Medical Prep Institute of Tampa Bay
2304 E. Busch Blvd. · Tampa, FL 33612
Phone: 813-932-1710 · Fax: 813-932-1721
info@mpied.com · www.medicalprepinstiute.org

CATALOG
2018-2019
Licensed by the Commission of Independent Education
325 . West Gaines Street Suit 1414
Tallahassee Florida 32399
1(888) 244 6684
Welcome to Medical Prep Institute of Tampa Bay!

Medical Prep Institute of Tampa Bay 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 information in the catalog, Medical Prep Institute of Tampa Bay issues a Catalog Addendum. Students are required to adhere to all policies as outlined as well as any revised policies which may be included in the Catalog Addendum.

Business Office Hours
The office hours are from 8:30am – 5:30pm, Monday through Friday. The Administrative Offices are not open on weekends.

Building Access
For the security of students, faculty, and staff, access to the facilities will be limited to regular operating hours that are posted on the bulletin board in the student lounge. Access is at all times limited to faculty, staff and students. After regular operating hours, the facility will be locked, and access is limited to the authorized personnel and those with the Program Director prior approval.

Appointments
Should you require a meeting with the staff, an appointment is recommended. To make an appointment, please call our Admissions Offices at 813-932 1710

Students Point of Contact
Administrative Policies..........................................................Student Service Officer
Academic Programs (Scheduling, Withdrawal, Transcripts.........Registrar Office
Financial Billing........................................................................Financial Services
Job Placement Assistance..........................................................Student and Career Services
Books & Supplies........................................................................Admissions Department
Academic Counseling..................................................................Student Services Department
Emergency and Disaster Plan....................................................... Front Desk Reception/Student Services

Information is current at the time of publication.
Medical Prep Institute of Tampa Bay makes every effort to ensure the accuracy of the information contained in this catalog. The Institution reserves the right to change policies, regulations, fees and courses during this catalog period upon direction from the administration and the Dean of Academics of the School. The most current and complete information is available from the Campus President. All information contained in this catalog is current and correct as of the publication date: February 2019

Any concerns regarding the Medical Prep Institute of Tampa Bay or this catalog and that have not been satisfactorily answered by the institution may be directed to:

Commission for Independent Education
325 West Gaines Street Suite 1414
Tallahassee FL 32399 (888)-224-6684
About
Medical Prep Institute Of Tampa Bay
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Ownership</td>
<td>5</td>
</tr>
<tr>
<td>Description of School Facility</td>
<td>6</td>
</tr>
<tr>
<td>Mission Statement/ Licensure, Accreditation and Approvals</td>
<td>7</td>
</tr>
<tr>
<td>Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Cancellation of Classes</td>
<td>8</td>
</tr>
<tr>
<td><strong>SECTION 1-REGULATORY LAWS</strong></td>
<td>9</td>
</tr>
<tr>
<td>Regulations and Laws</td>
<td>10</td>
</tr>
<tr>
<td>Nondiscrimination and Equal Opportunity and Harassment Policy</td>
<td>10</td>
</tr>
<tr>
<td>Grievance Procedures for Discrimination</td>
<td>11</td>
</tr>
<tr>
<td>Sexual Misconduct Policy</td>
<td>11</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>11-12</td>
</tr>
<tr>
<td>The Family Educational Rights and Privacy Act of 1974 – (FERPA)</td>
<td>13-14</td>
</tr>
<tr>
<td><strong>SECTION 2-ADMISSIONS REQUIREMENTS</strong></td>
<td>15</td>
</tr>
<tr>
<td>Section 2:1 Admissions and General Licensure Information</td>
<td>16</td>
</tr>
<tr>
<td>Section 2: 2 General Admissions</td>
<td>19-23</td>
</tr>
<tr>
<td>Section 2: 3 Transfer Policies</td>
<td>24-25</td>
</tr>
<tr>
<td><strong>SECTION 3 -FINANCIAL INFORMATION</strong></td>
<td>26</td>
</tr>
<tr>
<td>Section 3.1. Schedule of Tuition and Fees</td>
<td>27-31</td>
</tr>
<tr>
<td>Section 3.2 Payment and Acceptable Payment Forms</td>
<td>32-34</td>
</tr>
<tr>
<td>Section 3.4. Federal Financial Aid</td>
<td>33-36</td>
</tr>
<tr>
<td>Section 3.5 Veterans Benefits/Other Funding Sources</td>
<td>37</td>
</tr>
<tr>
<td>Section 3.6. Cancellation and Refund Policy</td>
<td>37-38</td>
</tr>
<tr>
<td>Section 3.7 Return to Title IV Refund Policy</td>
<td>39-45</td>
</tr>
<tr>
<td><strong>SECTION 4 -ACADEMICS</strong></td>
<td>46</td>
</tr>
<tr>
<td>Section 4.0 Curriculum</td>
<td>47-48</td>
</tr>
<tr>
<td>Section 4.2 Course Delivery Modalities</td>
<td>49-50</td>
</tr>
<tr>
<td>Section 4.3 Academic Progress (SAP) Standards</td>
<td>56-58</td>
</tr>
<tr>
<td>Section 4.4 Financial Status</td>
<td>59</td>
</tr>
<tr>
<td>Section 4.5 General Education</td>
<td>60</td>
</tr>
<tr>
<td>Section 4.6 Program Descriptions</td>
<td>61-80</td>
</tr>
<tr>
<td><strong>SECTION 5-STUDENT SERVICES</strong></td>
<td>81</td>
</tr>
<tr>
<td>Section 5.0 Student and Career Services</td>
<td>82-83</td>
</tr>
<tr>
<td><strong>SECTION 6 -GENERAL STUDENT POLICIES</strong></td>
<td>84</td>
</tr>
<tr>
<td>Section 6.1 Attendance Policies</td>
<td>85</td>
</tr>
<tr>
<td>Section 6.1.1 Drug Free Policy</td>
<td>86</td>
</tr>
<tr>
<td>Section 6.2 Uniform Policy</td>
<td>86-87</td>
</tr>
<tr>
<td>Section 6.3 Clinical/Externships</td>
<td>87-89</td>
</tr>
<tr>
<td>Section 6.4. Other General Policies</td>
<td>89-104</td>
</tr>
<tr>
<td>Addendum A- State Authorization for Distance Education</td>
<td>106</td>
</tr>
<tr>
<td>Addendum B- Graduation Requirements</td>
<td>107</td>
</tr>
<tr>
<td>Addendum B- Staff and Faculty Listing</td>
<td>108</td>
</tr>
</tbody>
</table>
**History and Ownership**

Medical Prep Institute of Tampa Bay is owned and operated by a corporation called F. Jenar Inc and is authorized to do business in the State of Florida. The Company is owned by Jena Fadziso. Medical Prep Institute of Tampa Bay was founded in 2008 and began as Test Preparation School and Continuing Medical Education provider for healthcare professionals. Soon after, the company recognized there was a need in the community to provide affordable high-quality medical training education for individuals seeking entry level careers into the healthcare industry. Medical Prep Institute of Tampa Bay made the decision to transition into an institute of higher learning and officially began offering diploma and degree program in 2010. In August 2015 Medical Prep Institute of Tampa Bay was Accredited by Accrediting Bureau of Health Education Schools (ABHES).

**Corporate Office** Jena Fadziso - President

**Description of School Facility**

Medical Prep Institute of Tampa Bay is located at 2304 E. Busch Blvd in Tampa Bay. The institute is conveniently situated along the city bus line. The facility occupies about 8000 square feet and includes a reception area, business and administrative offices, student break area, four (4) classrooms, a laboratory classroom, a Library and computer lab. The campus is equipped with computers for student use located in the Library. Projectors are installed in each of the classrooms to assist in lectures and video demonstrations. The Nursing Simulation Lab (NSL) supports hands-on clinical teaching and learning of the required skills and competencies for professional nursing practice. The NSL is where students come to learn and practice a range of nursing skills and procedures in an environment that provides the realism of the clinical setting without the risks to patient safety. Practice lab activities are designed to foster the application of critical thinking and integration of knowledge along with the psychomotor practice of skills. The Nursing Simulation Lab consists of the following equipment:

- Simulated Hospital bedside Rooms
- Life/form Advanced Lucy Maternal and Neonatal Birthing Simulator
- Life/form Geri Manikin, Light
- Patient Care Manikin PRO- 3B Scientific
- Pediatric Mankins
- Susie® Simon® Patient Care Simulator
- IV Practice Arms
- Kangaroo ePump Enteral Feeding Pumps
- Triage equipment
- Alaris Pumps
- Other nursing equipment and nursing supplies

**Values**

Medical Prep Institute of Tampa Bay prides itself on the following values: Quality, Simplicity, Affordability, Inclusiveness and Excellence!
Mission Statement
Medical Prep Institute of Tampa Bay is committed to providing affordable vocational, high quality training for healthcare workers in the greater Tampa Bay area and beyond, by developing in our students the knowledge, hands on skills and professionalism required in today’s workforce. It is our belief that this commitment to excellence will empower our students with the fundamental skills necessary to either gain entry level employment in the nursing field or allow them the opportunity to advance in their current career.

Our Goals
Institutional Quality – Medical Prep Institute of Tampa Bay focuses on continuously enhancing institutional quality by focusing on quality assurance projects, program development, and instructional development and results management.

Education made Simple – Medical Prep Institute of Tampa Bay Program Directors and Faculty focus on building curriculum and teaching methods that make it easy for the student to understand and build the student’s confidence in their learning capabilities.

Education made Affordable - Medical Prep Institute of Tampa Bay focuses on making education an affordable commodity for the community. Under the institution’s guiding values of inclusiveness, Medical Prep Institute of Tampa Bay believes in the right for everyone to attain an education. Medical Prep Institute of Tampa Bay believes that educated and skilled individuals will in turn build a more successful and productive society.

Academic Excellence – Medical Prep Institute of Tampa Bay achieves academic excellence by providing intensive educational programs designed to facilitate learning and focuses on developing student’s capacity to learn and retain information.

Accelerated Programs- Medical Prep Institute of Tampa Bay is focused on making education not only simple and affordable but also providing time frame in which individuals can complete their education and move into the workforce. Instruction and delivery of programs is done through face to face lectures, supported by video, online and home study modules.

Collaborative Relationships – Medical Prep Institute of Tampa Bay meets community and learner needs by fostering collaborative relationships with healthcare facilities and other education providers. Collaborative relationships serve to secure investment in the educational process and address the current and evolving needs of healthcare providers.

Lifelong Learning – Medical Prep Institute of Tampa Bay fosters a culture that promotes the desire for lifelong learning and growth by providing a variety of educational experiences in a caring environment. Medical Prep Institute of Tampa focuses on encouraging the student to desire to learn more and achieve more through Continued Education.
Licensure, Accreditation and Approvals

<table>
<thead>
<tr>
<th>Agency</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LICENSED-Commission for Independent Education</td>
<td>325 West Gaines Street Suite 1414 Tallahassee FL 32399</td>
<td>(888)-224-6684</td>
</tr>
<tr>
<td>APPROVED- Florida Board of Nursing</td>
<td>4052 Bald Cypress Way Bin C-02, Tallahassee, FL 32399</td>
<td>(850)-488-0595</td>
</tr>
<tr>
<td>APPROVED - National Healthcare Association</td>
<td>11161 Overbrook Road Leawood, Kansas 66211</td>
<td>(800)-499-9092</td>
</tr>
<tr>
<td>INSTITUTIONAL ACCREDITATION - Accrediting</td>
<td>7777 Leesburg Pike, Suite 314 N. Falls Church, VA</td>
<td>(703) 917-9503</td>
</tr>
<tr>
<td>Bureau of Health Education Schools (ABHES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPROVED – State of Florida Department of</td>
<td>Florida Department of Veterans’ Affairs</td>
<td>(727) 518-3202</td>
</tr>
<tr>
<td>Veterans’ Affairs</td>
<td>11351 Ulmerton Road, Suite 311-K Largo, FL 33778-1630</td>
<td></td>
</tr>
</tbody>
</table>

Calendar Holiday Schedule

Medical Prep Institute of Tampa Bay will be closed on the following Holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Break</td>
<td>December 21, 2019</td>
<td>January 12, 2020</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>January 21st, 2018</td>
<td>January 21st, 2018</td>
</tr>
<tr>
<td>President Day</td>
<td>February 18th, 2019</td>
<td>February 18th, 2019</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 31st, 2019</td>
<td>April 6th, 2019</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 27th, 2019</td>
<td>May 27th, 2019</td>
</tr>
<tr>
<td>4th of July</td>
<td>July 4, 2019</td>
<td>July 5, 2019</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 2nd, 2019</td>
<td>September 2nd, 2019</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 28th, 2019</td>
<td>December 1st, 2019</td>
</tr>
</tbody>
</table>

****Students will be notified of any other days the campus maybe closed****

Calendar of Program Start Dates

<table>
<thead>
<tr>
<th>Start (anticipated*)</th>
<th>End (anticipated*)</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.29.2019</td>
<td>08/30/2020</td>
<td>Practical Nurse (PN)</td>
</tr>
<tr>
<td>07.29.2019</td>
<td>08/30/2020</td>
<td>Nursing - Associates of Science in Nursing</td>
</tr>
<tr>
<td>07.29.2019</td>
<td>06/30/2020</td>
<td>RN to BSN – Bachelor of Science in Nursing (BSN)</td>
</tr>
</tbody>
</table>

****Medical Prep Institute of Tampa Bay reserves the right to change program start dates****
Cancellation of Classes

Classes are in the Daytime, Afternoon, Evenings and Weekends. Medical Prep Institute of Tampa Bay reserves the right to cancel classes or reschedule any classes for which there is insufficient enrollment. Medical Prep Institute of Tampa Bay will refund in full any monies, including registration, when the Institution cancels classes.

Administration and Faculty

In order to provide quality education to meet community needs, high standards are used in selecting Administrative Staff and Faculty. All Staff members bring with them work experience that enables them to relate their classroom instruction and to job demands in today’s work setting. Appropriate instructor-to student ratios are maintained to meet student needs and program objectives. A listing of Administrative Staff and Faculty can be found in a separate catalog insert.

Communication with Staff and Faculty

There is an expanding reliance on electronic communication among students, faculty, staff, and administrators at Medical Prep Institute of Tampa Bay. This is motivated by the convenience, speed, cost effectiveness, and environmental advantages of using electronic communications rather than printed communication. Communications from the administration or faculty will be conducted primarily through Medical Prep Institute of Tampa provided email. Faculty and Administrative staff emails can be found on the staff catalog insert. Additionally, your instructors’ email can be found their course syllabi. Students are asked to provide the school with a personal email account that may be used for communicating with the school. Any communication you send to the school may become part of your permanent record, including conversations, phone calls, voicemail, emails and other forms of written communication.

Expectations about Student Use of Email

Students are expected to check their email daily to stay current with Medical Prep Institute of Tampa Bay-related communications. Failure to check for messages and failure to receive messages due to full mailboxes or auto forwarded email are not acceptable excuses for missing official Medical Prep Institute of Tampa Bay communications. Medical Prep Institute of Tampa Bay, at its discretion, may additionally communicate with students via phone calls and other forms of written communications.
SECTION 1

REGULATORY LAWS
**Section 1:1 Regulations and Laws**

Medical Prep Institute of Tampa Bay 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 based on race, color, or national origin)
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 106 (barring discrimination based on sex)
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination based on a handicap)
- The Age Discrimination Act of 1975 and the implementing regulations 34 CFR Part 110; and

**Section 1:2 Nondiscrimination and Equal Opportunity and Harassment Policy**

Medical Prep Institute of Tampa Bay maintains and enforces a policy of affording equal opportunity to all individuals. This policy prohibits, its faculty, staff and other employees from discriminating against any applicant or student because of gender, race, color, disability, religion, sexual orientation, marital status, age, national origin or any other protected category to the extent of the applicable federal, state, or local law. This policy extends to ALL programs and activities and related to our relationship with applicants and students.

Medical Prep Institute of Tampa Bay maintains and enforces a policy that prohibits harassment of its applicants and students based on legally protected status. Conduct that is unwelcome based on gender, race, color, disability, religion, sexual orientation, marital status, age, national origin or other protected category, that interferes with a prospective student/applicant and student’s access to equal opportunities with Medical Prep Institute of Tampa Bay. Action and Behavior that is intimidating, hostile or offensive is prohibited. Conduct that such harassment may include sexual innuendos, suggestive comments, race or gender jokes, obscene language, offensive materials, or unwanted physical conduct. Faculty member or anyone in a position of authority are only allowed to have professional relationships with students. It is a violation of our institutional policy for a faculty member or anyone in place authority to solicit sexual favors, any other favors in exchange for better grade or evaluation. Students must report discrimination and harassment immediately to the Student Services Department. Medical Prep Institute of Tampa Bay prohibits retaliation against applicants or students because they have reported discrimination or harassment or participated in an investigation of a discrimination or harassment complaint.

Medical Prep Institute of Tampa Bay policy also encourages applicants and students to promptly report discrimination and harassment. If you have been the victim of discrimination or harassment, have witnessed discrimination or harassment, or if you just have a question about our discrimination or harassment policies, you should notify an administrator. All inquiries or complaints regarding these regulations should be directed to the Campus Administrator or Dean who will provide the individual(s) with procedures available for resolving complaints related to these types of actions.

Additional information regarding the institution, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684
Section 1:3 Grievance Procedures for Discrimination
Federal law prohibits discrimination based on age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. Medical Prep Institute of Tampa encourages you to bring all complaints or grievances regarding such discrimination to its attention. A discrimination grievance is any complaint regarding discrimination based on age, race, color, religion, ancestry, national origin, sex, non-disqualifying disability, gender, sex, sexual orientation, marital status, genetic information, or military or veteran status including sexual harassment, or disability by an employee, student, or other third party. If you have a complaint, you may present a grievance through the following discrimination grievance procedures. Medical Prep Institute of Tampa Bay will investigate all complaints or grievances thoroughly and promptly.

Grievance Procedure for Discrimination
At steps two and three, the student may request the assignment of a faculty member not involved in the grievance to assist the student.
1. Discusses complaint, grievance, or conflict with staff member. If resolution does not occur to the student’s or staff member satisfaction:
2. Grievance or conflict in written may be presented to Student Services. If resolution does not occur to the student’s or staff member satisfaction:
3. Complaint, grievance, or conflict in written form to the Medical Prep Institute of Tampa Bay to Dean of Nursing.
4. Complaint, grievance, or conflict in written appeal to the Administrator. If resolution does not occur to the student’s or staff member 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

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 Medical Prep Institute of Tampa Bay 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 Student Services immediately.

Section 1:4 Sexual Misconduct Policy
This policy applies to complaints of alleged Sexual Misconduct, as defined herein. Medical Prep Institute of Tampa Bay 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 our policy, and potentially applicable state and federal law. Medical Prep Institute of Tampa Bay 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 students and staff.

Section 1:5 Students with Disabilities
Medical Prep Institute of Tampa Bay is committed to providing equal access to its academic and social activities to all qualified students. Medical Prep Institute of Tampa Bay will maintain the high standards of achievement which are essential to the integrity of the programs and services offered by our institution. The facility is equipped with ramp access from the
parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students. Medical Prep Institute of Tampa Bay will ensure that its policies, practices and procedures conform to Federal and state statutes and regulations. Any applicant or student who wishes to request an accommodation may do so by contacting. Accommodations are individually determined. Medical Prep Institute of Tampa Bay reserves the right to modify or decline the accommodation as deemed appropriate and necessary.

The provision of academic adjustments and auxiliary aids and services are based upon necessity and appropriateness. Some accommodations may be appropriate in a classroom setting but might prove impossible to accommodate specifically in a clinic placement if they prove a danger to patient safety. Eligible students who receive disability accommodations are expected to review implementation of supported accommodations with Student Service prior to commencement of course. Any individual who has a concern about an accommodation, or about discrimination or harassment based on a disability, should report his or her concern should contact Student Services

If you are interested in attending the institute but need reasonable accommodations, you should schedule an appointment with Student Services. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the institute, and the types of accommodations available. Request to meet Student Services to discuss accommodations must be made in writing to Student Services at least two (2) weeks before the beginning of each semester. The student or prospective student must bring copies of ALL current external treatment documentation from a professional to the meeting

A. A diagnosis of the student’s disability and how the diagnosis was determined (what tests were given and the results); and
B. Severity of the condition and if intermittent, explain when the condition arises and its impact on functioning;
C. Impact of the condition(s) on major life activities in comparison with most people in the general population;
D. Functional limitations associated with the condition(s) and a clinical summary, which includes an assessment of how the disability will impact the individual in a school environment.
E. Specific recommendations for accommodations, with rationale for recommendations, in any placement setting.
F. Depending on the nature of the condition, documentation may need to fall within a certain time frame. Most conditions will need to be assessed during adulthood. Medical Prep Institute of Tampa Bay recommends that documentation generally be no older than one (1) year. However, a condition that is not likely to change over time will not necessarily be subject to such a timeframe. In all cases, the documentation should include recommendations for reasonable accommodations that may be necessary to address a student’s current functional limitations.

Rights and Responsibilities of Students with Disabilities. Students with Disabilities at Medical Prep Institute of Tampa Bay have the right to:
• Equal access to programs, activities and services
• Reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
• Appropriate confidentiality of all information concerning their disability except as disclosures are required or permitted by law
• Information, reasonably available in accessible formats.
• Meet the Institution’s qualifications and maintain essential technical, academic and institutional standards
• Notify the school when a known disability makes an accommodation necessary to perform successfully in a course or program;
• Provide appropriate professional documentation that indicates how the disability limits participation in programs, activities and services of the school
• Follow specified procedure for obtaining reasonable accommodation, academic adjustments, and/or auxiliary aids and services.
• Any applicant or student who wishes to request an accommodation may do so by contacting the Student Services Department.
• The student is expected to provide Medical Prep Institute of Tampa Bay with pertinent documents from an external treatment professional*, such as a physician, licensed psychologist, or psychiatrist. Documents will be kept confidential, in accordance with the Family Educational Rights and Privacy Act (FERPA).
• At the end of each academic term during which the student is enrolled at Medical Prep Institute of Tampa Bay, the student is responsible for requesting that notification about his or her eligibility for accommodations be sent to his or her faculty for the following academic term.

Note: To be eligible for Title IV, HEA funding, you must be able to benefit

Section 1.6 The Family Educational Rights and Privacy Act of 1974 – (FERPA)
The Family Educational Rights and Privacy Act of 1974 – (FERPA), and Medical Prep Institute of Tampa Bay protect the privacy of student educational records and limit access to the information contained in those records to third parties. You may choose to grant the Institution permission to disclose information from the educational records to certain individuals by completing the “Consent to Release Student Information” form. This form does not give permission to disclose any information with regards to health, counseling, disability, or public safety records. Any privileges granted to an individual can also be revoked at any time, by use of the same form. Please be sure to complete the form in it’s entirely and specify the period for which the form will be valid.

FERPA affords students certain rights with respect to their education records. They are:
• The right to inspect and review the student’s education records within forty-five (45) days of the day the Institution receives a request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. A campus official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

• The right to request an amendment of the student’s education records that the student believes is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Institute decides not to amend the record as requested by the student, the institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to campus officials with legitimate educational interests. A campus official is a person employed by the institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks. An official has a legitimate educational interest if the official acts in any of the following capacities is performing a task that is specified in his or her position description or contract agreement, related to a student’s education or to the discipline of a student: providing a service or benefit relating to the student or the student’s family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the school may disclose education records without a student’s consent to officials of another school in which that student seeks or intends to enroll.
**Privacy**
Students should exercise extreme caution in transmitting confidential or sensitive matters and should not assume that email is private and confidential. Extremely sensitive information may be best communicated in writing. It is especially important that users be careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence, because many mailing lists are configured to deliver replies to the entire list, not just the author of a given message. The confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Medical Prep Institute of Tampa Bay to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**
**U.S. Department of Education**
**400 Maryland Avenue, SW**
**Washington, DC 20202-4605**
SECTION 2

ADMISSIONS REQUIREMENTS
Section 2:1 to 2.1.7 Admissions and General Licensure Information
Medical Prep Institute of Tampa Bay provides each student with an opportunity to meet with a campus representative prior to enrollment to review the entry requirements, program requirements and the support services available to them upon entry into their program of choice. Medical Prep Institute of Tampa Bay is a vocational training institution and as such seeks to admit students who possess the appropriate credentials and have demonstrated the capacity or potential to meet the educational objectives found in their program of choice. The institution evaluates each applicant and makes admissions decisions on an individual basis using the admissions standards set forth in this catalog.

Section 2: 1.1 Language of programs offered
Medical Prep Institute of Tampa Bay Programs are taught only in English. As such, all potential students for any of our programs must be able to read, write and communicate in English not only as a requirement for class, but for a majority of the employment opportunities available in the greater Tampa Bay area.

Section 2: 1.2 General Education Disclosure
All General Education courses must be completed and submitted to the school in order to complete the Associate of Science Program

Section 2: 1.3 Programs Offered
Medical Prep Institute of Tampa Bay offers the following programs:

- Practical Nursing (RESIDENTIAL)

- Nursing (Associate of Science in Nursing (RESIDENTIAL/BLENDED)

- RN to BSN (bachelor’s in nursing) DISTANCE EDUCATION ONLINE

Section 2: 1.4 Pre-Licensure Programs
The Practical Nursing and Nursing -Associate of Science are Pre-licensure Programs. When the student graduates from Medical Prep Institute of Tampa Bay nursing programs the student is eligible to apply for the NCLEX-PN or NCLEX-RN licensure examination. The student must pass the exam to qualify for employment as a licensed practical or registered nurse. For additional requirements please refer to http://floridasnursing.gov/.

Section 2: 1.5 Licensure for Florida
When students graduate from Medical Prep Institute of Tampa Bay they are eligible to apply for the NCLEX-PN® or NCLEX-RN® licensure examination. The graduate must pass the exam to qualify for employment as a licensed practical or registered nurse

- To be eligible for licensure by examination in the state of Florida, the graduate must:
  - Must complete an application online or submit on forms provided by the Department of Health, Florida Board of Nursing, the following evidence that you meet qualifications of the Nurse Practice Act:
    - Certification by a physician, physician’s assistant, or A.R.N.P. that you are in good mental and physical health.
    - A certified copy of your high school diploma or high school diploma equivalent.
    - A notice of graduation or of completion of requirements for graduation from an approved LPN or RN program in Florida (will be provided by Galen). o Proof of your ability to communicate in the English language. (Proof is provided by your graduation from the College which has an approved LPN and RN program).
    - Prior to application for examination, convicted felons must obtain a restoration of their civil rights or they are ineligible to sit for the examination.
If you have been convicted of any offense other than minor traffic violation, you must submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Florida Board of Nursing whether the offense is related to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure.

You must inform the Florida Board of Nursing in writing of any change in the information provided on your license application if a change occurs prior to licensure.

You may practice as a “graduate practical nurse” or “graduate nurse” if:

- You have submitted the required application and fee to the Department of Health, Florida Board of Nursing, for the licensing examination.
  - You provide evidence from the department of Health, Florida Board of Nursing to your employer that you are eligible to write, or have written, the examination and that you are eligible to practice nursing as a “graduate practical nurse” or “graduate nurse”.

As a “graduate practical nurse” or “graduate nurse”, you may only practice under the direct supervision of a registered professional nurse.

If you fail the first or any subsequent examination, you will be unable to practice as a “graduate practical nurse” or “graduate nurse” again until you pass the licensing examination.

In the event that you successfully repeat and graduate from a second course of study in an approved nursing program, you may be granted “graduate practical nursing” or “graduate nurse” status when reapplying to take the licensure examination.

You will be taking the National Council Licensure Examination for practical nurses or registered nurses as applicable.

The exam is a Computer Adaptive Test that is scored on a pass/fail basis.

- You may retake the examination if you fail. You will need to reapply and pay the reexamination fee.
- If you fail the examination, you may request review by payment of the applicable fee to the National Council of State Boards of Nursing, Inc.

You may also have your examination hand-scored by the testing service for purposes of verification, upon written request and payment of the required fee to the National Council of State Boards of Nursing, Inc. Galen staff will provide information and assistance to you regarding the application process as the time approaches for you to apply.

Section 2: 1.6 Out of State NCLEX testing

Medical Prep Institute of Tampa Bay Nursing programs are approved by the Board of Nursing in the State of Florida. Students wishing to take the NCLEX PN or NCLEX RN must contact the state they State they intend to take examination in before enrollment. The State of Florida is now a Multi License State. Registered Nurses and Licensed Practical Nurses who qualify for Licensure on Florida may apply for Nurse Licensure Compact? “Multi-State license” means a license issued by the Florida Department of Health to practice as a registered nurse (RN) or a licensed practical nurse (LPN) in all Nurse Licensure Compact states under a multi-state licensure privilege.

“Florida is a member of the enhanced Nurse Licensure Compact (eNLC). The eNLC allows a registered nurse or licensed practical nurse licensed in a Compact state to practice across state lines in another Compact state without having to obtain a license in the other state. It is important to remember that the eNLC requires nurses to adhere to the nursing practice laws and rules of the state in which he/she practices under his/her Compact license. If a nurse moves from one state to another and establishes residency, the nurse must apply for licensure in that state. Please visit the National Council of State Boards of Nursing (NCSBN) website (www.ncsbn.org) for a list of states that have implemented the Compact. If a party state issues a temporary permit or temporary license to an endorsee, that permit, or license shall confer the same rights and privileges of nursing practice as does the permanent license among party states. Nursys will not track temporary licenses.
and employer must verify licensure directly from the state issuing the temporary permit/license. For more information provided by the National Council of State Boards of Nursing about the eNLC click https://www.ncsbn.org/94.htm”

**Enhanced Nurse Licensure Compact States**
*eNLC states include: Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Iowa, Kentucky, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, North Carolina, North Dakota, New Mexico, Nebraska, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wyoming and Wisconsin
See link of Compact States: https://www.ncsbn.org/memberstates080918.pdf

**Section 2: 1.7 Background & Licensing Information**

Some state professional standards prohibit the issuing of a nursing license to a convicted felon. In addition, healthcare facilities routinely refuse to allow convicted felons into the clinical setting to obtain a clinical experience. As a result, Medical Prep Institute of Tampa Bay requires applicants who have been convicted of a felony, misdemeanor, or any criminal acts to disclose this information as a mandatory step in the application process. Medical Prep Institute of Tampa Bay reserves the right to deny admission to any applicant who has a criminal record and may revoke acceptance of a student who does not fully disclose the nature or extent of any felonies, misdemeanors, or criminal convictions. In addition, conviction of a felony, misdemeanor, or other criminal act while enrolled with the institution may prevent the student from being able to complete their program.

****IMPORTANT NCLEX DISCLOSURE****

Upon the completion of the Nursing -ASN and Practical Nursing program, students are required to pass the NCLEX to become a Registered Nurse or Licensed Practical Nurse. Medical Prep Institute of Tampa Bay does NOT offer the NCLEX examination. NCLEX examinations are administered by the Florida Board of Nursing using Pearson VUE testing Centers. **Clearance to sit for the NCLEX examination will take additional time and is done by the Florida Board of Nursing.**

The Florida Department of Health, Florida Board of Nursing, shall refuse to renew a license or issue a license and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted, plead guilty or no contest, regardless of adjudication, to a felony violation of:
   - Medicaid/Medicare fraud (state or Federal);
   - Welfare fraud;
   - Government or social economic assistance program fraud;
   - False Pretenses or Fraud;
   - Drug abuse prevention or control (state or federal)- unless the sentence and any probation or pleas ended more than 15 years prior to application.

2. Terminated for cause from Florida Medical Program (unless the applicant has been in good standing for the most recent 5 years).

3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years).
Section 2: 2 General Admissions

1. Complete Application

2. Provide proof of HS diploma or equivalent

3. Interview with an Admissions Representative

4. Pass a background check

5. Interview with a member of the clinical or Nursing department

6. Complete the necessary entrance test for the program of study

Section 2: 2.2 Home-Schooled Applicants

The Registrar office will evaluate home-schooled applicants to determine if the high school education for the applicant meets our proof of graduation requirement. Please contact the Admissions Office for information about required documentation. Once the Registrar office evaluates home-schooled student documentation, the applicant will be notified whether he or she may proceed with the admissions process. Applicants may also proceed with the admissions process by earning a GED diploma.

Section 2: 2.3 Legal Issues

Some state professional standards prohibit the issuing of a nursing license to a convicted felon. In addition, healthcare facilities routinely refuse to allow convicted felons into the clinical setting to obtain a clinical experience. As a result, Medical Prep Institute of Tampa Bay requires applicants who have been convicted of a felony, misdemeanor, or any criminal acts to disclose this information as a mandatory step in the application process.

Section 2: 2.4 Medical Prep Institute of Tampa Bay Criminal Background Screening Policy

Medical Prep Institute of Tampa Bay believes that the enrollment of qualified students contributes to the overall success of the education process. Background screens and reference checks serve as important parts of the enrollment process at Medical Prep Institute of Tampa Bay. These types of information are collected as a means of obtaining additional applicant-related information that helps determine their overall qualifications, ensuring the protection of the current people, property, and information of the organization.

Medical Prep Institute of Tampa Bay conducts background screens and reference checks are conducted on every student applicant. Medical Prep Institute of Tampa Bay reserves the right to deny admission to any applicant who has a criminal record and may revoke acceptance of a student who does not fully disclose the nature or extent of any felonies, misdemeanors, or criminal convictions. This background check process is conducted to verify the accuracy of the information provided by the applicant.

The following verifications may be conducted:
1. Social Security Number Verification
2. Criminal Convictions (applicable State and/or County records)
3. Sexual Offender and Predator Registry
4. Applicable State Medicaid Exclusion List
5. GSA List of Parties Excluded from Federal Programs
6. OIG List of Excluded Individuals
Applicants who have been convicted of committing or attempting to commit one or more of the following offenses will not be eligible for enrollment. The applicant will not be admitted if the criminal history report indicates a conviction of either a felony classification or misdemeanor within the past seven (7) years unless there are mitigating circumstances.

1. Murder, homicide, manslaughter, or concealment of a homicidal death
2. Kidnapping, child abduction, criminal child enticement, or contributing to the delinquency of a minor
3. Unlawful restraint or forcible detention
4. Felonious or aggravated assault, menacing, battery or infliction of great bodily harm
5. Sexual assault/battery, sexual abuse or unlawful sexual behavior
6. Abuse, abandonment, criminal neglect or financial exploitation of or indecency with a child, elderly or disabled person
7. Theft, robbery or burglary
8. Aiding suicide
9. Criminal trespass
10. Arson
11. Misapplication of fiduciary property or property of a financial institution
12. Securing execution of a document by deception
13. Unlawful possession or use of weapons or aggravated discharge of a firearm;
14. Felony conviction for manufacture, delivery, possession or trafficking possession of controlled substance(s).
15. A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed above.

All background screens and reference checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable. Students who experience any break in service, or who begin a new program of study, will be subject to an additional background screening, at the student’s expense, upon reentry.

Section 2.5 Required Entrance Examinations

Nursing Entrance
The test is a basic aptitude test designed to identify students who would succeed in nursing school and who can think like a nurse. Questions are designed to test the basic academic skills a nursing student will need to perform in class in the areas of: Reading, Math, Science, and English and Language Usage.

Nursing Entrance Examination Content

<table>
<thead>
<tr>
<th>Math</th>
<th>Reading</th>
<th>Science</th>
<th>English and Language Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbers, Algebra, Fractions, Square Roots,</td>
<td>Key ideas and details</td>
<td>Human anatomy &amp; physiology</td>
<td>Conventions of standard</td>
</tr>
<tr>
<td>Measurement, data, Commas, Estimation</td>
<td>Craft and structure</td>
<td>Life and physical sciences</td>
<td>English Knowledge of</td>
</tr>
<tr>
<td>Sequences and Division</td>
<td>Integration of knowledge &amp; ideas</td>
<td>Scientific reasoning</td>
<td>language Vocabulary</td>
</tr>
</tbody>
</table>

Basic Computer Skills Exam
The basic computers skills exam is designed to demonstrate an understanding of modern-day computer use and the proficiency necessary to function in hybrid and online courses. As every program at Medical Prep Institute of Tampa Bay includes courses that will require the student to have a basic familiarity with computer parts and terminology and at least a limited understanding of how to utilize search engines and word processing functions. The exam is not designed to limit enrollment but rather to show areas a potential student may need further development in prior to enrolling for courses. Where further development is needed, tutoring may be available at the campus and at the local library prior to registering for courses.
Section 2.2.6 General Admissions Requirements (See chart below)

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Practical Nursing (RESIDENTIAL)</th>
<th>Nursing (Associate of Science in Nursing (RESIDENTIAL)</th>
<th>Nursing (Associate of Science in Nursing (BLENDED))</th>
<th>RN to BSN (bachelor’s in nursing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Admission Requirement</td>
<td>• All prospective students must be above the age of 16 and at least 18 years old by the time of graduation. Students under 18 years of age are required to have a parent or guardian’s permission to apply for admission. • As prospective students must be able effectively communicate in English (all classes are taught in English). • Must have a Valid High School Diploma or General Education Development (GED) diploma</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TESTING REQUIREMENTS**

- The **Nursing Entrance** is the official entrance examination for The Practical Nursing and Nursing -Associate of Science Program at Medical Prep Institute of Tampa Bay. Applicants may be granted acceptance into the Institution based upon equivalent entrance test scores on other qualifying examinations, including the ACT, SAT, HESI A2, PAX-PN/RN, and TEAS, or evidence of a previously earned bachelor’s degree from an accredited institution. Admission test scores must have been earned within the last five years.
- Applicants entering the **RN to BSN program** must have A Diploma or Associate of Science in Nursing from an accredited with a 2.0 GPA of higher and Valid Registered Nursing License to qualify
- Any individual wishing to retake the Nursing Entrance examination is required may take it a minimum of three times within a 12-month period
- **Medical Prep Institute of Tampa Bay prelicensure programs consist of the PN Program and Nursing -Associate of Science Program**

<table>
<thead>
<tr>
<th>Nursing Entrance Exam</th>
<th>55%</th>
<th>60%</th>
<th>60%</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>18</td>
<td>19</td>
<td>19</td>
<td>N/A</td>
</tr>
<tr>
<td>SAT: Exam taken prior to 03/05/16</td>
<td>1330</td>
<td>1400</td>
<td>1400</td>
<td>N/A</td>
</tr>
<tr>
<td>SAT: Exam taken After to 3/05/16</td>
<td>980</td>
<td>1030</td>
<td>1030</td>
<td>N/A</td>
</tr>
<tr>
<td>Basic Computer Skills Test</td>
<td>70%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earned Degree/Diploma/Certificate</td>
<td>GPA of 2.0 or better on a 4.0 scale and a “C” or better in all from one of the following programs: Practical Nursing, Paramedic, Registered Invasive Cardiovascular Specialist (CVTs) Registered Respiratory Therapists (RRT) and Medical Assistant (MA) program. OR 12 College credits with a 2.0 or better on a 4.0 scale OR Proof of practice within the last two (2) years for those professions that do not require certification, licensing, or registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.P.A</td>
<td>2.0 or better on a 4.0 scale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensure</td>
<td>N/A</td>
<td>Valid Registered Nursing License</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section 2:2.7 Conditional Acceptance

**Application Process**

<table>
<thead>
<tr>
<th></th>
<th>Practical Nursing (RESIDENTIAL)</th>
<th>Nursing (Associate of Science in Nursing (RESIDENTIAL)</th>
<th>Nursing (Associate of Science in Nursing (BLENDED))</th>
<th>RN to BSN (Bachelor’s in nursing) (DISTANCE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and submit the General Information Sheet.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>A completed application with a non-refundable application fee $50 and Background check fee $50</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Provide two forms of government issued identification, one must be a picture identification (US Passport, US Birth Certificate, or Resident Alien Card and Driver’s License or State Identification card)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Schedule and Complete Nursing Entrance Examination or Submit Equivalent Test scores or proof of bachelor’s Degree</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complete an interview with Students Services Department or Academic Department</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit proof of high school graduation or receipt of General Education Development (GED) diploma</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit proof of Practical Nursing, Paramedic, Registered Invasive Cardiovascular Specialist (CVTs) Registered Respiratory Therapists (RRT) and Medical Assistant (MA) program OR Transcripts OR Proof of practice within the last two (2) years OR Submit transcripts from all postsecondary schools attended if requesting evaluation of transfer credit.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submit transcripts for ASN/ADN diploma or Degree OR Submit transcripts from all postsecondary schools attended if requesting evaluation of transfer credit.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complete an enrollment agreement and the disclosure form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Applicants may be granted conditional acceptance at Medical Prep Institute of Tampa Bay’s discretion. Students waiting on certain documentation may be granted conditional acceptance into their program of choice on a space available basis. Should the documentation not be received by the revised deadline, the student will be unenrolled from their program and may need to reapply for admission to the school.

### Enrollment Process Following Program Acceptance

<table>
<thead>
<tr>
<th></th>
<th>Practical Nursing (RESIDENTIAL)</th>
<th>Nursing (Associate of Science in Nursing (RESIDENTIAL)</th>
<th>Nursing (Associate of Science in Nursing (BLENDED))</th>
<th>RN to BSN (Bachelor’s in nursing) (DISTANCE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule appointment with Financial Aid Specialist to sign enrollment agreement and arrange for payment of tuition and fees.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attend orientation held prior to the first day of classes. Orientation familiarizes students with School officials, policies, and procedures.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
| Prior to commencing the first clinical course, students will be required to provide the following:  
  • Current physical examination performed (within a year) by an MD, DO or ARNP  
  • Proof of immunity via documentation of immunization or titers for the following: Hepatitis B series - MMR (Measles, Mumps and Rubella) - VZV (Varicella) vaccine - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray - A negative urinary drug screen indicating a 10-panel drug screen  
  • Proof of personal health insurance  
  • CPR card | X                               | X                                                      | X                                                 | X                                           |
Section 2:2.8 Rejection
An applicant rejected by the school will be refunded any prepaid tuition. Medical Prep Institute of Tampa Bay will return all fees excluding fees for completed testing, completed background checks and completed transcripts reviews.

Medical Prep Institute of Tampa Bay reserves the right to:
• Deny admission to an otherwise qualified applicant.
• Deny or revoke admission based on an adverse background, positive drug screen results, failure to follow conduct requirements or if the student is no longer able to meet academic requirements of the program. Refunds will be issued based on the refund policy.
• Defer qualified applicants to future start dates.

Section 2:2.9 Readmission
A former student may apply for readmission by submitting the “Request for Readmission” form to the campus Registrar/Student Services. Applying for readmission does not guarantee reentry. Students must be able to demonstrate that the previous reason(s) for dismissal or withdrawal have been resolved and that they possess the ability to succeed in their program of choice. In addition to meeting general and program specific admission requirements students seeking reentry must additionally meet the following reentry requirements:

1. Complete and submit a Reentry application. Along with this form the student must a detailed letter explaining why they withdrew and/or why they feel they have the ability succeed if readmitted. Included with this letter, where applicable, should be verifiable documentation supporting the students claim and/or demonstrating how the previous circumstances have been resolved. In addition, the student will need to submit a reasonable, realistic, and specific plan for meeting the academic requirements of the program for which they are seeking reentry. Students are encouraged to meet with student services should they need assistance in developing such a plan.
2. Arrange for with the bursar’s office for payment of all applicable fees’ and tuition associated with reentry.
3. Students seeking reentry will need to meet general entry requirements; as such you may be required to complete reentry testing, background checks, vaccination and physical results, etc. associated with general entry requirements. Students are encouraged to speak with their admission representative for further information regarding general entry requirements specific to them.

The completed forms and supporting documentation will be reviewed by the Admissions/Faculty Committee who will make a recommendation to the Administrator. The administrator’s decision will be final. The student will be notified of the Administrator’s decision in writing within ten (10) business days of the Admissions/Faculty Committee’s meeting. For more information, please refer to the Satisfactory Academic Progress (SAP) section of the catalog for additional information.
Section 2: 3 Transfer Policies

Transfer Credit
As part of the admissions process a non-refundable fee of $220 for transcript review and processing must be paid in order for the Institution to conduct a course-by-course evaluation for transfer credits. One copy of the evaluation is sent to the student; a second copy is kept in the student’s file. A request for evaluation of prior or current courses and credits must be submitted prior to signing the enrollment agreement. A copy of the official transcript(s) of the courses to be considered for transfer must be sent to Medical Prep Institute of Tampa Bay directly from each school, college, or university attended. All transcripts to be evaluated for transfer credit must be submitted within thirty (30) of start date. Only general education courses listed in the curriculum plan and Anatomy and Physiology I (3) semester credits and Anatomy physiology II (4) semester credits for each program may be options for transfer to ALL prelicensure programs.

Table 1.1 has a list of transferable courses

<table>
<thead>
<tr>
<th>Courses Transferable to Nursing -ASN Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 * English Composition I</td>
</tr>
<tr>
<td>AMH 1020 * Modern American History</td>
</tr>
<tr>
<td>HUM 1100 * Cultural Diversity and Elementary Logic</td>
</tr>
<tr>
<td>PSY 1012 * Principles of Psychology</td>
</tr>
<tr>
<td>MAC 1105 * College Algebra Math</td>
</tr>
<tr>
<td>BSC108 Anatomy and Physiology, I 3 semester credits</td>
</tr>
<tr>
<td>BSC109 Anatomy and Physiology II and Lab 4 semester credits</td>
</tr>
</tbody>
</table>

Transfer credit will be considered if courses were completed within the last Seven (7) years

<table>
<thead>
<tr>
<th>Courses Transferable to RN to BSN Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 4936 * Special Topics in History</td>
</tr>
<tr>
<td>HIS 4936 * Special Topics in History</td>
</tr>
<tr>
<td>HIS 4936 * Special Topics in History</td>
</tr>
<tr>
<td>BUS 3204 * Aspects of Statistics</td>
</tr>
<tr>
<td>ENC 1102* English Literature and Composition II</td>
</tr>
<tr>
<td>PSY 3301 * Interpersonal Communication</td>
</tr>
<tr>
<td>PSY 3625 * Aspects of Sociology</td>
</tr>
<tr>
<td>PSY 3000 * Organizational Behavior</td>
</tr>
</tbody>
</table>

Those courses that are accepted as transfer credit are displayed on the on the students Medical Prep Institute of Tampa Bay transcript with a “TC”. Transfer grades are not included on the transcript and are not calculated into the student’s GPA. At a minimum all transfer credits must meet the same content, rubric and credit criteria as the corresponding Medical Prep Institute of Tampa Bay course and come from an institution accredited by an agency recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). The information recorded on the transfer credit evaluation becomes part of the student’s permanent record. If a student applies to an academic program with special admission requirements or is attempting to register for a class that the transfer course would be considered a prerequisite for, official transcripts must be on hand an evaluated before the student may register for the class and/or program.
**Alternative Forms Of course Credit**

Medical Prep Institute of Tampa Bay may, at its discretion, consider for transfer credit, Credit by Examination (DANTES, CLEP, ICE etc.) Official results must be received by the Institute within thirty (30) days of start date. Accepted, scores will be recorded as a “transfer” or “T” grade on the transcript. Credit may not be granted for a proficiency examination in which a student has already taken the equivalent course. Please refer to Medical Prep Institute of Tampa Bay Residency Requirements for additional information. The following CLEP proficiency examinations will be considered for credit at Medical Prep Institute of Tampa Bay.

<table>
<thead>
<tr>
<th>Table 1.2 Course Equivalent</th>
<th>Exam</th>
<th>Required Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 *</td>
<td>English Composition I</td>
<td>College Composition, Modular or English Composition</td>
</tr>
<tr>
<td>MAC 1105 *</td>
<td>College Algebra Math</td>
<td>College Algebra</td>
</tr>
<tr>
<td>AMH 1020 *</td>
<td>Modern American History</td>
<td></td>
</tr>
<tr>
<td>PSY 1012 *</td>
<td>Principles of Psychology</td>
<td>Introductory Psychology</td>
</tr>
<tr>
<td>PSY 3625 *</td>
<td>Aspects of Sociology</td>
<td>Introductory Sociology Examination</td>
</tr>
<tr>
<td>ENC 1102*</td>
<td>English Literature and Composition II</td>
<td>English Literature Examination</td>
</tr>
</tbody>
</table>

**Life Experience Credit**

Medical Prep Institute of Tampa Bay does not offer credit for Life Experience Credit

**Transcripts from Foreign Schools**

Transcripts from foreign schools must be reviewed by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) approved evaluating agency. Prospective students may visit www.naces.org/members.htm for a list of approved agencies. The official transcript evaluation must be submitted directly to the office of the Registrar

**Transferring to a College or another School**

A student interested in transferring to another college should check with the college they wish to transfer to before enrolling with Medical Prep Institute of Tampa Bay as the college you transfer too has the final decision regarding which course from Medical Prep Institute of Tampa Bay may or may not transfer to their Institution. Because of this Medical prep, Institute of Tampa bay makes no guarantee regarding the transferability of courses or programs to institution owned and/or operated by other entities.

**Transcripts Requests**

A written transcript request, signed by the student, should be made a minimum of two (2) weeks before transcript is required. The full address of the person/place to which the transcript is to be sent must be included. There will be a $15.00 fee per transcript requested, student requesting expedited service may be subject to additional fees including fees involved in shipping of the transcripts. (NOTE: All financial obligations to Medical Prep Institute of Tampa Bay must be met before transcripts will be released.)

**Program Transfers**

A student may request to transfer between program options if he or she is in satisfactory academic standing and if the space is available. To be considered, contact the Dean of Nursing.

**Residency Requirements**

At least 51% of course clock hours and/or credit hours for Diploma and Associate Degree programs must be earned at Medical Prep Institute of Tampa Bay, this includes didactic and clinical education.

At least 25% of credit hours for Bachelor of Science programs must be earned at Medical Prep Institute of Tampa Bay.
SECTION 3
FINANCIAL INFORMATION
Section 3.0 FINANCIAL INFORMATION

Medical Prep Institute of Tampa Bay offers flat rate tuition for the Associate of Science in Nursing and Bachelor of Science in Nursing.

- The tuition program cost for Nursing (Associate of Science in Nursing), for all core nursing courses, is $390 per credit hour.
- Associate degree program pre-nursing courses are an additional cost per credit hour of $278 and may be transferred in from an accredited school.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC108</td>
<td>Anatomy and Physiology, I</td>
<td>3</td>
</tr>
<tr>
<td>BSC109</td>
<td>Anatomy &amp; Physiology II and Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

- Medical Prep Institute of Tampa Bay does not offer general education courses for the Associate of Science in Nursing and RN to BSN program. If the student needs to complete general education courses they are an additional cost and are offered through Straighter Line. Straighter Line’s website is [https://www.straighterline.com](https://www.straighterline.com).
- The tuition program cost for RN to BSN program (Bachelor of Science in Nursing), for all core nursing courses, is $229 per credit hour.
- Tuition is $7 per clock hour for the Practical Nursing Diploma Program.
- Laboratory costs and books costs are subject to change and are listed in the fee schedule section of the catalog.
- Uniform costs and other additional fees are listed in the program outlines section of the catalog.
- Medical Prep Institute of Tampa Bay does not offer general education courses for the Associate of Science in Nursing and RN to BSN program. If the student needs to complete general education courses they are an additional cost and are offered through Straighter Line. Straighter Line’s website is [https://www.straighterline.com](https://www.straighterline.com).
- The tuition program cost for RN to BSN program (Bachelor of Science in Nursing), for all core nursing courses, is $229 per credit hour.
- Tuition is $7 per clock hour for the Practical Nursing Diploma Program.
- Laboratory costs and books costs are subject to change and are listed in the fee schedule section of the catalog.
- Uniform costs and other additional fees are listed in the program outlines section of the catalog.

Section 3.1.1 Schedule of Tuition and Fees

The following is the schedule of the maximum tuition and fees to be incurred for completion of a program, presuming the Student does not fail a course, and does not have the required pre-nursing or general Education courses required of the Program completed.
# Associates of Nursing (ASN)

## Pre-Enrollment Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Preadmission Background Check</td>
<td>$50.00</td>
</tr>
<tr>
<td>Entrance Test NEE</td>
<td>$50.00</td>
</tr>
<tr>
<td>Transcript Review Fee</td>
<td>$220.00</td>
</tr>
<tr>
<td>Basic Computer Skills Test</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

## Post Enrollment Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment/Registration Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Seat Hold Fee</td>
<td>$350.00</td>
</tr>
<tr>
<td>Liability Insurance &amp; Background Check</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total Clinical Fees</td>
<td>$900.00</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$150.00/Term</td>
</tr>
<tr>
<td>Student ID Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$150.00/Term</td>
</tr>
<tr>
<td>Testing Technology Fee</td>
<td>$25.00 per Hybrid/Online course</td>
</tr>
<tr>
<td>Resource Package</td>
<td>$650.00</td>
</tr>
<tr>
<td>NCLEX Review Fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$132.00</td>
</tr>
</tbody>
</table>

## Tuition Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Nursing courses</td>
<td>$1,946.00</td>
</tr>
<tr>
<td>Program tuition</td>
<td>$20,415.00</td>
</tr>
</tbody>
</table>

## Additional Estimated Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCLEX Review &amp; Board</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$125.00</td>
</tr>
<tr>
<td>Uniform costs</td>
<td>$85.00</td>
</tr>
<tr>
<td>Books</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>General Education</td>
<td>$745.00</td>
</tr>
<tr>
<td>Estimated cost based on Hybrid/Online 5 Term program and no transfer credits</td>
<td>$30,913.00</td>
</tr>
</tbody>
</table>
## Bachelor of Science Nursing (BSN)

<table>
<thead>
<tr>
<th><strong>Pre-Enrollment Fees:</strong></th>
<th><strong>Description:</strong></th>
<th><strong>Charge:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>Application for enrollment</td>
<td>$50.00</td>
</tr>
<tr>
<td>Preadmission Background Check</td>
<td>Application Background Check Fees, Included Social Media, Criminal background and references checks</td>
<td>$50.00</td>
</tr>
<tr>
<td>Transcript Review Fee</td>
<td>Processing transcripts, academic reviews for students repeating or reenrolling (ASN and BSN Only)</td>
<td>$220.00</td>
</tr>
<tr>
<td>Basic Computer Skills Test</td>
<td>Test will evaluate computer competency of students (Only required for students enrolling in a hybrid/online programs)</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Post Enrollment Fees:</strong></th>
<th><strong>Description:</strong></th>
<th><strong>Charge:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment/Registration Fee</td>
<td>Enrollment Fees paid after student has received an admissions letter</td>
<td>$100.00</td>
</tr>
<tr>
<td>Seat Hold Fee</td>
<td>Upon admission into the Nursing program the student must pay a seat hold fee which is nonrefundable</td>
<td>$350.00</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>Include library and all student services - Charged $150 per term (Note: Total fee may vary based on the number of Terms for the program. I.E. ASN Day is four (4) Terms and ASN Evening is five (5) Terms.)</td>
<td>$150.00/Term</td>
</tr>
<tr>
<td>Student ID Fee</td>
<td>For initial Student ID. NOTE: Replacements are an additional $15 per replacement.</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>Charged $150 per Term (Note: Total fee may vary based on the number of Terms for the program. I.E. ASN Day is four (4) Terms and ASN Evening is five (5) Terms.)</td>
<td>$150.00/Term</td>
</tr>
<tr>
<td>Testing Technology Fee</td>
<td>Students are required to pay $25 per exam for proctor examinations. Paid directly to Proctor U - (Estimated cost is 1 per hybrid/online course)</td>
<td>$25.00 per Hybrid/Online course</td>
</tr>
<tr>
<td>Resource Package</td>
<td>Online learning material and testing, library journals and other resources charged in 2nd Term.</td>
<td>$650.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>Graduation, One Official transcript, diploma, Ceremony mandatory (Charged in the last semester)</td>
<td>$132.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tuition Fees:</strong></th>
<th><strong>Description:</strong></th>
<th><strong>Charge:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program tuition</td>
<td>$229 per credit hour for 46 credit hours</td>
<td>$10,534.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Additional Estimated Expenses:</strong></th>
<th><strong>Description:</strong></th>
<th><strong>Charge:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Estimated cost – stethoscopes, pen light, etc.</td>
<td>$125.00</td>
</tr>
<tr>
<td>Uniform costs</td>
<td>Estimated cost – paid directly to uniform company</td>
<td>$85.00</td>
</tr>
<tr>
<td>Books</td>
<td>Estimated cost – paid directly to third party</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>General Education courses</td>
<td>Estimated cost – paid directly to third party</td>
<td>$745.00</td>
</tr>
</tbody>
</table>

| **Estimated Total BSN cost:**     |                   | $16,101.00 |

---

Page 29 of 108
<table>
<thead>
<tr>
<th>Practical Nursing (PN)</th>
<th>Description:</th>
<th>Charge:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Enrollment Fees:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>Application for enrollment</td>
<td>$50.00</td>
</tr>
<tr>
<td>Preadmission Background Check</td>
<td>Application Background Check Fees, Included Social Media, Criminal background and references checks</td>
<td>$50.00</td>
</tr>
<tr>
<td>Entrance Test NEE</td>
<td>Entrance Examination for Nursing (PN and Associate of Science, excludes BSN). Note: If student has taken the TEAS exam, HESI and earned the passing score or ACT with 19 or higher, the Entrance Exam fee is waived.</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Post Enrollment Fees:</strong></td>
<td>Description:</td>
<td>Charge:</td>
</tr>
<tr>
<td>Enrollment/Registration Fee</td>
<td>Enrollment Fees paid after student has received an admissions letter</td>
<td>$100.00</td>
</tr>
<tr>
<td>Seat Hold Fee</td>
<td>Upon admission into the Nursing program the student must pay a seat hold fee which is nonrefundable</td>
<td>$350.00</td>
</tr>
<tr>
<td>Liability Insurance &amp; Background Check</td>
<td>Liability Insurance &amp; second Background check for the start of Clinical in the term the student is scheduled to attend clinical)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total Clinical Fees</td>
<td>Clinical fees (Divided equally over the program terms, excluding the first semester)</td>
<td>$900.00</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>Laboratory fees due (fees charged ½ in the first term lab courses are scheduled, and in the next term lab courses are scheduled)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>Student parking fee – onetime fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>Include library and all student services - Charged $150 per term (Note: Total fee may vary based on the number of Terms for the program. I.E. ASN Day is four (4) Terms and ASN Evening is five (5)Terms).</td>
<td>$150.00/TERM</td>
</tr>
<tr>
<td>Student ID Fee</td>
<td>For initial Student ID. NOTE: Replacements are an additional $15 per replacement.</td>
<td>$15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>Charged $150 per Term (Note: Total fee may vary based on the number of Terms for the program. I.E. ASN Day is four (4) Terms and ASN Evening is five (5) Terms.</td>
<td>$150.00/TERM</td>
</tr>
<tr>
<td>Resource Package</td>
<td>Online learning material and testing, library journals and other resources charged in 2nd Term.</td>
<td>$650.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>Graduation, One Official transcript, diploma, Ceremony mandatory (Charged in the last semester)</td>
<td>$132.00</td>
</tr>
<tr>
<td><strong>Tuition Fees:</strong></td>
<td>Description:</td>
<td>Charge:</td>
</tr>
<tr>
<td>Program tuition</td>
<td>$7.00 per clock hour for 1,402 clock hours</td>
<td>$9,814.00</td>
</tr>
<tr>
<td><strong>Additional Estimated Expenses:</strong></td>
<td>Description:</td>
<td>Charge:</td>
</tr>
<tr>
<td>NCLEX Review &amp; Board Exams</td>
<td>Estimated fee – paid directly to third party</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>Estimated cost – stethoscopes, pen light, etc.</td>
<td>$125.00</td>
</tr>
<tr>
<td>Uniform costs</td>
<td>Estimated cost – paid directly to uniform company</td>
<td>$85.00</td>
</tr>
<tr>
<td>Books</td>
<td>Estimated cost – paid directly to third party</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Estimated Total PN cost:</td>
<td></td>
<td>$16,486.00</td>
</tr>
</tbody>
</table>
**Books and Uniforms**

Students are responsible for purchasing their own books for each course. The costs for these books are not included as part of the tuition or fees. Medical Prep Institute of Tampa Bay does not sell books so please plan and purchase your books from a third-party vendor. The admission department will ensure that students are aware of the books required for their first term and will also provide them with a list of books for the remaining courses. Students are encouraged to check with their instructors to verify books needed for future courses. Students are required to purchase the official school uniforms prior to the beginning of their first course. Uniform requirements are as follows:

<table>
<thead>
<tr>
<th>Practical Nursing</th>
<th>Nursing -Associate of Science</th>
<th>RN to BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 x White Scrub Set with School Logo</td>
<td>1 x White Scrub Set with School Logo</td>
<td>1 x White Scrubs Set with School Logo</td>
</tr>
<tr>
<td>1 x Navy Blue Polo Top with School Logo</td>
<td>1 x Navy Blue Polo Top with School Logo</td>
<td>1 x White Lab Coat with School Logo</td>
</tr>
<tr>
<td>1 x White Nursing Jacket with School Logo</td>
<td>1 x White Nursing Jacket with School Logo</td>
<td></td>
</tr>
</tbody>
</table>

### Late Fees, Course Re-take fees, and other fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financing Contract</td>
<td>$30.00 Contract fee for students utilizing the campus’s in-house payment plan</td>
</tr>
<tr>
<td>Clinical Make up Fee</td>
<td>Make up Clinical Fees (students who miss clinical shift must pay fees to make the clinical hours) $35 per hour</td>
</tr>
<tr>
<td>Course retake fees</td>
<td>Students will be charged tuition by credit/clock hour per course, as expressed on their enrollment agreement, for course retakes.</td>
</tr>
<tr>
<td>Tuition Late Fee</td>
<td>Students on a payment plan who do not pay on schedule (within 3 days of date scheduled) will be charged a Late fee of $25.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>Official transcript Request - $15.00 (2 weeks)</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>Rush Official Transcript - $30.00 (1 day)</td>
</tr>
<tr>
<td>Copies Fee</td>
<td>Copy of student file $2.00 per page</td>
</tr>
<tr>
<td>Library late Fee</td>
<td>$1.00 per day (per item) up to $30.00 (per item) for books</td>
</tr>
<tr>
<td>Library late Fee</td>
<td>$2.00 per day (per item) up to $50.00 (per item) for Reference Materials</td>
</tr>
<tr>
<td>Library late Fee</td>
<td>$10.00 per day (per item) up to $100 (per item) for electronic devices (iPad, laptops, etc.)</td>
</tr>
</tbody>
</table>
**Section 3.2 Payment and Acceptable Payment Forms**

Regardless of which financing method the student chooses, payments must be made within the due dates outline on the payment schedule and prior to beginning courses, unless specific payment arrangements are reached with the bursar’s office. Personal Checks are not accepted. Cash, money orders, credit and debit cards are considered acceptable forms of payment.

**Section 3.2.1 Employer Sponsored Tuition Assistance Programs**

Any student, whose employer is providing payment for tuition charges, must present written documentation on company letterhead to the Bursar’s Office prior to or at the time of registration to be considered for deferment. The agreement must contain the student’s name, social security number, date for which the payment will be made, and the terms of the agreement. If there are any charges that the employer does not pay, such as lab fee etc., the student is responsible to make payment for any unqualified charges by the payment deadline. The institution may choose not to honor any type of agreement that contains conditions that delay or preclude payment. The institution will send an invoice to the company. If the employer does not remit payment by the due date, a hold flag will be placed on the student’s account. It then becomes the student’s responsibility to make payment in-full before the hold flag will be removed. It is important to present authorized documentation and provide payment of unqualified charges as per the above instructions to avoid deregistration. Please direct any additional questions on this topic to the Bursar’s Office at (813) 932-1710.

**Section 3.2.2 Financing Options**

Medical Prep Institute of Tampa Bay provides Federal Financial Aid, to those who qualify. Those who do not qualify for Federal Financial Aid can contact the Bursar to set up a campus’s in-house payment plan. The School manages an in-house payment plan to assist students and parents in paying their tuition. In addition, there are several outside financing options available to the student. For specific forms and additional information beyond that which is presented below please contact the Bursars office at (813) 932-1710. The Institution reserves the right to deny this option to individuals based on past payment history.

**Section 3.2.3 Payment Plan Enrollment**

In order to participate in the campus-based financing option a $30.00 non-refundable fee must be submitted with the contract.

**Section 3.2.4 Payment Schedule Information**

Medical Prep Institute of Tampa Bay offers flexible payment schedules. The student will receive a monthly bill and the payment will be due on the same day each month. Accounts that become delinquent will be assessed a $25 late fee. Thus, if the contract is set for payment every 3rd of the month, the payment is therefore considered late on the 4th and would be assessed a late fee. A payment that is returned or refused by a financial institution, for any reason, will incur a $25 returned item fee on the student’s account. Payment deferments may be granted by the Bursar’s Office. If such an agreement is made, it must be arranged prior to the original payments due date. As of May 1st, 2018, Medical Prep Institute of Tampa Bay only accepts payments paid per semester the student is enrolled in. Full Program Payments will not be accepted.

**Section 3.2.5 Finance Charge**

A finance charge is assessed with each payment plan. Finance charges are disclosed in the body of each contract. Please see the Bursars office for additional information.

**Section 3.2.6 Right to Prepay**

The student has the right to prepay all or part of their payment plan obligation without an interest penalty.
**Section 3.2.7 Termination Policy**
*Medical Prep Institute of Tampa Bay* may terminate a student’s enrollment if they fail to meet their financial obligation to the school. If an account becomes 3 days’ delinquent, the student(s) may be subject to suspension until the account is brought current. This may also cause the student to fail the class for academic and/or attendance reasons and additionally, may cause the student to be withdrawn from the program.

**Section 3.2.8 Records Information**
Student’s school records may not be released if their account is not current. This includes transcripts, diplomas, grade reports, degrees, and copies of the students file.

**Section 3.2.9 Past Due Accounts**
If an individual fail to make a payment when due, then subject to applicable law, the institution may declare the entire unpaid balance and all other fees immediately due. If an account becomes 3 days’ delinquent, the student(s) may be subject to suspension until the account is brought current. This may also cause the student to fail the class for academic and/or attendance reasons and additionally, may cause the student to be withdrawn from the program. Students who have been dismissed for non-payment of their tuition will not be eligible for reenrollment until all delinquent payment(s) have been paid in full.

**Section 3.3.0 Collection Costs**
1. Individuals using the in-house financing option, that are delinquent and where the student has been dismissed may be subject to attorneys’ fees, court and other collection costs that are incurred in attempting to collect the past due amount. This includes fees and costs incurred in connection with any appellate or bankruptcy proceedings.

**Section 3.3.1 Reenrollment**
Students will not be allowed to re-enroll until the account is current. Once current, students must meet the same general and program specific admissions criteria and pay any additional fees associated with the enrollment process prior to being accepted.

**Section 3.3.2 Bursar’s Hold Flag and Deregistration**
Any student who has an outstanding balance will have a Bursar’s Hold Flag placed on his/her account which may prevent registration, continuation in the course, receipt of an official transcript, diploma/degree and authorization of copies from the student file.

The registration process is not complete until a student’s term bill is paid-in-full. Payment deferments and payment plans may only be granted by the Bursar’s Office prior to the payment deadline. Important Note: An outstanding balance may not automatically result in deregistration. If you do not intend to attend classes, we strongly recommend that you go to student services and drop the course(s) yourself or you will be responsible for payment.

**Section 3.3.3 Late Payment Fee**
Failure to make payments on time may result in the assessment of a Late Payment Fee for each missed payment deadline. Each Late Fee is $25.00.

**Section 3.3.4 Reinstatement Fee**
A reinstatement fee, in lieu of general and program specific fees involved with enrolling into a program, may be assessed for returning students deregistered for late payments. The Reinstatement Fee is $100. This option will depend on how long the student has been unenrolled from the institution.
Section 3.3.5 Graduate Scholarship
Medical Prep Institute offers a scholarship to students who have previously completed a Practical Nursing Diploma or Degree OR an Associate of Science Degree with the Institute. This Scholarship provides a 10% reduction of the tuition cost for students going into the Nursing Associate of Science or the RN to BSN program. Students applying for this scholarship must meet the following eligibility requirements:

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum High School GPA</th>
<th>Minimum Entrance Exam</th>
<th>Additional Requirements</th>
</tr>
</thead>
</table>
| ASN              | 2.0 High School GPA printed on HS Transcript | Nursing Entrance 100, or ACT 20, or SAT 1400 (prior to 03/05/16) or 1030 (beginning 03/05/16) | 1. The student must be a former graduate of Medical Prep Institute of Tampa Bay  
2. The student must be in good academic and financial standing with the institution  
3. The student must include a letter of recommendation from a previous instructor |
| RN TO BSN        | 2.0 Cumulative High School GPA printed on HS Transcript | 100, or ACT 20, or SAT 1400 (prior to 03/05/16) or 1030 (beginning 03/05/16) | 1. The student must be a former graduate of Medical Prep Institute of Tampa Bay  
2. The student must be in good academic and financial standing with the institution  
3. The student must include a letter of recommendation from a previous instructor |

Students approved for the Graduate Scholarship will receive a letter of notification that they will need to sign for acceptance of the scholarship. The 10% tuition reduction will be applied each term, to the courses scheduled to be completed in that term, presuming the student meets the criteria as specified above.

Section 3.4.0 Federal Financial Aid
To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Student Aid (FAFSA) online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using the FSA ID which is comprised of a user-selected username and password. Once the student completes the FAFSA, and it is processed by the government, the institute will receive an ISIR which will contain the Estimated Family Contribution (EFC) and let the student know if he/she is selected for verification.

Section 3.4.1 Verification
Each year the U.S. Department of Education selects a FAFSA applicant for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student’s, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION
Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media. Each institution must make available to prospective and enrolled students’ information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the Institute’s website can be found in the student catalog. Paper copies are available upon request.
Section 3.4.2 How Eligibility is determined for TITLE IV, HEA

i. To receive Federal Student Aid, you will need to:
ii. Qualify to obtain a college or career institute education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home school setting approved under state law.
iii. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
iv. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
v. Men exempted from the requirement to register include:
vi. Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
vii. Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
viii. Males born before 1960;
ix. Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
x. Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
xi. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
xii. Completed a FAFSA and the institute must have a current ISIR to start the initial eligibility process.
xiii. Sign certifying statements on the FAFSA stating that:
xiv. you are not in default on a federal student loan
xv. do not owe a refund on a federal grant
xvi. Sign the required statement that you will use federal student aid only for educational purposes
xvii. Maintain satisfactory academic progress (SAP) while you are attending college or a career institute.
xviii. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
xix. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

Have an ARRIVAL-DEPARTURE RECORD

You’re Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
Refugee
Asylum Granted
Cuban-Haitian Entrant (Status Pending)
Conditional Entrant (valid only if issued before April 1, 1980) Parolee
Have BATTERED IMMIGRANT STATUS
You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

Have a T-VISA
You are eligible if you have a T-visa or a parent with a T-1 visa.

Section 3.4.1 Incarcerated Applicants
A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the institute’s physical location; therefore, incarcerated students are not eligible for admissions.

Section 3.4.2 Conviction for possession or sale of illegal drugs
A Federal or state drug conviction can disqualify a student for FSA funds. The student self certifies in applying for aid that he/she is eligible for by using the FAFSA. The Institute is not required to confirm this unless there is evidence of conflicting information.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

<table>
<thead>
<tr>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drug</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ Offense</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.
- Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the institute. When all admissions criteria and requirements are met, the prospective student is give the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code.
Section 3.5 Veterans Benefits/Other Funding Sources
Selected programs of study at Medical Prep Institute of Tampa Bay are approved by the Florida Department of Veterans’ Affairs State Approving Agency for enrollment of those eligible to receive benefits under Section 3676, Chapters 30, 31, 33, or 32, Title 38. The determination for VA funds is made directly through the Department of Defense. Additional funding may be obtained for eligible candidates through many different programs.

Section 3.5.1 Standards of Academic Progress – Florida Veterans
Students receiving VA educational benefits must maintain a cumulative grade point average (CGPA) of 2.0 each term. A VA student whose CGPA falls below 2.0 at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.0 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

Section 3.6.0 Cancellation and Refund Policy
Cancellation Policy: All monies will be refunded (except for application fees and testing fees for all tests completed, and/or book and supply assessment for supplies, materials and kits which are not returnable because of use, within 3 working days from the student’s signing an enrollment agreement or contract), if the institution does not accept the applicant, or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

Cancellation must be made in writing in person, by electronic mail, or by certified mail. Refunds will be issued within 30 days of receipt of notice of cancellation. Nonrefundable fees regarding admission and registration of Florida students shall not exceed $150.

▪ The Institute reserves the right to cancel a program before classes begin.
▪ Cancellation of program may be due to low enrollment, emergencies (i.e. hurricane) or other factors.

Section 3.6.1 Refund Policy: Effective for all 7/2018 and after program starts
(The refund policy applies to all students once the 3-day cancellation period from the date the enrollment agreement was signed, has expired). A pro-rata refund of institutional charges will be issued up to the end of the 4th week in a semester (25% of the semester). If the student does not attend any class in a semester or withdraws before the end of the fourth week, a refund of the institutional charges will be calculated as follows: # days remaining between the student’s last day of attendance or educationally related activity and the end of the semester/# days in the semester.

Refund Example: A student in the PN program is charged $3,150 Tuition and $955.00 in fees for the first semester, for a total cost of $4,105.00. If the student’s withdrawals, and their last date of attendance or educationally related activity is on the Friday of the 3rd week of the semester, there are 13 weeks remaining in the program as of their last day. 13-week times 7 days is 91 days of the semester not attended. The total weeks in the semester are 16 weeks, or 112 days. The amount to be refunded is determined by dividing the 91 days remaining in the program, by the 112 total days in the semester (91/112=81%). The total charges for the term, $4,105.00, are reduced by 81%, or $3325.05 ($4105 x .81 = $3325.05), representing the amount to be refunded.

Section 3.6.2 No Refund: A refund of tuition and fees will not be issued to students who withdrawals after the 4th week of the semester.

Refund Policy: Effective for all 7/2018 and after program starts and before
(The refund policy applies to all students once the 3-day cancellation period from the date the enrollment agreement was signed, has expired). If a student withdrawals or their enrollment is terminated for any reason the refund amount will be determined based upon the students last day of attendance or educationally related activity in the semester. Refunds will be made according to the following refund schedule:
**Section 3.6.3 Issuance of Refunds:**

All refunds shall be issued within 30 days of the date that the institution determines that the student has withdrawn. If any portion of the tuition that was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate the state or federal agency that guaranteed or reinsured the loan.

**Section 3.6.4 Termination**

The institution will terminate a student’s enrollment for:
- Failure to maintain satisfactory progress, or
- failure to abide by the rules and regulations of the institution, or
- failure to meet financial obligations to the school, or
- the student has 14 days of consecutive absences.

**Section 3.6.5 Procedure for Withdrawing from the School**

- Students are encouraged to meet with Student Services prior to withdrawing given that a withdrawal has financial implications and may affect a student’s ability to reenter their program of choice.
- A student choosing to withdraw from the school should provide a written notice to the student Services department. The notice should include the expected last date of attendance and include the student’s signature and date prepared.

**Section 3.6.6 Procedure for Adding or Withdrawing from an Individual Course**

- Students wishing to drop or add a course during a semester need to obtain and submit a completed course Add/Drop Form. This form can be obtained from the Registrar’s Office. Students who drop all scheduled courses for a term will be withdrawn from the program.
- The student should secure the Dean’s signature on the Add/Drop form and schedule an appointment with student services to review what impact this action may have on their academic path and check with FA as to any impact the action may have on their financial aid grant and/or loan eligibility.
- Students must cease attending courses dropped and return any school or clinical site property.

**Section 3.6.7 Late Course Withdrawal**

Student’s may request to withdrawal from a course prior to 50% of the course being offered and receive a “WA” code (“WA” represents a course withdrawal/attemped), in place of a grade. A student is charged the full course cost, but the “WA” assigned will not impact the students CGPA (for SAP, the credits will be included as credits attempted). Once 50% of a course has elapsed the final grade earned for the course will be assigned.

**Section 3.6.8 Leave of Absence**

If special circumstances arise, a student may petition, in writing, for a leave of absence (LOA), which should include the date the student anticipates the leave beginning and ending a description of what is requiring the student to make the request and all supporting documentation. If the student fails to return to school by the date set forth on the LOA, the students last date of attendance will be used as the withdrawn date.

---

**Withdrawal Schedule by term**

<table>
<thead>
<tr>
<th></th>
<th>Refund Percentage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 1st Week (Drop/Add Period)</td>
<td>100% of tuition and fees for the semester</td>
</tr>
<tr>
<td>After 1st Week of Semester start</td>
<td>75% of tuition and fees for the semester</td>
</tr>
<tr>
<td>After 3rd Week of Semester start</td>
<td>50% of tuition and fees for the semester</td>
</tr>
<tr>
<td>After 60% of entire Semester</td>
<td>0% of tuition and fees for the semester</td>
</tr>
</tbody>
</table>
Section 3.7 Return to Title IV Refund Policy

Section 3.7.1 Policy Reason
The U. S. Department of Education requires that the institute determine the amount of Federal Title IV aid earned by a student who withdrawals of fails to complete the period of enrollment. The institute must determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive. For a student who withdraws after the 60% point-in-time, there are no unearned funds. This policy applies to students’ in credit hour and clock hour programs that withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

Section 3.7.1 Policy and Procedural Statement
At Medical Prep Institute of Tampa Bay Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.
If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.

Medical Prep Institute of Tampa Bay determines the Withdrawal Date and Date of Determination to complete the return calculation. A student's withdrawal date and date of determination varies depending on the type of withdrawal. When a student provides official notification to Medical Prep Institute of Tampa Bay through the Student Leave of Absence and Withdrawal Process, the withdrawal is defined as official withdrawal. When the student does not complete the Student Leave of Absence and Withdrawal Process and no official notification is provided by the student it is considered an unofficial withdrawal. The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour programs is one-half of the academic year or program length (whichever is less). The Payment Period for a Credit Hour programs is one semester. The Withdrawal Date is the Last Date of Attendance (LDA).

Section 3.7.2 Withdrawal Policy
A student may leave Medical Prep Institute of Tampa Bay by either taking a leave of absence (leaving the institute temporarily with the firm and stated intention of returning) or by withdrawing from the institute (leaving the institute with no intention of returning). Students choosing to take a leave of absence should first contact student services to discuss their plans while on leave and to work out any conditions that may be necessary for a smooth return to Medical Prep Institute of Tampa Bay. A student deciding to leave the institute must follow the following guidelines.
Section 3.7.3 “Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the office of the Registrar or the Dean of Academics in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing, or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

3. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
4. Perform two calculations
   ▪ The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   ▪ Calculate the school’s refund requirement (see school refund calculation).
5. The student’s grade record will be updated to reflect his/her final grade.
6. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
7. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
   ▪ The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
   ▪ Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
   ▪ Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
   ▪ Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.
8. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend
or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Section 3.7.4 Unofficial Withdrawal
A student who doesn’t complete the official withdrawal process as defined in the withdrawal process but stops attending will receive of an “F” failing grades or a combination of “W” withdrawals and “F” failing, in all courses for the term in question. Students who received federal financial aid and receive all F’s for non-attendance are considered unofficially withdrawn for the semester. If the Institute unofficially withdraws a student from the school, the Dean of Academics will notify the registrar to record the circumstances and last day in writing and include the information in the student’s official file. Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student’s last date of academic attendance, the following procedures will take place.

Within two weeks of the student’s last date of academic attendance, the following procedures will take place.

1. The office of the Registrar will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student’s last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student’s date of determination is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school’s refund requirement (see school refund calculation).
7. The Financial Aid Office will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student’s ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
   a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
   b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student’s file.

Reentry within 180 days
A student who reenters within 180 days is treated as if he/she did not cease attendance for purposes of determining the student’s aid awards for the period.

A student who reenters a credit or clock hour program within 180 days of his/her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.
**Reentry after 180 days**

If a student withdraws from a credit-hour, non-term program or a clock-hour program without completing the period and:

- reenters the same program at the same institution more than 180 days after withdrawal, receiving credit for hours previously earned; or
- transfers into another credit-hour non-term or clock-hour program at any time (either at the same institution or at a new institution) and the institution accepts all or some of the hours earned in the prior program; then the student starts a new payment period when he or she reenters or transfers.

In calculating awards for a student who reenters the same program after 180 days, reenters in a new program, or transfers to a new institution, the institution treats the hours remaining in the program as if they are the student’s entire program. The number of payment periods and length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period to the hours remaining in the program upon transfer or reentry.

**Date of Determination that the Student Withdrew**

Medical Prep Institute of Tampa Bay takes attendance and the Date of Determination that a student withdrew varies depending upon the type of withdrawal: Official or Unofficial.

- **For withdrawals** where the student provided Official Notification the Date of Determination is:
  - The student’s withdrawal date, or the date of notification, whichever is later.
- **For withdrawals** where the student did not provide Official Notification the Date of Determination is: The date the institution becomes aware the student has ceased attendance.
- For a student who withdraws without providing notification to the institution, the institution must determine the withdrawal date no later than 14 days from the last date of attendance.

**Withdraw Before 60%**

The institution will perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education’s prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Calculation of Earned Title IV Assistance**

**The Calculation Formula for Credit Hour Programs:**

When determining return of refund to Title IV the school will use the following formula

1. **Determine the percentage of the period completed:**
   
   Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

   \[
   \frac{\text{COMPLETED DAYS}}{\text{TOTAL DAYS IN THE PAYMENT PERIOD}} = \% \text{ EARNED}
   \]

   (Rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)
When determining return of refund to Title IV for Clock programs the school will use the following formula

- Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

\[
\text{HOURS SCHEDULED TO COMPLETE} \\
\text{TOTAL HOURS IN PERIOD} = \% \text{ EARNED (rounded to one significant digit)}
\]

For credit hour and clock hour program - If this percentage is greater than 60%, the student earns 100%.

b) If this percent is less than or equal to 60%, proceeds with calculation.

- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
- \(100\% \text{ minus percent earned} = \text{UNEARNED PERCENT}\)

- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

- If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

- The student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

- The School will issue a grant overpayment notice to student within 30 days from the date the school’s determination that student withdrew, giving student 45 days to either:
  1. Repay the overpayment in full to Medical Prep Institute of Tampa Bay OR
  2. Sign a repayment agreement with the U.S. Department of Education.

**Rounding:**
The institute shall enter dollars and cents using standard rounding rules to round to the nearest penny. Final payment amounts that the school and student are each responsible for returning will be rounded to the nearest dollar.

Percentages are calculated to four decimal places and rounded to three decimal places.

**Scheduled Breaks:**
For our credit and clock hour programs the institutionally scheduled breaks of five or more consecutive days are excluded from the Return calculation as periods of nonattendance and therefore, do not affect the calculation of the amount of federal aid earned. This provides for more equitable treatment of students who officially withdraw near the end of a scheduled break. If a break occurs prior to a student’s withdrawal, all days between the last scheduled day of classes before a scheduled break and the first day classes resume are excluded from both the numerator and denominator in calculating the percentage of the term completed.
Order of Return
Medical Prep Institute of Tampa Bay is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned Aid:
Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid officer.

Post Withdrawal
If a student did not receive all of the funds that they have earned, it may be due a post-withdrawal disbursement. Medical Prep Institute of Tampa Bay may use a portion or all of your post-withdrawal disbursement for tuition and fees (as contracted with the School). For all other Medical Prep Institute of Tampa Bay charges, the institute needs the student’s permission to use the post-withdrawal disbursement. If the student does not give permission, they will be offered the funds. However, it may be in the student’s best interest to allow Medical Prep Institute of Tampa Bay to keep the funds to reduce your debt at the school.

If the student is eligible for a post-withdrawal disbursement of a loan, the school will send a notification of the post-withdrawal disbursement eligibility to students within 30 calendar days after the student withdraws. Students will be given a minimum of 14 calendar days to respond to the post withdrawal disbursement offer.

A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew. A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities
Medical Prep Institute of Tampa Bay responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.
Medical Prep Institute of Tampa Bay may not always be required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

**Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that the student must repay is half of the grant funds you received. The student must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

**Student Responsibilities in regard to return of Title IV, HEA funds**

Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.

- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

**Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Medical Prep Institute of Tampa Bay may have to return to you due to a cash credit balance. Therefore, the student may still owe funds to Medical Prep Institute of Tampa Bay to cover unpaid institutional charges. Medical Prep Institute of Tampa Bay may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Aid Officer for a copy.

**Return to Title IV questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

*This policy is subject to change at any time, and without prior notice.*
SECTION 4

ACADEMICS
Section 4 CURRICULUM
The curriculum was developed following the Department of Education, Florida Board of Nursing, and National Council of State Boards of Nursing (NCSBN) guidelines. Medical Prep Institute of Tampa Bay reserves the right to adjust course syllabi, examinations and other tools utilized during the programs in order to stay current and up to date in regards these guidelines and the field of nursing.

Section 4.1.0 Programs Offered

- Practical Nursing (residential)
- Nursing (Associate of Science in Nursing) (blended/residential)
- RN to BSN (Bachelor of Science in Nursing) (Distance Education)

Section 4.1.1 Section Course Numbering System
The course numbering system is designed to give the students a breakdown of the courses they are taking.

- All Pre-Nursing and Core Nursing courses use the first three letters in Nursing - NUR
- Pre-Nursing and Core Course numbers run from 101-499. The higher the course numbers the higher the level of the course.
- General Ed Courses run from 1000-4999. The higher the course numbers the higher the level of the course.

Section 4.1.2 Definition of Clock Hours
One (1) clock hour is equivalent to 50 minutes of instruction with ten-minute breaks. Whether courses are scheduled to meet one or other modalities, such as online or blended courses, it is expected that at least 750 minutes of instruction (e.g., 50 minutes x 15 periods of instruction), exclusive of breaks, plus the final exam is the basis for each credit awarded.

Section 4.1.3 Clock Hour to Credit Hour Conversion
Medical Prep Institute of Tampa Bay programs are offered continually throughout a calendar year. Coursework is divided into theory (conducted in ground classroom or online), Laboratory, Simulation and Clinical experiences which can be in a group or preceptorship form. The following formula for determination of semester credit hour is used. One (1) clock hour is equivalent to 50 minutes. One (1) semester credit hour equivalency is delineated in the Table below

<table>
<thead>
<tr>
<th>1 SEMESTER CREDIT HOUR EQUALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
</tr>
<tr>
<td>Supervised Laboratory</td>
</tr>
<tr>
<td>Online Learning</td>
</tr>
<tr>
<td>Clinical /Preceptorship/Internship/Practicum</td>
</tr>
</tbody>
</table>

Section 4.1.4 Instructional time
Represents the number weeks in a program with supervised instruction whether classroom, online, laboratory, clinical/ externship/internship/practicum or work-related-experience. Instructional time does not include scheduled school holidays.
Section 4.1.5 Normal Time
Represents the am more accurate representation of completion timeframe of a program as it includes all breaks and scheduled holidays. Medical Prep Institute of Tampa Bay estimates the maximum normal time based on the calendar year between program start date and a student’s completion of program requirements. Actual time frame may vary from student to student if a student’s fails a course, takes a leave of absence or receives transfer of credits.

Section 4.1.6 Outside Work
Medical Prep Institute of Tampa Bay expects students to do outside work each week to support classroom or online lecture. The work includes but is not limited to projects, research, homework, test preparation, group assignments, and practical skills in the laboratory, papers and other assigned activities. Common practice expects that students will devote 1 hour in class and 2 to 3 hours outside of class in reading, study, research, preparation of papers, etc. for a total of 3 or more hours per week for each credit in a lecture/discussion course. Medical Prep Institute of Tampa Bay DOES NOT give credit for outside clock hours or work experience.

Section 4.1.7 Definition of Occupational Completion Point
Medical Prep Institute of Tampa Bay Diploma programs are taught in Modules called Occupational Completion Points. Each Module consists of one or more courses. The student must complete all courses in each Module successfully to complete each Unit.

Section 4.2 Course Delivery Modalities
Programs at Medical Prep Institute are taught using a variety of instructions methods. Courses may be offered in a variety of formats including:

1. **Residential or On Ground Courses**: classes offered strictly on campus (on ground). These courses may include online assignments (Web-enhanced) designed to reinforce the in-class lectures.

2. **Online Courses**: classes that are offered primarily online, via the school’s web course portal. These courses may require students to attend a limited amount of on ground session for testing or skill demonstrations. In general, this will be less than 15% of expected clock hours for the course.

3. **Hybrid or Blended Courses**: These courses are composed of both online and on ground components. The student will be expected to master a portion of the course material online and a separate portion via the on-ground classes.

Section 4.2.1 Residential or On Ground Courses- Web-enhanced Courses
Residential courses are web-enhanced. Residential courses are held on campus and use technology to augment the course. Web-enhanced courses ARE NOT online courses. Medical Prep Institute of Tampa Bay utilizes the Sycamore Learning Management which allows students the ability to retrieve or view documents such as syllabi, handouts, PowerPoints, supplemental lesson presentations, etc., as well as be directed to specific Internet sites that will provide students with additional course content. Web-enhanced courses may also utilize the online gradebook, online testing, and online assignment submission. Students will automatically be enrolled in a web-enhanced course and will have the ability to print or view copies of syllabi, handouts, PowerPoints, etc. Students may access a computer or the Internet through the on-campus library. An online orientation to Sycamore is provided to all students enrolled in a web-enhanced course during orientation.
**Section 4.2.2 Online Learning**

A Nursing online course is a course where all theory content is delivered in the online environment. The primary tool for course delivery is Sycamore Learning Management System Courses as well utilizing other online delivery systems. The laboratory component in select online courses may be delivered in the online format as well; however, most laboratories and all clinicals will be conducted in the face-to-face setting.

**Section 4.2.3 How the Credit Hour is Determined for Online & Hybrid/Blended Learning Courses**

The idea of a credit or "credit hour" for college level work combines the time that a student would spend in the classroom along with the "Carnegie unit," or the time spent outside of the classroom on activities that lead to the accomplishment of the learning outcomes of the course. (i.e. studying, research, reading, homework assignments, etc.) That Carnegie unit has traditionally been calculated as two hours of outside work for every hour* spent in the classroom. *An Hour is defined as 50 minutes of classroom activity.

Medical Prep Institute of Tampa Bay assumes that the total amount of time spent accomplishing the learning outcomes for an online or hybrid class should match that of a fully on campus version of the class. For instance, if a three (3) credit class taught on campus demands a total of nine hours (9) hours of classroom lecture and 6 hours of outside work) each week to accomplish the learning outcomes, so too should a three (3) credit class taught in the online or hybrid format demand a total of nine hours each week, on the students part, to accomplish the learning outcomes.

**Section 4.2.4 Entrance Test for Programs with an Online or Hybrid component**

In general, potential students seeking entry into a program at Medical Prep Institute of Tampa Bay that has either a hybrid or online component are asked to sit for the basic computer's skills tests. Students may be exempted from this taking this exam under the following conditions:

- Students with "College Prep" or "Tech Prep" high school diplomas awarded within six years from the date of intended enrollment.
- Students with at least 6 college transfer credits and who have earned at least a grad of "B" or better in those courses.
- Students who can demonstrate certification in a computer specialty by a recognized certifying agency.
- Student with documented previous computer training that might not otherwise transfer into their program of choice.

The basic computer skills tests consist of questioning covering topics ranging from basic windows interface, computer components, basic email functions, internet access and basic search functions, and entry level use of the Microsoft Office suite.

For those students who fail the exam, remediation may be offered, and a second attempt allowed. Failing the Basic computer skills test for a third time would prevent the student from entry into their program of choice.
**Section 4.2.5 Independent Study**

Independent study enables a student to pursue for course credit a research or other academic topic of interest under the supervision of a faculty member. Independent study is of two types:

**Independent Study (non-research) or Research Independent Study**

Courses entitled Independent Study are individual non-research directed study in a field of special interest on a previously approved topic taken under the supervision of a faculty member and resulting in an academic product. Medical Prep Institute of Tampa Bay has pre-approved independent study courses.

Courses entitled Research Independent Study are individual research in a field of special interest under the supervision of a faculty member, the central goal of which is a substantive paper or written report containing significant analysis and interpretation of a previously approved topic. Such research independent study courses bear a Research (R) code and satisfy general education Research requirements.

**Policies**

The following policies apply to both types of independent study:

**Approval**—The independent study must be approved by the instructor(s) involved as well as by the Dean of Academics. The Student must pick from pre-approved electives courses.

**Faculty appointment**—The instructor of record (supervising faculty member) must hold a regular rank faculty appointment at Medical Prep Institute of Tampa Bay.

**Course Content / Quality**—The independent study must provide a rigorous academic experience equivalent to that of any other courses of the same level. Independent study courses may not duplicate available course offerings in the semester.

**Meeting schedule**—In addition to the individual effort of the student, which normally entails ~10 hours per week, the student will meet with the instructor of the independent study at least once every two weeks during the fall or spring semester (at least once a week during the summer).

**Final product**—The student will produce a final academic product to be completed during the semester for which the student is registered for the course.

**Grading**—The instructor will evaluate the work, including the final product, associated with the independent study, and submit a grade by the end of the semester.
Section 4.3 Academic Progress (SAP) Standards

Medical Prep Institute of Tampa Bay maintains a strict policy for satisfactory academic progress (SAP). The Institute’s programs are taught using traditional and non-traditional methods of training and therefore students receive continuous testing to determine their academic competency level for each course. Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward completion. Progress is determined quantitatively and qualitatively.

Section 4.3.1 Process Review

Federal regulations require all schools participating in State and Federal Financial Aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in the Professional Program and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and is consistently applied to all applicable students. Evaluations are maintained in students’ files.

New SAP definitions went into effect on July 1, 2011. Medical Prep Institute of Tampa Bay developed policies to determine the academic standards that students must meet and constructed a means and a schedule of measuring the achievement of Pace, Quantitative, and Qualitative standards. If students achieve acceptable Qualitative + and Quantitative progress for that particular payment period, then the institute reviews the 150% of the maximum allowable time frame criterion to measure students’ SAP.

Section 4.3.2 Evaluation Periods

At each formal SAP evaluation point (end of each payment period), the Medical Prep Institute of Tampa Bay checks:

- Qualitative Measure (grade based)
- Quantitative Measure (Pace)
- Maximum time frame.

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations will be placed in each student’s file. Evaluations determine if students have met the minimum requirements for SAP.

Section 4.3.3 Academic Year Definition

For the purpose of awarding Federal Student Aid, the definition of an Academic Year for credit hour program at Medical Prep Institute of Tampa Bay 24 credits and 32 weeks. The Institute’s academic programs run continuously. Each Term contains several Sessions of varying lengths to provide flexibility in the scheduling of courses. To earn a comparable unit of credit, class meeting times are adjusted during the abbreviated Sessions.

A clock hour academic year is defined as - 900 clock hours and 26 weeks.

In 1402-hour program evaluations would be conducted

<table>
<thead>
<tr>
<th>Actual Clock hours</th>
<th>Actual Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 hours</td>
<td>900 hours</td>
</tr>
<tr>
<td>1151 hours</td>
<td></td>
</tr>
</tbody>
</table>
**Same as or Stricter Than**
The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.
The Financial Aid Officer reviews the Title IV SAP policy to ensure it meets all federal requirements.
The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies

**Section 4.3.4 Standards for Academic Progression**
If a student in any Medical Prep Institute of Tampa Bay program is placed on probation as the result of academic progress, satisfactory academic standing must be achieved by the end of the following term or the student will be dismissed from the program.

**Section 4.3.5 Qualitative Measurement**
The qualitative component utilized in the SAP policy is the cumulative grade point average (CGPA) as calculated by the Medical Prep Institute of Tampa Bay’s student learning management information system. Only grades and credits earned at Medical Prep Institute of Tampa Bay are used to calculate the student’s grade point average. The grade point average is calculated by dividing the total number of grade points earned by the total number of attempted credits. Grade points earned are calculated by multiplying the number of credits for a course by the grade points associated with the grade received. Students must maintain a minimum CGPA of at least 2.0.

**Section 4.3.6 Status in the nursing programs is established by grades as follows:**

- **Satisfactory Standing**
  - A grade of “C” or above in each course.
  - A cumulative GPA of at least 2.0.

- **Probationary Standing**
  - A cumulative GPA of less than 2.0.

Student must maintain a minimum cumulative grade point average of 2.0 and achieve a seventy-five percent (75%)* overall grade in each course with the exception of Pharmacology. This academic standard pertains to students in the Practical Nurse (PN), Occupational Associates of Science in Nursing (ASN), and the Bachelors of Science in Nursing (BSN) programs.

* The following Pharmacology courses must be passed with an 80% or better:

  - Nursing Care: Pharmacology and Lab (NUR 110)
  - Nursing Care: Pharmacology Math (NUR 111)
  - PN-Pharmacology (NUR113)

**Section 4.3.7 Grading Reporting & CGPA**
Academic Year: Medical Prep Institute of Tampa Bay is on continuous semester cycle. Our academic year is defined as the time that a student takes to complete a minimum of 30 weeks of coursework and a minimum of 24 semester credits. Medical Prep Institute of Tampa Bay the following GPA system and alphanumerical grading codes:
<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100</td>
<td>A+</td>
</tr>
<tr>
<td>Superior: Mastery of subject matter</td>
<td>76-75</td>
</tr>
<tr>
<td>Superior: Mastery of subject matter</td>
<td>70-74</td>
</tr>
<tr>
<td>Superior: Mastery of subject matter</td>
<td>67-69</td>
</tr>
<tr>
<td>Good: Above average of mastery of subject matter</td>
<td>63-66</td>
</tr>
<tr>
<td>Good: Above average of mastery of subject matter</td>
<td>60-62</td>
</tr>
<tr>
<td>Good: Above average of mastery of subject matter</td>
<td>0-59</td>
</tr>
<tr>
<td>Satisfactory: Acceptable mastery of subject matter</td>
<td>75-100-P</td>
</tr>
</tbody>
</table>

**Table 1 – Treatment of grades in relation to SAP calculations**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Included in GPA/CPA calculation?</th>
<th>Counted towards attempted credits</th>
<th>Counted towards earned credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>F, FF,</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Pass</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Fail</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>I</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

The following grades may also be used and have no effect on a student's grade point average however they may affect the student's rate of progress (ROP):

- **IC**: Incomplete
- **IP**: In Progress
- **S**: Satisfactory
- **U**: Unsatisfactory
- **W**: Withdrawn
- **WA**: Withdrawn (student called to active duty)
- **WF**: Withdrawn while failing
- **WP**: Withdrawn while passing
- **IC**: In Progress
- **IP**: In Progress
- **S**: Satisfactory
- **U**: Unsatisfactory
- **W**: Withdrawn
- **WA**: Withdrawn (student called to active duty)
- **WF**: Withdrawn while failing
- **WP**: Withdrawn while passing
- **IC**: In Progress
- **IP**: In Progress
- **S**: Satisfactory
- **U**: Unsatisfactory
- **W**: Withdrawn
- **WA**: Withdrawn (student called to active duty)
- **WF**: Withdrawn while failing
- **WP**: Withdrawn while passing

**IC**: Incomplete
**IP**: In Progress
**S**: Satisfactory
**U**: Unsatisfactory
**W**: Withdrawn
**WA**: Withdrawn (student called to active duty)
**WF**: Withdrawn while failing
**WP**: Withdrawn while passing
Students enrolled in a 2 to 6-week course who withdraw during:
Transcript will indicate:  Week 1   No record    Week 2   WP or WF*

Students enrolled in a 7-12-week course who withdraw during:
Transcript will indicate:  Week 1   No record    Week 2 or after   WP or WF*

*WP or WF is assigned based on the grade that the student has earned at the time of official withdrawal from the course. The letter grade D, F, U or a WF or will count as a course failure for the purpose of student academic progression.

Students are allowed to retake one class while in the program. Failing the class for a second time may cause the student to be removed from the program. In addition, students, may retake one exam while in the program. Once the student has elected to retake an exam they may not do so again for the entirety of the program. *Students auditing courses will be required to complete the same work as other student in the course and maintain SAP

Grading Period
The grading period for all programs is the length of the course.

Section 4.3.8 Quantitative Measurement
Quantitative Measurement will be determined through the following components

- Pace,
- Maximum Timeframe and
- Attendance

Pace of progress
Students must complete coursework at a cumulative rate of 67%. Completed coursework is defined as any course for which the student receives a passing grade. Academic records are reviewed at the completion of every term of enrollment to determine SAP.
Use the formula below to determine the pace of progression. The minimum pace requirement is 67%.

\[
\text{Completed Semester Hours (all passing grades)} = \frac{\text{Completed Semester Hours}}{\text{Scheduled Semester Hours}}
\]

All credit hours with a passing grade on a student's academic record according to the Office of the Registrar (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, S, T), and all transfer, and early credit hours taken in high school. divided by  Scheduled Semester Hours
All completed credit hours listed above, and all credit hours with a non-passing grade on a student's academic record according to the Office.
STANDARD 1 - Frequency of Evaluation & Rate of Progress
Satisfactory Academic progress is measured at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status. A student who is not in compliance with SAP standards for more than one payment period is no longer eligible to receive any title IV assistance. The student’s rate of progress is monitored at the conclusion of each payment period by dividing the total number of credits earned by the total number of credits attempted while in the program. All students must complete a minimum of 67% of all credits attempted in order to be considered as making satisfactory rate of progress within their program of choice. Credits attempted are defined

Standard 2 - Maximum Time Frame (150%)
The maximum timeframe is measured in total credit hours attempted. In accordance with federal regulations, the maximum timeframe to complete a program is no more than 150% of the published length of the program. Students at Medical Prep Institute of Tampa Bay are not allowed to attempt more than 150% of the clock or credits hours in their program. The maximum allowable attempted clock or credits hours are noted in the table below. This percentage (%) is calculated by dividing the number of credits required to finish the program by the number of attempted credits. Should a student reach a point in the program where they would be unable to finish within 150% of attempted time frame, they may lose financial eligibility and/or be removed from the program.

<table>
<thead>
<tr>
<th>Degree/Diploma Type</th>
<th>Hours or Credits Needed to Complete</th>
<th>Maximum Attempted credits/hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma ( Practical Nursing)</td>
<td>1402 Clock hours</td>
<td>2424 Clock hours</td>
</tr>
<tr>
<td>Associate in Science (Nursing)</td>
<td>83 credits</td>
<td>124 credits</td>
</tr>
<tr>
<td>RN to BSN</td>
<td>46 credits</td>
<td>69 credits</td>
</tr>
</tbody>
</table>

Standard 3: Attendance
Federal Financial Aid regulations require students maintain a 67% cumulative attendance for each course. Medical Prep Institute of Tampa Bay has set up specific guidelines to ensure students meet attendance guidelines.

Checking SAP
Satisfactory Academic Progress (SAP) is a major factor in determining each student’s eligibility for federal and state financial aid. After each semester of your enrollment and payment period the student’s SAP will be reviewed. Each evaluation will include qualitative, quantitative and maximum timeframe standards.

Financial Aid Warning
Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status. A student who is not in compliance with SAP standards for more than one payment period is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or
is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail and email of the results of their evaluation and how it impacts his/her Title IV eligibility.

Section 4.4 FINANCIAL STATUS

Good Standing:

Students are considered in “good standing” if they meet all academic requirements defined in this policy. Students in “good standing” are not notified at the end of each semester.

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of Title IV aid eligibility. Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal. The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point. The Executive Director will provide a decision in writing within ten (10) business days.

Appeal Process:

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Dean of Academics will provide a decision in writing within ten (10) business days.

Financial Aid Probation:

In regard to probation, the student prevails upon appeal of a negative progress determination prior to being on probation and meets one of the following: a) be able to mathematically meet Satisfactory Academic Progress by the next evaluation period or b) be placed on an academic plan to regain satisfactory academic progress status. To continue to be eligible for federal aid beyond the probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan. Students failing to meet either of these conditions are no longer eligible for federal financial aid and are also subject to termination from the school. All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the schools written determination of such appeal and details of any academic plan that may be developed.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:
1. Agree to a written academic improvement plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

2. Sign the academic improvement plan (a copy will be kept in the student’s file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for one payment period unless the length of the academic plan is longer than one payment period.

**Reinstatement of TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

**LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, CHANGE OF MAJOR, WITHDRAWALS, AND TRANSFER CREDITS**

**Leave of Absence**

If special circumstances arise, a student may petition, in writing, for a leave of absence (LOA), which should include the date the student anticipates the leave beginning and ending a description of what is requiring the student to make the request and all supporting documentation. Medical Prep Institute of Tampa Bay may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. **This 12-month period begins on the first day of the student’s initial LOA.** If the student fails to return to school by the date set forth on the LOA, the students last date of attendance will be used as the withdrawn date.

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students’ contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. The student must understand that before a Medical Prep Institute of Tampa Bay grants an LOA, there must be reasonable expectation that the student will return from the leave.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the institute within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave. Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.
Official Withdrawal from School

In extreme situations students may be allowed to withdraw from a course past the withdrawal deadline without any academic penalties. Student may petition the Dean of Academics for late withdrawal from all courses. Tuition charges for the time of attendance will be calculated according to the refund policy. If granted, the student will receive a grade of either “WF” (withdrew while failing) or “WP” (withdrew while passing) for any course not completed in the payment period.

Unofficial Withdrawal from School

A student who doesn’t complete the official withdrawal process as defined in the withdrawal process, but stops attending will receive of an “F” failing grades or a combination of “W” withdrawals and “F” failing, in all courses for the term in question.

Students who received federal financial aid and receive all F’s for non-attendance are considered unofficially withdrawn for the semester.

If the Institute unofficially withdraws a student from the school, the Dean of Academics will notify the registrar to record the circumstances and last day in writing and include the information in the student’s official file.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student’s last date of academic attendance, the following procedures will take place.

1. The office of the Registrar will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student’s last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student’s date of determination is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school’s refund requirement (see school refund calculation).
7. The Financial Aid Office will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student’s ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:

   a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.

9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student’s file.

Other SAP issues
Withdrawal Courses withdrawal will be factored into your grade point average and will count toward the completion rate.

Transfer
Transfer credit from other institutions will be counted towards your program completion rate and program completion but however will not be factored into your grade point average.

Incomplete
Incomplete will count toward the completion rate but however will not be factored into your grade point average.

Noncredit Courses
Noncredit courses will not be factored into your grade point average and will count toward the completion rate.

Remedial Courses
Medical Prep Institute of Tampa Bay offers remedial courses and test preparatory courses however students may have to pay additional fees for remedial and test preparatory courses. Remedial courses will not be factored into your grade point average and will count toward the completion rate.

Pass/Fail Courses
All Pass/Fail courses passed, will count toward the completion rate. Pass/Fail courses will count as an attempted course and will affect a student’s completion rate however will not be factored into your grade point average.

Repeated Courses
All courses repeated and passed, will count toward the completion rate. Courses repeated and failed, will count as an attempted course and will affect a student’s completion rate and will be factored into your grade point average.

Academic Honors
To encourage academic excellence and to formally recognize the students who have been outstanding in their study, Medical Prep Institute of Tampa Bay offers the following awards and honors:

- Dean’s List - An acknowledgement of outstanding academic achievement of 3.5 - 3.74 grade point average in a module;

- President’s List - An acknowledgement of superior academic achievement of 3.75 or greater grade point average in a module.
Section 4.5 General Education Courses

Medical Prep Institute of Tampa Bay does not offer general education courses for the Associate of Science in Nursing and RN to BSN program. If the student needs to complete general education courses they are an additional cost and are offered through Straighter Line and can be registered for through the Medical Prep Institute of Tampa Bay website or the School Registrar. Students may transfer those courses from an accredited school. Straighter Line offers college courses that have been evaluated and recommended by the American Council on Education’s College Credit Recommendation Service (ACE CREDIT).

<table>
<thead>
<tr>
<th>MEDICAL PREP INSTITUTE REQUIRED COURSES</th>
<th>EQUIVALENT TRANSFERABLE AND OFFERED FROM STRAIGHTERLINE COURSE</th>
<th>CREDIT</th>
<th>COST WITH STRAIGHTERLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 * English Composition I</td>
<td>English Composition I</td>
<td>3Credits</td>
<td>$69 + MEMBERSHIP</td>
</tr>
<tr>
<td>AMH 1020 * Modern American History</td>
<td>United States History I</td>
<td>3Credits</td>
<td>$99 + MEMBERSHIP</td>
</tr>
<tr>
<td>UM 1100 * Cultural Diversity and Elementary Logic</td>
<td>Cultural Anthropology</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
<tr>
<td>PSY 1012 * Principles of Psychology</td>
<td>Introduction to Psychology</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
<tr>
<td>MAC 1105 * College Algebra Math</td>
<td>College Algebra</td>
<td>3Credits</td>
<td>$119+ MEMBERSHIP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RN to BSN PROGRAM GEN EDS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 4936 * Special Topics in History</td>
<td>Western Civilization II</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
<tr>
<td>HIS 4936 * Special Topics in History</td>
<td>Western Civilization I</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
<tr>
<td>HIS 4936 * Special Topics in History</td>
<td>Western Civilization I</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
<tr>
<td>BUS 3204 * Aspects of Statistics</td>
<td>Business Statistics</td>
<td>3Credits</td>
<td>$119+ MEMBERSHIP</td>
</tr>
<tr>
<td>ENC 1102* English Literature and Composition II</td>
<td>English Composition II</td>
<td>3Credits</td>
<td>$69 + MEMBERSHIP</td>
</tr>
<tr>
<td>PSY 3301 * Interpersonal Communication</td>
<td>Introduction to Communication</td>
<td>3Credits</td>
<td>$74+ MEMBERSHIP</td>
</tr>
<tr>
<td>SY 3625 * Aspects of Sociology</td>
<td>Introduction to Sociology</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
<tr>
<td>PSY 3000 * Organizational Behavior</td>
<td>Organizational Behavior</td>
<td>3Credits</td>
<td>$49+ MEMBERSHIP</td>
</tr>
</tbody>
</table>
Section 4.6 PROGRAM DESCRIPTIONS

PRACTICAL NURSING DIPLOMA

Program Description
The Practical Nursing program content includes basic concepts in Health Science Core Training, Fundamentals for Nursing Assistant, Pharmacology, Medical-Surgical Nursing, Geriatric Nursing, Obstetrics, Mental Health Nursing and Pediatrics. All theory work is complimented with Clinical Rotations and Laboratory Training.

1. The program is a traditional campus site-based program. Theory training will have delivered through classroom-based lectures supported through our learning management system and testing systems. Students will be able to access online Modules, Syllabi and Course Documents through Sycamore campus learning management system and RUN Exam testing system.

2. Clinical and Laboratory training will also be completed during laboratory and clinical rotations. Clinical rotations will be scheduled during the regular school day with a possibility that some may be offered in the evening.

The Practical Nursing program follows all Department of Education guidelines. It is governed by the Standards established by the Florida State Board of Nursing, which include the number of program hours, the curriculum, and the types of clinical learning experiences that the student will successfully complete the program.

Program Objectives
The purpose of the Practical Nursing Program is to provide training for students for entry level employment as Practical Nurses in the health care industry. The program provides the student with theoretical knowledge and clinical skills needed to work in nursing homes, hospitals, clinics, laboratories and other acute settings. Upon completion of the Practical Nursing program, graduates are eligible to sit for the national examination, which qualifies them as a Licensed Practical Nurse.

The following below are other program objectives

• The student will Demonstrate knowledge of the healthcare delivery system and health occupations.
• The student will Recognize and practice safety, security and emergency procedures.
• The student will Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
• The student will Perform patient and personal care as it pertains to the practical nurse.
• The student will Provide patient-centered care for the geriatric population.
• The student will Assist with restorative (rehabilitative) activities.
• The student will Demonstrate organizational functions, following the patient plan of care.
• The student will Demonstrate computer literacy as related to nursing functions.
• The student will use appropriate verbal and written communications in the performance of nursing functions.
• The student will Demonstrate legal and ethical responsibilities specific to the nursing profession.
• The student will Apply the principles of infection control, utilizing nursing principles.
• The student will Perform aseptic techniques.
• The student will Describe the structure and function of the human body.
• The student will Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
• The student will Describe human growth and development across the lifespan.
• The student will Demonstrate the performance of nursing procedures.
• The student will Demonstrate how to administer medication.
• The student will Demonstrate how to provide bio-psycho-social support.
• The student will Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
• The student will Implement education and resources for family wellness.
• The student will Participate in Community Health Awareness Forums.
• The student will Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
• The student will Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
• The student will Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
• The student will Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
• The student will Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
• The student will Demonstrate how to care for pediatric patients, utilizing nursing principles.
• The student will Develop transitional skills.
• The student will Demonstrate employability skills specific to practical nursing.

At the completion of the program, the student will be able to:
• Will be prepared to function in positions in various medical office settings such as hospitals, nursing homes, clinics, doctor’s offices, hospice, health insurance companies, home healthcare and other healthcare related companies requiring skills in nursing administration, record keeping, quality management, human resources management, medical law and ethics, and communication
• Sit and Pass the Florida NCLEX PN credentialing examination

Credential Awarded
The student must complete the program with at least a 2.0 GPA which equivalent to C average. The student receives a Diploma once all program competencies and objectives are fulfilled and the required basic skills have been demonstrated. Students will also be eligible to take to take the Florida Board of Nursing Licensed Practical Nursing Examination.

Program Length
1402 contact hours completed over the course of 46 weeks

Program Delivery
The Practical Nursing Program (PN) program is a Residential (on campus) program

Additional Information
Required: For Clinical Rotations students must complete a Physical Examination, TB test and a MMR (Measles, Mumps, and Rubella) vaccine or proof of immunity must be completed prior to the Clinical Rotation. Students are required to wear white Scrub uniforms at all times, while on campus and during clinical rotations.
## Diploma in Practical Nursing - Curriculum Map

### YEAR 1 - Semester 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC 101</td>
<td>Basic Health Care Worker</td>
<td>74</td>
<td>16</td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>NUR 109</td>
<td>Geriatric Nursing and Clinical</td>
<td>28.00</td>
<td></td>
<td>60.00</td>
<td>88.00</td>
</tr>
<tr>
<td>NUR 106</td>
<td>PN-Anatomy and Physiology</td>
<td>68.00</td>
<td>16</td>
<td></td>
<td>84</td>
</tr>
<tr>
<td>NUR 107</td>
<td>Human Growth and Development</td>
<td>25.00</td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>NUR 108</td>
<td>Nutrition</td>
<td>25.00</td>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

### YEAR 1 - Semester 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 111</td>
<td>Fundamentals of Nursing</td>
<td>84.00</td>
<td>36</td>
<td>36.00</td>
<td>156.00</td>
</tr>
<tr>
<td>NUR 112</td>
<td>PN-Pharmacology</td>
<td>111.00</td>
<td>8</td>
<td>28.00</td>
<td>147.00</td>
</tr>
<tr>
<td>NUR 113</td>
<td>Medical Surgical Nursing and Clinical</td>
<td>183</td>
<td></td>
<td>72</td>
<td>255</td>
</tr>
</tbody>
</table>

### YEAR 2 - Semester 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 115</td>
<td>Obstetrics Nursing and Clinical</td>
<td>25</td>
<td>24</td>
<td></td>
<td>49</td>
</tr>
<tr>
<td>NUR 116</td>
<td>Pediatric Nursing and Clinical</td>
<td>30</td>
<td>48</td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>NUR 114</td>
<td>Mental Health Nursing and Clinical</td>
<td>25</td>
<td>24</td>
<td></td>
<td>49</td>
</tr>
</tbody>
</table>

### YEAR 2 - Semester 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 117</td>
<td>Medical Surgical Clinical</td>
<td></td>
<td></td>
<td>314</td>
<td>314</td>
</tr>
<tr>
<td>NUR 118</td>
<td>PN Vocational Adjustments</td>
<td>42</td>
<td></td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

**TOTAL** 1402
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC 101 Basic Healthcare Worker</td>
<td>90 Clock hours</td>
</tr>
<tr>
<td>This course provides an in-depth study of Medical Terminology, Legal Aspects, Patient Rights, and Communication in Healthcare. Vital Signs, Nutrition, Infection Control Medical Emergencies and Safety in Healthcare, Special Topics, Domestic Violence, CPR, First Aid) Human Relations Skills, Goal Setting, Job Applications, Resumes, Cover Letters, Interviewing, Follow-Up, Professionalism, Computer Skills, Customer Service Skills and Barriers to Employment. The course also introduces the student to the Human Body and its Functions. The course is divided into Theory and Laboratory Training Healthcare Delivery System.</td>
<td><strong>Prerequisites: N/A</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 106 PN-Anatomy and Physiology</th>
<th>84 Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A study of the structure and function of the body is continued by examining the endocrine, reproductive, circulatory, digestive, respiratory, and excretory systems. This course also includes a laboratory study of specific structure and function of the human body beginning with the cell and stressing the chemical processes important in maintenance of homeostasis. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the body, Chemical Basis for Life, Cells &amp; Tissues, Integumentary System, Skeletal system, Muscular system, Nervous system, Endocrine system, Blood, Circulatory system, Lymphatic &amp; Immune systems, Respiratory systems, Digestive system &amp; Metabolism, Urinary system, and Reproductive system. An emphasis is placed on real-world applications and active learning exercises should be included along with laboratory experiences.</td>
<td><strong>Prerequisites: N/A</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 107 Human Growth and Development</th>
<th>25 Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed to explore human behavior across the life span. It is an introductory examination of normal lifespan maturation with an emphasis on motor, cognitive, language, and personality development based on the frameworks of Erikson, Piaget, and Freud. Basic principles of human psychological development from the prenatal period through geriatrics are examined.</td>
<td><strong>Prerequisites: N/A</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 108 Nutrition</th>
<th>25 Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutritional/metabolic needs of the individual throughout the lifespan as well as transcultural considerations are presented. Major concepts included are nutrient guidelines, food guide pyramid, factors affecting nutrition, and an introduction to special therapeutic diets.</td>
<td><strong>Prerequisites: N/A</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 109 Geriatric Nursing</th>
<th>88 Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Care of the Adult that focuses on the physiological and psychosocial needs of the adult in reference to the health illness continuum. The course reviews nursing assistant basic nursing skills. This course emphasizes the role of the practical/vocational nurse in responding to individuals with chronic dysfunctional health patterns. It correlates theory with clinical practice in various settings focusing on the geriatric patient. Patients throughout the lifespan requiring rehabilitative care are also included. Pharmacotherapeutics, as well as nutrition, psychosocial, legal and ethical aspects of care are incorporated into the course. Family and community resources as a source of care are included.</td>
<td><strong>Prerequisites: HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 107 Human Growth and Development, NUR 108 Nutrition</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 111 Fundamentals of Nursing</th>
<th>156 Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, the dying patient, the oncology patient, the pre/post-operative patient, and the management of pain are included in the course. Emphasis will be given to the practical nursing student developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. The course includes theory, laboratory and clinical training.</td>
<td><strong>Prerequisites: HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 112 PN-Pharmacology</th>
<th>147 Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course provides instruction in basic pharmacology and medication administration skills and, skills needed for safe and effective medication administration. Fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on patients throughout the lifespan. The course includes theory and clinical training.</td>
<td><strong>Prerequisites: HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing</strong></td>
</tr>
</tbody>
</table>
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout the lifespan. Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness; care for the individual as a whole; and deviations from the normal state of health. The course covers all the human body systems. The course content covers immunology, sensory, integumentary, neurology, digestive, endocrine, urinary and reproductive systems as well as oncology nursing. The concepts of patient care, treatments, and pharmacology and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow’s Hierarchy of Needs. Patient care involves consideration of physiological, cognitive, psychosocial and spiritual needs within a cultural framework. The course includes theory and clinical training. **Prerequisites:** HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing, NUR 112 PN-Pharmacology

**NUR 114_Mental Health Nursing and Clinical**

49 Clock Hours

Mental Health Concepts emphasizes the psychosocial adaptation to dysfunctional health patterns that include, but are not limited to, alterations in self-perception- self-concept, role-relationship, coping-stress tolerance, value belief, and cognitive perceptual health patterns. This introductory course in mental health focuses on behavioral manifestations of functional health patterns as well as stress at various stages of personality development throughout the lifespan. The learner will develop the ability to identify the psychosocial, cultural, and spiritual forces that influence client and family behaviors. The course includes theory and clinical training. **Prerequisites:** HCC 101 Basic Healthcare Worker, 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing, NUR 112 PN-Pharmacology, NUR 113 Medical Surgical Nursing and Clinical

**NUR 115_Obstetrics Nursing and Clinical**

49 Clock hours

Emphasizes utilization of all components of the nursing process in caring for individuals, within the context of family and community, during the childbearing period and in providing preventive and restorative care to children of all ages. Clinical experiences are provided in area community agencies and public health clinics. The course includes theory and clinical training. **Prerequisites:** HCC 101 Basic Healthcare Worker, PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing, NUR 112 PN-Pharmacology, NUR 113 Medical Surgical Nursing and Clinical, NUR 114 Mental Health Nursing and Clinical

**NUR 116_Pediatric Nursing and Clinical**

78 Clock hours

This course introduces the student to the care of the well child, the child with special needs and the child with acute and chronic health care needs. A strong emphasis on maintaining the dignity of the child and promoting healthy growth and development, even during illness, will be evident. Students will also examine the role of the family and the importance of it to the care of the child. Clinical will focus on both well children and children with health care needs. The course includes theory and clinical training. **Prerequisites:** HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing, NUR 112 PN-Pharmacology, NUR 113 Medical Surgical Nursing and Clinical, NUR 114 Mental Health Nursing and Clinical

**NUR 117_Medical Surgical Clinical**

314 Clock hours

Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the PN’s scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. **Prerequisites:** HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing, NUR 112 PN-Pharmacology, NUR 113 Medical Surgical Nursing and Clinical, NUR 114 Mental Health Nursing and Clinical

**NUR 118_PN Vocational Adjustments**

42 Clock hours

This course is designed to provide concepts to be discussed in relation to the transition from student to Licensed Practical Nurse. The course will prepare the student to independently assume the role of the LPN in professional practice and assess the student’s ability to pass the PN NCLEX State Board examination. The student must also complete examinations with level 2 scores for the following examinations, Fundamentals of Nursing, Medical Surgical Nursing, Pharmacology and an Exit Examination which is part of the PN Vocational Adjustments comprehensive grade. Students must have a 90% NCLEX Predictor Score which is equivalent to a 68% raw score. Students will be allowed only one chance to take the exit examination. Students failing the PN Vocational Adjustments course will have failed the Practical Nursing Program. This is a clinical course. **Prerequisites:** HCC 101 Basic Healthcare Worker, NUR 106 PN-Anatomy and Physiology, NUR 109 Geriatric Nursing, NUR 111 Fundamentals of Nursing, NUR 112 PN-Pharmacology, NUR 113 Medical Surgical Nursing and Clinical, NUR 114 Mental Health Nursing and Clinical, NUR 115 Obstetrics Nursing & Clinical, NUR 116_Pediatric Nursing & Clinical
The Nursing (Associate of Science in Nursing) Degree program incorporates theoretical instruction and clinical experience. The student must complete clinical and laboratory rotations in Maternity, Pediatric, Medical Surgical Community, Geriatric, Mental Health nursing units and Leadership and Management. This program is designed to prepare students with skills necessary for entry level employment into the field of nursing.

**Program Objectives**

The following below are other program objectives:

- The student must be able to provide individualized comprehensive care based on principles of nursing.
- The student will demonstrate knowledge of the health care delivery system and health occupations.
- The student will demonstrate the ability to communicate and use interpersonal skills effectively.
- The student will demonstrate legal and ethical responsibilities.
- The student will demonstrate an understanding of and apply wellness and disease concepts.
- The student will recognize and practice safety and security procedures.
- The student will recognize and respond to emergency situations.
- The student will recognize and practice infection control procedures.
- The student will demonstrate an understanding of information technology applications in healthcare.
- The student will demonstrate employability skills.
- The student will demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- The student will demonstrate Apply basic math and science skills.
- The student will demonstrate competencies in the core components of professional nursing professional behavior.
- The student will demonstrate competencies in the core components of professional nursing communication.
- The student will demonstrate competencies in the core components of professional nursing assessment.
- The student will demonstrate competencies in the core components of the professional nurse-clinical decision making.
- The student will demonstrate competencies in the core components of professional nursing-caring intervention.
- The student will demonstrate competencies in the core components of professional nursing-teaching and learning.
- The student will demonstrate competencies in the core components of professional nursing collaboration.
- The student will demonstrate competencies in the core components of professional nursing-managing care.
- The student will demonstrate competencies in the core components of the professional nurse leadership and delegation.
• The student must be able to demonstrate responsibility for continued personal and professional development through enrollment in graduate education, continuing education programs, professional reading, participation in professional organizations and service to the community.

At the completion of the program, the student will be able to:
• Will be prepared to function in positions in Acute and Sub acute such as hospitals, nursing homes, clinics, doctor’s offices, hospice, health insurance companies, home healthcare and other healthcare related companies requiring skills in nursing administration, record keeping, quality management, human resources management, medical law and ethics, and communication
• Sit and Pass the Florida NCLEX RN credentialing examination

Credential Awarded
The student receives an Associate of Science in Nursing degree once all program competencies and objectives are fulfilled and the required basic skills have been demonstrated. Students will also be eligible to take the Florida Board of Nursing Registered Examination.

Advanced Standing Students
Students approved for advanced standing status may be eligible to transfer general education courses and the following courses pre-nursing program courses.

General Education
Students must complete five general education listed on page 61 of the catalog or their equivalent for a total 15 credits.

PRE-Nursing Courses
BSC108 Anatomy and Physiology I 3 credits
BSC109 Anatomy and Physiology II and Lab 4 credits
HCC101 Basic Healthcare Worker 4.5 credits
BSC102 Health and Nutrition through the Life Span 3 credits

Length:
Residential -Day Program 83 Credits completed over 64 weeks  Residential -Night Program: 83 Credits completed over 80 weeks Blended- 1650 hours

Program Delivery
The Associate of Science in Nursing program is delivered using a combination of residential (on campus), and Blended learning (on campus & online) courses.

Additional Information
Required: For Clinical Rotations students, must complete a Physical Examination, TB test and a MMR (Measles, Mumps, and Rubella) vaccine or proof of immunity must be completed prior to the Clinical Rotation. Students are required to wear dark blue Scrub uniforms at all times, while on campus and during clinical rotations.
## Nursing - Associate of Science Curriculum Map - Program

### DAY PROGRAM

#### YEAR 1 - Semester 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC101</td>
<td>Basic Healthcare Worker</td>
<td>74</td>
<td>16</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>BSC108</td>
<td>Anatomy and Physiology, I</td>
<td>45</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>MODULE 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSC109</td>
<td>Anatomy and Physiology II and Lab</td>
<td>45</td>
<td>30</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>BSC102</td>
<td>Health and Nutrition through the Life Span</td>
<td>45</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>MODULE 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCB200</td>
<td>Elements of Microbiology and Lab</td>
<td>60</td>
<td>10</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>NUR200</td>
<td>Transition to the Registered Nursing</td>
<td>33</td>
<td>3</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

#### YEAR 1 - Semester 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR220</td>
<td>Nursing Care: Fundamentals of Nursing</td>
<td>76</td>
<td>36</td>
<td></td>
<td>6.5</td>
</tr>
<tr>
<td>NUR251</td>
<td>Clinical Competencies in Nursing II</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NUR211</td>
<td>Nursing Care: Pharmacology Math</td>
<td>21.5</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>NUR210</td>
<td>Nursing Care: Pharmacology and Lab</td>
<td>58.5</td>
<td>8</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### YEAR 2 - Semester 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR240</td>
<td>Advanced Medical Surgical Nursing and Lab</td>
<td>98</td>
<td>24</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>NUR241</td>
<td>Nursing Care: Maternity and Pediatric Nursing</td>
<td>63</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>NUR242</td>
<td>Nursing Care: Mental Health Nursing</td>
<td>30</td>
<td>8</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>NUR230</td>
<td>Community Nursing</td>
<td>45</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### YEAR 2 - Semester 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR250</td>
<td>Clinical Competencies in Nursing and Examination I</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>NUR243</td>
<td>Management and Leadership in Nursing</td>
<td>50</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<p>| TOTAL         |                                                   | 744    | 135 | 564.00   | 61.5         |</p>
<table>
<thead>
<tr>
<th>Nursing _Associate of Science Curriculum Map</th>
<th>EVENING /BLENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 1- Semester 1</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
</tr>
<tr>
<td></td>
<td>Theory</td>
</tr>
<tr>
<td>MODULE 1</td>
<td></td>
</tr>
<tr>
<td>HCC101 Basic Healthcare Worker</td>
<td>74</td>
</tr>
<tr>
<td>BSC108 Anatomy and Physiology, I</td>
<td>45</td>
</tr>
<tr>
<td>MODULE 2</td>
<td></td>
</tr>
<tr>
<td>BSC109 Anatomy and Physiology II and Lab</td>
<td>45</td>
</tr>
<tr>
<td>BSC102 Health and Nutrition through the Life Span</td>
<td>45</td>
</tr>
<tr>
<td>MODULE 3</td>
<td></td>
</tr>
<tr>
<td>MCB200 Elements of Microbiology and Lab</td>
<td>60</td>
</tr>
<tr>
<td>NUR200 Transition to the Registered Nursing</td>
<td>33</td>
</tr>
<tr>
<td>YEAR 1- Semester 2</td>
<td></td>
</tr>
<tr>
<td>MODULE 4</td>
<td></td>
</tr>
<tr>
<td>NUR220 Nursing Care: Fundamentals of Nursing</td>
<td>76</td>
</tr>
<tr>
<td>NUR251 Clinical Competencies in Nursing II</td>
<td></td>
</tr>
<tr>
<td>NUR211 Nursing Care: Pharmacology Math</td>
<td>21.5</td>
</tr>
<tr>
<td>NUR210 Nursing Care: Pharmacology and Lab</td>
<td>58.5</td>
</tr>
<tr>
<td>YEAR 2- Semester 1</td>
<td></td>
</tr>
<tr>
<td>MODULE 5</td>
<td></td>
</tr>
<tr>
<td>NUR240 Advanced Medical Surgical Nursing and Lab</td>
<td>98</td>
</tr>
<tr>
<td>NUR241 Nursing Care: Maternity and Pediatric Nursing</td>
<td>63</td>
</tr>
<tr>
<td>YEAR 2- Semester 2</td>
<td></td>
</tr>
<tr>
<td>NUR242 Nursing Care: Mental Health Nursing</td>
<td>30</td>
</tr>
<tr>
<td>NUR250 Clinical Competencies in Nursing and Examination I</td>
<td></td>
</tr>
<tr>
<td>YEAR 3- Semester 1</td>
<td></td>
</tr>
<tr>
<td>MODULE 5</td>
<td></td>
</tr>
<tr>
<td>NUR230 Community Nursing</td>
<td>45</td>
</tr>
<tr>
<td>NUR243 Management and Leadership in Nursing</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>744</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>MAC 1105 College Algebra Math</strong></td>
<td><strong>3 Credits</strong></td>
</tr>
<tr>
<td>College Algebra is a course that focuses on topics of intermediate algebra through quadratic equations and functions. Topics include set theory, logic, introduction to the real number system (whole numbers, integers, rational numbers, decimals, and real numbers), elementary algebra (solutions of first degree equations, graphs of relations and functions), and problem solving. The emphasis is on the interconnections of mathematical concepts. <strong>Prerequisites N/A</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **HUM 1100 Cultural Diversity and Elementary Logic** | **3 Credits** |
| The course recognizes the influences of cultural and ethnic diversity. The course also focuses on Critical Thinking principles of good reasoning in relation to understanding cultural issues. **Prerequisites N/A** |

| **ENC 1101 English Composition I** | **3 Credits** |
| This course is designed to develop learners' college writing skills with opportunities to improve sentence structure and grammar. Through readings, activities, discussions, and writing assignments, learners will practice identifying analyzing, organizing, and constructing effective essays, while actively engaging in the writing process and developing critical thinking skills. Application of learning culminates in the development of an academic research paper **Prerequisites N/A** |

| **PSY 1012 Principles of Psychology** | **3 Credits** |
| Principles of Psychology will provide you with a general survey of psychology, including the relationship between biology and research methods. And become familiar with basic concepts like Nature vs. Nurture and more advanced subjects like Jung’s influence on the study of psychosexual development, projective personality and Rorschach tests, psychological disorders and the ethical standards of psychotherapy. **Prerequisites N/A** |

| **HCC 101 Basic Healthcare Worker** | **4.5 Credits** |
| The course introduces the student to the Human Body and its Functions. Course content includes; Basic Anatomy, Directional Terminology, Structure and Function of Body Systems and Special Senses, Fundamental Concepts and Principles of Body Organization, and Composition. The course will also go over factors affecting the human body including, Nutrition, Alcohol, Illegal Drugs, Stress, Psychological Factors and Disease. Course material will cover Age specific competencies of the human body. **Prerequisites: HCC 101 Basic Healthcare Worker** |

| **BSC 108 Anatomy and Physiology I and Lab** | **3 Credits** |
| This course includes Theory and supervised skills lab. Content of the course will focus on the study of the structure and functions of systems in the human body. Students will learn components and functions of major body systems including Circulatory, Respiratory, Skeletal, Muscular, Integumentary, Digestive, and Nervous. The basic function of major Organs, Cells and Tissues will be covered including Physical and Chemical Correlations of the Origin, Development, and Progression of life. Students will study the Body’s Physiologic processes and Relationships between Body Systems. Content will cover Homeostasis imbalances and how these affect body systems **Prerequisites: HCC 101 Basic Healthcare Worker, BSC108 Anatomy and Physiology** |

<p>| <strong>BSC 102 Health and Nutrition through the Life Span</strong> | <strong>3 Credits</strong> |
| This course will examine the basic principles of human nutrition and dietary needs throughout the life cycle. This course will explore the relationship between nutritional habits and chronic diseases, the nurse’s role in promoting healthy eating, and cultural influences on dietary intake. Content of the course will focus on the importance of nutrition for optimal health and how mineral and water imbalances affect health status. Basic nutritional concepts will be presented with emphasis on application to patient care. Course content will focus on understanding of Human Development over the Life Span, from Conception to End of Life. This course introduces the student to the Concept of Family and provides an Overview of Physical, Psychosocial, and Cognitive Development throughout the Life Cycle. Focus is on Family Development and Relationships, Physiologic Concepts, Psychological Concepts, and Nursing Implications from Conception to Death. <strong>Prerequisites N/A</strong> |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 109</td>
<td>Anatomy and Physiology II and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 108</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MCB200</td>
<td>Elements of Microbiology and Lab</td>
<td>4</td>
</tr>
<tr>
<td>NUR 200</td>
<td>Transition to Registered Nursing</td>
<td>1</td>
</tr>
<tr>
<td>NUR 220</td>
<td>Nursing Care: Fundamentals of Nursing</td>
<td>6.5</td>
</tr>
<tr>
<td>NUR 210</td>
<td>Nursing Care: Pharmacology and Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>NUR 240</td>
<td>Advanced Medical Surgical Nursing and Lab</td>
<td>8</td>
</tr>
</tbody>
</table>

**BSC 109 Anatomy and Physiology II and Lab**

This course includes Theory and supervised skills lab. Content of the course will focus on the study of the structure and functions of systems in the human body. Students will learn components and functions of major body systems including Circulatory, Respiratory, Skeletal, Muscular, Integumentary, Digestive, and Nervous. The basic function of major Organs, Cells and Tissues will be covered including Physical and Chemical Correlations of the Origin, Development, and Progression of life. Students will study the Body’s Physiologic processes and Relationships between Body Systems. Content will cover Homeostasis imbalances and how these affect body systems. **Prerequisites: HCC 101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I.**

**MCB200 Elements of Microbiology and Lab**

The purpose of the Microbiology course and lab is to familiarize the student with those concepts that are basic to viruses and prokaryotic and eukaryotic cells. Lecture is the foundation of the course. Laboratories will not always coincide with the lecture topics, as the laboratories are designed to give the student the basic laboratory techniques necessary to identify microorganisms. **Prerequisites: N/A**

**NUR 200 Transition to Registered Nursing**

This course introduces learners to the practice of registered nursing and provides a foundation future for future nursing courses. An overview of the nursing program’s philosophy and program outcomes, as well as the roles and responsibilities of the registered nurse using established professional standards, guidelines, and competencies is provided. This course focuses on the differentiation of scope of practice of registered nursing and licensed practical nursing demonstrated by application of the nursing process and critical thinking in the care of adults. **Prerequisites N/A**

**NUR 220 Nursing Care: Fundamentals of Nursing**

This course focuses on the overview of professional nursing, introduction to nursing theory and research. Emphasis is placed on basic principles of stress and adaptation, and human interaction in context of the nursing process. The course also introduces concepts that form the knowledge base of nursing's core values, scientific and artful holistic health assessments (bio-psycho-social-developmental-cultural-spiritual dimensions), health and nursing diagnoses, planned interventions and evaluation processes. The course also focuses on interpersonal communication methods, and client/patient rights, legal, and confidentiality issues, lifespan and nutrition. It also begins case studies of selected health concerns of adult populations. **Prerequisites: NUR 200 Transition to Registered Nursing, MCB200 Elements of Microbiology and Lab**

**NUR 210 Nursing Care: Pharmacology and Lab**

This Pharmacology Course has a lecture and lab component designed to develop essential knowledge, skills, and competencies in Administration of Medications. Content of the course will focus on the study of principles and practices of Medication Administration including Correct Drug Calculations. Emphasis will be placed on Preparation and Administration of various forms of Oral, and Inhalant Medications. Emphasis is placed on following appropriate guidelines with Medication Administration. Basic Pharmacological concepts will be presented with an emphasis on application to patient care settings. **Prerequisites: HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, MCB Elements of Microbiology and Lab, NUR 220 Nursing Care: Fundamentals of Nursing**

**NUR 240 Advanced Medical Surgical Nursing and Lab**

This course assumes a basic level understanding of pathophysiological concepts and related nursing interventions. This course focuses on Nursing Care of the Adult and Geriatric patient with focus on the physiological and psychosocial needs of the adult in reference to the health illness continuum. This course utilizes a body systems approach and teaches senior nursing students how to approach advanced pathophysiological concepts utilizing a critical thinking, higher level, integrative approach. Students will integrate and apply pharmacology, physical assessment, clinical decision making, and health promotion skills as they learn to more effectively care for medically complex adults. It integrates an understanding...
of pathophysiology, pharmacology, and medical therapeutic interventions with nursing care needed by adult and geriatric patients/clients as they cope with health issues. **Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Nursing Care: Fundamentals of Nursing, NUR200 Transition to the Registered Nursing, NUR210 Nursing Care: Pharmacology and Lab&NUR211 Nursing Care: Pharmacology Math

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 241 Nursing Care: Maternity and Pediatric Nursing</td>
<td>5</td>
</tr>
</tbody>
</table>

This course incorporates normal growth and development, from conception as well as deviations from normal in the care of the child with altered health. Emphasis is placed on the role of the Registered nurse in the use of the clinical problem solving approach (nursing process) to respond to the biological, physiological and psychosocial needs related to conception, birth, hospitalized child and the family. Concepts relevant to nutrition, pharmacology, legal and ethical aspects in caring for children are incorporated in the course. This course will also focus on the care of the high-risk child-bearing and child caring family and for children with complex health problems from birth through adolescence. Alterations in family relationships and concepts of loss and grieving related to the childbearing/child rearing family are also explored. **Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Nursing Care: Fundamentals of Nursing, NUR200 Transition to the Registered Nursing, NUR210 Nursing Care: Pharmacology and Lab&NUR211 Nursing Care: Pharmacology Math

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 242 Nursing Care: Mental Health Nursing</td>
<td>2</td>
</tr>
</tbody>
</table>

This course focuses on the care of patients experiencing complex mental health issues. Emphasis is on the role of the registered nurse in health promotion and maintenance, illness care, and rehabilitation of children, adolescents, adults, and families experiencing psychiatric-mental health problems. Clinical experiences offer learners the opportunity to use established professional standards, guidelines, competencies, and best practices to provide safe, patient-centered care to individuals and families in various healthcare settings. **Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Nursing Care: Fundamentals of Nursing, NUR200 Transition to the Registered Nursing, NUR210 Nursing Care: Pharmacology and Lab&NUR211 Nursing Care: Pharmacology Math.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 230 Community Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

Course introduces students to the community health system and nursing care for populations. Content of the course will focus on primary care nursing for home and community-based individuals. Students will learn how to apply the nursing process functioning in the role of community nurse. Health promotion concepts, disaster management, and culturally competent nursing care for vulnerable populations will be explored. This is a web-based online course. The theory portion of this course is taught online and includes a clinical requirement. **Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Nursing Care: Fundamentals of Nursing, NUR200 Transition to the Registered Nursing, NUR210 Nursing Care: Pharmacology and Lab&NUR211 Nursing Care: Pharmacology Math, NUR240 Advanced Medical Surgical Nursing and Lab, NUR241 Nursing Care: Maternity and Pediatric Nursing, NUR242 Nursing Care: Mental Health Nursing

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 243 Management and Leadership in Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>
Leadership and Management is a course which focuses on the leadership roles and management functions of professional nurses within the organizational structure. Emphasis is given to theories of leadership, management, and organizations. The focus is on understanding the key skills employed by nurse leaders/managers including communicating effectively with peers and the inter-professional team, conflict resolution, delegation, building teams, controlling resources, improving quality, and leading change. The course will support the student’s transition into the professional nursing role. THIS COMPONENT OF THE PROGRAM IS COMPLETELY COMPREHENSIVE. TOPIC AREAS THAT WERE INSTRUCTED ON DURING THE DURATION OF THE PROGRAM CAN AND WILL BE TESTED ON. The student will develop an individualized teaching plan based on assessed needs while transitioning from student role to professional nursing leadership and management role. Emphasis of leadership will be extended to NUR 230- Community Nursing. The course will prepare the student to independently assume the role of the RN in professional practice and assess the student’s ability to pass the RN NCLEX State Board examination. The student must also complete examinations with level 2 scores-based Level 2 proficiency score for the following examinations, Fundamentals of Nursing, Medical Surgical Nursing, Pharmacology, Leadership and an Exit Examination which is part of the Management and Leadership in Nursing comprehensive grade. Students must have a 90% NCLEX Predicator Score which is equivalent to a 72.3% raw score. Students will be allowed only one chance to retake the exit examination. Only students who have not exercised their retake opportunity will be allowed a retake for the exit examination. PLEASE NOTE: Students must pass with a level 2 or above on every exam in order to qualify to sit for their Comprehensive Predictor exam. The student must use their examination retake to retake examinations they fail to achieve a level 2 score. 

**Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Nursing Care: Fundamentals of Nursing, NUR200 Transition to the Registered Nursing, NUR210 Nursing Care: Pharmacology and Lab, NUR211 Nursing Care: Pharmacology Math, NUR240 Advanced Medical Surgical Nursing and Lab, NUR241 Nursing Care: Maternity and Pediatric Nursing, NUR242 Nursing Care: Mental Health Nursing, NUR 230 Community Nursing

### NUR 250 Clinical Competencies in Nursing and Examination I
6 Credits

This course will assist in exploring health promotion and bio-psychosocial concepts in the management of the Adult and Geriatric Clients in a Clinical Setting. Emphasis is also placed on the beginning application of therapeutic communication techniques and the acquisition of adult physical assessment skills and fundamental concepts and skills required for patient care in a clinical setting. 

**Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Transition to the Registered Nursing

### NUR 251 Clinical Competencies in Nursing and Examination II
3 Credits

This course will assist in exploring health promotion and bio-psychosocial concepts in the management of the Adult and Geriatric Clients in a Clinical Setting. Clients with system problems for clinical practice may include: Cardiovascular, Neurology, Mental health, Integumentary, Immune, Hematological, Endocrine and Respiratory alterations. Fluid and electrolytes, acid se balance, perioperative client and pain management will also be included. Clinical Examination: The Examination for Clinical Competencies is based on the application of nursing process and technical components of nursing practice in care of Geriatric, Adult and Children in acute setting. The exam is organized in four phases Assessment, planning implementation and evaluation. The clinical final examination will include hands on component. 

**Prerequisites:** HCC101 Basic Healthcare Worker, BSC108 Anatomy and Physiology I, BSC109 Anatomy and Physiology II and Lab, MCB200 Elements of Microbiology and Lab, NUR 220 Transition to the Registered Nursing
RN to Bachelor of Science in Nursing (BSN) Program Description

The RN to BSN program is designed for registered nurses with an associate degree or diploma in nursing who are looking to further their education. The RN-BSN program provides the academic knowledge and skills necessary to advance in the nursing field by seeking a higher-level position and/or to apply for graduate study in nursing. The RN to BSN option allows an RN with an Associate degree in nursing to earn a Bachelor of Science degree with a major in nursing. While the program is primarily taught utilizing an online format, it also includes a limited amount of clinical work.

Program Objectives

- Exhibit ethical principles that demonstrate interactions with patients/clients, healthcare professionals, and the public
- Combine knowledge from nursing, sciences, and humanities to meet the patient’s/client’s physiological, psychological, sociocultural, developmental, and spiritual needs
- Evaluate ethical, legal, economic, and political factors that affect the management of healthcare for individuals, families, and communities
- Incorporate community resources to meet primary, secondary, and tertiary healthcare needs for individuals, families, and communities
- Utilize critical thinking to resolve healthcare issues
- Be prepared for a leadership role within one’s scope of practice
- Evaluate research findings for use in nursing practice
- Utilize effective communication in the healthcare environment
- Participate in activities that support the profession of nursing

Credit by Examination for RN to BSN Program

Students in the RN to BSN program may earn credit in approved courses by earning “C” or better on the appropriate Medical Prep Institute of Tampa Bay examination offered on Baccalaureate level through NLN OR RUN EXAM platforms for the following subjects.

- Pharmacology                                NUR 303
- Pathophysiology for Nursing                 NUR 302
- Management in Nursing Examination          NUR 402
- Baccalaureate Capstone Examination         NUR 404

Students wishing to obtain credit by examination must demonstrate satisfactory completion of core nursing courses (i.e. Fundamentals, pharmacology and medical surgical nursing) related to the subject matter areas of Medical Prep Institute of Tampa Bay’s curriculum and will be required to complete competency testing prior to receiving credit. The Student must see the campus registrar for additional information on requirements and costs.

Credit awarded by examination becomes part of the student’s permanent record, and the grade earned on the examination is used in calculating students’ cumulative GPAs.
A student must obtain approval from the appropriate campus Academic Dean to take credit-by-examination.

A student may obtain the required forms and additional information through the appropriate campus the Registrar.

A student is not eligible to attempt credit-by-examination for any courses in which the student is currently enrolled.

A student who has completed a course and earned a grade of “D” or “F” is eligible to repeat it through credit-by-examination.

Grades for courses repeated through credit-by-examination are recorded in the same way as courses repeated through class attendance.

If a student has applied to graduate at the end of the term and intends to take one or more courses through credit-by-examination, that student must notify the registrar.

**Credential Awarded**
The student receives a bachelor’s Degree of Science in Nursing once all program competencies and objectives are fulfilled and the required basic skills have been demonstrated.

**Program Delivery**
The program is delivered using a combination of distance learning (online)

**Program Length**
Full Time: 140.5 credits (46 credits +transfer credits 94.5 credits) completed over 24 weeks
Part Time: 140.5 credits (46+transfer credits 94.5 credits) completed over 48 weeks
Clock Hours: 2730
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 *</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102*</td>
<td>English Literature and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 *</td>
<td>College Algebra Math</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1100 *</td>
<td>Cultural Diversity and Elementary Logic</td>
<td>3</td>
</tr>
<tr>
<td>AMH 1020 *</td>
<td>Modern American History</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012 *</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3000*</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3301 *</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUM 3200*</td>
<td>Sociology of Religion</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3100*</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 4936 *</td>
<td>Special Topics in History</td>
<td>3</td>
</tr>
<tr>
<td>HCC 101</td>
<td>Basic Health Care Worker</td>
<td>4.5</td>
</tr>
<tr>
<td>BSC 108</td>
<td>Anatomy and Physiology, I</td>
<td>3</td>
</tr>
<tr>
<td>MCB 200</td>
<td>Elements of Microbiology and Lab</td>
<td>4</td>
</tr>
<tr>
<td>NUR 210</td>
<td>Nursing Care: Pharmacology and Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>NUR 211</td>
<td>Nursing Care: Pharmacology Math</td>
<td>1</td>
</tr>
<tr>
<td>BSC 109</td>
<td>Anatomy and Physiology II and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 102</td>
<td>Health and Nutrition through the life Span</td>
<td>3</td>
</tr>
<tr>
<td>NUR 200</td>
<td>Transition to Registered Nursing</td>
<td>1</td>
</tr>
<tr>
<td>NUR 220</td>
<td>Nursing Care: Fundamentals of Nursing</td>
<td>6.5</td>
</tr>
<tr>
<td>NUR 230</td>
<td>Community Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 240</td>
<td>Advanced Medical Surgical Nursing and Lab</td>
<td>8</td>
</tr>
<tr>
<td>NUR 241</td>
<td>Nursing Care: Maternity and Pediatric Nursing and lab</td>
<td>5</td>
</tr>
<tr>
<td>NUR 242</td>
<td>Nursing Care: Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 243</td>
<td>Management and Leadership in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR250</td>
<td>Clinical Competencies in Nursing and Examination I</td>
<td>6</td>
</tr>
<tr>
<td>NUR251</td>
<td>Clinical Competencies in Nursing and Examination II</td>
<td>3</td>
</tr>
<tr>
<td><strong>RN TO BSN CORE COURSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 301</td>
<td>Educational Transitions for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 302</td>
<td>Ethical/Legal Aspects of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 303</td>
<td>Pathophysiology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 304</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 305</td>
<td>Physical Exam &amp; Assessment and Lab</td>
<td>4</td>
</tr>
<tr>
<td>NUR 306</td>
<td>Preceptor Guided Health Assessment Clinical and Examination</td>
<td>3</td>
</tr>
<tr>
<td>NUR 400</td>
<td>Community/Public Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 401</td>
<td>Preceptor Guided Community Nursing Clinical and Examination</td>
<td>3</td>
</tr>
<tr>
<td>NUR 402</td>
<td>Leadership and Management in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 403</td>
<td>Management in Nursing Examination</td>
<td>3</td>
</tr>
<tr>
<td>NUR 404</td>
<td>Nursing Research and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>NUR 405</td>
<td>Baccalaureate Capstone Examination</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (any 300-400 level courses)</strong></td>
<td><strong>TOTAL 9 CREDITIS REQUIRED</strong></td>
<td></td>
</tr>
<tr>
<td>NRS 502</td>
<td>Health Policy and Finance for Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NRS 504</td>
<td>NRS 504 Wound care Management</td>
<td>3</td>
</tr>
<tr>
<td>NRS 503</td>
<td>NRS 503 Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NRS 501</td>
<td>NRS 501 Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>140.5</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>PSY 3301</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Literature and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3100</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 4936</td>
<td>Special Topics in History</td>
<td>3</td>
</tr>
<tr>
<td>HUM 3200</td>
<td>Sociology of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PSY 3000</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>NUR 302</td>
<td>Ethical/Legal Aspects of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 303</td>
<td>Pathophysiology for Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

PSY 3301 Interpersonal Communication

A study of interpersonal communication in informally structured settings with emphasis on the understanding, description, and analysis communication. This course is designed for those who wish to explore interpersonal communication as a means of becoming more aware of the complex nature of interpersonal relationships and the communicative behavior that constitute these relationships. **Prerequisites N/A**

ENC 1102 English Literature and Composition II

Composition II addresses persuasive writing, library research, Internet-based research, and original research; it emphasizes thinking rhetorically, providing evidence for assertions, creative thinking, and writing as a process. Composition II emphasizes systematic organization, effective use of detail, compelling treatment of evidence, demonstration of reading skills and appropriate consideration of audience. **Prerequisites N/A**

BUS 3100 Business Statistics

This online statistics course familiarizes students with the basic concepts of business statistics and provides a comprehensive overview of its scope and limitations. Students become familiar with statistical analysis of samples, compute the measures of location and dispersion, and interpret them for descriptive statistics. Similar to other online college statistics courses, lessons demonstrate linear regression, multiple regression, correlation analysis, model building, model diagnosis, and time series regression using various models. The course also describes basic concepts of probability and applies the discrete and continuous distributions of probability. Other topics in this online statistics course include constructing a hypothesis on one and two samples, performing one-way and two-way analysis of variance, applying nonparametric methods of statistical analysis, and making decisions under risk or uncertainty. **Prerequisites N/A**

HIS 4936 Special Topics in History

This course focuses on advanced topics in the various fields of history. Emphasis is on assigned readings and on research and writing of a major paper. **Prerequisites N/A**

HUM 3200 Sociology of Religion

Characteristics, and patterns across religions, and then discuss the approaches and reasons for studying world religions. Class segments will focus on Judaism, Christianity, Islam, Hinduism, Buddhism, Jainism and Sikhism, Taoism and Confucianism, and Shinto. You’ll also explore the religions of indigenous peoples including Oral Religions, Traditional (Native) American Religions, and the religions of Africa and Oceania. You’ll even study alternative paths and the new religious movements of the modern world, including Naturism. **Prerequisites N/A**

PSY 3000 Organizational Behavior

From leadership theories and styles to conflict management and negotiation to team building and change management, this course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today’s dynamic work environment. Specific topics include communications, motivations, corporate politics, ethics, power structure, and organizational culture. **Prerequisites N/A**

This course is a transition to baccalaureate nursing practice for the Registered Nurse student. The course builds on previous knowledge and skills applicable to the practice of professional nursing: Prerequisites: student must have an Associate of Science Degree in Nursing

NUR 302 Ethical/Legal Aspects of Nursing

Legal and Ethical Issues in Nursing analyzes the relationships between ethics and the law with close attention given to the issues and decisions that impact professional nursing practice. Prerequisites: There are no prerequisites required however the student must have an Associate of Science Degree in Nursing

NUR 303 Pathophysiology for Nursing

The focus is on pathophysiological alterations across the lifespan. The emphasis is on the relationships between abnormal changes in specific systems and their impact on the development of diseases and the manifestations of diseases. The influence of cultural, developmental, genetic, environmental (including rural health issues), behavioral, and economic
Factors on alterations in pathophysiological processes will be explored. Prerequisites: There are no prerequisites required however the student must have an Associate of Science Degree in Nursing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 304</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course is designed for the nurse or a nursing student who wish to develop her/his theoretical knowledge base of pharmacotherapeutics for nursing practice. The focus of major drug classifications and specific medicinal agents will be discussed in relation to pharmacodynamics, pharmacokinetics, therapeutic uses, adverse reactions, and precautions. Prerequisites: There are no prerequisites required however the student must have an Associate of Science Degree in Nursing.</td>
<td></td>
</tr>
<tr>
<td>NUR 305</td>
<td>Physical Exam &amp; Assessment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course builds on the RN's, knowledge and skills in health assessment. Students further develop skills of history taking, inspection, palpation, percussion, and auscultation and documentation of the health assessment. Normal findings and cultural and age variations of adults are emphasized. Focus is placed on the development of Assessment Skills within the context of the nursing process. Emphasis is placed on the collection of data and the development of nursing diagnoses as the basis for promoting client adaptation. Interrelated classroom and supervised laboratory experience focuses on interviewing, record review, observation, physical examination, instrumentation, and documentation. This course includes theory and clinical training. Prerequisites: There are no prerequisites required however student must have an Associate of Science Degree in Nursing.</td>
<td></td>
</tr>
<tr>
<td>NUR 306</td>
<td>Preceptor Guided Health Assessment Clinical and Examination</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course focuses on developing within the student the ability to independently devise and implement a defined data base within a clinical nursing practice through the organization and expansion of the student's assessment and diagnostic skills including record review, vital statistics review, interviewing, history taking, observation, physical examination, the use of structured instruments and biophysical laboratory testing and diagnostic analysis. Prerequisites: There are no prerequisites required however student must have an Associate of Science Degree in Nursing.</td>
<td></td>
</tr>
<tr>
<td>NUR 400</td>
<td>Community/Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course explores Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and individuals, families and specific aggregate groups. Applies theoretical and clinical knowledge in using the nursing process in community settings to promote, maintain and restore health. The course also focuses on transcultural nursing concepts, rural and home health care delivery. Progressively more independent behaviors are expected of students in community health practice. Diverse roles of the community and public health nurse are examined, and a community assessment is completed using research and data processing skills. Prerequisites: There are no prerequisites required however student must have an Associate of Science Degree in Nursing.</td>
<td></td>
</tr>
<tr>
<td>NUR 401</td>
<td>Preceptor Guided Community Nursing Clinical and Examination</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course explores Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and individuals, families and specific aggregate groups. Applies theoretical and clinical knowledge in using the nursing process in community settings to promote, maintain and restore health. The course also focuses on transcultural nursing concepts, rural and home health care delivery. Progressively more independent behaviors are expected of students in community health practice. Diverse roles of the community and public health nurse are examined, and a community assessment is completed using research and data processing skills. Prerequisites: There are no prerequisites required however student must have an Associate of Science Degree in Nursing.</td>
<td></td>
</tr>
<tr>
<td>NUR 402</td>
<td>Leadership and Management in Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>
This course prepares the students to assume their nursing leadership and management roles with focus on their interactions with the health care team members in future work settings. It familiarizes the students with management theories, organizational behavior theories and leadership styles that are relevant to the practice of nursing management. It explores the elements of the management process as well as change management strategies and their applications. It enhances students’ leadership skills in maintaining best practices and standards of care. Nursing units in hospitals are the framework used for the application of the theories and knowledge base included in this course.

**Prerequisites:** student must have an Associate of Science Degree in Nursing and NUR 301 Educational Transitions for Nursing, NUR 304 Ethical/Legal Aspects of Nursing, NUR 306 Preceptor Guided Health Assessment Clinical and Examination, NUR 305 Physical Exam & Assessment and Lab, NUR 303 Pharmacology in Nursing, NUR 302 Pathophysiology for Nursing, NUR 401 Preceptor Guided Community Nursing Clinical and Examination

**NUR 403 Management in Nursing Examination**

3 Credits

Nursing Management Examination is an opportunity for students to demonstrate that they have achieved the goals for learning established by their educational institution. The examination measures ability to apply specific management concepts to the care of the client (individual, family, groups and communities) within diverse health care settings. Concepts that are covered also include leadership, innovation, organizational management, fiscal management, and empowerment and information management. The Examination emphasis is placed on the role of the registered nurse as an active participant in the organization. Delivery of Exam: Student has option for paper and pencil proctored exam or Computer based multiple choice theory exam

**Prerequisites:** student must have an Associate of Science Degree in Nursing and NUR 301 Educational Transitions for Nursing, NUR 304 Ethical/Legal Aspects of Nursing, NUR 306 Preceptor Guided Health Assessment Clinical and Examination, NUR 305 Physical Exam & Assessment and Lab, NUR 303 Pharmacology in Nursing, NUR 302 Pathophysiology for Nursing, NUR 401 Preceptor Guided Community Nursing Clinical and Examination

**NUR 404 Nursing Research and Inquiry**

3 Credits

The course focuses on the history of nursing research, terminology, and steps in the research process are explored. Research as a basis for assessment of outcomes of health promotion and health care interventions including therapeutic nursing interventions is emphasized. Research questions relevant to clinical practice are identified. Interpretation of research for use in nursing practice is emphasized. The role of theory and ethical issues involved in the conduct of research is addressed.

**Prerequisites:** student must have an Associate of Science Degree in Nursing and NUR 301 Educational Transitions for Nursing, NUR 304 Ethical/Legal Aspects of Nursing, NUR 306 Preceptor Guided Health Assessment Clinical and Examination, NUR 305 Physical Exam & Assessment and Lab, NUR 303 Pharmacology in Nursing, NUR 302 Pathophysiology for Nursing, NUR 401 Preceptor Guided Community Nursing Clinical and Examination

**NUR 405 Baccalaureate Capstone Examination**

3 Credits

This capstone course is focused on facilitating the transition from the role of student to the role of the professional nurse in the contemporary health care environment. Strategies for success on the national licensing examination are designed and implemented. Students are introduced to leadership and management concepts as they apply to professional practice and the health care milieu. Critical analysis of legal, ethical, and diversity issues in health care is emphasized. Examination is based on all above concepts. Delivery of Exam: Student has option for paper and pencil proctored exam or Computer based multiple choice theory exam

**Prerequisites:** student must have an Associate of Science Degree in Nursing and NUR 301 Educational Transitions for Nursing, NUR 304 Ethical/Legal Aspects of Nursing, NUR 306 Preceptor Guided Health Assessment Clinical and Examination, NUR 305 Physical Exam & Assessment and Lab, NUR 303 Pharmacology in Nursing, NUR 302 Pathophysiology for Nursing, NUR 401 Preceptor Guided Community Nursing Clinical and Examination, NUR 400 Community/Public Health Nursing, NRSG502 Health Policy and Finance for Advanced Practice Nursing, OR Elective 300-400 level

NRSG503 Nursing Informatic, OR Elective 300-400 level
SECTION 5

STUDENT SERVICES
Section 5.0 Student and Career Services

Medical Prep Institute of Tampa Bay provides students with a variety of services to assist students in attaining their educational goals. Student services may include:

- Job placement
- Library services
- Orientation
- Academic Advisement
- Personal advising
- Virtual Bookstore
- Remediation and tutoring
- Transcript review
- Clinical rotation placement and support
- Campus activities and events
- Student services assists with State and National Examination registrations; finger printing locations and any other questions students may have.
- Student services assists students with any other paperwork the students may need to ensure the student’s success.
- In compliance with Title II of the Americans with Disabilities Act, ADA, the Institute will make every available effort to accommodate persons with disabilities, so long as the student can provide the Institute with documentation of the disability. Should the disability interfere with the student completing a required element of their program, students must be able to document that their failure is directly related to their disability.

Student Advisement

Medical Prep Institute of Tampa Bay is committed to helping students progress successfully through the academic challenges for its nursing programs. A representative is available, at no cost, to discuss a wide variety of personal issues, such as test anxiety, learning struggles, interpersonal conflict, family struggles, depression, and anxiety.

Additionally, students are continually apprised of their performance via, viewable gradebooks and advising session with their instructors, program director, dean, and/or student services. Students are also provided personal and professional development seminars and can make arrangements for tutoring services through the student services department.

Orientation

A mandatory orientation is held for all new students prior to their first day of class. Failure to attend orientation may cause your dismissal from the Institution. The orientation provides an opportunity to familiarize students with the guidelines and policies of the institution, staff, and other students. In addition, students are introduced to the online library, course portal, and gradebook. The orientation also provides an opportunity for nursing students to make arrangements for uniforms and to receive their official student ID.

Student Associations

Medical Prep Institute of Tampa Bay’s Honor Society strives to recognize those students who have demonstrated excellence in the areas of leadership, service, character and academics. Students who meet the qualifications are invited to apply for membership into the school’s honor society after completing 20% of their program. Included in your invitation will be an application and instructions on how to apply. If you feel you meet the qualification and have not yet received an invitation, please see a representative from the student services department.
**Career Services**
Medical Prep Institute of Tampa Bay assists students in preparing for careers in the medical field. The Institution provides current students and graduates with employment assistance opportunities in the form of interview preparation and resume development workshops, job search assistance and career planning. Students and graduates are encouraged to take advantage of these services. Graduating from Medical Prep Institute of Tampa Bay DOES NOT guarantee employment and as such, the institution makes no guarantees to potential or current students in regard to employment in their field of study.

**Books**
Students may purchase textbooks from online stores, Amazon and Barnes and Nobles.

**Wireless Network Access**
Wireless Internet access is available for students. To access the network, please contact the Librarian.

**Remediation and Tutoring Services**
The Institute Core Tutor Program is a peer and instructor-based tutoring program designed to provide one-on-one assistance and small group support for students who are struggling. The program is led by the Director Remediation and Tutoring Services who coordinates students with appropriate tutors. The Institute sponsors this program for students who wish to have additional assistance in Nursing programs and other Allied programs. The tutors are either instructors or upper level students who have excelled in courses. Student interested in tutoring services should contact student services to schedule an appointment with a tutor. Additionally, students are advised to form study groups as often as possible.

**Registrar**
The campus registrar maintains all academic records. Students needing to schedule courses, with transfer credit or transcript questions and graduates seeking official transcripts, copies of their diploma or degree, or copies from their records should schedule an appointment with the registrar office. Any student wishing to review their records may do so during the school office hours by scheduling an appointment with their program director or the campus registrar.
SECTION 6

GENERAL STUDENT POLICIES
Section 6. STUDENT POLICIES
Included below are examples of common policy you may encounter as a student at Medical Prep Institute of Tampa Bay. Additional policies specific to your program of choice can be found in your program’s student handbook.

Section 6.1.0 Attendance Policies
General Attendance Policies
Attendance will be taken during all theory, laboratory and clinical experiences. It is the responsibility of the student to attend all classes and to complete all course work on time. Promptness and regular attendance are considered mandatory in order to assure:

- Satisfactory student progress
- Accurate evaluation by faculty
- Safe performance in the clinical arena
- Day or Evening Clinical
- May start as early as 6 a.m. and end as late as 11 p.m.
- Be prepared for potential child care needs

It is the student’s responsibility to notify the instructor/school immediately if there is an unavoidable problem resulting in an absence. Absence from scheduled clinical session requires makeup.

A student who is subject to dismissal for attendance for one course, but is in otherwise good standing, may appeal the decision. Please refer to the SAP section of this catalog or schedule an appointment with student services for specifics on how to file an appeal.

Assignments and Absences
Homework must at the next day of attendance for that following the absence. If the student did not notify the instructor in advance of the absence, the instructor may choose not to accept any late assignments. Student are encouraged, whenever possible, to notify their instructors of absences ahead of time. Makeup exams will be given at the discretion of the instructor. The Program Director and/or Dean must approve makeup for final exams or approval to take a final exam early. Completion of makeup assignments does not excuse the absence. Certain programs may have more stringent make-up policies.

Attendance Policy
This Policy is for the PN, ASN and BSN programs:

1. Three (3) tardies equals one (1) absence.
2. Seven (7) absences will result in dismissal from the program.
3. THERE ARE NO EXCUSED ABSENCES.
4. Arriving late or leaving early from class and/or breaks, will be counted as an absence or tardy.
5. Student will be dismissed for missing two (2) clinical periods. All missed clinical periods must be made up.
Section 6.1.1 Drug Free Policy
Medical Prep Institute of Tampa Bay is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, as well as academic performance and patient care. Students are expected to report to class and clinical rotations in the appropriate mental and physical condition conducive to learning. As required by the Federal Drug Free Schools and Communities Act Amendment of 1989, you are hereby notified by Medical Prep Institute of Tampa Bay that while on campus premises, clinical sites, or at other institute sponsored events and activities, drug and alcohol use will not be permitted. Students shall be prohibited from working, attending school, participating in clinical rotations or attending Medical Prep Institute of Tampa Bay related functions while under the influence of alcohol and/or illegal drugs. The use of such substances by students on premises or at Medical Prep Institute of Tampa Bay related functions shall be prohibited. Such conduct by a student shall be considered a critical offense and result in expulsion.

Smoking of tobacco on Medical Prep Institute of Tampa Bay campus is strictly prohibited and may result in disciplinary action. All students must sign the drug free policy agreement before enrollment with Medical Prep Institute of Tampa Bay. Those students wishing to smoke must do so off of campus grounds, this includes the parking lot. Student should be aware that persons smelling of smoke may not be able to attend clinical. If you are sent home, your program attendance policy will apply in regard to the absence.

Medical Prep Institute of Tampa Bay will conduct regular and random drug screens on all students attending to the institution. Students who fail a drug screen and cannot provide appropriate documentation will be automatically dismissed from the institution. Student who refuse or disappear during drug screening will be automatically dismissed from the institution.

Section 6.2.0 Uniform Policy
While on campus, at campus sponsored event and while on clinical, Medical Prep Institute of Tampa Bay students are expected to wear both their program specific uniform and the Medical Prep Institute of Tampa Bay issued student ID card at all times. Student uniforms should always be neat and clean and free of any items that were not originally included with the uniforms when purchased. Each student has the responsibility to dress appropriately for the school environment. Apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting to the opposite sex, or violate health and safety rules of the school. All dress and grooming shall conform to rules relating to health and safety, and all such rules shall be enforced. The academic administration shall be the final judge as to appropriateness of the apparel and whether or not such apparel is in violation of campus policies. Students who violate the dress code will be asked to leave and an absence will be recorded. Students who violate the dress code may also be subject to the discipline procedure.

These minimum standards of dress and grooming shall apply to all students regardless of what apparel they may be wearing.
• A Medical Prep Institute of Tampa Bay -issued photo identification (ID) card must be worn at all times.

• Student dress and grooming shall be neat and clean.

• Tennis shoes or nursing shoes are to be worn, slippers or beach style ‘flip flops’ are prohibited.

• No see-through garments shall be worn.

• All skirts, and dresses must be at a length that is at least knee length.

• Pants must be hemmed so they do not touch the ground and worn with the waistband at the waist.

• No clothing or tattoo shall be worn which displays profanity, violence, sexually suggestive phrases, gang related symbols, alcohol, tobacco, drugs or advertisements for such products or other phrases or symbols which are inconsistent with an educational environment.

• Sunglasses shall not be worn inside school buildings during regular school hours unless required by physician.

• Hairstyles and hair colors and other fashions or styles that are disruptive to the school environment or educational process are prohibited. The campus administrator will have the final say in this matter and as such questions regarding this should be address to the president’s office.

• Bandannas are prohibited on school grounds. No hats, ball caps, headbands or head scarves are permitted to be worn while in the building. For special circumstances only, appropriate headwear based on a student’s religious affiliation or health status is allowed with the permission of Program Director.

• No cellular phones or pagers are allowed in the classroom and may not be allowed at clinical sites.

Section 6.3.0 Clinical/Externships
Students may be required to attend a portion of their program at various medical facilities to complete program specific clinical/externship requirements. A variety of clinical opportunities are provided to help students successfully complete these requirements. Students must be able to travel to and from clinical assignments. Students must be flexible during clinical rotations. Hours for clinical/externship experiences may vary according to preceptor and site-specific schedules/availability. Because of this no guaranteed can be made to students in regard to a specific location or shift. Students must be aware that Placement in the facility is dependent on availability extended to the Institute by the facility. Student will be notified in advance so that arrangement for family care can be made.
Clinical Policies
It is the responsibility of the student to notify the clinical instructor in advance of any absence. Failure to do so or notify the instructor may result in the student being placed on probation immediately. A second occurrence may result in clinical failure. A student who has three (3) tardies will have earned One (1) absence. Three tardies equal One (1) absence.

In addition, the following applies for courses with 60 hours or more hours of clinical experience:

• One Clinical Absence = Probation and mandatory makeup (Students may be required to pay $35 per hour fee to cover the institutions cost for supplying an instructor outside of the normally scheduled time)
• Two Clinical Absences = Clinical failure and dismissal.
• The student must have a penlight, stethoscope, watch with a second-hand minute and school ID badge. Students arriving at the clinical site without proper equipment and dress attire will be sent home and this will count against their attendance.
• May start as early as 5 a.m. and end as late as 11 p.m. • Be prepared for potential child care needs
• Adjust work schedules accordingly.

Clinical Rotations and placements may change depending on availability of facilities. Whenever possible student will be notified in advance. Clinical policies are further discussed with in the clinical handbook.

Health Requirements
Students enrolled at Medical Prep Institute of Tampa Bay may be exposed to communicable diseases during clinical rotations resulting in the manifestation of the disease and possible spread to patients and other coworkers. In order to protect students, healthcare providers, and patients, Medical Prep Institute of Tampa Bay may require students to provide evidence of adequate immunity to Hepatitis B, Mumps, Rubella, Rubella, and a negative screening for tuberculosis (TB).

If medical conditions prohibit a student from meeting these requirements, the student is required to furnish an explanation from the primary care provider. The Program Director will review and make recommendations for a waiver if appropriate. Students not meeting the Immunization requirements may be prevented from engaging in the clinical or practicum component of their program.

Some of the clinical sites require students to provide evidence of immunity or proof of vaccination against other communicable diseases such as influenza, polio, and N. meningitides. If you are assigned to a clinical site that has specific requirements, you will be required to be in compliance.

Health Insurance
Clinical facilities may require students to submit proof of health insurance as a condition of attending the facility for the clinical experience. Students who fail to provide evidence of health insurance or fail to purchase group health insurance place themselves in jeopardy of not being able to attend scheduled clinical experiences or meet the requirements of the nursing course.
Physical Examination
Due to the physically demanding nature of direct patient contact within nursing education programs, it is necessary for all students entering the program to provide verification of a physical examination performed by a primary care prior to admission to Medical Prep Institute of Tampa Bay. Physicals are considered valid for a one-year period from the date they were performed. As such students may be required to complete an additional physical, if the original physical is expiring prior to graduation.

6.4.0 Other General Policies

Lost and Found
The "Lost and Found" is located at the front desk. If you find something that does not belong to you, please drop it off to at the front desk.

Lost IDs & Replacement
Students who have lost their ID may check with the Front Desk to see if it has been returned. If it has not, the students must obtain a new one at their own expense. A new ID can be ordered through the Student Services Department.

Food and Drink Policy
Eating or drinking is not permitted anywhere outside of the designated student lounge area.

Children, Family, Guests and Unauthorized Persons
Children can be very disruptive in the classroom and are not allowed at Medical Prep Institute of Tampa Bay during regular class hours. Family members and unauthorized personal are not allowed in classrooms, labs, or at clinical sites. Disruptive or harassing behavior from student guests will result in immediate dismissal of the student and guest.

Parking
Parking is provided for students in the front and rear of the building. Medical Prep Institute of Tampa Bay assumes no liability for damage or loss to you or your vehicle or its contents while on the Institutes property.

Anti-Hazing
Medical Prep Institute of Tampa Bay will not tolerate hazing of students. Student charged with hazing may be dismissed from the Institution.

Housing
While Medical Prep Institute of Tampa Bay does not provide on campus housing, there are a large number of rental facilities in the area to accommodate students housing needs. An area guide may be sent on request.

Change of Information Procedure
A student who wishes to change his or her name, address, email address, or any other relevant information on the Institution’s records must complete the appropriate form with Student Services. Name changes may require official government documentation.
**Professionalism**

While enrolled at the Medical Prep Institute of Tampa Bay, all students are required to display a level of professionalism acceptable to the learning environment. Professionalism is defined as the conduct, qualities and traits that are necessary for professional and academic success and contribute to the quality of the learning and working environment. Furthermore, students are to abide by the school rules and policies, maintain appropriate communication etiquette as well as follow the necessary chain-of-command to express grievances, concerns and/or to report incidences/injuries. A level of professionalism is necessary in all medical professions; therefore, continued exemplification of professionalism is made a part of the curriculum and enrollment requirements prior to and upon entry throughout the student’s enrollment. The choice of words used is also considered and at no point should a student exchange vulgar language in any mode of communication with other students or faculty or staff member while enrolled.

The following communication policies apply to communication between staff and students:

**Verbal**

When in verbal communication with other students and/or Medical Prep Institute of Tampa Bay faculty/staff, students are to communicate politely with professional mannerisms that are neither offensive nor inappropriate. Verbal communication should also be addressed calmly and at an appropriate tone of voice that would be deemed non-threatening to others. Students are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, national origin, sexual orientation, or disability. Racial, ethnic, or sexual slurs in the presence of other students or school related activities or programs constitute unprofessional conduct.

**Email**

With the inclusion of web-based components in certain classes, there may be instances when email correspondence is required in order to communicate with an instructor. Proper email etiquette must be displayed by both parties when in communication. Also, email should be limited to matters concerning the student’s education or extra-curricular activities for which the staff member has assigned responsibility.

Students are discouraged from engaging in exchanges with staff/faculty via social media sources. The same rules apply to any faculty or staff engaging in such communication with students. No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the School Administrator or other designated school official. Conduct via email which contains statements that are unprofessional or contain insubordinate, libel statements may lead to expulsion from the institute.

**Telephone**

Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and devices with audio record capabilities. The same verbal communication etiquette is expected through communication devices as it would be through in-person communication.
Non-Verbal Communication and Behavior
Students should be aware that gestures and physical conduct may be misinterpreted by other students and/or faculty and staff. Therefore, students must avoid any conduct that might be characterized as evidencing an improper or unprofessional behavior towards others.

Student Staff Relationships
Student and staff are to remain at a strict level of professionalism. All matters discussed should be limited to only those that affect the student’s education. Personal matters should not be discussed as it is considered inappropriate communication. All issues that affect the student’s learning environment can be discussed with the appropriate personnel, while maintaining a level of professionalism. At no point should students and faculty/staff develop relationships outside of the academic arena. Students will not be exploited, and gifts should not be used to in exchange for personal gain. Sexual or romantic involvement with an instructor and sexual harassment by any student, regardless of the student’s age or the student’s placement in or out of the teacher’s class, is prohibited. Behavior in and out of class should demonstrate a level of professionalism aligned with school policies as each student is a reflection of the institution.

Examinations, Examination Schedules and Examination Irregularities
Examination schedules vary and are listed in each individual course syllabus.

Examination Irregularities
Examples of prohibited, irregular behavior include, but are not limited to, the following:

• Cell/mobile/smart phones, pagers or other electronic devices may not be accessed at all during your examination.

• Clarification of exam questions may be sought from an instructor, but the student may not seek help from any other party in answering items (in person, by phone, text or by email) during your examination (including breaks).

• The student may not take the examination for somebody else.

• The student may not tamper with the computer or use it for any function other than taking the examination.
• The student may not engage in disruptive behavior at any time while testing.

• Personal items may not be reviewed during examination. Personal items not allowed include, but are not limited to:
All Electronic devices, including mobile phones, computers, cameras, watches, video and/or audio recording devices

Coats/hats/scarves/gloves

Medical aids/devices not requiring a prescription.

Bags/purses/wallets

Food or drink

Weapons of any kind

Books/study materials

Gum/candy

Lip balm

- Writing on any materials other than those provided to you by instructor may be considered cheating and will result in an incident report and results of the exam may be placed on hold until a determination is made.

- Breaks are prohibited during testing. Please use the restroom prior to testing. Should you have a medical necessity for frequent bathrooms breaks, please be aware that you will want to provide medical documentation either upon enrollment or as soon as the condition is diagnosed as breaks area not allowed during testing and this may cause you to fail the exam.

- Medical Prep Institute of Tampa Bay may cancel or withhold your results if there is a basis to question the validity of the results for any reason, notwithstanding the lack of any evidence of your personal involvement in irregular activities, there is an apparent discrepancy in, or falsification of, a test-taker’s identification, a test-taker engages in misconduct and/or a failure to adhere to the Confidentiality Agreement. Evidence of invalid results may include, but are not limited to: unusual response patterns, unusual score increases from one exam to another, failure to obey exam administration rules, or observed irregular behavior and suspicion of cheating.

**Makeup Policy**

Students are expected to take all exams on the scheduled day and time. Students who are absent from a regularly scheduled exam may receive a grade of “0” for the exam unless the student has notified the faculty member prior to the scheduled exam. All makeup exams will need to be scheduled within 72 hours after the initial exam and may be different in format from the originally administered exam. In addition to the instructor, the Dean must also approve makeup for final exams or to take a final exam early.

**Litigation**

Students are always advised to have legal representation. Due to the complicated nature of litigation students who are involved in litigation with Medical Prep Institute of Tampa Bay must withdraw from the institution until the matter of litigation has been resolved.

**Campus Security Policy**

Students witnessing or who are victims of alleged criminal activities on campus, at campus sponsored events or at a clinical site are asked to report them immediately and
accurately to the Program Director or a faculty member. A criminal activities report will be completed by the student and the Program Director or faculty member. A copy will be forwarded to the administrator or administrator’s designee. These reports will be kept in a criminal activities file and reviewed quarterly by the Admission Committee to determine the effectiveness of the campus security policy.

Statistics concerning the reports of the occurrence of any criminal offenses on campus will be kept for a three-year period. These offenses will include murder; rape; robbery; aggravated assault; burglary; motor vehicle theft; liquor law violations; drug abuse violations; and weapons possessions as defined by the jurisdiction where the school is located.

Students who are arrested or indicted or know of a student who is arrested or indicted are encouraged to immediately inform Student Services. Students arrested or indicted may be placed on investigative suspension, and the disciplinary process described in the Student Code of Conduct will be followed.

When a student is arrested or indicted, Student Services shall place the student on investigative suspension. Student Services shall review the facts and make recommendations to the Administrator or Program Director. The Program Director/Administrator shall determine whether the student should be:

- Allowed to continue school
- Released from the program; or
- Given time off until more information is obtained.

The arrest or indictment of a student shall not delay his/her expulsion if the process was underway at the time of arrest or indictment.

In addition, crimes statistic reports for the area surrounding the campus are kept on file and are available at the campus reception desk.

**Student Rights and Responsibilities and Code of Conduct**

Students have the right to open and honest communication. To this end, Medical Prep Institute of Tampa Bay will provide written information and communicate individually with students as necessary. Written information will include Medical Prep Institute of Tampa Bay’s requirements for acceptable standing and graduation requirements and the student’s relationships to those standings. Students have the responsibility to inform their instructors of any problem, concern, or suggestion. Students have the right to utilize Medical Prep Institute of Tampa Bay’s Grievance Procedure to address any problem in a more formal manner without fear of reprisal. It is the student’s established Grievance Procedure.

**Rights of Students**

1. The student has the right to know the allegation being leveled against them
2. The student has the right to legal representation
3. The student has the right to provide information and witnesses in their defense
4. The student as the right to contact the Department of Education and File a complaint.

5. If the student is being funded by the workforce, the student has the right to report the matter to their case worker.

6. Right to be informed in writing of all charges at least three class days before any hearing may proceed.

7. The Right to have one person serve as a personal advisor/counselor to consult during the student conduct proceedings. (Students who are charged in the same fact pattern, or who are not in good standing with the university are not eligible to serve as an advisor/counselor at conduct proceedings). A personal advisor or counselor (who may be an attorney) may appear at student conduct proceedings with the accused student to provide advice but may not represent the accused student or directly question or cross-examine witnesses, except in a case where the university is represented by an attorney. There is no restriction on who a student may consult or seek advice from, the restriction pertains to the student conduct proceedings only.

8. The Right to witnesses (in court of law)

9. The Right to review all evidence.

10. The Right to present witnesses. (Character witness information shall be accepted in written form only.)

11. The Right to a written statement of the outcome of the proceeding.

12. The Right to request the institution make an audio recording of the student's own proceedings at the student's expense. The record will then become part of the student's conduct file.

13. The Right to appeal the decision through the appropriate institutional channels.

**Violation Student Rules Determination**

Medical Prep Institute of Tampa Bay uses a standard of evidence called Preponderance of Information to determine if a violation of the Student Rules has occurred. Preponderance of Information means more likely than not. This is a different, and less strict, standard of evidence, than is used in the criminal court system. Another way to think about Preponderance of Information is to ask yourself the questions: Is it more than 50% likely that a Student Rule violation occurred?

**Dismissal for Failure to Show**

The Campus administrator may bar or cancel the enrollment or otherwise alter the status of a student who fails without good cause to attend a scheduled meeting with a staff member of Medical Prep Institute of Tampa Bay

**Academic Integrity and Violation Definitions**

Academic integrity is a core value at the heart of Medical Prep Institute of Tampa Bay and the basis for just about everything we do. It involves honestly reporting the reasons and sources for one's conclusions or creative work. Medical Prep Institute of Tampa Bay's guiding principles follow Florida Statue CHAPTER 1005.07 which clearly states the following.
Chapter-1005.07” Patient safety instructional requirements. — Each private school, college, and university that offers degrees in medicine, nursing, and allied health shall include in the curricula applicable to such degree’s material on patient safety, including patient safety improvement. Materials shall include, but need not be limited to, effective communication and teamwork; epidemiology of patient injuries and medical errors; medical injuries; vigilance, attention, and fatigue; checklists and inspections; automation, technological, and computer support; psychological factors in human error; and reporting systems”.

Healthcare education is highly stressful, and students may feel overwhelmed by the amount of work they need to accomplish and the pressure to achieve passing grades. The student may at times be short of time, with several assignments, tests and quizzes due however cheating, plagiarism and fabrication are not the answer.

Students must understand that the failure to uphold principles of academic integrity threatens the reputation of the Institution and the value of the degrees and diplomas awarded to its students. Every member of the Institution is therefore responsible for ensuring that the highest standards of academic integrity are upheld.

Students are encouraged to be responsible for understanding the principles of academic integrity and abiding by these values in all aspects of their work at the Institution. Students are encouraged to educate other students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

The faculty will always remind and educate students about the importance and principles of academic integrity.

Cardinal Rules of Academic Integrity

1. The student must know their rights.

2. Report any academic dishonesty you see.

3. Whenever the student uses words or ideas that are not their own when writing a paper, the student must use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.

4. The student must protect their work. During examinations, the student must not allow their neighbors to see what the student has written.

5. The student must always avoid suspicion. The student should never put themselves in a position where they can be suspected of having copied another person’s work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine the instructor’s confidence in the student’s work.

6. The student must do their own work. The purpose of assignments is for the student to develop their own skills and measure the student’s progress. Letting someone else do your work defeats the purpose of your education and may lead to serious charges against you.

7. The student must never falsify a record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
8. The student must never fabricate data, citations, or experimental results. Many professional careers have ended in disgrace, even years after the fabrication first took place.

9. The student must always tell the truth when discussing their work with the instructor. An attempt to deceive will destroy the relation of teacher and student.

10. Demonstrate your own achievement.

11. Accept corrections from the instructor as part of the learning process.

12. Students must obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

Violation Definitions
The discipline process applies to all students. Violation of Medical Prep Institute of Tampa Bay rules and regulations are classified as:

• Critical Offenses
• Major Offenses
• Serious Violations
• Minor Infractions

Discipline is intended to help change unacceptable performance, personal behavior, and for motivating and encouraging disciplined students to become better and more productive individuals. Normally, discipline should be administered by the student's instructor, Student Services or the Program Director. The instructor shall submit a signed, written document of the disciplinary action to the Program Director. The student shall sign the written document or attach a counter written statement to the Program Director.

Critical Offenses
Critical offenses are violations of Medical Prep Institute of Tampa Bay rules or misconduct which may justify immediate expulsion. When expulsion is indicated, the student may be suspended or dismissed immediately, while the incident is being investigated by the Program Director. Students shall be prohibited from attending classes, participating in clinical or attending School related functions while under investigation of a critical offense. Students will be notified by written communication of their status with the institution. Examples of critical offenses by Medical Prep Institute of Tampa Bay students are:

• Committing two documented major offenses within a 12-month period.
• Dishonesty or theft (regardless of the amount).
• Having a weapon on campus (e.g. gun, knife, sharp object)
• Copying software programs from the school's computers.

Cheating (which may follow under the following forms)
• Copying from or collaborating with another student during a test.
• Selling, buying, or illegally obtaining part of or all a test prior to examination.
• Allowing another person to take a test or complete an assignment
• Taking a test or completing an assignment for someone else
• Using unauthorized notes during a test
• Taking pictures of the test or notes without authorization
• Any other forms of cheating not listed above
• Collaborating with another on an online examination.
• Printing of online examinations for personal use
• Taking pictures of tests (online or paper tests)
• The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work.
• The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise
• The unauthorized use of electronic instruments, such as cell phones, PDAs, translators or personal response systems (clickers) to access or share information.
• Knowing that someone has cheated and NOT reporting it to the institution. This may be difficult for some to comply with but withholding this information from the school is aiding and abetting cheating and thus you too are cheating.

Procedures for Reporting Cheating and Investigation
• Suspected cases of academic dishonesty should be reported to the course instructor, student services, and the administration of the school under whose jurisdiction the suspected offense took place.
• Students suspected of cheating or having information on cheating will be given a chance to discuss their side of the story and share any information during a student conduct conference proceeding.
• In situations involving examinations, students will be asked to retake examination if the institution feels that 50% preponderance of information maybe questionable and thus an examination retake will be offered as a compromise
• Students under investigation will be allowed to continue course until the conclusion of the investigation (see section 9.05)

A Student Conference Conduct Proceeding follow the following format:
1. Three days prior to hearing the student is informed of the allegations in writing (this may be done via mail or email)
2. Thirty minutes prior to the hearing, the Hearing Officer (Administrator) briefs the Hearing Board on the case.
3. The Hearing Board must consist of at least two other instructors and a student services member.
4. The Student Conduct Proceeding may also consist of other parties that may have interest in matters in question.
5. The accused student will be invited into the Conference
6. All cellphone must be left outside the room where the hearing takes place
7. The accused student will be allowed one witness, legal representation or an advisor.
8. The Hearing Officer will give the opening statement and ask everyone present to state their name for the record.

9. The Hearing Officer will ensure that the student has been informed of their rights.

10. The Hearing Officer will ensure that the student understands the importance of being truthful (The student must understand that all information they give, fail to give, deny maybe used against them. The student must understand that any statements made will be used under Section 6.0 Violation Student Rules Determination, to determine if there is a 50% percent chance that the student committed the alleged act.

11. The Hearing officer will read the violation report and sanction or a summary.

12. Students reporting violation’ privacy will be protected under section 13.03- whistleblower in the student handbook.

13. Names of whistleblowers will be released to the Department of education and parties who legitimate educational interest in such information.

14. The Hearing officer present the accusation and ask a series of questions to the accused student.

15. The Hearing officer will allow the accused to student to answer questions

16. The accused student may give his or her narrative, describing in detail the incident in question. At this point the complaint party can introduce his or her physical evidence.

17. The accused student may call his or her own factual witnesses. Each witness gives a narrative, describing his or her knowledge of the event in question. The Hearing officer then questions him or her, followed by the Hearing Board, Hearing Officer, and the accused student.

18. The accused student makes a closing statement, summarizing his or her case.

19. The Hearing Officer explains the burden of proof and the procedures to be followed in deliberations.

20. The accused student is informed of resolution time

21. The hearing is concluded.

22. All materials from the hearing must be collected for safekeeping

23. All materials will be reviewed and documented.

24. The accused may be called upon give clarification or addition documentation after the hearing.

25. The student and faculty member are notified of the decision by student services, by phone or e-mail or mail.

26. Students have the right to appeal the outcome of any proceeding. See the Appeal Process for more information

27. The Accused student must only contact student services regarding their case. Students may not contact instructors or other student regarding this matter.

28. The student must understand that all prior disciplinary issues will be reviewed during the course of the investigation of their disciplinary matter

29. It is strongly recommended that the student take part in his/her exploration of a suspected violation. Student who fail to participate or cooperate in their hearing will be immediately dismissed from the institution.
Critical Offenses continued

1. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;

2. Entering any Institution building, facility, office, or other property, or accessing any computer file or other school record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;

3. Continuing to work on an academic exercise after the specified allotted time has elapsed

4. Paying, bribing another person to obtain an academic exercise, including tests, answers to questions of an unadministered academic exercise; or Failing to adhere to standards of professional behavior established by the institution.

5. The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;

6. Deliberate or negligent omission or falsification of significant information on the student application.

7. Deliberate or negligent omission of information which may affect the institution’s mission and values.

8. Deliberate or negligent omission of incident of academic misconduct including but not limited to plagiarism, cheating,

9. Assaulting, threatening, intimidating, or coercing others.

10. Unauthorized possession of weapons, firearms, or explosives on Medical Prep of Tampa Bay campus and Clinical Site premises.

11. Misuse of student online account not limited including but not limited course-webs account.


13. Lying or providing false or inaccurate information to the institution.

14. Being under the influence of alcohol and/or illegal drugs while on Medical Prep Institute of Tampa Bay premises, participating in clinical or attending school related activities.

15. Willful or negligent damage of Medical Prep Institute of Tampa Bay or Clinical Site property.

16. Theft of school, staff, student property

17. Possession of stolen property

18. Willful or negligent acts or conduct detrimental to Medical Prep Institute of Tampa Bay or the classroom, or which results in neglect or abuse of any client or clinical affiliation agency operations.

19. Insubordinate acts or statements.

20. Unwarranted and accusatory statements which may are false including verbal, email etc.

21. Assaulting or insubordinate statements to staff members

22. During Reviews students shall be on their best behavior and ask questions in an orderly fashion. Misconduct and bad behavior during test reviews will result in immediate dismissal.

23. Unauthorized access or copying of Clinical Site records, including client information or unauthorized release of client information.

24. Unauthorized use of Medical Prep Institute of Tampa Bay property.

25. Unauthorized distribution, possession, administration, manufacture, sale, or prescription of any controlled substance or illegal drug, as defined by the state law.
26. Providing assistance or aid to any person under legal age in purchasing or having delivered or served to him/her an alcoholic beverage as defined by state law.

27. Attempting to have other purchase alcoholic beverages for a person under legal age or use or purchase of alcoholic beverages by such persons as defined by state law.

28. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution.

29. Hazing is not authorized while on Medical Prep Institute of Tampa Bay campus or Clinical Site. Hazing is considered any conduct which willfully or recklessly endangers the physical or mental health of any person.

30. Disorderly conduct on Medical Prep Institute of Tampa Bay campus or Clinical Site.

31. Showing up at the clinical site without the proper uniform.

32. Verbal abuse of Medical Prep Institute of Tampa Bay or Clinical Site students/employees during school hours or anywhere at Medical Prep Institute of Tampa Bay campus or the Clinical Site.

33. A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove and report him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for dismissal.

34. Removing any materials/correspondence from another student’s personal mailbox.

35. Violation of safety standards that could result in harm to self, others, or major damage to equipment at the Institute or Clinical Site.

**Major Offenses**

Major offenses are lesser violations than critical offenses but may require immediate disciplinary suspension from school for a first offense (for no more than three school days). Examples of major offenses are:

- Committing two documented serious offenses within a 12-month period.
- Gambling on Institute or Clinical Site premises.
- Plagiarism
- Fabrication
- Failing to follow proper policies and procedures in regard to

1. Classroom Conduct
2. Student Services Procedures
3. Requests of record (i.e. Transcripts, Diplomas, Test Results etc)
4. Following chain of command. 5. Communication with instructors and staff members.
Definition of Plagiarism

“PLAGIARISM All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.”

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Fabrication

Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

Serious Offenses

Serious offenses do not justify immediate expulsion or suspension but may require disciplinary action in the form of a written reprimand. Continued commitment of serious offenses may require suspension or expulsion as outlined in the following disciplinary process. Examples of serious offenses are:

- Committing two documented minor offenses in any 12 months.
- Failure to use safety devices or failure to comply with safety precautions at the Medical Prep Institute of Tampa Bay campus or Clinical Site.
  - Failure to report an accident at the Medical Prep Institute of Tampa Bay campus or Clinical Site.
- Soliciting monetary contributions or distributing non-related materials at the Medical Prep Institute of Tampa Bay campus or Clinical Sites.
- Failure to respect client confidentiality.
- Possession of another student’s ID card without permission.
- Intent to misuse own ID card, i.e., allowing use by someone else.
- Soliciting funds or accepting tips from clients.
- Posting, altering, or removing any matter on bulletin boards or on Medical Prep Institute of Tampa Bay campus or Clinical Site property unless specifically authorized to do so by the Program Director.
- Borrowing Medical Prep Institute of Tampa Bay property without written authorization, i.e., library book.
- Use of tobacco in the Medical Prep Institute of Tampa Bay facility or unauthorized areas of the Clinical Site.
- Dress code violations
Minor Infractions
Minor infractions are lesser violations of Medical Prep Institute of Tampa Bay rules which may require disciplinary action in the form of a verbal reprimand. Continued commitment of minor infractions may require suspension or expulsion as outlined in the following Disciplinary Process. Examples of minor infractions are:

- Loitering.
- Failure to comply with dress code.
- Attending to personal affairs during clinical rotations.
- Creating or contributing to unsanitary conditions.
- Minor damage to Medical Prep Institute of Tampa Bay or Clinical Site property.
- Failure to observe parking and traffic regulations on Medical Prep Institute of Tampa Bay or Clinical Site premises. (If damage or bodily injury results, it becomes a major offense.)
- Using Verbal or insulting language to other students via social media, cellphones and other ways which may not be listed.

Disciplinary Process
To ensure that all students are treated fairly and uniformly, Medical Prep Institute of Tampa Bay has adopted the following system of progressive discipline:

**Minor Infraction**
1st Offense – Verbal warning
2nd Offense – Written warning
3rd Offense – Suspension
4th Offense – Expulsion

**Serious Offense**
1st Offense – Written warning
2nd Offense – Suspension
3rd Offense – Expulsion

**Major Offense**
1st Offense – Suspension
2nd Offense – Expulsion

**Critical Offense**
1st Offense – Expulsion

**EMERGENCY AND SAFETY PROCEDURES**

Life Safety Systems

- Emergency exit lights are located at all exit points.
- Fire extinguishers are located in several locations throughout the building. The location of all extinguishers is marked on the Emergency Evacuation Map. The
Emergency Evacuation Map is located near the door of all classrooms, the Clinical Learning Laboratory, the student lounge, and within the administrative offices in several locations. Faculty and students will be instructed on the use of fire extinguishers during orientation.

**Medical Emergency**
In the event of a medical emergency, the first responder will begin to administer CPR if indicated.

A member of the faculty shall be immediately summoned to assess the situation and direct activities regardless of the level of intervention indicated. The faculty will determine the necessity of calling 911 and may direct any individual to do so. The faculty member will remain with the injured person until additional help arrives. In the case of a serious injury, a member of the staff will contact the person listed to call in the case of emergency.

**Fire Procedures**
1. Anyone sighting fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.
2. A member of the administrative staff should be immediately notified.
3. Administrative staff will call 911 and give instructions for building evacuation.

**Electrical Storms**
In the event of a severe electrical storm, Medical Prep Institute of Tampa Bay staff will notify students and faculty of when to turn off all electrical equipment and when power may be restored.

**Power Failures**
When a power failure occurs, all those currently using equipment should turn off the equipment. Administrative staff will verify that all equipment has been turned off.

**Cancelled Classes or Clinical Experiences**
When classes are cancelled students can find information on the closure via:

- Medical Prep Institute of Tampa Bay website
- Student e-mail
- Student Portal
- Other forms of electronic communication

If weather becomes severe during the day, Medical Prep Institute of Tampa Bay will announce, if necessary, early departure. The decision regarding early dismissal from class or clinical will be made by the Program Director.

**Closures, Delay of Day Classes/Clinical Experience**
Medical Prep Institute of Tampa Bay may announce closings/delays via the Medical Prep Institute of Tampa Bay website, student portal, email, or other forms of communication.
**Bomb Threat**
In the case of a bomb threat, immediately contact an Administrative Staff member who will contact the Program Director or designee. The Program Director or designee will call 911 to reach the police and make an evacuation decision. In the event of a bomb threat made by telephone, the person receiving the call should attempt to record the following information:

1. Date
2. Time of call
3. Time bomb scheduled to go off
4. Location of bomb
5. What does the bomb look like?
6. Who is making the threat?
7. Why is the threat being made?
8. Text of the conversation
9. Description of caller Example:
   - Caller: male, female, adult, juvenile
   - Accent: local, regional, foreign
   - Speech: fast, slow, distinct, slurred, stutter
   - Language: obscene, coarse, normal, educated, loud, soft, rough, high pitch, deep, disguised
   - Manner: calm, angry, rational, irrational, coherent, incoherent, deliberate, hysterical, aggrieved, humorous,
   - Background Noises: factory, road traffic, music, office, party atmosphere, quiet voices

**Building Regulations**
Complex flammables, such as gasoline, kerosene, naphtha, and benzene or explosives, or any other article intrinsically dangerous are not allowed on the premises. No bicycle or other vehicle shall be allowed inside the building. No animals, except seeing-eye dogs shall be allowed inside the building. Premises shall not be used for cooking, (reheating of food is not the same as cooking), lodging, sleeping, or for any immoral or illegal purpose.

**Health Services**
A first aid kit is in the student services office and in the clinical learning lab. Because nearby medical facilities are easily accessed, emergency medical treatment is always available. Students are responsible for charges incurred.

**Infection Control**
While enrolled in healthcare courses, students will be expected to comply with standard precautions and preventive measures as published by the CDC in Atlanta. The guidelines are incorporated into Medical Prep Institute of Tampa Bay curriculum and will be reviewed during orientation.

**Policy Changes**
The School reserves the right to change policies at any time. Students will be informed of these changes
ADDITIONAL INFORMATION
Addendum  A

STATE AUTHORIZATION FOR DISTANCE EDUCATION
Medical Prep Institute of Tampa Bay is licensed in the State of Florida and approved by the Florida Board of Nursing. Medical Prep Institute of Tampa Bay is currently not enrolling students in distance education until NC Sara application is approved. Student seeking distance education programs are encouraged to check with other schools offering similar programs to Medical Prep Institute of Tampa Bay. The following section contains important, state specific information to be disclosed to residents of these states who are either potential or current Medical Prep Institute of Tampa Bay students

1. California - Medical Prep Institute of Tampa Bay is registered as a Distance Education Provider in California

2. Florida - Medical Prep Institute of Tampa Bay is currently licensed by Commission of independent education to provide distance education.

3. Illinois – Medical Prep Institute of Tampa Bay is not required to have authorization to offer online programs by the Illinois Board of Higher Education

4. Minnesota - Medical Prep Institute of Tampa Bay is not required to have authorization from the State of Minnesota

5. Nebraska - Medical Prep Institute of Tampa Bay is not required to have authorization from the State of Nebraska

6. Texas - Medical Prep Institute of Tampa Bay is not required to have authorization from the State of Texas

7. Arizona - Physical Presence triggers- http://sheeo.org/sheeo_surveys/user/33
Addendum B- Graduation Requirements and Documents Issued Upon Graduation

1. Student must complete all program competencies including clinical hours
2. Student must have the required credits or clocks hours for the program
3. Student must pass required exit examinations
4. Student must have a 2.0 GPA to graduate

The student will receive the following documents upon graduation

5. Certificate indication Degree or Diploma was awarded
6. Two Official Transcripts
7. One unofficial Transcript
Addendum C