUAL ENROLLMENT SCHOLARSHIP PROGRAM**

Postsecondary Education; Revising grant specifications; requiring funds appropriated for the Florida Postsecondary Comprehensive Transition Program to only be used for certain grants as specifically authorized in the General Appropriations Act; renaming collegiate high school programs as early college programs; clarifying fee exemptions for the Department of Children and Families; establishing the Dual Enrollment Scholarship Program; providing for the reimbursement of tuition and costs to eligible postsecondary institutions; requiring students participating in dual enrollment programs to meet specified minimum eligibility requirements in order for institutions to receive reimbursements, etc. This applies to public, and nonpublic institutions, or private in the state of Florida.

#### **BRIGHT FUTURES SCHOLARSHIP (FLORIDA ACADEMIC SCHOLARS, FLORIDA MEDALLION SCHOLARS AWARD AND FLORIDA GOLD SEAL VOCATIONAL SCHOLARS AWARD)**

The amounts of these awards are established every year by Florida Legislature appropriations and vary based on funding and type of school. The Florida Department of Education Office evaluates application documents based on the eligibility requirements. Students must complete the Free Application for Federal Student Aid (FAFSA). More Information can be found at: <http://www.floridastudentfinancialaid.org/>

#### **SCHOLARSHIPS FOR CHILDREN AND SPOUSES OF DECEASED OR DISABLED VETERANS (CSDDV)**

The Scholarships for Children and Spouses of Deceased or Disabled Veterans provides an award to eligible dependent children or unremarried spouses of qualified Florida veterans. Students must complete an error-free Florida Financial Aid Application (FFAA) no later than April 1. Applications received after April 1 will be awarded on a first- come, first-served basis if sufficient funds remain.

#### **WORKFORCE INNOVATION OPPORTUNITY ACT(WIOA)**

The WIOA Training Opportunity Scholarship is available through regional counties within the state of Florida. CI is approved through Palm Beach County CareerSource. Students must meet specific criteria for the WIOA scholarship. More information regarding this scholarship can be found at <https://www.careersourcepbc.com/job-seekers/training-opportunities>.

#### **VOCATIONAL REHABILITATION ASSISTANCE FLORIDA DEPARTMENT OF EDUCATION**

Vocational Rehab has many funding assistances programs available to assist those with disabilities. CI is an approved vendor of VR Florida Department of Education to educate /train individuals that may have disabilities. Student

#### **INSTITUTIONAL AID**

Please contact your Student Finance Office for additional information regarding eligibility requirements and amounts offered. students should visit the Student Finance Office or call 954-400-0620. Online students should email [vfortune@ichancellor.edu](mailto:vfortune@ichancellor.edu).

#### **ACADEMIC SUCCESS SCHOLARSHIP**

CI offers an Academic Success Scholarship to dedicated Nursing education programs seeking students who demonstrate a commitment to academic success by making significant academic progress towards the completion of their program, are directly enrolled in an associate degree program and who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed. Students who are diploma program graduates and subsequently re-enroll into a corresponding associate degree program are not eligible.

Eligibility Criteria:

- The student must be directly enrolled in a nursing education program with a start date of 01/04/2020 or later. Reenrolls, reentries or transfers are not eligible.

- The student must maintain continuous enrollment and be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last quarter in the program.
- Must submit a 1-page personal essay, see criteria below
- Must maintain 3.0 GPA throughout your entire program and meet HESI Specialty Assessment scores of 850 or higher evaluated each quarter of core classes.
- Students must meet the benchmark on HESI Exit Assessments of 900 or higher to graduate throughout the program.
- During enrollment, students who cumulative GPA falls below a 3.0 GPA or below 850 HESI benchmark, the **Academic Success Scholarship can be denied, and the student would be responsible for the remainder of tuition cost.**
- Late or incomplete admissions documents will not be considered for the scholarship. The student must not be receiving any other form of institutional aid.
- For qualifying enrollments on 01/04/2020 or later, the scholarship will not exceed \$4,000 per student.

First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, CI will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce federal student loan debt. If all loan funds are returned for the current academic year and the student has remaining grant eligibility, the remaining grant funding will be applied to the previous academic year in open award years.

Students who fail to complete their educational program will be subject to a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see this catalog's section "Return of Institutional Grant Funding" for a description of the calculation.

## METHODS OF TUITION AND FEE PAYMENT

CI strives to work with each student to arrive at a financial plan that best suits a student's needs:

- Student financing is available for those who qualify through various agencies.
- CI offers payment plans and institutional loans without interest. \* Students with institutional payment arrangements have payment dates set for the fifth of each month. If students have questions about methods of payment or need to modify their payment arrangements, they may contact the Student Accounts Department at 954-400-0620 ext 4000.
- Students may opt to make full payment at the time of signing an enrollment agreement. Payment may be made with cash, cashier's check, electronic check (ACH), credit (VISA, MasterCard, Discover or American Express) or money order. CI do not accept personal checks.

\*If a payment schedule is not adhered to, students choosing a payment schedule option may not be permitted to continue enrollment.

Students who receive loans to pay for their program are responsible for repaying the full amount of the loans, plus interest, less the amount of any refund.

Defaulting on loans guaranteed or reinsured by a state or the federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from Student Finance (see contact information above).

## CANCELLATION AND REFUND POLICIES

## **CANCELLATION POLICY**

An applicant may cancel his/her enrollment within 72 hours of signing the enrollment agreement without incurring any financial penalty. Additionally, students who do not begin attendance within the first seven calendar days of a program, or who cancel or are cancelled by CI during their first course, will have their enrollment canceled without incurring any tuition charges. Students should contact the Registrar to cancel within the timeframe listed above. Students can direct other questions about their enrollment to their admission representative, or student services.

## **WITHDRAWAL OR DISMISSAL PROCEDURE**

### **OFFICIAL WITHDRAWAL**

Sometimes conditions or circumstances beyond the control of students and CI require that students withdraw from CI. Students who request or give notification of their intent to withdraw are considered an official withdrawal on the date the student provides the notification. Students who determine the need to withdraw from school after the cancellation period and prior to the completion of their program must follow the steps below for an official withdrawal.

Students: Contact the registrar's office in person, by telephone 954-400-0620 ext 4000

Students who withdraw from their program of study during a grading period will receive a "W" grade as outlined in our grading system policy for any course currently in progress. The student will receive a "WD" grade for any courses scheduled in which the student did not begin attendance.

Students withdrawing from their program of study are subject to the results of the Return of Title IV refund calculation and the institutional refund calculation. Please refer to the Refund Policy section within this catalog for additional information. As the result of the withdrawal, the student is responsible for paying any balance owed to CI and the Federal Student Aid Loan Programs.

### **INTENT TO CANCEL WITHDRAWAL**

Any student who requests to withdraw from CI and subsequently chooses to cancel his/her withdrawal request must do so in writing within 3 business days (excluding scheduled breaks of 5 calendar days or more) from the date the official notification was provided by the student to the Registrar's Office.

Students must complete the Intent to Cancel Withdrawal Request form electronically or the paper form provided by the registrar.

Students intending to cancel their official withdrawal notification must be eligible to return to school. Any student whose return would occur after a violation of the published attendance policy, whose return would violate the scheduled return requirements of another policy or any student who was dismissed or scheduled to be dismissed from school for other reasons is not eligible to cancel the official withdrawal and return to school.

### **UNOFFICIAL WITHDRAWAL**

CI will withdraw any student who:

1. Violates the published attendance policy or
2. Fails to return from a leave of absence CI will dismiss or expel any student who:
  1. Violates the Student Code of Conduct or required policy and is used such sanction, or
  2. Fails to meet the required Satisfactory Academic Progress Policy requirements

CI will notify any student it withdraws or dismisses from school. Students who are withdrawn from their program of study during a grading period will receive a "W" grade as outlined in our grading system policy for any course currently in progress. The student will receive a "WD" grade for any courses scheduled in which the student did not begin attendance.

Students who are withdrawn from their program of study are subject to the results of the Return of Title IV refund calculation and the institutional refund calculation. As the result of the withdrawal, the student is responsible for paying any balance owed to CI and the Federal Student Aid Loan Programs.

## INSTITUTIONAL REFUND POLICY

CI is required to perform institutional refund calculations (pro-rata) for all students who are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. CI performs all institutional refund calculations within thirty (30) calendar days of the date of determination. The date of determination is the date CI has determined the student to be withdrawn, expelled, dismissed, on an Administrative Leave of Absence, or transferred to another CI program. Refund calculations are based on the student's last date of attendance. The last day of attendance for students is the last day the student was physically present in an on-ground course. The last day of attendance for online students is the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. If the student is owed a refund from the institutional refund calculation, CI will process the necessary refund within thirty (30) calendar days. CI returns unearned Federal Student Aid within 45 calendar days of the date of determination. Students are responsible for any balance due on their accounts because of withdrawal from CI.

1. Cancellation can be made in person, by electronic mail, by certified mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three Business days (*excluding holidays, Saturday and Sunday*) after signing the enrollment agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00) and a cancellation fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours with the exception of the cost of the online access/assessment tools package.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice from the student.
8. Cancellation of classes or programs by the institution before or after attendance has begun will result in a Pro Rata refund (*after calculating classes completed*) and any cancellation fee will be waived.
9. Books (*if included*), uniforms, and/or materials fees will not be returnable because of use within three business days from the students' signing an enrollment agreement or contract. Thus, will not be included in the refund calculation after the stated time.

## RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence. Students who cease attendance at CI prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. CI and/or the student must return the remaining 70%.

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date a student notifies CI of his/her intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a pro rata manner up to and including the 60% in a payment period. (Title IV aid is considered 100% earned after that point in time). The percentage of Title IV aid earned is calculated as:



$$\frac{\text{Number of days completed by the student}}{\text{Number of days in the payment period}} = \text{Percent of payment period completed}$$

Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for Chancellor Institute (CI) students is the last day the student was physically present in a course. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests.

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e., Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. Any Title IV funds disbursed on the student's behalf and are less than the amount of Title IV funds earned by CI must be returned.

CI will return unearned aid from a student's account in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Other grant or loan assistance authorized by Title IV of the HEA

Within thirty (30) days of the date CI determined a student withdrew, CI will notify the student in writing if the student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when Title IV funds are earned, as a result of the calculation, and the Title IV funds are not disbursed. In the event the post- withdrawal disbursement is the result of PELL funds, CI may apply the grant funds to the student's account to cover tuition. If the post-withdrawal disbursement is based on Direct Loan funds, CI must obtain authorization from the student within thirty (30) days of the date of the notice to either apply the funds to the student's account, or CI can disburse the funds to the student or parent (in the case of PLUS loans).

Within thirty (30) days of the date CI determined a student withdrew, CI notifies the student in writing if he/she is required to return any federal grant aid (Federal Pell Grant). If any federal grant aid must be returned in excess of 50% of the grant funds received, this is considered an overpayment. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date CI sends a notification to the student of the overpayment or the date CI was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to CI or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

If during the 45-day period a student fails to repay an overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

CI returns unearned Federal Student Aid within 45 days from the date CI determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by CI from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program. If the student is responsible for returning any unearned Direct Loan funds, the return of these funds must be made in accordance with the terms and conditions of the Master Promissory Note.

## **STUDENT INFORMATION**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

CI respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their educational records. FERPA defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable



information to a third party. CI sends electronic notifications to students of their rights under FERPA. CI also discloses students' FERPA rights in the CI Catalog as follows:

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

- A student's right to inspect and review their education records within 45 days of the day CI receives a written request for access.
- A student should submit a written request that identifies the record(s) the student wishes to inspect to the Registrar's office for all other records. A CI official makes arrangements for access and notifies the student of the time and place where records are available to be inspected.
- A student's right to request an amendment of their education records that a student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask CI to amend a finance record should write to the Registrar's office at CI, clearly identify the part of the record the student wants changed and specify why it should be changed.
- If CI decides not to amend the record as requested, CI notifies 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 is provided to the student when notified of the right to a hearing. Student's right to provide the required written consent before CI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- School Officials with Legitimate Educational Interests: One example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable, non- directory information to school officials with legitimate educational interests. CI discloses education records to these persons without a student's prior written consent.
- A school official is a person employed by CI in an administrative, supervisory, academic or research or support staff position; a person or company with whom CI has contracted as its agent to provide a service instead of using CI team members or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Managers; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for CI.
- Health and Safety: Another example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable information to the appropriate parties (e.g., law enforcement officials, trained medical personnel, public health officials, and parents) to protect the health or safety of the student or other individuals. To qualify under this exception, the situation must present an actual, impending, or imminent danger to the student or other individuals. This action is not taken lightly, and personally identifiable, non-directory information will only be disclosed pursuant to this exception under circumstances that present actual, impending or imminent danger. This exception is limited to the period of the emergency. Directory Information: CI may also disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has expressly opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-Out form to the Registrar's office at CI. CI has designated the following information as Directory Information:
  - Student's name
  - Address
  - Telephone listing
  - Photograph
  - Program of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities
  - Degrees, honors and awards received
  - Student ID number

- Other Schools: CI may, upon request, disclose directory information, without consent, to officials of another school in which a student seeks or intends to enroll or has enrolled.
- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by CI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

## **FACILITY-RELATED RULES**

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

- Food and beverages are allowed in the student lounge/kitchen area or outdoors only. All soda cans, cigarette wrappers, papers, food wrappers, etc., are to be placed in trash cans.
- The school is a non-smoking facility. Smoking is permitted outdoors in designated smoking areas only. All students are expected to dispose of smoking materials and waste in a proper and safe manner.
- During breaks, please do not gather around the doors of other offices in a complex.
- Be respectful of the equipment and the classrooms.
- Report any suspicious activity to your assigned faculty member.
- The use, storage, or possession of firearms, electronic weapons or devices, destructive devices, ammunition any other weapon, on or at any CI campus or event is strictly prohibited.

## **CODE OF CONDUCT FOR STUDENTS' POLICY**

### **TERMINOLOGY**

1. The terms "School" or "CI" means Chancellor Institute.
2. The term "covered person" includes any person taking courses, or otherwise receiving or seeking to receive services from CI.
3. The term "faculty member" means any person hired by or contracted with CI to conduct instructional activities.
4. The term "CI staff" means any person employed by CI who is not a faculty member.
5. The term "member of the CI community" includes students, faculty members or CI staff, and any other individuals associated with CI. The conduct administrator shall determine a person's status in a particular situation.
6. The term "CI sites" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by CI (including parking lots, adjacent streets and sidewalks) including the learning management system, CI social media sites and other CI platforms and devices.
7. The term "conduct panel" means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.
8. The term "conduct administrator" means a CI official authorized by CI to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent CI from authorizing the same conduct administrator to impose sanctions in all cases at its locations.
  - a. The conduct administrator for the campus is the Campus Director or designee and can be contacted at 954-400-0620.
9. The term "policy" is defined as the policies, rules and procedures of CI including, but not limited to, those found in the school catalog.
10. The term "organization" means any number of persons who have complied with the formal requirements for CI recognition/registration as an organization.

### **CONDUCT ADMINISTRATOR AND CONDUCT PANEL**

1. The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panel shall include, at minimum, three members of the CI community.

- a. The panel will consist of the Conduct Administrator, a representative from Education, Vice President and a representative from the school, at a minimum. The panel should contain an odd number.
- b. The committee can choose to include members from other departments dependent on circumstances.
2. The conduct administrator shall develop procedures for administration of the Code of Conduct and for hearings which are consistent with the provisions of this Code of Conduct.
3. Decisions made by a conduct panel and/or conduct administrator shall be final, pending the appeal process.
4. In appropriate situations, the conduct panel and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct. The conduct panel and/or conduct administrator may also provide a complainant with referral information for external counseling or other services available within the greater community that may help the complainant to address their experience of the alleged misconduct and to participate fully in the conduct review process where desired.

## **PROSCRIBED CONDUCT**

The Code of Conduct applies to behavior that affects the CI community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the CI community and/or pursuit of its objectives.

### **Conduct – Rules and Regulations**

Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV. Students are responsible for safeguarding all CI related items and failure to do so may be deemed to rise to the level of misconduct.

1. Acts of dishonesty including, but not limited to, the following:
  - a. Furnishing false information to CI or a governmental or accrediting agency about a student's attendance at CI.
  - b. Forgery, alteration or misuse of any CI document, check, record or instrument of identification.
  - c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other CI activities, including its public service functions on or off campus, or other authorized non-CI activities, when the act occurs on CI sites.
3. Physical abuse, verbal abuse, profanity, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off CI sites or at any CI-sponsored activity.
4. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of CI or property of a member of the CI community or other personal or public property.
6. Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the school.
7. Gambling on CI premises, at CI functions or through the use of CI equipment.
8. Failure to comply with directions of CI officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
10. Violation of published CI policies, procedures, rules or regulations.
11. Violation of any applicable federal, state or local law.

12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and CI, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on CI premises, at CI events, or that adversely affects the CI community, is prohibited.
13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and CI or public intoxication.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
15. Participation in a demonstration that disrupts normal operations of CI or infringes on rights of other members of the CI community; leading or inciting others to disrupt the scheduled and/or normal activities within any CI building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.
16. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.
17. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.
18. Unprofessional conduct that reflects poorly on the student or CI.
19. Abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with work of another student, faculty member or CI official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. of computing facilities to interfere with normal operation of the CI computing system.
  - g. Introduction, reproduction and/or promulgation of any computer virus.
20. Unauthorized distribution of login information pertaining to coursework, CI systems and any other CI- related activities.
21. Abuse of the disciplinary system, including, but not limited to:
  - a. Falsification, distortion or misrepresentation of information before a conduct panel.
  - b. Disruption or interference with orderly conduct of a conduct proceeding.
  - c. Knowingly instituting complaint or conduct proceedings without good cause.
  - d. Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures
  - e. Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
  - f. Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct complaint processes prior to, during and/or after a conduct proceeding.
  - g. Failure to comply with sanction(s) imposed under the Code of Conduct.
  - h. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.
22. Falsification, distortion, or misrepresentation of externship/practicum timesheets.

### **Involvement of Law Enforcement**

Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual violence) may notify and seek assistance from the local law enforcement and/or other community resources concurrently. The conduct administrator or designee can provide information about how to contact local law enforcement or other local community resources.

CI is committed to maintaining an environment that is safe for all members of the CI community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the conduct administrator for evaluation of any appropriate measures to be taken by CI to promote security. Complainants may also seek protective, restraining, or "no-contact" orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator so that CI can cooperate as appropriate in the observation of the order.

CI may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, CI may advise external authorities of the existence and status of the Code of Conduct proceedings. CI cooperates fully with law enforcement and other agencies in enforcing law on CI property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

## PROCEDURES

### Charges and Hearings

1. CI investigates all conduct concerns.
2. Upon receiving notice of potential charges, the conduct administrator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and/or if the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the conduct administrator (such as mediation). Mediation will not be used for charges involving alleged sexual misconduct.
  - a. The conduct administrator may issue a written conduct warning to a respondent or complainant where the matter is resolved by mutual consent.
  - b. The conduct administrator may determine that the conduct alleged either does not violate the Code of Conduct or is not of sufficient severity or seriousness to warrant a hearing. In these cases, the conduct administrator may issue a written conduct guidance to the respondent or take other action as he/she deems appropriate to advise the student regarding the behavior and CI's expectations for future conduct.
3. All charges shall be presented in writing to the respondent and, when appropriate, to the complainant, along with a date and time for a hearing scheduled within a timeframe reasonable under the circumstances. The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.
4. The conduct administrator may choose to hold the hearing himself/herself or may require a hearing by the conduct panel when he/she believes that such a procedure is in the best interest of CI. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator, this complaint should be brought to Chief Executive Officer. The members should recuse themselves from the panel prior to the panel if they identify there is a conflict of interest with either the complaint or respondent.
1. Hearings shall be held by a conduct panel per the following guidelines:
  - a. The conduct administrator should serve as chairperson of the conduct panel, assuming no conflict of interest exists.
  - b. Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator/chairperson.
  - c. In advance of the hearing, both the complainant and respondent will be given access to the identified information that is available before the hearing which will be considered by the conduct panel.
  - d. The complainant and respondent have the right to be accompanied throughout the process by any support person they choose. All support person-related expenses are the responsibility of the complainant or respondent. The complainant and respondent are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct panel. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
  - e. CI, the complainant, the respondent and the conduct panel shall be allowed to present witnesses, subject to the right of cross-examination by the conduct panel.

- f. Pertinent records exhibit, and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator.
  - g. All procedural questions are subject to the final decision of the conduct administrator/chairperson.
  - After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
  - i. The conduct panel's determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct.
- 2. There shall be a single record, such as an audio recording, of all hearings before a conduct panel or conduct administrator. The record shall be the property of CI. Suspensions, dismissals, and expulsions will be noted in the respondent's academic record.
- 3. A respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the available evidence shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.
- 4. The conduct administrator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed simultaneously and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

## Sanctions

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that CI deems appropriate for the conduct in question.
  - a. Warning – A verbal or written notice that the respondent has not met CI's conduct expectations.
  - b. Training – One or more sessions that the respondent is required to complete to CI's satisfaction on a required topic.
  - c. Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the respondent does not comply with CI policies or otherwise does not meet CI's conduct expectations during the probationary period.
  - d. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Suspension – Separation of the respondent from CI for a defined period, after which the respondent may be eligible to return. Conditions for readmission may be specified.
  - f. Suspension of Services – Ineligibility to receive specified services or all CI services for a specified period, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
  - g. Dismissal – Separation of the respondent from all CI locations and eligibility to return at a specified date.
  - h. Expulsion – Permanent separation of the respondent from all CI locations and ineligibility to receive specified or all CI services.
  - i. Ineligibility for Services – Permanent ineligibility to receive specified or all CI services.
  - j. Limiting Order – Restriction on a respondent's permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by CI (e.g. for use allegations of sexual misconduct).
2. More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or a conduct panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall

be considered by the conduct administrator. Following the hearing, the conduct administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g., allegations involving certain types of sexual misconduct), the conduct administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.

3. Other than dismissal and expulsion, disciplinary sanctions shall not be made part of the respondent's permanent academic record but shall become part of the respondent's disciplinary record. Upon graduation or permanent separation from CI, a respondent may petition the conduct administrator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether to grant the request to expunge or partially expunge shall be at CI's discretion.

### **Interim Suspension/Suspension of Services**

In certain circumstances, CI may impose an interim suspension/suspension of services prior to the hearing before a conduct panel.

1. Interim suspension/suspension of services may be imposed:
  - a. To ensure the safety and well-being of members of the CI community or preservation of CI; or
  - b. If CI deems that the respondent poses a threat of disruption of or interference with the normal operation of CI.
2. During the interim suspension/suspension of services, the respondent may be denied access to CI premises (including Online classes) and/or all other CI activities or privileges as identified by the Conduct Administrator for which the respondent might otherwise be eligible, as CI may determine to be appropriate. In appropriate cases, CI may notify the complainant of a respondent's interim suspension status.

### **Appeals**

1. A decision as to a Code of Conduct violation or sanctions reached by the conduct administrator may be appealed by the respondent or complainant to the person identified in the determination letter within seven days of the date of the appealing party's receipt of the determination letter. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the hearing, including documents considered by the conduct administrator or conduct panel for one or more of the following purposes:
  - a. To determine whether the original hearing was administered fairly considering the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
  - c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed.
  - d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and conduct administrator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the original conduct panel is upheld and finalized.

## **CONFIDENTIALITY AND PROHIBITION ON RETALIATION**

### **Confidentiality**

CI wishes to foster an environment in which individuals feel free to raise and discuss concerns. CI understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, CI may be obligated to act when it becomes aware of information relating to a complaint or issue. Confidentiality will be maintained to the extent possible and consistent with CI's obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they

will be respected to the extent possible and appropriate. When possible and consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in CI's publicly available record-keeping.

### **Retaliation**

CI prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedures published in this catalog, which call for concerns to be directed to. If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the Campus Director or designee or designee (Online), who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. CI will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists, or participates in a conduct proceeding, investigation or hearing related to such allegations.

### **CI Site Safety and Security**

Unless otherwise posted, unauthorized use of tobacco products and e-cigarettes on CI sites (including externship /Practicum sites) or at CI events is prohibited.

A truly safe campus can only be achieved through the cooperation of students, faculty, and staff. As members of this academic community, students must report crimes, suspicious activities, or other emergencies on campus to CI.

Students who witness or are victims of a crime affecting the CI community should immediately report the incident to local law enforcement in the community in which the campus is located, and to the Campus Director or designee. CI will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator.

Given public concern about escalating incidents of school violence, CI will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the interim suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive



- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing CI's discretion to take other action which, in CI's sole discretion is necessary or advisable to promote safety and security.

CI takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, CI may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. CI may also work with the person to determine available resources and appropriate next steps.

## CLASSROOM AND LABORATORY CONDUCT

**Safety** — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory. Additional safety standards may apply to externship sites.

- **Eating** — No food or beverage (except water in a spill-proof container) is allowed in classrooms or laboratories.
- **Breakage** — Payment may be charged for any deliberate destruction of equipment.
- **Cleanliness** — Students are observed on how they care for and maintain equipment.
- **Housekeeping** — Duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.
- **Homework** — Required homework assignments must be turned in when due. Each student should be prepared to devote time daily to home study.

In addition to these conduct expectations, students are also required to comply with the behavioral components of the following policies found in this catalog, which are incorporated and considered part of this Student Conduct Policy: the Nondiscrimination Policy, the Sexual Misconduct Response and Prevention Policy, the Drug and Alcohol Abuse Prevention Policy, the Withdrawal or Dismissal Procedure, Facility-Related Rules, the Academic Honesty Policy, the CI Anti-Cyberbullying Policy, the Anti-Hazing Policy, the Externship/Practicum/Clinical Courses Policy, the dress Code, and the Classroom/Laboratory/Externship/Practicum/Clinical Etiquette for Electronic Devices Policy.

## COPYRIGHT INFRINGEMENT POLICY

All members of the CI community are required to comply with U.S. Federal copyright laws and regulations. CI's Copyright Infringement policy, which is incorporated here by reference, is found in the Student Consumer Information, [ultimatemedical.edu/pdfs/consumerinformation.pdf](http://ultimatemedical.edu/pdfs/consumerinformation.pdf), under the Copyright Regulations section. This includes information on infringement policies and sanctions, what constitutes copyright, the kinds of activities that violate federal law, legal alternatives to unauthorized downloading, and a summary of the civil and criminal penalties for copyright violations. All members of the CI community are required to review the Copyright Regulations section at the link above.

## SEXUAL MISCONDUCT RESPONSE AND PREVENTION POLICY

This policy applies to complaints of alleged Sexual Misconduct, as defined herein. Chancellor Institute expressly prohibits any instances of Sexual Misconduct including Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Rape or Acquaintance Rape. Any acts that fall within the definitions of Sexual Harassment, Sexual Assault, Rape, Acquaintance Rape, Stalking, Dating Violence, Domestic Violence or prohibited Sexual Contact are a violation of CI policy, and potentially applicable state and federal law. CI is committed to fostering an environment where any type of Sexual Misconduct is promptly reported, and Sexual Misconduct complaints are resolved in a fair and timely manner.

Creating a safe environment is the responsibility of all members of the CI Community. Regardless of the definitions provided below, anyone who believes they are a victim of Sexual Misconduct should seek immediate medical and/or safety assistance and report the incident as soon as possible to an HR Representative 954-400-0620.

## Definitions

**“Acquaintance Rape”** is a sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or co-worker. Acquaintance Rape includes forced, manipulated, or coerced Sexual Contact or penetration by a body part or object with someone who has not given or is incapable of giving Consent.

**“Clery Act”** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46.

**“Employee Conduct Policy”** refers to the policies titled “Business Ethics, Conduct & Compliance,” “Employee Conduct and Work Rules,” and “Sexual and Other Unlawful Harassment,” which are applicable to employees and which outline expectations for employees’ behavior and how potentially unacceptable behavior by employees will be addressed.

**“Employee Complaint Procedure”** refers to the policy found in the employee handbook, available on CI staff and student portal, and is the vehicle by which an employee can bring to CI’s attention any complaint relating to his/her experience with CI or a member of the CI Community, and have that complaint appropriately addressed.

**“Consent”** is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit consent does not imply Consent. Where there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute Consent. The manner of dress of the victim at the time of the offense does not constitute Consent. Past consent to Sexual Contact and/or a sexual history with the accused does not imply Consent to future Sexual Contact. A person who initially consents to Sexual Contact or penetration may withdraw continued Consent at any time while that interaction. Intoxication due to use of alcohol or drugs may impair an individual’s capacity to consent freely and may render an individual incapable of giving Consent.

**“Domestic Violence”** refers to felony or misdemeanor crimes of violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person’s acts under the jurisdictional domestic or family violence laws.

**“FERPA”** means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

**“Policy”** is defined as the policies and procedures of CI, for example those found in this catalog, the employee handbook.

**“Rape”** is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving Consent.

**“Sexual Assault”** is defined as physical contact of a sexual nature against the victim’s will or without the victim’s Consent.

**“Sexual Contact”** means the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person’s intimate body parts.

**“Sexual Harassment”** means unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or employee is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education, employee’s employment; or (2) Submission to or rejection of such conduct by an individual is used as the

basis for academic decisions about the student or professional decisions about the employee; or (3) Such conduct has the purpose or effect of unreasonably interfering with the employee's/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

**“Sexual Misconduct”** is a broad term encompassing Sexual Harassment, Dating Violence, Domestic Violence, Rape, Sexual Assault, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**“Stalking”** is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits Stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

**“Student Code of Conduct Policy”** refers to the policies in this catalog that outline the conduct expectations for students, including but not limited to the requirements noted in the Nondiscrimination Policy, the Sexual Misconduct Response and Prevention Policy, the Code of Conduct for Students Policy, the CI Anti- Cyberbullying Policy, the Anti-Hazing Policy, and the Externship/Practicum/Clinical Courses Policy. Collectively, these policies outline expectations for students' behavior and how potentially unacceptable behavior by students will be addressed, including potential sanctions like suspension and expulsion.

**“Student Complaint Procedure”** is CI's procedure by which a student can bring to CI's attention any complaint relating to his/her experience with CI. It is CI's mechanism for investigating and trying to resolve complaints raised by students. The Student Complaint Procedure encompasses both the “Discrimination Grievance Procedures” and the broader “General Student Complaint Procedure/Grievance Policy,” both found in this catalog. If a student is unsure of which policy to follow, he/she can always contact us 954-400-0620 for assistance with filing a complaint.

**“CI”** means Chancellor Institute and its affiliates.

## **PROCEDURES**

### **Prevention and Awareness**

Acts that are deemed to fall under the definition of Sexual Misconduct by CI are violations of the Student Conduct Policy and the Employee Conduct Policy, as well as the expectations of members of the CI Community. These acts may also be crimes. To reduce the risk of Sexual Misconduct such as Sexual Assault from occurring among its students and employees, CI is committed to providing awareness and prevention programming.

CI will identify and provide programs to students, employees, and faculty, consistent with requirements of Title IX, VAWA, SAVE and other needs as determined on an ongoing basis. These programs will address all forms of Sexual Misconduct and include themes of awareness and primary prevention such as bystander intervention and the establishment of community norms.

### **Reporting Sexual Misconduct to CI**

Acts of Sexual Misconduct, including Dating Violence, Domestic Violence, Rape, Sexual Assault, Sexual Harassment, and Stalking are subject to disciplinary action by CI. Victims may file a complaint of Sexual Misconduct with the Vice President; you can call 954-400-0620 to assist with making the complaint.

If the victim wishes to contact local community agencies and/or law enforcement for support, CI will assist the victim in making these contacts. The CI official who receives notification of the misconduct will offer assistance from CI to victims, which may take the form of opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available (such as no-contact or limiting orders, campus escorts, transportation assistance, or targeted interventions). CI may also provide referrals to counseling services, at the victim's option. No victim is obligated to take advantage of these services and resources, but CI considers them in the hope of offering help and support. Information regarding victim rights and options is available through the following resource:

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. The National Sexual Assault Hotline is available 24/7:

Telephone: 800-656-HOPE (4673)

Online chat: [rainn.org/get-help](https://rainn.org/get-help)

State specific resources: [rainn.org/state-resources](https://rainn.org/state-resources)

## **Investigation and Disciplinary Action by CI**

When the victim chooses, or CI believes it is necessary, CI will initiate a prompt, fair and impartial investigation. If allegations are substantiated based on the totality of the circumstances, the respondent may be subject to the Student Conduct or Employee Conduct Policies, which may result in the imposition of sanctions or discipline based upon a preponderance of evidence (what is more likely than not). The Student Complaint Procedure and Student Conduct Policies describe reporting, investigation and resolution processes for student misconduct and can be found in this catalog. The Employee Complaint Procedure and Employee Conduct Policies describe reporting, investigation and resolution processes for employee misconduct and can be found in the employee handbook, available on the employee portal.

The HR Coordinator will monitor and oversee the investigation and resolution of Sexual Misconduct reports and assure compliance with this policy. Furthermore, the HR Representative will work with CI administrators to identify and initiate strategies intended to remedy the effects on the victim and the CI Community to the extent practicable, and to reasonably prevent the recurrence of similar misconduct.

Privacy of the records specific to Sexual Misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification. In appropriate instances, CI will disclose pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of Sexual Misconduct to the alleged victim. Confidentiality will be maintained whenever possible; however, CI reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

Any individual wishing to discuss an instance of Sexual Misconduct without triggering an investigation by CI should seek referral to external mental health counseling services. Students and employees may seek support by contacting 954-400-0620.

It is CI's policy to hold perpetrators of Sexual Misconduct, including interpersonal violence like Sexual Assault, prohibited Sexual Contact, Stalking, dating and Domestic Violence in any form, accountable for their actions through appropriate Student Conduct or Employee Conduct Policies, and by working with community agencies and law enforcement as appropriate. Mediation will not be used to resolve an allegation of Sexual Misconduct.

For students: Please see the definitions section above for a list of proscribed conduct that constitutes a violation of this policy. Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including expulsion, will be imposed in accordance with the Student Conduct Policy found in this catalog. This policy statement is not intended to replace or substitute for the Student Conduct Policy. This policy is a supplement to the community standards that the Student Conduct Policy sets forth. Alleged violations of this policy will be referred to the HR Department for appropriate review. All parties in a proceeding under the Student Conduct Policy will be informed of CI's appeal processes, and their rights to request an appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed, and will be notified when the results of the resolution process become final.

For faculty and staff (all employees): Appropriate disciplinary sanctions for violations of this policy will be imposed in accordance with applicable CI policies and procedures, including the Employee Conduct Policy, available in the employee handbook, posted on the employee intranet. For offenses including harassment, Domestic Violence, Dating Violence and Stalking, possible sanctions include warning, probation, limiting order, change in job assignment, office relocation, reduction of compensation, and termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension or termination of employment. In addition, violations of this policy may trigger application of law. Employees who are made aware of a possible violation of this policy are required to contact their manager. Employees can also submit anonymous

reports of Sexual Misconduct by HR Coordinator. Employees should contact their manager with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or employee from reporting a crime directly to local authorities.

For everyone: Disciplinary procedures are independent of all criminal procedures and proceedings. In all cases, CI reserves the right to refer cases for criminal prosecution or to pursue sanctions regardless of any or no criminal prosecution. Violations of this Policy by a visitor, volunteer, vendor, agents, or other third parties affiliated with CI may also result in the termination of pre-existing or future relationships. In any complaint of Sexual Misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities

for a support person or advisor of their choice throughout the process and consistent with guidelines set forth in the applicable handbook. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the findings, as well as the sanctions/discipline (if any) to the degree appropriate, and always when the sanction or discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party and should occur as near to simultaneously as possible.

### **Disclosure of Legal Charges or Convictions**

If information comes to CI's attention that a current CI student or employee has been charged with or convicted of a sexual misconduct offense by a legal or administrative tribunal (including but not limited to attaining registered sex offender status), in addition to the investigative procedures described in this section, CI will:

- **For students:** Confirm the information with the student and, as appropriate and available, external databases, and discuss with the student the impact that the offense may have on his/her employment (and, if applicable, certification, registration, or licensure) prospects.
- **For employees:** Confirm the information with the employee and, as appropriate and available, external databases, and if the offense occurred before the employee's employment with CI, consult the employee's employment application to see if the offense was disclosed. If the offense occurred before the employee applied for employment and was not appropriately disclosed, the employee may be subject to disciplinary action, up to and including termination. If the offense occurred during the employee's employment with CI, it will be considered consistent with this policy.

### **Procedures to Follow After a Sexual Misconduct Incident**

Students or employees of CI who are victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, Rape, and Acquaintance Rape on campus or off campus have the option and are encouraged to contact local law enforcement authorities.

Whenever possible victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that Sexual Misconduct such as Domestic Violence, Dating Violence, Sexual Assault, or Stalking occurred, or to obtain a protection order. Victims of Sexual Assault or Rape are strongly encouraged to report the incident as described in this policy to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. If requested, CI will assist with notification.
3. Report the misconduct to your manager
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important, especially in the case of Sexual Assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that, if possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to seek prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet.

5. Even after the immediate crisis has passed, consider seeking professional counseling. This can help to recover from psychological effects.
6. Contact the manager, or HR Department CI-related concerns, such as implementing internal (non-judicial) no-contact orders or other protective measures. CI may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders from a court or law enforcement.

Victims are not required to report an incident to law enforcement authorities, but CI will assist victims who wish to do so. Anyone with knowledge about a Sexual Assault or other Sexual Misconduct is encouraged to report it immediately to a manager or the HR Department to permit a coordinated report to the applicable law enforcement authorities if/as appropriate. Nothing in this policy prohibits a student or employee from reporting a crime directly to local authorities.

### **Victim Rights**

CI will take interim steps to protect victims of Sexual Misconduct and maintain a positive learning and working environment by minimizing or eliminating contact with the respondent and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX. Victims of Sexual Misconduct may request a change in their academic or employment arrangements by contacting their manager, or HR Department. Victim's rights include:

1. Upon notifying CI of an incident of Sexual Misconduct, the victim will be informed of available options including the necessary steps and potential consequences of each option.
2. Where applicable, the victim will be informed of the institution's role regarding orders of protection, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court.
3. The victim has the right to be free from undue coercion from any members of CI to pursue or not pursue any course of action.
4. The victim has the right to be advised of her/his option to notify appropriate law enforcement authorities and be informed about how to receive assistance from CI personnel in notifying these authorities, if requested.
5. The victim may receive information on how to make a confidential report for the purposes of tracking campus crime.
6. The victim has the right to be informed of the applicable disciplinary conduct process.
7. The victim has the same right as the accused to attend and have others present at student conduct hearings.
8. The victim has the right to be informed of the outcome of any student or employee conduct proceeding involving alleged Sexual Misconduct. In the case of student misconduct proceedings, the victim has the right to appeal the outcome.
9. The victim has the right to request a change in academic or employment conditions after the alleged Sexual Misconduct and to be informed of the reasonably available options for those changes.
10. The victim will be informed about campus and/or community resources for counseling, advocacy, and other services for survivors of Sexual Assault.

For faculty and staff (all employees): In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options. For more specific instructions on how to properly comply with CI's Policy on Sexual Misconduct Response and Prevention, please consult with the manager of HR Department.

### **Confidentiality**

CI wishes to create an environment in which individuals feel free to discuss concerns and make complaints. CI understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, CI may be obligated to act when it becomes aware of information relating to a complaint.

Confidentiality in cases of Sexual Misconduct will be maintained to the extent permissible by law and consistent with CI's obligations in investigating complaints. Once an individual discloses identifying information to CI through the processes described above and in the applicable complaint procedures, he/she will be considered to have filed a complaint with CI. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

## **Resources for Victims of Sexual Misconduct**

Community resources for victims of Sexual Misconduct are reviewed periodically and can be found on the employee and student portal posted under Student Consumer Information.

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. The National Sexual Assault Hotline is available 24/7:

Telephone: 800-656-HOPE (4673)

Online chat: [rainn.org/get-help/get-help](http://rainn.org/get-help/get-help) State specific resources: [rainn.org/state-resources](http://rainn.org/state-resources)

## **AMERICANS WITH DISABILITIES ACT OF 1990**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act state that qualified students with disabilities who meet the technical and academic standards at Chancellor Institute may be entitled to reasonable accommodations. The ADA defines a disability as a chronic, long-term, physical or mental impairment that substantially limits one or more major life activities (e.g. walking, sitting, breathing, learning, working, sleeping, etc.) Chancellor Institute is committed to providing access to all its programs, activities, and services whenever possible and makes reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

The ADA requires CI to perform an individualized assessment for each student that requests accommodations. CI is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation of a disability unless the disability is visually apparent. CI has the right to establish professional criteria to be used in reviewing the documentation.

"Reasonable accommodation" is the term used by the ADA and the Rehabilitation Act for changes made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a

student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Note that CI is not required to fundamentally alter the nature of its academic programs to accommodate students.

It is the responsibility of a student to identify him/herself to the Office of Disability Services should he/she want to request any type of accommodation. Students have the right and responsibility to:

- Choose whether to disclose their disability. If a student does not want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.
- Request accommodations. If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mitigated by reasonable accommodations, he/she has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts a student's academic performance. CI requests supporting documentation from a professional who has evaluated an individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.
- Communicate in a timely manner with the Office of Disability Services about a disability, accommodations and/or what is or is not working. Accommodations are not provided retroactively; therefore, students are encouraged to contact the Office of Disability Services as soon as possible to request accommodations.
- Contact CI immediately if the student has any concerns or feels there is discrimination against him/her because of a disability.

## **DISABILITY SERVICES**

Chancellor Institute will provide reasonable and individualized academic accommodations for students who have demonstrated a need for such accommodations due to their disabilities and have requested reasonable and appropriate accommodations. If you have a disability and would like to request accommodations, please inform the office of Student Services.



## **PREGNANT STUDENTS**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. The prohibition includes discrimination against pregnancy or pregnancy related conditions.

CI committed to supporting pregnant students so that they can stay in school and complete their education, and thereby build better lives for themselves and their children. Students may request an accommodation due to pregnancy, nursing, or pregnancy-related conditions through the office of student services at 954-400-0620 ext 4005.

## **STUDENT DISCRIMINATION GRIEVANCE PROCEDURES**

Federal law prohibits discrimination based on age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. Chancellor Institute encourages you to bring all complaints or grievances regarding such discrimination to its attention.

### **Student Grievance Policy**

1. The grievance must be in writing and contain the following information:
  - a. Your name and address
  - b. Description of and date of alleged violation and the names of any witnesses
  - c. Names of persons responsible for the alleged violation (if known)
  - d. Requested relief or corrective action, if applicable and
  - e. Any background information or documentation you believe to be relevant
2. A complaint should be filed within thirty days after the complainant becomes aware of the alleged violation. Complaints received later than thirty days after complainant became aware of the alleged violation may be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested persons, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.
4. Within a reasonable time, following receipt of the grievance, Chancellor Institute will complete its investigation and provide notice to you and all alleged responsible parties of the outcome of the investigation and the basis for its decision.
5. If Chancellor Institute determines that discrimination has occurred, it will take appropriate action to prevent the recurrence of the discrimination and to correct the effects felt by you and others, if appropriate.
6. Any party to the complaint may request reconsideration of the CI's determination if he or she is dissatisfied with it. Requests for reconsideration must be made in writing to the Campus Director or Vice President within seven days of the receipt of the determination and/or recommendation(s). The Campus Director and Vice President will respond to the request for reconsideration within thirty days. Reconsideration decisions are final.

You may also contact the U.S. Department of Education Office for Civil Rights at: Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue, SW Washington, DC 20202-1100 Tel: 800-421-3481 (Toll Free) Fax: 202-453-6012  
TDD: 800-877-8339 (Toll Free)  
Email: [mocr@ed.gov](mailto:mocr@ed.gov)

You may file a complaint with the Office for Civil Rights at any time before, during, or after the grievance process. You do not have to complete the Chancellor Institute grievance process before contacting the Office for Civil Rights.

Retaliation against any complainant under this grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this grievance procedure is prohibited. If you believe that you are being subjected to retaliation, please immediately notify HR Department.



## **DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

CI supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by students or team members on CI's property or as part of any CI activity is prohibited. CI may request drug screens for:

- Students preparing for clinical rotations, externship or practicum, as required
- Graduates who request this service while qualifying for employment
- Any covered student when there is a reasonable suspicion of impairment while on campus, at an externship or practicum site, on CI's property, or while participating in any CI activity/event. (Covered student includes any person taking courses (either Online or Margate and including but not limited to students who take time off between terms) or otherwise receive or are seeking to receive services from CI.)

CI publishes the Drug and Alcohol policies in its Campus Safety and Security Report. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The campus Drug and Alcohol are also located on the school's website at <http://ichancellor.edu>.

## **CAMPUS SAFETY AND SECURITY REPORT**

CI publishes its policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near its Margate campus in its Campus Safety and Security Report. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The campus and safety security report are also located on the schools website at <http://ichancellor.edu>.

## **CONSUMER INFORMATION**

To help students and families make better-informed decisions about higher education, CI publishes a guide to sources of consumer information, school policies and disclosures as required under the Higher Education Opportunity Act and other legislation.

For more information about the Higher Education Opportunity Act, please refer to the U. S. Department of Education website ([ed.gov](http://ed.gov)). Additionally, the right to request and receive this information in writing is available by contacting the Campus Director or designee at CI's Margate location during regular business hours or by emailing:

## **MILITARY AND VETERANS' INFORMATION**

To ensure our service members, veterans, spouses, and other family members may have the information needed to make an informed decision concerning their well-earned federal military and veterans' educational benefits, please visit the following sites:

- The College Scorecard which is a planning tool and resource to assist prospective students and their families as they evaluate options in selecting a school and is located at:

[collegecost.ed.gov/scorecard](http://collegecost.ed.gov/scorecard)

- The College Navigator which is a consumer tool that provides school information to include tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool. The College Navigator is located at:

[nces.ed.gov/college\\_navigator](http://nces.ed.gov/college_navigator)

- The College Financing Plan is a consumer tool designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. The College Financing plan can be assessed.

<https://www2.ed.gov/policy/highered/guid/aid-offer/collfinplanfaq.pdf>

- The “Paying for College” webpage which can be used by prospective students to enter the names of up to three schools and receive detailed financial information on each one and to enter actual financial aid award information. The tool can be accessed at:  
consumerfinance.gov/paying-for-college

## ACADEMIC DISHONESTY

It is assumed that all students are enrolled at CI to learn. Academic honesty is expected, and dishonesty is not acceptable. Academic Dishonesty is a set of values and behaviors that promotes personal integrity and good practice in learning and assessment. Academic Dishonesty includes doing one’s own work, giving credit for someone else’s ideas or work, abiding by all rules regarding assignments and assessments, and working collaboratively while producing independent work. Academic dishonesty includes, but is not limited to, plagiarism, collusion, duplication, and cheating.

- Plagiarism: using or attempting to use someone else’s ideas or work, in whole or in part, as one’s own, without citation or other indication that the content is not one’s original ideas or work.
- Collusion: allowing someone to copy one’s own work to use as his/her own, including but not limited to posting or sharing one’s own work on websites outside of the CI course rooms.
- Duplication: submitting the same work as someone else, including but not limited to copying a discussion post written by another student or turning in copies of assignment worksheets posted on websites outside of the CI course rooms.
- Cheating: obtaining or attempting to obtain credit for work by dishonest or deceptive means, including but not limited to obtaining work from websites or other informational devices inconsistent with course room expectations as determined in CI’s sole discretion, or allowing someone other than the officially enrolled student to complete course requirements. Plagiarism, collusion, duplication, and cheating in any form are considered an Academic Dishonesty violation. Students who violate the Academic Dishonesty policy will be subject to a progressive discipline process, including:
  - 1st Academic Dishonesty Violation: Student receives a first notification with an academic coaching opportunity and earns a "0" for the assignment in which the first infraction occurred.
  - 2nd Academic Dishonesty Violation: Student receives a second notification with an academic coaching opportunity and earns a "0" for the course in which the second infraction occurred. The course failure results in the student being required to retake the course.
  - 3rd Academic Dishonesty Violation: Student is expelled from CI.

CI faculty regularly monitor and evaluate students’ work to ensure Academic Dishonesty. CI faculty also share the responsibility of reinforcing best practices and teaching proper research and citation skills. If a CI faculty or staff member suspects a student has violated the Academic Dishonesty policy, the faculty or staff member is expected to report the incident to the Campus Director or designee.

The Campus Director or designee Director of Education (online) investigates incidences of suspected plagiarism, collusion, duplication, and other types of cheating which meet the definitions outlined above. Students receive written notification outlining the investigation findings and progressive discipline as/if appropriate.

Students who wish to contest the school’s decision should appeal in writing to the Campus President. The decision of the appeal by the Director of Education or the Campus President will be final.

## CI ANTI-CYBERBULLYING POLICY

It is the policy of Chancellor Institute that all its students, alumni, faculty and staff have an educational setting that is safe, secure, and free from harassment and bullying of any kind. CI will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Participation in our communities and in the classroom is a privilege, not a right, and is reserved for members who conduct themselves in a professional and responsible manner. We want everyone to feel comfortable at CI. If you are found violating this policy, it may result in disciplinary action from CI.

## **BULLYING**

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or team members. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by via the internet, phone, mobile phone, text message, email, webpage, video, voicemail, audio transmission, instant message, photo, fax, written document, computer, tablet, smartphone, traditional phone or anything similar not listed above. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

## **ANTI-HAZING POLICY**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the school.

## **GENERAL STUDENT/STATE COMPLAINT GRIEVANCE PROCEDURE POLICY**

Chancellor Institute encourages students to bring all complaints or grievances to its attention. Many questions or concerns that students may have can be resolved simply through discussion. CI is dedicated to assisting our students. Students may contact the institution to voice their problems, concerns, frustrations or complaints via phone 954-400-0620.

CI utilizes the following grievance policy for all matters except discrimination. If a student feels discrimination has occurred, the student should refer to CI's Discrimination Grievance Policy in this catalog.

A student may present a grievance through the following complaint and dispute resolution procedures. The Institution will investigate all complaints or grievances fully and promptly. CI strives to resolve issues as soon as possible. CI provides an independent, unbiased representative to work with the student. Upon receipt of the complaint, CI acknowledges the student issue, and the grievance process starts immediately. Retaliation against any student using the Grievance Resolution Process is strictly prohibited.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or Chancellor Institute staff. Grievances may include misapplication of the

Institution's policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or another Chancellor Institute team member.

If you wish to appeal your Satisfactory Academic Progress, please refer to the Satisfactory Academic Progress section contained within this catalog.

#### STEP 1

A student should first bring the grievance to the attention of the appropriate instructor or staff member.

#### STEP 2

Should the student's grievance not be resolved to the student's satisfaction after completing steps one, or if step one are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Executive Vice President or designee (Online). The Executive Vice President or Director of Education and they will make a determination within two business days.

#### STEP 4

The determination of the Executive Vice President or designee and Director of Education (Online) may be appealed in writing or by personal appearance in front of the Grievance Committee within 14 days of the decision by the Executive Vice President or designee (Clearwater).

To appear at the Grievance Committee, make an appointment by emailing [vfortune@ichancellor.org](mailto:vfortune@ichancellor.org). The Grievance Committee consists of the representation from the leadership team of the following CI Departments: Education, Student Finance, and Faculty, or Student Service.

The Grievance Committee will convene within five business days of receipt of a student's appointment request to review the grievance with the student and all other appropriate parties. The student has the option of representation at this hearing by a faculty member at the institution or an impartial student advocate. This advocate may serve as the student's advocate throughout the grievance process. Members of the grievance committee directly involved in the circumstances that gave rise to the grievance will be required to recuse themselves.

The Grievance Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the Institution. The determination will be documented within the student's complaint file and will include a description of the outcome, the resolution reached, or the next steps to be taken within two business days of the meeting. The Grievance Committee is the final level of institutional review.

While CI encourages students to work with us to resolve any issues, you may also file complaints with the relevant state agency. For state specific information, please see below and visit the state listing located at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml>

### **State of Florida Grievance Policy**

Federal regulations and State laws require that colleges in The Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first. Before contacting the State Division of Florida Colleges, please read your college's policies and procedures for filing complaints. Examples of where these can be found include:

- Course catalogs
- Student handbooks
- Employee handbooks
- School websites

Additionally, you may contact a variety of persons at the college level who can assist you, including, but not limited to:

- College Equity Officers
- College Ombudsmen
- College Human Resource Directors

- Vice-Presidents
- Deans
- Academic Advisors or Directors of various college offices and divisions
- ADA Coordinators or Directors of Disability Student Services

All persons are encouraged to work through the internal complaint and appeal processes at their respective institutions as the first step in filing a complaint. Each college is governed by a Board of Trustees or District Board of Trustees who are responsible for ensuring lawful implementation of complaint procedures according to State Statutes and Federal Regulations. If you believe that your complaint has not been addressed satisfactorily at your local institution after exhausting the college's complaint or grievance procedures, you may contact the appropriate personnel at the Division of Florida Colleges for additional information. Additional information regarding the State of Florida's complaint process can be at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>

## **Financial Aid**

For complaints related to financial aid, please contact:

Office of Student Financial Assistance

Florida Department of Education

325 West Gaines Street, Suite 1314

Tallahassee, FL 32399-0400

Telephone: 1-800-366-3475

Website: <http://www.floridastudentfinancialaid.org/>

E-mail: [OSFA@fldoe.org](mailto:OSFA@fldoe.org)

or

Federal Student Aid Ombudsman

U.S. Department of Education

830 NE First Street, Fourth Floor

Washington, DC 20202-5144

Telephone: 1-877-557-2575

Fax: 202-275-0549

Website: <https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman>

## **STUDENT RECORDS**

### **RECORDS MAINTENANCE**

CI maintains student records in an easily accessible and orderly fashion for all students in accordance with CI's record retention policy and applicable regulatory requirements. Official academic transcripts are maintained permanently. In accordance with Florida State law, student records are kept for a minimum of 6 years after graduation or a student's last date of attendance.

### **INFORMATION CHANGES**

Students that need to change any important demographic information such as phone number, address, email, must report this information to the registrar office immediately.

### **TRANSCRIPTS**

CI students and alumni wishing to obtain copies of their official transcripts are required to request them online at 954-400-0620. For unofficial transcripts, students may request either in person or in writing via mail or email to: Chancellor Institute 2900 W Cypress Creek Rd Ste # 7 Ft. Lauderdale, FL 33309.

## ACADEMIC HOLD

Student records may be placed on hold for any of the following reasons:

- An unpaid obligation to Chancellor Institute
- Expulsion resulting from violation of Student Conduct
- Dismissal resulting from failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)

Until a hold is removed, individuals may not be allowed to:

- Attend class
- Register for class
- Restart school from an inactive status

Appeals to this policy can be made to the Campus Director and the Director of Education (Online) in writing except for failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog). The Campus Director and Director of Education notifies students in writing regarding the results of an appeal.

## CLINICAL/EXTERNSHIPS/CLINICAL COURSES (WHERE APPLICABLE)

Clinical Rotations/Externships/Practicum hours may be a part of a student's required coursework in their educational program at CI. Students are not paid for the work performed during externship/practicum/clinical course activities. All school rules apply to externship/practicum/clinical course hours. Students participating in externship/practicum/clinical course hours are reminded that they are acting as representatives of CI and are expected to maintain professionalism at all times.

Externships/Practicums/Clinical Course hours are offered during regularly scheduled business hours at an approved healthcare facility. CI does not guarantee the availability of night/weekend externships/practicums/clinical rotations and clinical course hours. Students are expected to complete externships/practicums/clinical rotations and clinical course hours within the grading period as outlined in the course description and requirements.

### Clinical/Externship/Practicum requirements

Students should be aware that any federal, state or private medical facility may require Criminal and/or Department of Motor Vehicle background checks as well as drug testing. Students should be aware that state licensing and/or certifying agencies may require similar background and drug screenings. Medical facilities used for training and/or externship may also require that students show proof of current MMR, PPD, Varicella, and Hepatitis B vaccinations (or declination of Hepatitis B). Additionally, clinical students may be required to have current CPR certification. If required by the clinical site, students must complete this course prior to their clinical training. Students are responsible for all costs incurred for drug screenings, vaccinations, and CPR certification. Practical Nursing and ADN-RN students will have a clinical consultation orientation or review the clinical orientation video prior to placement at a clinical rotation facility. All clinical training sites are selected based on an evaluation of site personnel, geographic location, availability, and type of learning experience provided. Chancellor Institute utilizes sites that can be less than one mile to fifty miles from the campus or a student's resident.

### Policies & Procedures Regarding Clinical Training, Licensure, Certification and Employment

Students should be aware that any federal, state or private medical facility may require Criminal and/or Department of Motor Vehicle background checks. They may also require that students show proof of current MMR, PPD, Varicella, Flu Vaccine, and Hepatitis B Vaccinations (or declination of Hepatitis B). In addition, clinical students may be required to have current BLS/CPR certification card dependent upon their specific clinical site requirements. The student will need to take this course prior to beginning his/her clinical training, if required at their assigned site. The student will need to meet all of the health requirements of the respective clinical site prior to beginning his/her clinical training. This course can be completed at the American Heart Association, or Red Cross. It will be the responsibility of the student to provide proof, to either the Chancellor Institute Clinical Coordinator or another party, that these requirements have been met.

to become health care providers and therefore are expected to practice a high standard of personal hygiene and grooming. The training site is not obligated to employ the student following completion of the training, clinical or externship. These experiences are included in programs to enhance learning and to give students the opportunity to apply theoretical knowledge and skills to “real life” situations in the employment setting. A student’s noncompliance with the above policies & procedures could hinder program progression and completion.

Students should be aware that state licensing and/or certifying agencies may require similar criminal background checks for employment in the field. A history of misdemeanors and/or felonies may negatively impact the student’s employability in their field of study.

## **DRESS CODE**

CI promotes a professional, sanitary, and safe atmosphere at all times. Appropriate attire and appearance for students is also professional, sanitary, and safe.

All students are required to comply with the following guidelines when attending courses which include clinical competencies and/or an externship/practicum:

- Clothing:
  - Scrubs (for Margate campus in the color designated by each program of study) should be neat, clean, professional, and unwrinkled.
  - Shoes must be professional and clean, with closed heels, soles, and toes. No cloth, holes (e.g. Crocs), or mesh.
  - Undergarments must be worn as appropriate, and not visible.
  - Outerwear (e.g. sweaters, jackets, and lab coats) must be neat and clean. Students in some programs may be required to wear lab coats during certain activities.
  - CI identification badges must be worn at all times while on campus) and if an /clinical/externship/practicum site requires it.
- Nails must be short, neat, and natural/light nail color.
- Jewelry should be professional in appearance and kept to a minimum. Jewelry and removable accessories or cosmetics (e.g. false eyelashes) must be well-secured with no danger of falling off/out or causing contamination. No dangling, hanging, or sharp-edged jewelry or accessories.
- Body art (e.g. tattoos) should be professionally acceptable and may be required to be covered.
- Hair (including facial hair) and/or head coverings must be clean, neat, and professional in appearance. Hair and/or coverings must not dangle or extend in such a way that they present a safety/sanitation hazard. Long hair must be pulled back and secure. Others may be asked to pull back their hair.
- Cosmetics must be appropriate and professional for a healthcare environment. Perfume or cologne should be used sparingly, and individuals may be asked to discontinue use of products.
- Externship/Practicum sites establish their own company policies and dress codes that may differ from CI’s policy. For more information regarding or an exception to this policy, please see the Campus Director.

## **TELEPHONES**

School office telephones are not for student use. In the case of a personal emergency, students may contact the campus administrator to request the use of a school phone. Use of cellular phones in classrooms is disruptive to instructors and fellow students and is not permitted. Family members, as allowed by a signed FERPA release form, may reach a student in the event of an emergency through the front desk. Students should inform family and friends of classroom hours and of school policy regarding phone calls. Cell phones are permissible on school grounds but must be turned off during classes.

## **CLASSROOM/LABORATORY/EXTERNSHIP/PRACTICUM/CLINICAL ETIQUETTE FOR ELECTRONIC DEVICES – WHEN APPLICABLE**

Technology used in these settings should be used in a manner that will enhance the learning environment for all. Students wishing to use any form of electronic device while in these settings must receive prior permission from the



instructor/site. Any device that can photograph, send and receive messages, or record (visually or audibly) may not be used at any time during an exam.

Any use of technology that detracts and/or disrupts the learning environment or promotes any form of academic dishonesty is strictly prohibited by CI. Students who violate this policy will be subject to appropriate disciplinary action.

## **TEXTBOOKS**

CI provides a list of textbooks during its orientation and on the student LMS.

Students have the option to opt out of receiving textbooks and the enhanced digital learning resources and may purchase textbooks on their own. If a student chooses to opt out, CI will adjust the tuition for each course based on the CI price for the textbook and also provide a prorated adjustment for the subscription. To opt out from receiving textbooks. This request must be made during time of Admissions.

## **TRANSPORTATION**

Students are responsible for providing their own transportation to and from the campus and clinical-externship facility. The institution will cover the cost of clinical sites that are 50 miles or more from the school. The campus is conveniently located on several main bus routes. Please contact students' services for additional information.

## **HOUSING**

CI does not provide housing or dormitories for enrolled students. However, convenient housing for Margate students is available at rental facilities in the local area.

## **STUDENT SERVICES AND RESOURCES**

### **ACADEMIC SERVICES**

CI offers several Academic Service options to answer student-driven questions about discussions, assignments, assessments, or other course content. Students may speak to their instructor at the number and e-mail address above for support to address general academic questions. The Academic advisor team will also help students reach an instructor for specific content questions. Students may also contact their assigned course room instructor directly during office hours by telephone or at any time via e-mail. Instructor office hours and contact information are located in their course and the syllabus.

### **STUDENT SERVICES**

The student services department provides support for students throughout their time at CI. Academic team focus on helping students adjust to life as an online learner, to outline the resources CI offers, and to help each student be successful during the first 6-12 weeks of school. After the first 6-12 weeks, students will be able to contact student services throughout their program through graduation. The Academic team and student services representatives are available to answer any questions about grades, the online classroom, student expectations and more. Upon request, CI will consider furnishing scrub uniform, or cap and gown for those students needing assistance.

### **LIBRARY LIRN SERVICES | 954-400-0620**

The LIRN Online library facilitates as a gateway to the virtual library and connects students to high quality resources available in CI Virtual Library. The CI Virtual Library's core collection includes thousands of peer-reviewed, full-text articles on a variety of subjects that are accessible at any time, from any location.

### **CAREER SERVICES | 954-400-0620**

CI has an active Career Services department that assists graduates in locating entry-level career opportunities related to their field of study. Career Services Advisors work directly with local businesses, industry leaders, and advisory board members to assist students with conducting a professional job search. CI does not, in any way, guarantee employment. It is the goal of the Career Services office to help all graduates realize their personal and professional development goals and assist them in seeking employment.



Career Services Advisors provide job search assistance for all CI graduates. Career Services Advisors focus on assisting students with resume reviews, job search strategy, job opportunities, the application process, interview preparation, reference building and overall support in their employment pursuits.

Career Services Advisors also provide continued on-the-job support for the first couple of weeks that a CI graduate is gainfully employed. This support includes effective conflict resolution and building your network. The Career Services Advisors then bridge the gap between Career Services and continued Alumni support.

#### **ALUMNI SERVICES | 954-400-0620**

CI provides alumni from with ongoing career development support (e.g., career coaching, interview preparation, resume revisions). The Alumni Services provide services to all alumni regardless of their employment status, sustains engagement with alumni, and supports their long-term career goals as well as graduate refresher modules. The Alumni Services is available to alumni to support new job searches and career progression.

#### **LICENSURE AND CERTIFICATION SERVICES | 954-400-0620**

Certification Services is available to support students and graduates in registering for certification exams where relevant to the student's program. In selected programs students and graduates can access preparation materials and receive academic support from instructors.

## **ACADEMIC STANDARDS**

### **DEFINITIONS**

**Clock Hour:** A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute instructional period.

**Credit Hour Conversion:** Minimum in-class equivalent work is calculated under the following formula for each term credit:

10 classroom lecture hours	= 1 quarter credit hour
20 laboratory hours	= 1 quarter credit hour
30 externship/clinical/practicum hours	= 1 quarter credit hour

Fractions of credits (other than one-half) are rounded down to the next lowest half or whole number.

**Cumulative Grade Point Average (CGPA):** A calculation of student grades for all courses completed.

**Evaluation Point:** An academic progress check point in a program

**Grade Point Average (GPA):** The course grade earned by a student determined by dividing the total number of quality points earned by the total number of credits attempted. See grading scale in this catalog that is used to calculate the GPA.

**Grading Period:** The grading period for all programs is the length of a module. A module is 5 to 6 weeks depending upon the program.

**Instructional Time:** Instructional time represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship/Practicum time for purposes of instructional time assumes 30 hours of externship work per week. Instructional time does not include scheduled breaks of more than 5 consecutive days.

## **ADDITIONAL GRADING DEFINITIONS AND IMPACT ON SATISFACTORY ACADEMIC PROGRESS**

**A, A-, B+, B-, B, C+, C, C-, D+ D, and F:** Grades assigned to current students who complete the course. Letter grades are included in the GPA, CGPA, Rate of Progress, and Maximum Time Frame calculations for Satisfactory Academic Progress. For additional information, please refer to the Satisfactory Academic Progress policy in this catalog.

**CEE = Clinical /Externship Extension:** This grade is assigned when a student fails to complete all the necessary clinical/externship hours required by their program within a scheduled grading period. This grade does not affect satisfactory academic progress.

### **INCOMPLETES**

This grade does not affect a student's satisfactory academic progress. Any student who wishes to request an incomplete grade is responsible for informing his or her instructor of the reason(s) for failing to complete all assignments and tests by the last day of the course. If the instructor deems such reason(s) justifiable, the instructor may issue an Incomplete grade which is converted to a final grade at the end of the approved extension. An extension for incomplete work will not exceed seven (5) calendar days from the last scheduled day of a course, excluding any scheduled breaks. If students do not complete the required assignments and tests by the seventh (5th) calendar day from the last scheduled day of a course, they receive a grade of zero ("0") for the incomplete work. The zero ("0") grade is included in the calculation with all other grades earned in the course to determine a final grade for the course per the course grading rubric. Students with an incomplete grade in a course are permitted to attend regularly scheduled classes.

**TC = Transfer Credit:** Students transferring from another institution, or students who transfer to a different program, program version, may be eligible for credit for courses they have already taken. A grade of "TC" is given for a transferred course and included as credits attempted and credits earned, Maximum Time Frame and Rate of Progress when calculating SAP. External transferred courses must have a final grade of "C" or higher. Internal transferred courses must have a passing grade as defined by the academic program.

**W = Withdraw:** This grade is assigned when a student is withdrawn from a course. In each instance, the original course and any attempts to repeat/retake a course will be included as credits attempted in the Maximum Time Frame and Rate of Progress calculations. For students who received a "W" grade in a clinical/externship/practicum course, the activity may be reviewed, and upon approval, the hours may be transferred and credited towards the total clinical/externship/practicum hours required for the course. Students who have received a site dismissal for conduct, policy violations or other negative student actions will be not allowed to transfer any completed hours into the new course.

**WD = Withdrawn from Course:** A grade of "WD" indicates a course which was scheduled for the student; however, the student never began attendance in the course. This grade does not impact CGPA, Rate of Progress, or Maximum Time Frame calculations nor does it count towards credits attempted.

**WW = Withdrawn from Course without Penalty:** This grade indicates a course that has been scheduled, and the student was administratively removed from the course for reasons other than attendance and academic policy violations and did not receive a grade. This grade does not impact the cumulative grade point average, rate of progress, or maximum time frame nor does it count toward credits attempted.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal, state and accreditation regulations require students make Satisfactory Academic Progress (SAP) to be eligible to receive Federal Student Aid. SAP measurements include multiple quantitative and qualitative evaluations (Cumulative Grade Point Average, Maximum Time Frame, and Rate of Progress.)

CI measures SAP at the end of each evaluation point as defined in this catalog, typically the term or payment period.

- Maximum Time Frame (MTF) is evaluated at the end of every module in programs greater than 15 weeks.
- Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) evaluation points are:
  - For standard term programs, the evaluation point is every quarter/semester, which is 12-15 weeks.

- For non-term programs, the evaluation points occur after the successful completion of three modules.
- For adequate rate of progress (ROP) toward successful completion of program.

SAP is evaluated at the end of each term. Students must complete the number of weeks and clock hours in each term before receiving any financial assistance. Students must make satisfactory progress toward the completion of course requirements in their selected program of study. Students are considered to making satisfactory academic progress if they meet the following criteria.

- Students receive letter grades at the end of each grading period utilizing the official letter grading scale for their program. Grades are based on assignments, research activities, case studies, exams, quizzes, clinical rotations, externships, practicums, and skill evaluations given with each lesson of learning.
- Students are required to maintain an adequate rate of progress toward successful completion of their program.
- All periods of the student's enrollment count when accessing progress. In addition to the CGPA and rate of progress requirements, students must successfully complete all required course hours of their program within the maximum time frame. This
- Students must demonstrate the ability to complete their program within the MTF allowed, not to exceed 150% or (1.5) times of the programs time frame.

Each program is broken down into evaluation periods. At the end of each evaluation period the student's CGPA and rate of progress will be evaluated. The evaluation will ensure that the total program clock hours plus weeks do not exceed the maximum time frame. A student failing to maintain the minimum standards of academic progress will be notified of such and will face administrative actions.

### **Satisfactory Academic Progress Benchmarks**

<b>Program</b>	<b>First Evaluation point</b>	<b>Second Evaluation point</b>	<b>Third Evaluation Point</b>	<b>Final Evaluation point</b>	<b>Minimum CGPA</b>	<b>Rate of Progress</b>
Practical Nursing	450	900	1125	1350	2.0	67%
Associates Science Nursing (ADN) 15 Week Evaluation point and beyond	At the end of each term/ quarter/semester	N/A	N/A	N/A	2.0	67%

### **Failure to Meet Satisfactory Academic Progress - Financial Aid/Academic Warning**

A Financial Aid/Academic Warning (FA/AD Warning) is a school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or ROP, SAP requirements, the student is placed on FA/AD Warning for the next evaluation period and the student is allowed Federal Student Aid eligibility for one term/payment period. No SAP Appeal is required. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. See the next section for the result if the student is not meeting SAP requirements at the end of the FA/AD Warning period. The FA/AD Warning status is not applicable to degree program students failing to meet a 2.0 CGPA following the end of the second academic year. Please see Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement below.

### **Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Academic Probation**

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility and to remain in school. While a student's school status is SAP Suspension, CI will not disburse any Federal Student Aid funds. SAP Appeal is required. Students who do not appeal SAP will be dismissed from CI.

Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and agree to an Academic Plan. Students in the FA/AD Probation and SAP Meeting Plan statuses are eligible to remain in school and receive Federal Student Aid, if qualified, for one additional evaluation period or the duration of the Academic Plan. Students on an Academic Plan will be evaluated after each evaluation point for CGPA and after each grading period for MTF.

Students with an extended Academic Plan must be making progress toward the plan at the first scheduled SAP evaluation point (first term) included in the plan. If the student is making progress, the student will be removed from FA/AD Probation status and will be updated to SAP Meeting Plan status. The student must continue to meet the Academic Plan requirements. If the student is not meeting the Academic plan at any SAP evaluation point, the student will be re-evaluated to ensure the student can still meet SAP standards within the academic plan timeframe. At the end of the next evaluation point(s), CI will recalculate the student's SAP to determine if the student has met the Academic Plan requirements and Federal Student Aid eligibility, if qualified. If the student has not met the Academic Plan requirements, the student will be dismissed.

If the student's SAP appeal is denied, the student will be dismissed. Upon dismissal, a student will be unregistered from all enrolled courses, and the student will not be charged for the unregistered courses.

#### **Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)**

When CI determines that students cannot complete their program within MTF, the students will be dismissed. Students who are active and completers who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who violate MTF prior to obtaining the required CGPA for graduation will also be dismissed. Students who are dismissed and want to return to the same program are advised by Student Finance they will not regain eligibility for Federal Student Aid assistance. For students who appeal to return to the same program and for whom the appeal is approved, the student will be placed in FA Suspension status. Therefore, these students will not be eligible for Federal Student Aid funds. **SAP Appeal is required to return after dismissal for MTF. Please see SAP Appeal Procedures section.**

#### **Failure to Meet Satisfactory Academic Progress- Academic Year Two CGPA Requirement**

Students enrolled in an associate degree (ADN) program are required to have a 3.0 CPGA at the end of the second academic year. Students who do not meet the 3.0 at the end of the second academic year are placed on suspension status and must file an appeal to remain in school. Students have five calendar days (excluding holidays and breaks) to complete the appeal once the form is sent. If a student fails to submit a written appeal or if appeal is denied, the student is dismissed.

#### **SAP Appeal Procedures- Notifications**

No later than five calendar days from the end of the evaluation point, CI will perform SAP calculations and notifies students in writing who did not meet SAP standards. Each student who does not meet SAP standards receives written notification of the results of their SAP evaluation and if applicable SAP appeal decision including:

- Financial Aid/Academic Warning
- SAP Suspension
- Financial Aid/Academic Probation
- FA Suspension
- Dismissal from a program for failure to meet SAP requirements.
- Approval or denial of SAP appeal
- Return to SAP Met status

#### **SAP Appeal Procedures**

All SAP appeals must be documented. Students must complete the SAP appeal form five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form. Students in a LOA school status at the time of an SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form, the student is dismissed from CI. SAP appeals must identify the circumstances that interfered with the student's academic success and describe how circumstances have changed to allow the student to meet SAP standards by the next SAP evaluation point.

Acceptable circumstances for an SAP appeal are:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by CI

Appeal approval is determined on an individual basis. Each appeal is unique and assessed individually during the review process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The completeness of the appeal
2. The student's accurate and comprehensive identification and description of:
  - a. the circumstances leading to his/her failure to meet SAP
  - b. the student's resolution to those circumstances
3. The validity of the circumstances leading to the appeal  
Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP.
4. The student's CGPA, ROP, and/or MTF. These variables are assessed in order to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., graduation).
5. Prior SAP appeals made by the student

CI may consider information from other sources, such as prior appeals, when deciding to approve or deny a student's SAP appeal. Based on these data, a determination is made by the Director of Education (or designee) (Online) or Program Director/Campus Director regarding whether to grant an SAP appeal and allow the student to remain enrolled at CI. A student whose SAP appeal is denied is informed within five calendar days after the appeal decision, SAP status and their dismissal from CI. The reason for appeal denial is documented in the student's academic record two business days after the appeal decision.

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and resulting SAP status and are required to sign their Academic Plan three calendar days (excluding scheduled breaks and LOAs) after receipt. Failure to sign the Academic Plan in a timely manner will lead to dismissal. The appeal decision is final.

Violations of the Academic Plan typically led to dismissal.

### **SAP appeal procedures specific to certain status are listed below:**

#### **SAP Appeal Procedures – SAP Suspension**

Five calendar days (excluding scheduled breaks and LOAs) after the date of notification to the student regarding being placed on SAP Suspension, the student may submit a written appeal and supporting documents to the Campus Director /Program Director or to the Learner Services Advisor (online). If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after the date of notification of placement on SAP Suspension or the appeal is denied, the student is dismissed.

#### **SAP Appeal Procedures – Dismissals**

Students interested in enrolling in a new program after dismissal based on failure to meet SAP requirements in their most recent program or students selecting to reenroll into a program from which they have been previously dismissed based on a failure to meet SAP requirements must contact the registrar or Director of education to determine the student's eligibility and requirements to reenter. Requirements to reenter may require an SAP Reentry Appeal.

## GRADE IDENTIFICATION

The following chart identifies each of the grades utilized by CI. The chart provides a summary of the overall grade percentage which constitutes each letter grade and the quality points associated with each grade.

**The official letter grading scale (used in GPA computation) is as follows:**

Grade	Percentage	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.0
B	83 to 86	2.5
B-	80 to 82	2.7
C+	78 to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3

D	60 to 66	1.0
F	59 or below	0.0

*Note: Clinical Rotations are graded on a pass/fail basis.*

- A grade of "P" or "Pass" will not be computed in the CGPA.
- A grade of "F" or "Fail" will not be computed in the CGPA.
- The following are not used in CGPA computation: I = Incomplete; R = Repeat; W = Withdrawn, WD= Withdrawn from course, WW= Withdrawn from course without penalty.

### Pass/Fail

Courses graded as Pass / Fail are not included in calculating CGPA but are considered as hours counted toward rate of progress.

### REQUIRED GRADES

A grade of (73%) or higher is required for all General Education Courses and A grade of (78%) or higher is required for all Practical Nursing Core courses and 80% or higher for all ADN-RN core classes.

### GPA REQUIREMENTS

Students are expected to meet minimum CGPA requirements in order to be considered making satisfactory academic progress. The Practical Nursing minimum CGPA requirement is 2.5 throughout the program. The CGPA requirement is 2.5 at the end of the 1st year of the ADN program and 3.0 at the end of the 2<sup>nd</sup> year of the ADN program. Each student's GPA will be reviewed at the end of each term/ quarter after grades have been posted to determine if the student's GPA is in compliance.

## RETAKEN/REPEATED COURSES

1. No course may be retaken or repeated more than twice. Students who fail the same course twice are academically dismissed. Students cannot transfer to another program that contains the same required course or an equivalent course.
  - a. Repeated course is defined as a course previously passed by the student; however, the student is electing to take the course again to increase their CGPA. The highest grade received in the repeated course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
  - b. Retaken course is defined as a course previously failed by the student. The student must successfully complete any previously failed courses within the program. The highest grade received in the retaken course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
2. All attempts where the course was passed count in the Maximum Time Frame and Rate of Progress calculations as attempted and earned credits.
3. All attempts where the course was failed count in the Maximum Time Frame and Rate of Progress calculation as attempted but not earned credits.
4. If a student fails to earn a passing grade in a required course, he/she must repeat that course.

5. Failing and subsequently repeating a course may interrupt a student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. All course attempts count toward the Maximum Time Frame and Rate of Progress.

## FINAL GRADES

All coursework should be submitted for grading by the last scheduled day of a course. CI instructors grade submitted coursework and applied the points earned from the graded coursework to calculate the final course grade for each student.

Online instructors post final grades within the CI Learning Management System on the third calendar day after the last scheduled day of a course. Clinical/ Externship/Practicum course final course grades are posted within 14 calendar days of the last date of attendance. CI's LMS consumes online final grades within 72 hours of final grades being posted in CI's Learning Management System. Instructors post final grades within the CI Faculty Portal within five (5) calendar days from the last scheduled day of a course.

### FINAL GRADING PERIOD – Online Students

A three-day final grading period occurs immediately following the last scheduled day of a course. During the three-day final grading period, online students may submit outstanding assignments. Assignments submitted during the three-day final grading period may be graded at the instructor's discretion. Online instructors are required to submit all final grades on the third calendar day after the last scheduled day of a course.

Students who do not successfully complete all work in the established time period earn zero ("0") points for each missing assignment not completed and a calculated final grade which incorporates zero ("0") points for each missing assignment. Failure to submit missing or incomplete assignments during the final grading period does not constitute a reason to submit a final grade concern.

### FINAL GRADE CONCERNS

Students who wish to submit a final course grade concern must contact the Campus Director or designee or raise a Final Grade Concern Help Request in the CI LMS (active online students) or email the program coordinator at (out-of-school online students only) within 7 calendar days (excluding scheduled breaks of 5 calendar days or more) of their first course end date explaining the reason for the final grade concern.

Final grade concerns must include the circumstances that led to the concern. Acceptable circumstances for a final grade concern are:

1. Coursework submitted during the regularly scheduled or final grading period but not graded
2. Errors with recording grades, e.g. transposition, miscalculation, or computational
3. Incorrect scoring by the instructor or as the result of a technical or electronic grading issue

The Campus Director or program coordinator or designee (Online) reviews final grade concerns which meet the criteria outlined above. Instructors and staff document any changes to final grades. CI notifies students of the results of the final grade concern within 14 calendar days (excluding scheduled breaks of 5 calendar days or more) from the end of the course. If an out-of-school student becomes eligible for enrollment after a successful grade concern, the student must apply for reentry into the program.

The final grade concern decision is final.

## LATE COURSEWORK

Coursework typically must be completed daily or weekly (Online students) during a regularly scheduled course.

For online students, an instructor may deduct up to twenty five percent of the earned points from a late assignment. If a student fails to complete any coursework by its due date, the student may submit the coursework late if it is before the last day of the course. If coursework is submitted after the last day of the course, the Final Grades policy applies.

Coursework (assignments and assessments) is expected to be completed in accordance with designated due dates during regularly scheduled courses. If a student fails to complete coursework by its due date, the student may submit the late coursework, in coordination with the instructor, provided that it is before the last day of the course. An instructor may deduct up to ten percent of the available points for each subsequently scheduled class meeting for a maximum of a thirty percent penalty for late assignments and assessments. Students may make up work independently, as approved by the instructor, or during designated tutoring/open lab hours. If coursework is submitted after the last day of the course, the Final Grades policy applies. Any exceptions that exceed the guidelines outlined above for Clearwater students must be authorized in writing by the Campus Director.

## HONORS AND AWARDS

Students qualify for CI's Honor Roll if their grades achieved during the official evaluation period result in a CGPA of 3.50 – 3.99. A CGPA of 4.0 for the official evaluation period qualifies the student for the Dean's List. Students should contact 954-400-0620 for information on any additional honors and awards that may be offered.

## REQUIREMENTS FOR RELEASE TO EXTERNSHIP/PRACTICUM

Nursing Students must have a CGPA of at least 2.5 and meet required prerequisites before being released to clinical rotation/practicum and must have passed all required courses as indicated in the course description/syllabi.

## Graduation Requirements

### Practical Nursing

In order to graduate from Chancellor Institute, students must:

- Maintained a 2.5 CGPA or higher in the Practical Nursing program
- Successfully complete clinical course with a passing grade
- Complete all required clock hours and or credit hours for the program they are enrolled.
- Repeated and successfully completed any failed courses, with the understanding that the maximum time frame (MTF) shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program.
- Satisfactorily met all program-specific requirements.
- Fulfill all financial obligations to the Educational Institution

### Associates Science Nursing (ADN)

General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses.

- The student must maintain a “B” grade in all nursing core courses and a “C” grade in general education courses for program continuation and graduation.
- Have met the 3.0 CGPA or higher in ADN program prior to graduation.
- The student must complete 100% of all required \*clinical and simulation hours.
- Complete the proctored HESI Specialty Exam for quarters 4, 5, 7 and 8 as some specialties will require 2 attempts. Dosage Calculations, Pharmacology, Fundamentals, Medical Surgical, Leadership, HESI Exit-Capstone.
- Achieve a 900 or higher recommended score on the HESI Exit Comprehensive Predictor.
- As well as complete additional remediation as recommended by the Director of Nursing prior to release of the student's name and transcript to the Florida Board of Nursing.

The student must complete 106 credit hours.

- Meet all financial obligations to the school.

Upon successful completion of the program and graduation requirements listed above:

- Graduated students will be qualified to sit for the National Council Licensing Exam (NCLEX).

The Application Form and Application Fee in this packet should be submitted prior to submitting the Enrollment. All required documents must be submitted with enrollment agreement. Tuition and related fees are due in full at time of registration and acceptance of the enrollment agreement.

## ATTENDANCE POLICY

Regular attendance is expected to allow students to develop the skills and attitudes required in the workplace. Due to much of the training being “hands-on,” attendance is critical to master skill sets necessary for employment.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn. Students withdrawn from school because of non-attendance may be readmitted only at the discretion of the Director of Education or appropriate school official and no sooner than the next scheduled course start date.

Tardiness is disruptive to a good learning environment and is therefore discouraged. Continued or excessive tardiness, leaving early or absences in any course may lead to disciplinary action. Nursing education programs have specific attendance requirements. These requirements are found on the course syllabi. All clinical/externship hours must be completed even a student missed hours. Make-up hours and work are given at the discretion of the instructor with verifiable documentation of missed class or clinical attendance.



## ONLINE ATTENDANCE

Regular attendance is expected for students to develop the skills and attitudes required in the workplace. Students' attendance activity is recorded daily in the Learning Management System. Attendance for online students is based on a student's completion of academically related activities such as attending synchronous online lectures, discussion board forum engagement, submission of assignments, projects, quizzes and taking exams, and comprehensive assessments. A student that has not logged on for three consecutive days, will be contacted and advised of noncompliance of attending class, clinical or practicum.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn from school. Students withdrawn from school because of non-attendance may be readmitted through the established reentry process but no sooner than the next scheduled course start date.

## DROPPING OR ADDING COURSES FOR ENROLLED STUDENTS

CI does not provide a drop/add period. CI's educational programs recommend students to complete courses in a specific order (defined as general course progression or prerequisites). CI's curriculum continues to build on knowledge gained from course to course.

If a student fails a course, the student will continue in their next scheduled course(s) providing the most recent failed course is not a prerequisite. The student will then be scheduled to retake the failed course(s) providing the most recent failed course is not a prerequisite. The student will then be scheduled to retake the failed course accordingly. If the failed course is not available and/or must be completed prior to continuing any other courses given prerequisite requirements, CI will work with the student to process an alternative solution such as an alternative course or a leave of absence until the course is available

## LEAVE OF ABSENCE

Chancellor Institute (CI) understands unforeseen circumstances arise which may require a temporary break in a student's education. CI Leave of Absence (LOA) policy available to active students enrolled in a program, who meet the established criteria, and follow the appropriate process. The Leave of Absence refers to the time in which the student is not in attendance at the school. As such, CI considers the student as a "withdrawn" student for Federal Student Aid purposes but allows the student to remain enrolled at the school. CI performs a Return to Title IV calculation for each leave of absence in a Title IV eligible program based on the student's last date of recorded attendance and sends an Exit Interview to loan recipients.

Students may request a leave of absence in writing under the following conditions:

1. Students must have successfully completed the Provisional Registration Period at CI to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve-month period
3. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.
4. Acceptable reasons for an Administrative Leave of Absence include:
  - a. Student medical (including pregnancy)
  - b. Family care (childcare issues, death of family member, single parenting issues, homelessness, or unexpected medical care of family)
  - c. Military duty (see following section on military leaves of absence)
  - d. Natural disaster per FEMA
  - e. Jury duty (selected for trial)
  - f. Course availability (delay related to course availability)
  - g. Emergencies leave of absence
  - h. Clinical Rotation/Practicum
    - i. Student moves out of city during clinical/externship/practicum
    - ii. Student moves out of enrollment state before or during externship/practicum (require compliance review and approval for leave of absence)
    - iii. Scheduled break by externship/practicum site or supervisor which could result in the student violating the attendance policy
  - i. Regulatory changes implemented by a regulating agency affecting the program during the program or externship/practicum which may impact the student (State Changes)
  - j. Incarceration (Student incarcerated during program)
  - k. Rehabilitation (Student enters rehabilitation during the program)
  - l. Other special circumstances beyond the student's control (compliance approval required)

Students may request a leave of absence in writing using the Leave of Absence form and submit to program coordinator or designee. The form must include:

1. LOA begin date
2. LOA return date
3. Reason for LOA including a statement to return
4. Signature and date

Students who fail to return to school and online students who do not have active attendance within seven days of the scheduled return date are withdrawn from school. A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA. Therefore, the six-month grace period on their federal loans includes the time period of their scheduled LOA. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.

## **MILITARY LEAVE OF ABSENCE**

Military students who cannot attend residential courses for some time period (due to assignments including temporary duty, deployment, permanent change of station or assigned attendance at a military school or college) are encouraged to change to CI Online. This prevents interruption of a student's educational activities and ensures the continuation of Title IV aid eligibility. Some veterans' educational benefits are also available to on-line students.

Students who are members of the Armed Forces of the United States (including the National Guard or other reserve component) or of a state organized militia and are called or ordered to active duty can be granted a military leave of absence for the period of active duty up to 180 calendar days in a 12-month period. Students whose military obligations make it difficult or impossible for them to be successful in their academic program are urged to request a military leave of absence (MLOA). Military students requesting a leave of absence follow the same basic procedures as non-military students.

1. Students must submit a leave of absence request (with a copy of their military orders) to their student service representative or designee for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting their request for a MLOA.
2. Students with federal loan obligations or military tuition assistance must contact their lenders, Student Finance and/or their military finance office to ascertain their loan repayment status or repayment of tuition assistance during a military leave of absence.
3. Students receiving veterans' educational benefits have their benefits terminated for the term of the leave of absence and any subsequent leaves of absence that are appropriately certified.
4. Once a MLOA is approved by the Education Director or Designee with input from the Military Student Finance team, the request is forwarded to the Registrar's Office for processing. Students receive a confirmation of the approval from the Learner Services Department/Designee with instructions on how to return to CI after their leave of absence.
5. In some cases, military students may choose to withdraw from CI. In processing a military withdrawal, CI considers educational and financial adjustments that reflect the military student's situation. CI may forgive all or a portion of a student's account balance and will assign applicable grades per the grading scale.
6. Military students who withdraw can reenter upon return from duty. Military students must contact the CI Military Team in the Student Finance Department to begin their reentry process or to return from LOA. Military students are not charged a registration fee.
7. Upon return from a leave of absence, military students are restored to the educational status they had prior to beginning an LOA without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of active duty.
8. State specific regulations may have additional requirements. Please see the Intuition Refund Policy section for additional information.

## **CLINICAL/EXTERNSHIP EXTENSION**

CI acknowledges that there may be instances where students cannot complete their clinical rotations/externship within the allotted grading period. CI offers a Clinical/Externship Extension which is equivalent to one additional grading period. At the end of the regularly scheduled clinical, students who have not completed the required externship hours will receive a Clinical/Externship Extension (clinical grade) for that grading period. Students will be scheduled for one additional grading period beginning with the first day following the end of the original grading period to complete all necessary externship hours.

Students who complete the required hours within the Clinical/Externship Extension grading period will receive a final grade based on course performance. The “clinical” grade for the original grading period is not changed. Unless otherwise noted in this policy, hours from the first grading period and the extension(s) are combined towards completion of the externship requirement.

Students who do not complete the required hours within the Clinical Extension grading period may be granted, on a case-by-case basis, a third attempt to complete their hours with an approved appeal by the appropriate school officials. For ground students, the appeals are reviewed by a Program Director and Campus Director or designee. For online students, the clinical Advisor will send the appeal to the student. Once the student signs the form, it is routed to a Program Director then the Director of Education or designee for review. Unless otherwise noted in this policy, hours earned in the original course and subsequent extensions are added to the hours completed during the final extension grading period to determine completion of the externship requirement. For students whose appeal is denied, student earns an F if the hours are not completed by end of the course.

Students who do not complete the required clinical/externship hours after all allowable extensions within the same program enrollment (one extension and one appeal) will receive an “F” grade in the final grading period and will be required to repeat the course in its entirety.

For students who receive an “F” clinical/externship grade due to site dismissal for conduct or policy violation(s) or whose performance is otherwise unsatisfactory as determined by CI, clinical/externship hours completed during the session in question and/or associated with the policy violation or unsatisfactory performance will not be counted toward the externship requirement.

If a student is out of school for more than 180 days then resumes an attempt at completing required clinical/externship hours, no hours earned before the 180-day break will count towards the clinical requirement.

## **STUDENT INSURANCE**

Chancellor Institute provides its students with general liability and accident insurance covering incidents that occur while in the laboratory/externship site. Students may be required to have valid personal health insurance coverage prior to laboratory/clinical/externship training. It is highly recommended that students obtain personal health insurance prior to beginning lab/extern training. Chancellor Institute does not provide student health insurance, nor is Chancellor Institute responsible for any health costs pertaining to any illness or injury that may occur at a lab training or clinical/externship training site. If an illness or injury were to occur, Chancellor Institute would be notified immediately of said incident. If required by the lab training/extern site, the student will provide proof of valid health insurance to the Chancellor Institute Clinical Coordinator.

## **GROUND FOR DISMISSAL**

Chancellor Institute reserves the right to dismiss a student for the following reasons:

1. Unsatisfactory conduct towards the institution, employee or student
2. Unsatisfactory attendance or academic progress
3. Breach of Academic Integrity
4. Failure to meet financial obligation
5. Failure to comply with the rules and regulations of Chancellor Institute as describe in this catalog and student handbook
6. Failure to comply with a request for a criminal background check or drug test when requested by the Clinical/Externship site.
7. The submission of course works other than one’s own i.e. plagiarism or the distribution of questions or answers from exams and finals, comprehensive program assessments.

## **TERMINATION OF ENROLLMENT**

In addition to the reasons discussed in the Grounds for Dismissal section of this catalog, the Institute reserves the right to dismiss any student that is more than thirty (30) days late paying tuition and fees. Federal and state guidelines and Institute policy define the parameters for a student’s enrollment.

## **PROGRAM AND STATUS CHANGE**

Students wishing to change programs, class schedule, withdraw from school, or take a leave of absence must complete a change of status form. Additionally, students who wish to re-enter school after withdrawal must contact the Admissions Department for processing and approval. If a student determines that a diploma or degree program is not the right one for them, the student can transfer to another program. The student must contact their director of education to discuss their decision and to initiate the appropriate paperwork. Students may transfer any successfully completed courses that are required for the new program. Students will not be reimbursed for courses previously completed that do not transfer to the new program. Students who change their program will be charged tuition prices in effect at the time of the program change.

## **CANCELLATION OF PROGRAMS NON-TITLE IV FUNDED PROGRAMS**

Chancellor Institute reserves the right to postpone, reschedule, or cancel any program at any time before its advertised start date if enrollment is insufficient. In the case of cancellation, postponement, or rescheduling of a class, any tuition and all monies received by CI will be refunded in full and students will receive written notification.

## **LANGUAGE**

Chancellor Institute offer 100% of its program in the English language, no other languages are used.

## **REFRESHER TRAINING**

Chancellor Institute offers limited refresher training courses to its graduates. A graduate may apply for refresher training (excluding externship) on an available basis. The graduate must be in good standing with the finance department. No tuition will be charged; however, there will be a fee for each class or partial class. The graduate must have or purchase current texts and workbooks.

# **ACADEMIC PROGRAMS**

## **DISCLOSURE**

### **Accreditation**

#### **“Accredited by ABHES,” (ABHES) #I-428**

Chancellor Institute, Margate Campus is “Accredited by ABHES”. Only the distance/blended Practical Nursing and ADN-RN program is included in the Institutional grant of accreditation. No other program has been considered for approval under the grant of accreditation.

## **COURSE NUMBERING SYSTEM**

The following prefixes apply to Chancellor Institute courses, the courses are identified on a system of 100-250 which expresses the beginning of General education courses of career technical courses for skills and requires no previous college experience, BSC 101: Anatomy and Physiology; SCI: Nutrition; PSY Human Growth and Development; PNR Practical Nursing 100s-200s; MT: Medical Terminology; General Education Associates Science in Nursing; ENG101: English Composition ; MAT101:C College Math; COM205: Effective Communication; PSY 108: General Psychology; BSC 202: Anatomy & Physiology II; SOC 101: Sociology; BIO 207: Microbiology; CMP 105: Introduction to Informatics; NUR CORE nursing classes.

## **PROGRAMS**

Practical Nursing- Title IV Approved

Associates Science Nursing (ADN-RN)- Non-Title IV

## CURRICULUM AND PROGRAM OUTLINES

### PRACTICAL NURSING

#### Diploma Program

Length of Program: Full-time: 15 months

64 weeks

Distance /Blended

#### PROGRAM DESCRIPTION

Graduates of the Practical/Vocational nursing program are prepared as entry-level practitioners to provide nursing care for individuals with common health concerns. Additionally, the program is designed with structured settings under the direct supervision of some professional nurse or other legally credentialed personnel. Emphasis is placed on meeting the healthcare needs of adults as well as those who require assistance to maintain or restore optimum health. Finally, the practical nurse will be trained to provide or support the patient with physician ordered directives and/or palliative care, enabling them to maintain the highest dignity when faced with terminal illnesses.

#### OBJECTIVES:

- Demonstrate competency within the state scope of practice related to clinical decision making, safety and infection control, provision of care for individuals, and pharmacological and parental therapies.
- Contribute to the plan of nursing care to promote and maximize individual health and wellness in a safe and effective environment and within a caring nurse-client relationship.
- Demonstrate competence in the use of the nursing process to apply critical thinking and problem-solving skills in caring for the needs of individuals, including health promotion and maintenance, illness care, end-of-life care, restoration, and rehabilitation.
- Use effective oral and written communication to provide client centered nursing care in collaboration with the health care team.
- Use principles of teaching-learning and leadership while performing in LPN nursing roles in collaboration with the health care team to address the health needs of clients.
- Use knowledge from nursing science and other fields to provide and manage nursing care for individuals of various cultures and developmental stages in diverse health care environments.
- Accept individual responsibility and accountability for own nursing practice, life-long learning, and ongoing professional development.

#### PROGRAM OUTLINE

Course Code	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Clock Hours
BSC 101	Anatomy & Physiology-Medical Terminology	80	0	0	80
SCI 115	Fundamentals of Nutrition	30	0	0	30
PSY 278	Human Growth & Development	30	0	0	30
PNR 104	Basic Skills, Quality & Safety in Nursing Practice	60	20	0	80
PNR 105	Pharmacology	50	0	0	50
PNR 106	Foundations of Nursing	50	0	0	50
PNR 106C	Foundations of Nursing Clinical	0	10	70	80
PNR107	Gerontological Nursing	40	0	0	40
PNR 107C	Gerontological Nursing Clinical	0	0	90	90
PNR 200	Mental Health Nursing	50	0	0	50
PNR 200C	Mental Health Nursing Clinical	0	0	30	30
PNR 201	Medical Surgical Nursing I	40	0	0	40
PNR 201C	Medical Surgical Nursing I Clinical	0	0	120	120
PNR 206	Medical Surgical Nursing II	40	0	0	40

PNR 206C	Medical Surgical Nursing II Clinical	0	0	120	120
PNR 203	Maternal-Newborn Nursing	50	0	0	50
PNR 203C	Maternal-Newborn Nursing Clinical	0	0	50	50
PNR 204	Pediatric Nursing	30	0	0	30
PNR 204 C	Pediatric Nursing Clinical	0	0	80	80
PNR 205	Concepts of Informatics, Leadership and Collaboration	50	0	0	50
PNR 207	Transition to PN Practice – Capstone	20	0	0	20
PNR 207C	Transition to PN Practice- Capstone Clinical	0	0	140	140
	<b>Total Program</b>	<b>620</b>	<b>30</b>	<b>700</b>	<b>1350</b>

Upon successful completion of the program, students will be awarded a diploma. Also, upon successful completion of the program this will allow the graduate eligibility to sit for the NCLEX-PN credential examine and upon successful passing the exam is a requirement to become employed as a Licensed Practical Nurse.

## **COURSE DESCRIPTIONS – PRACTICAL NURSING**

### **BSC 101- Anatomy & Physiology -Medical Terminology-Online**

This course focuses an introduction to the structure and function of the Human Body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also, included, is the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Theory Hours: 80 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: None

### **SCI 115-Fundamentals of Nutrition-online**

The focus of this course is on the exploration of selected principles, concepts and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse Populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Application of Care planning focused on Nutrition. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.

Theory Hours: 30 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: Successful completion of BSC 101 with a “C” or better.

### **PSY 278-Human Growth & Development-online**

This course focuses on the period from conception through late adulthood, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student’s understanding of the process by which people become someone different while remaining in many aspects the same. This process, called Human development, exposes our inherited structures to a lifetime of experiences.

Theory Hours: 30 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisite: Successful completion of BSC 101 with a “C” or better.

### **PNR 104-Basic Skills, Quality & Safety in Nursing Practice-online**

This course introduces concepts related to patient safety, entry level nursing skills, and quality care in today’s healthcare settings. Methods to improve patient outcomes with a focus on continuous quality improvement will prepare the nursing student for practice in an interdisciplinary team environment. The Joint Commission’s National Patient Safety Goals (NPSGs), Core Measures, Critical Values and Never Events will be introduced and introduction to the Institute of Medicine (IOM), Institute for Health Care Improvement (IHI) and Quality and Safety Education for Nurses (QSEN) initiatives. A focus on patient satisfaction and case management is discussed throughout the course. The nursing process is introduced within this course providing the foundation for all nursing interventions.

Theory Hours: 60 | Laboratory Hours: 20 | Clinical Hours: 0 | Prerequisite: Successful completion of BSC 101, with a “C” or better

### **PNR 105-Pharmacology-online**

This course introduces the concepts of pharmacology to the role of the practical nurse in using medications to maximize health and wellness. Drug classifications emphasized within the context of the nursing process using a body-systems approach. The student learns common medication actions, interventions, and adverse effects and nursing interventions. Client teaching is integrated throughout. Factors influencing the administration, use, and effectiveness of medications are explored. This course provides instruction and practice in dosage calculation. Successful completion of BSC 101 with a grade of “C” or



better. Passing grade of “C” or better

Theory Hours: 50 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: BSC 101

### **PNR 106-Foundations of Nursing-online**

This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching-learning principles, documentation, and physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse’s role in promoting health and wellness are explored. At the end of the course, the student will sit for a comprehensive assessment to test the student’s knowledge, comprehension, and critical thinking.

Theory Hours: 50 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105 with a grade of “C” or better

### **PNR 106C- Foundations of Nursing Clinical-ground**

This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching-learning principles, documentation, and physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse’s role in promoting health and wellness are explored. Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment

Theory Hours: 0 | Laboratory Hours: 10 | Clinical Hours: 70 | Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278, PNR104; PNR105 with a grade of “C” or better.

### **PNR 107-Gerontological Nursing -online**

This course explores the role of the nurse in helping individuals to maximize health and wellness during the natural and healthy process of aging. The student will learn normal physiologic, psychological, and social changes as well as common health alterations associated with aging. Specific health conditions discussed include altered sensory input, menopause, osteoporosis, malnutrition, depression, Alzheimer’s and dementia, COPD, and CHF. End of life issues are also discussed.

Theory Hours: 40 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105; PNR 106 with a grade of “C or C+” or better and, PNR 106C with a “passing” grade.

### **PNR 107C- Gerontological Nursing Clinical-ground**

This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching-learning principles, documentation, and physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse’s role in promoting health and wellness are explored. Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment

Theory Hours: 0 | Laboratory Hours: 0 | Clinical Hours: 90 | Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278. PNR 104; PNR 105, PNR 106 with a grade of “C or C+” or better and, PNR 106C with a “passing” grade.

### **PNR 200-Mental Health Nursing-online**

This course introduces the student to the use of self within the context of Relationship to promote and maximize the health and wellness of clients in diverse settings. The student will explore foundational concepts of mental health such as stress, coping, developmental stage risks, anxiety, depression, common psychiatric disorders, and the interaction between physical and mental health. Emphasis is placed on communication and teaching–learning processes. Theory Hours: 50 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105; PNR 106 with a grade of “C” or C+ better and, PNR 106C with a “passing” grade.

### **PNR 200C-Mental Health Nursing Clinical- ground**

This course introduces the student to the use of self within the context of relationships to promote and maximize the health and wellness of clients in diverse settings. The student will explore foundational concepts of mental health such as stress, coping, developmental stage risks, anxiety, depression, common psychiatric disorders, and the interaction between physical and mental health. Emphasis is placed on communication and teaching–learning processes. This clinical course will allow the student to perform actual and simulated clinical experiences provide students with opportunities to practice the delivery of nursing care to selected client situations in mental health.

Theory Hours: 0 | Laboratory Hours: 0 | Clinical Hours: 30 | Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278, PNR104; PNR105 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

### **PNR 201-Medical-Surgical Nursing I- online**

This course explores the role of the licensed practical nurse in the promotion of health and wellness in individuals within a structured health care setting. The nursing process forms the framework for applying critical thinking and problem-solving

skills to client centered nursing care involving common health problems. This holistic approach to client-centered care focuses on adults in diverse settings with primary pathology in the sensory, integumentary, immune and lymphatic, hematology, fluids and electrolytes and respiratory systems.

Theory Hours: 40 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: Successful completion of BSC101, SCI 115, PSY 278, PNR104, PNR105 with a grade of “C” or better. Successful completion of PNR 106, PNR 107, PNR 200 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

### **PNR 201 C Medical Surgical Nursing I Clinical ground**

This course explores the role of the licensed practical nurse in the promotion of health and wellness in individuals within a structured health care setting. The nursing process forms the framework for applying critical thinking and problem-solving skills to client centered nursing care involving common health problems. This holistic approach to client-centered care focuses on adults in diverse settings with primary pathology in the cardiovascular, respiratory, special senses, and integumentary systems. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in the delivery of nursing care in selected client situations.

Theory Hours: 0 Laboratory Hours: 0 Clinical Hours: 120. Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278, PNR 105, PNR104, with a grade of “C” or better. Successful completion PNR 106, PNR 107, PNR 106, PNR107; PNR 200 with a grade of C+” or better and, PNR 106C with a “passing” grade.

### **PNR 206-Medical Surgical Nursing II-online**

This course builds upon prior learning to further develop clinical decision-making skills. Students use clinical evidence to plan care for individuals of diverse backgrounds within a structured environment. The nursing process forms the framework for prioritizing care and making basic delegation decisions. A holistic approach focuses on caring for individuals experiencing common health care problems with primary pathology in the cardiovascular, endocrine, gastro-intestinal, genito-urinary, musculo-skeletal, and neurologic systems. At the end of the course requirements, there will be a Comprehensive Assessment that will be taken on ground. At the end of the course, the student will sit for a comprehensive assessment to test the student’s knowledge, comprehension, and critical thinking.

Theory Hours: 40 | Clinical Hours: 0 | Clinical Hours: 0 | Prerequisite: Successful completion of BSC101, SCI 115, PSY 278, PNR104, PNR105 with a grade of “C” or better. Successful completion of PNR 106, PNR 107, PNR 200, PNR 201 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

### **PNR 206 C- Medical Surgical Nursing II Clinical-ground**

This course builds upon prior learning to further develop clinical decision-making skills. Students use clinical evidence to plan care for individuals of diverse backgrounds within a structured environment. The nursing process forms the framework for prioritizing care and making basic delegation decisions. A holistic approach focuses on caring for individuals experiencing common health care problems with primary pathology in the endocrine, gastro-intestinal, genito-urinary, musculo-skeletal, and neurologic systems. Actual and simulated clinical experiences provide students with opportunities to demonstrate competency in the delivery of nursing care in selected client situations.

Theory Hours:0 Clinical Hours: 0 Clinical Hours:120 Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105; with a “C” or better. Successful completion of PNR 106; PNR107; PNR 200, PNR 201 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

### **PNR 203-Maternal - Newborn Nursing -online**

This course focuses on the provision of nursing care to childbearing mothers and newborns utilizing the nursing process and critical thinking skills. Care of the woman and infant during the prenatal, intrapartum, neonatal, and postpartum periods are also explored.

Theory Hours: 30| Laboratory Hours: 0 | Clinical Hours: 0 | Pre-requisites Successful completion of BSC101, SCI 115, PSY 278, PNR104, PNR105 with a grade of “C” or better. Successful completion of PNR 106, PNR 107, PNR 200, PNR 201, PNR 206 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

### **PNR 203C- Maternal Newborn Nursing Clinical-ground**

This course focuses on the provision of nursing care to childbearing mothers and newborns utilizing the nursing process and critical thinking skills. Care of the woman and infant during the prenatal, intrapartum, neonatal, and postpartum periods are also explored. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competence in caring for mothers and infants.

Theory Hours:0 Laboratory Hours: 0 Clinical Hours:50 Pre-requisites: Successful completion of BSC101, SCI 115, PSY 278, PNR104, PNR105 with a grade of “C” or better. Successful completion of PNR 106, PNR 107, PNR 200, PNR 201, PNR 206 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

### **PNR 204-Pediatric Nursing-online**

This course introduces the student to the role of the nurse in promoting health and wellness in children. Growth and development, anticipatory guidance, and common health problems of children from infancy through adolescence are emphasized.



Theory Hours:30 Laboratory Hours: 0 Clinical Hours:0 Pre-requisites Successful completion of BSC101, SCI 115, PSY 278, PNR104, PNR105 with a grade of “C” or better. Successful completion of PNR 106, PNR 107, PNR 200, PNR 201, PNR 203, PNR 206 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

#### **PNR 204C-Pediatric Nursing Clinical-ground**

This course introduces the student to the role of the nurse in promoting health and wellness in children. Growth and development, anticipatory guidance, and common health problems of children from infancy through adolescence are emphasized. Actual and simulated clinical experiences provide the student with opportunities to apply concepts and skills related to nursing of children.

Theory Hours:0 Laboratory Hours: 0 Clinical Hours:80 Pre-requisites: Successful completion of Successful completion of BSC101, SCI 115, PSY 278, PNR104, PNR105 with a grade of “C” or better. Successful completion of PNR 106, PNR 107, PNR 107, PNR 200, PNR 201, PNR 203, PNR 206 with a grade of “C+” or better and, PNR 106C with a “passing” grade.

#### **PNR 205-Concepts of Informatics, Leadership and Collaboration-online**

This course introduces the student to the concepts related to collaboratively prioritizing, delivering, and coordinating care within the context of the healthcare team of leadership, delegation, supervision, and the management of care for multiple clients within the scope of the licensed practical nurse. Development of team leadership and followership skills, including communication, collaboration with other members of the health care team and delegation to unlicensed personnel is highlighted. An overview of the use of technologic resources to optimize the acquisition, communication, documentation, and use of information to improve client outcomes. At the end of the course the student will sit for a comprehensive assessment to test the student’s knowledge, comprehension, and critical thinking. Theory Hours: 50 | Laboratory Hours: 0 | Clinical Hours: 0 | Prerequisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105; with a “C” or better. Successful completion of PNR 106; PNR107; PNR200, PNR201, PNR203, PNR204 with a grade of “C+” or better.

#### **PNR 207-Transitions to PN/VN Practice – Capstone-online**

This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Role responsibilities as well as licensure application procedures are discussed relative to meeting state licensing requirements for the practical nurse. Emphasis is placed on seminars dedicated to NCLEX-PN preparation using multiple learning methods. At the end of the course students will sit for their comprehensive HESI Exit assessment to test the student’s knowledge, comprehension, and critical thinking of all content learned in the Practical Nursing program. 20 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105; with a “C” or better. Successful completion of PNR 106; PNR200, PNR201, PNR 202, PNR 206, PNR203, PNR204 with a grade of “C+” or better and, a “passing” grade in PNR 106C, PNR 107C, PNR 200C, PNR 201C, PNR 206C PNR 203C, PNR204C.

#### **PNR 207 C- Transition to PN Practice-Capstone Clinical-ground**

This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Students may use work experience that meet the objectives of the course outcomes. 0 Theory Hours; 0 Lab Hours; 140 Clinical Hours. Pre-requisites: Successful completion of BSC 101, SCI 115, PSY 278; PNR 104; PNR 105; with a “C” or better. Successful Completion of ALL nursing courses with a grade of “C+” or better and, a “passing” grade in all clinical courses.

# Associates of Science Nursing (ADN)

## Degree Program

Length of Program: 8 weeks  
1500 Clock Hours/ 106 Qtr Credit Hours  
Method of Delivery: Distance/Blended

### PROGRAM DESCRIPTION

This degree program focuses on wellness of self and others; technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment; critical care concepts; and professional development. Upon graduation, the student is awarded an Associate Degree of Science in Nursing (ADN) and is eligible to take the National Council Licensure Exam (NCLEX) to become a registered nurse (RN) and subsequently seek employment in the field. The program is approved through the Florida State Board of Nursing.

The nursing program at Chancellor Institute is committed to providing the best education for students seeking an Associate Degree of Science in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as registered nurses in hospitals or comparable facilities.

### OBJECTIVES

After successful completion of the program, the student will obtain an Associate's of Science Degree in Nursing, thereby allowing the student to take the National Council of State Boards of Nursing exam. Upon successful completion of this exam, the student will be awarded the Registered Nursing Licensure by the State of Florida. The end of program student learning outcomes for the Associate Nursing program are:

1. Integrate behavioral, biological, and natural sciences into the care of the client
2. Utilize integrated processes in the care of the client
3. Protect clients from health and environmental hazards
4. Promote prevention of health problems and strategies to improve health and wellbeing
5. Promote mental and social well-being of clients with acute and chronic mental illness and those experiencing stress
6. Provide comfort and assistance in achieving activities of daily living
7. Incorporate safe medication administration and evaluation
8. Reduce the potential for clients to develop complications related to existing conditions, treatments or procedures
9. Manage clients with acute, chronic, or life altering health conditions
10. Apply core competencies specific to the discipline of professional nursing

### PROGRAM OUTLINE

Quarter 1						
Course Number	Course Title	Total Clock Hours	Theory Clock Hours	Lab Clock Hours	Clinical Hours	Quarter Credit Hours
ENG101	English Composition	40	40	0	0	4.0
MAT101	College Math	40	40	0	0	4.0
COM 205	Effective Communication	30	30	0	0	3.0
Total Quarter 1		110	110	0	0	11
Quarter 2						
BSC 101	Anatomy and Physiology, I	80	40	40	0	6.0
PSY 101	General Psychology	40	40	0	0	4.0
SCI 115	Fundamentals of Human Nutrition	30	30	0	0	3.0
Total Quarter 2		150	110	40	0	13
Quarter 3						
BSC202	Anatomy and Physiology II	80	40	40	0	6.0
SOC101	Sociology	40	40	0	0	4.0
NUR100	Pharmacology	50	50	0	0	5.0
Total Quarter 3		170	130	40	0	15
Quarter 4						
BIO207	Microbiology	80	40	40	0	6.0
CMP 105	Introduction to Informatics	40	20	20	0	4.0

NUR101	Health Assessment	60	30	30	0	5.0
NUR206	Community Nursing Concepts	30	30	0	0	3.0
Total Quarter 4		210	120	90	0	<b>17</b>
<b>Quarter 5</b>						
PSY278	Human Growth & Development	40	40	0	0	4.0
NUR104	Foundations of Nursing	60	40	20	0	5.0
NUR104C	Foundations of Nursing Clinical	90	0	0	90	3.0
Total Quarter 5		190	80	20	90	<b>12</b>
<b>Quarter 6</b>						
NUR201	Medical Surgical Nursing 1	40	40	0	0	4.0
NUR201C	Medical Surgical Nursing 1 Clinical	120	0	0	120	4.0
NUR202	Maternal-Newborn Nursing	30	30	0	0	3.0
NUR202C	Maternal-Newborn Nursing Clinical	30	0	0	30	1.0
Total Quarter 6		220	70	0	150	<b>12</b>
<b>Quarter 7</b>						
NUR203	Pediatric Nursing	30	30	0	0	3.0
NUR203C	Pediatric Nursing Clinical	30	0	0	30	1.0
NUR205	Medical Surgical Nursing II	40	40	0	0	4.0
NUR205C	Medical Surgical Nursing II Clinical	140	0	0	140	5.0
Total Quarter 7		240	70	0	170	<b>13</b>
<b>Quarter 8</b>						
NUR208	Mental Health Nursing	30	30	0	0	3.0
NUR208C	Mental Health Nursing Clinical	30	0	0	30	1.0
NUR204	Leadership and Management	30	30	0	0	3.0
NUR207	Transition to Practice – Capstone	30	30	0	0	3.0
NUR207C	Transition to Practice – Capstone Clinical	90	0	0	90	3.0
Total Quarter 8		210	90	0	120	<b>13</b>
<b>Total Program</b>		<b>1500</b>	<b>780</b>	<b>190</b>	<b>530</b>	<b>106</b>

## COURSE DESCRIPTIONS

### GENERAL EDUCATION COURSES

#### **BSC 101           Anatomy and Physiology I - Online**

This course focuses on the interrelationships of anatomy, physiology, and pathology with chemical and microbiological consideration for students in the healthcare field. The course utilizes a body system approach to focus on diseases and implications on health. Students learn to recognize the causes, sign and symptoms of disease of the major body systems as well as well as diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. The course covers, among other things, the study of the structure, function and disease related to cells, tissues, glands, the integumentary system, the muscular- skeletal system and cardiovascular. *40 Theory Hours; 40 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 6.0. Pre-requisites: None*

#### **SCI 115           Fundamentals of Human Nutrition-Online**

This course identifies the principles of basic nutrition and its relationship to health and wellness. It includes the selection of foods to meet recommended dietary requirements, need changes affected by an altered health status, and practices that promote food safety. The course provides opportunities to learn and practice skills related to meeting normal and altered nutritional needs for calories, fluid and electrolytes, minerals, vitamins during. *0 Theory Hours; 0 Lab Hours; 30 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101*

#### **PSY278           Human Growth and Development-Online**

This course focuses on the period from conception through adolescence, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student's understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences. *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: Successful completion of BSC 101*

**ENG 101            English Composition-Online**

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication. *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: None*

**MAT 101            College Mathematics-Online**

This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers. *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: None*

**PSY 101            General Psychology-Online**

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of oneself and others. *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: None*

**BSC 202            Anatomy and Physiology II-Online**

This course is a continuation of structure and function in Health and Disease I. It covers the study of the structure and function and relationship of disease on the nervous, respiratory, digestive system and endocrine systems, as well as development, metabolism, male and female reproductive systems, and heredity disease. Laboratory exercises and experiments of this course will build and expand on the coursework in Anatomy & Physiology II. The physiology lab activities allow for interactive exploration of the human body and systems utilizing virtual lab. *40 Theory Hours; 40 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 6.0 Pre-requisites: Successful completion of BSC 101*

**COM 205            Effective Communication- Online**

This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication. *30 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: None*

**SOC 101            Sociology-Online**

Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world. *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: None*

**BIO 207            Microbiology-Online**

The microbial world is composed of an incredibly diverse group of microorganisms. Many are distinguished by their remarkable ability to cause human disease. This course is a study of microorganisms and the manner in which they affect health; characteristics, growth requirements, methods of transfer and reactions of the body toward invading organisms; principles underlying immunity; food, water, industrial and ecological microbiology. Therefore, this course will also include host defense mechanisms that interact with microorganisms. At the end of this course, you will understand what types of diseases viral, fungal and bacterial pathogens can cause. Furthermore, you will know the general mechanisms of how they cause disease. *40 Theory Hours; 40 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 6.0 Pre-requisites: None*

**NURSING CORE PROGRAM COURSE DESCRIPTIONS****NUR100 Pharmacology-Ground**

This course introduces the concepts of pharmacology in using medications to promote, maintain, and restore health. Drug classifications are emphasized within the context of the nursing process. The student learns common medication actions, interactions, adverse effects and nursing interventions. Emphasis is placed on professional nursing responsibilities for meeting client needs and maintaining a safe and effective environment that includes legal, ethical, and educational

implications. Factors influencing the administration, use, and effectiveness of medications, such as nutritional status, culture, growth and development and psychosocial health are explored. *50 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 5.0 Pre-requisites: Successful completion of MAT 101, BSC 101, BSC 102*

#### **CMP 105 Introduction to Informatics-Ground**

This course introduces nursing informatics as an integration of nursing, computer, and information sciences for the support of nursing practice. It acquaints the student with the effective utilization of technology and its applications throughout all aspects of health delivery. Course pre-requisites: *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: None*

#### **NUR101 Health Assessment – Ground**

This course introduces the concepts and techniques of interviewing, history taking, review of systems, and physical assessment. The course provides the student with fundamental knowledge of pathophysiological stressors commonly encountered by adults. Laboratory experiences enable the beginning student to apply assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and psychomotor skills consistent with the care provider role in acute care and community-based settings. *30 Theory Hours; 30 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 5.0 Pre-requisites: Successful completion of BSC 101, BSC 202*

#### **NUR104 Foundations of Nursing -Ground**

This course provides the student with foundational knowledge and skills essential to the practice of nursing. Concepts related to nursing as a profession, standards of care, professional ethics, nursing roles, communication, cultural awareness, holistic care, nursing process, critical thinking, clinical decision making, managing of care, teaching-learning process, collaboration, and community are presented. Developmental concepts are discussed with a focus on the care of the geriatric patient, the dying patient and the management of pain are included in the course. Students perform basic psychomotor skills and apply physics concepts in a laboratory setting. *40 Theory Hours; 20 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 5.0 Pre-requisites: Successful completion of NUR 102, BSC101*

#### **NUR104C Foundations of Nursing Clinical – Ground**

Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment. *0 Theory Hours; 0 Lab Hours; 90 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, NUR 103, NUR 104*

#### **NUR201 Medical Nursing I -Ground**

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults with commonly occurring health problems. Students use the nursing process to formulate care plan/maps for individuals experiencing surgery, and immune, elimination and integumentary problems. Concepts of client care, treatments, pharmacology, diet therapy and interdisciplinary healthcare roles and responsibilities are discussed throughout the course. *40 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours .0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104*

#### **NUR 201C Medical Surgical Nursing Clinical- Ground**

Clinical and simulated learning experiences in acute and community-based settings enable the student to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills. Content is presented from a patient-centered approach utilizing Roy's adaptation Model (RAM) and Evidence Based Practice to systematically and holistically assess patient status. *0 Theory Hours; 0 Lab Hours; 120 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201*

#### **NUR202 Maternal-Newborn Nursing -Ground**

This course explores the concepts and skills necessary for the nursing care of childbearing families and neonates. The childbirth process from conception to postpartum is discussed. The course focuses on the role of the nurse in promoting, maintaining, and restoring health for the childbearing family and neonates including both normal and high-risk pregnancy. The course also includes topics related to women's health such as fertility and infertility, complications of menopause, sexually transmitted diseases, and female reproductive cancers. Course pre-requisites: *30 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201*

#### **NUR202C Maternal-Newborn Nursing Clinical- Ground**

Clinical and simulated experiences provide the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills. Utilizing

Roy's adaptation Model (RAM) and Evidence Based practice students investigate the biological, cultural, spiritual, and psychosocial needs of the mother, child and family. *0 Theory Hours; 0 Lab Hours; 30 Clinical Hours. Quarter Credit Hours 1.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201, NUR 202*

### **NUR206 Community Nursing Concepts-Ground**

This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary and tertiary prevention activities are emphasized as they relate to individuals, families, groups and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored. Course pre-requisites: *30 Theory Hours; 0 Lab Hours; 120 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, SOC 101, PSY 101*

### **NUR205 Medical Surgical Nursing II-Ground**

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults experiencing endocrine, gastrointestinal, neurological, sensory, immune, oncological, musculoskeletal, genitourinary, and life-threatening problems. Emphasis is placed on the decision-making process required for complex clinical situations. The course incorporates concepts of evidenced -based client care, legal, professional and ethical standards, teamwork and collaboration, and safety and quality improvement of the professional nurse while providing care to clients with high acuity medical surgical conditions. Roy's Adaptation Model (RAM) is utilized to implement the nursing process of patient assessment, needs identification, intervention, implementation and evaluation, and pharmacology. *40 Theory Hours; 0 Lab Hours; 120 Clinical Hours. Quarter Credit Hours 4.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201*

### **NUR205C Medical Surgical Nursing II Clinical-Ground**

Clinical and simulated learning experiences allow the student to apply leadership and management principles to the care of individuals, families, and groups. Roy's Adaptation Model (RAM) is utilized to implement the nursing process of patient assessment, needs identification, intervention, implementation and evaluation, and pharmacology. *0 Theory Hours; 0 Lab Hours; 140 Clinical Hours. Quarter Credit Hours 5.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 102, NUR 104, NUR 201, NUR 205*

### **NUR203 Pediatric Nursing-Ground**

This course focuses on the physiological, developmental, psychosocial, cultural, and spiritual health care of the child within the family unit. Students use the nursing process, family theories, legal-ethical principles, and community resources to promote, maintain, and restore optimum functioning of the family unit. Emphasis is placed on age-related health risks and common childhood health problems. *30 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201, NUR 202*

### **NUR203C Pediatric Nursing Clinical-Ground**

Clinical and simulated experiences provide the student with opportunities to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills in acute and community-based settings. Utilizing Roy's adaptation Model (RAM) and Evidence Based practice students investigate the biological, cultural, spiritual and psychosocial needs of the child and family. Course pre-requisites: *0 Theory Hours; 0 Lab Hours; 30 Clinical Hours. Quarter Credit Hours 1.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201, NUR 203*

### **NUR204 Leadership and Management- Ground**

This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in a critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology. *30 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of NUR 100, NUR 101, NUR 104, NUR 201*

### **NUR208 Mental Health Nursing-Ground**

This course focuses on concepts basic to psychiatric-mental health nursing including neurobiology, therapeutic communication, cultural diversity, spirituality, family dynamics, loss and grieving, stress and coping, crisis intervention, violence, abuse, psychiatric disorders, and community resources. Mental health issues across the life span are explored. The course introduces specialized assessment and communication skills necessary for the care of the individual experiencing situational and maturational stressors as well as mental illness. Clinical experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units. *30 Theory Hours; 0 Lab Hours; 90 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, BSC 202, PSY*

### **NUR208C Mental Health Nursing Clinical –Ground**

Clinical and actual simulated experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units. As part of the course, students utilize Roy's adaptation Model (RAM) and Evidence Based Practice to address the physiological and psychological needs of the client and understand the needs of the individual and family in their efforts to adapt to stressors. Course pre-requisites: *0 Theory Hours; 0 Lab Hours; 30 Clinical Hours. Quarter Credit Hours 1.0 Pre-requisites: Successful completion of BSC 101, BSC 202, PSY 101, NUR 100, NUR 101, NUR 104, NUR 201, NUR 205, NUR 207*

### **NUR207 Transition to Practice Capstone-Ground**

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse. *30 Theory Hours; 0 Lab Hours; 0 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201, NUR 205*

### **NUR207C Transition to Practical Clinical- Ground**

This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Students may use work experience that meet the objectives of the course outcomes. *0 Theory Hours; 0 Lab Hours; 90 Clinical Hours. Quarter Credit Hours 3.0 Pre-requisites: Successful completion of BSC 101, BSC 202, NUR 100, NUR 101, NUR 104, NUR 201, NUR 205, NUR 207*

## PROGRAM TUITION & FEES 2022-2023

	COST CALCULATED PER PROGRAM					
PROGRAM	CLOCK /CREDIT HOURS	TUITION	REGISTRATION FEE	BOOKS	UNIFORMS, SUPPLIES, TECHNOLOGY, LAB/CLINICAL AND OTHER COST	TOTAL COST
Practical Nursing	1350	\$19,000	\$150	\$1350	\$2702	\$23,202
Associates of Science Nursing -RN (ADN)	1500 106 qtr credit	\$34,255 \$323.16 per cr. hr	\$150	\$2000	\$2500	\$38,905

### **NOTE:**

\* Books are an estimate cost and subject to change at any time. Having textbooks included is voluntary, students can elect to purchase their own textbooks. A Textbook list is provided.

\*\* Uniforms, Materials, Technology and Other Costs consist of the following: Student ID, liability insurance. Additionally, online education technology fees apply to blended program and full distance programs. It covers the expenses of the Learning Management System, Online library, online secured proctored testing, and online video conferencing platforms, clinical and Laboratory.

Additional Fees- See this catalog



## CALENDAR

2022 Class Start Dates	2022 Holidays	2023 Class Start Dates	2023 Holidays
<b><u>*Practical Nursing</u></b>  January 18, 2022 March 7, 2022 May 16, 2022 August 22, 2022 October 11, 2022	January 1, New Year's Day  January 17, MLK Day  February 21 President's Day  May 30, Memorial Day  June 20 <sup>th</sup> , Juneteenth Day  July 4, Independence Day  September 5, Labor Day  October 10 Columbus Day  November 11, Veterans Day  November 24, 25 Thanksgiving  <b>WINTER BREAK</b> <b>*No Classes 12/20-01/02</b>  December 24, Christmas Eve December 25, Christmas Day  December 31 <sup>st</sup> , New Year's Eve	<b><u>*Practical Nursing</u></b>  January 23, 2023 March 20, 2023 May 8, 2023 June 12, 2023 August 28, 2023  <b><u>LPN- ADN</u></b>  May 30, 2023  September 11, 2023  <b><u>Associates Science Nursing</u></b> <b><u>(ADN)</u></b>  Fall 2023	January 1, New Year's Day  January 17, MLK Day  February 21 President's Day  May 30, Memorial Day  June 20 <sup>th</sup> , Juneteenth Day  July 4, Independence Day  September 5, Labor Day  October 10 Columbus Day  November 11, Veterans Day  November 24, 25 Thanksgiving  <b>WINTER BREAK</b> <b>*No Classes 12/20-01/02</b>  December 24, Christmas Eve December 25, Christmas Day  December 31 <sup>st</sup> , New Year's Eve

## **STAFF & FACULTY**

### **Tamecia Scott, EdD, M.Ed, CHEA-COI, RMA**

*Nova Southeastern University (EdD Organizational Leadership), Davie, FL, 2018*  
*University of Phoenix (MEd in Education), Plantation, FL, 2007*  
*Florida State University (BS in Management), Tallahassee, FL, 2004*  
*Keiser University (AS in Medical Technology), Tallahassee, FL, 1996*  
*Registered Medical Assistant, AMT (92318) 1995-present*  
*CHEA-Certified Online Instructor 2018-Present*

*President*  
*CEO, CFO*  
*Admission/Education Director*

### **Vesly Fortune, BS, L/RPT, CPhT**

*Florida International University (BS in Health Sciences), Miami, FL, 2004*  
*Tallahassee Community College (AA in Liberal Arts), Tallahassee, FL, 2002*  
*Nationally Certified Pharmacy Technician - CPhT,*  
*Licensed Pharmacy Technician, RPT, (Florida Dept. of Health / Board of Pharmacy)*

*Vice President*  
*Director of Clinical, Finance*  
*Director of Student Services*  
*& Career Services*

### **Shenida Desir, MSN, APRN**

*Barry University, MSN in Nursing, Miami, FL, 2020*  
*Barry University, BSN in Nursing, Miami, FL, 2014*  
*APRN*

*Faculty*

### **Towana Sanders, BSN, RN**

*CHI School of Nursing (Associates in Nursing), Lauderhill, FL. 2013*  
*Governors Western University, BS in Nursing, Colorado, 2021*

*Faculty, Nursing*  
*Clinical Advisor*

### **Rosemary Quinn, BSN, RN**

*Kaplan University, BS in Nursing Davenport, Iowa 2011*  
*Sante Fe College, AS Nursing, Gainesville, FL 2011*

*Faculty Nursing*  
*Part-time*

### **Tianah Levy, MSN, BSN, RN**

*Capella University, Minneapolis, MS in Nursing, 2020*  
*Chamberlain College of Nursing, Miramar, FL, BS in Nursing*

*Faculty Nursing*  
*Part-Time*

### **Kendra Fils, BSN, RN**

*West Coast University, Miami, FL 2017*

*Faculty Nursing*  
*Part-time*

### **Jullet Miller-Simpson, MSN, RN**

*Western Governors University, Salt Lake City, UT 2019, MSN*  
*Western Governors University, Salt Lake City, UT 2018, BSN*

*Clinical Nursing Faculty*  
*Part-time*

### **April Coleman**

*Admissions Coordinator*

### **Anthonet Waldron**

*Broward College*

*Administrative Assistant*  
*Registrar*

### **Camiel Edwards, MS, BS**

*Kaplan University, Ft. Lauderdale, FL 2012, MS*  
*Johnson & Wales University, Miami, FL 2005, BS*  
*Johnson & Wales University, Miami, FL 2004, AS*

*Financial Aid Coordinator*

## **INSTITUTIONAL FEES**

Re-Admission/Re-Entry	\$250
LMS Reactivation	\$25
Specialty HESI Assessment Retake	\$125
HESI A2 Entrance Assessment	\$100
Application Fee	\$50
HESI Exit Exam Retake	\$150
Late Tuition Fee	\$75
Uniform Replacement	\$50
ID Replacement	\$25
Transcript	\$20
Program Cancellation Fee	\$125
Cancellation LMS Administrative Fee	\$200

## APPENDIX A

### Chancellor Institute Mandated Policy of Diploma Mills

What is a Diploma Mill?

Diploma mills, also referred to as degree mills, claim to be institutions of post- secondary and higher education, yet exist for profit only and grant fraudulent degrees, diplomas, or other academic credentials without requiring degree recipients to obtain proper qualifications.

Chancellor Institute, Inc has a mandated policy that does not accept high school diplomas from any post-secondary institutions that portray themselves as illegitimate (diploma mill). The institution uses a list that is provided by the Federal Department of Education to determine which schools are eligible for student enrollment. If a school is considered a diploma mill, then admissions will not be granted.