



# Angeles Institute

## College Catalog

2012



11688 South St., Suite 205  
Artesia, CA 90701  
562-531-4100  
[www.angelesinstitute.edu](http://www.angelesinstitute.edu)

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## **School Information**

### Mission and Vision Statements

The mission of Angeles Institute is to provide each student a professional, ethical, and stimulating educational experience in healthcare.

The vision of Angeles Institute is a community where healthcare needs are met by competent professionals.

The goal of Angeles Institute is to prepare students to meet their goal in a healthcare profession or education. A graduate from Angeles Institute will be able to enter the healthcare field as a safe and competent practitioner. The graduate will be able to enhance health and wellness in individuals, families, and/or communities.

The Mission, Vision, and Goals work together in reflecting the core values of Angeles Institute (Respect, Integrity, and Responsibility). Angeles Institute offers a diploma program in Vocational Nursing.

### Statement of Philosophy

The faculty recognizes the learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The faculty member functions as a facilitator by establishing a learning climate of mutual respect and by providing learning opportunities and guidance. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective and psychomotor domains. The ultimate responsibility for learning rests with the learner.

The learning experiences are organized for an orderly progression through an increasing complexity of situations. It requires participation and group discussion in the classroom, skills laboratory, computer labs and varied clinical/satellite settings. The curriculum is designed to prepare the student for basic practice, to be competent, and to be safe. The faculty envisions its graduates in their chosen career, continuing developing their knowledge/skills as well as broadening educational and personal horizons.

### Campus Location and Facilities

Angeles Institute, moved to its location 11688 South Street, Artesia, California 90701 from its previous location of 4931 Paramount Blvd., Lakewood, California 90712 in January 2011. This site was chosen due to its location in south Los Angeles County. This location can serve the needs of Los Angeles & Orange County residents. The Institute is nearby to the 405, 710, 91 and 605 freeways, making it an accessible location for all students. The campus occupies approximately 7,724 sq ft of classroom and office space. The campus has ample parking. The classrooms are furnished appropriately with laboratory and instructional furniture for the type of work performed.

### Hours of Operation

Office: 9:00 AM to 5:00PM Monday through Friday

### Owner

Angeles Institute, LLC – a California limited liability corporation

### Corporate and School Administration

Brandy Coward – Director of Nursing/President/Veterans Record Clerk/VA Certifying Official

Scott Coward – Campus Director/Treasurer

Elena Mercado – Nursing Supervisor

Kelvin Solomon – Chief Financial Aid Director/Secretary

Kennith Solomon – Financial Aid Director/Veterans Record Clerk/VA Certifying Official

Veronika Solomon – Student Services Director

### Faculty and Qualifications

#### Full-time Faculty:

Kristine Bustos, RN, ADN – Sheppard University

Brandy Coward, RN, PHN, BSN, MA – California State University, Long Beach

Scott Coward, RN, ADN – Long Beach City College

Vickie Delosreyes, LVN – Long Beach City College

Mary Franklin, LVN – Long Beach City College

Elena Mercado, LVN – North Orange County ROP

Linda Relph, LVN – Angeles Institute

Gabriela Rodriguez, LVN – Angeles Institute

Sherry Stokes-Falconer, LVN – Lynwood Adult School

Michael Sumague, LVN, BA – California State University, Long Beach

Iris Tsai, RN, BSN – California State University, Fullerton

Beverly Wise-Lee, LVN – Angeles Institute

#### Part-time Faculty:

Susan Demendoza, LVN – Vocational Nursing School of California

Lori Ann Du Frene, LVN, AS – Long Beach City College

### AI Staff

Tracy Boekestein – Financial Aid Advisor

Trevor Coward – Bookstore & Supplies

Samantha Delaney – Registrar

Marisa De Los Santos – Senior Student Services Advisor/Placement

Gina Engle – Computer Lab Proctor

Angela Falzetti – Reception/Admissions Advisor

Alicia Hernandez - Reception

Taylor Miranda – Reception/Clerical

James Rosa – Senior Student Services Advisor

Kyler Solomon – Reception/Clerical

Mario Woolfolk – Senior Admissions Advisor/Placement

### Accreditations, Approvals, and Memberships

Angeles Institute has been granted institutional approval to operate from the Bureau for Private Postsecondary Education pursuant of the California Education Code Section 94915.

<https://app.dca.ca.gov/bppe/default.asp>

Angeles Institute has obtained accreditation by the Board of Vocational Nursing and Psychiatric Technicians.

[http://www.bvnpt.ca.gov/education/schools/vn\\_schools.shtml](http://www.bvnpt.ca.gov/education/schools/vn_schools.shtml)

Angeles Institute has obtained Accreditation by the Commission of the Council on Occupational Education.

<http://www.council.org/accredited-institutions/>

Angeles Institute is an education agency member with the National League of Nursing.

<http://www.nln.org/membership/memberschools.cfm>

## **Admissions**

### Admissions Procedures

The following are the requirements for admission to Angeles Institute Diploma and Certificate programs:

- A. Required Interviews and appointments that must be completed.
  1. Interview with Admissions advisor.
  2. Interview with nursing administration.
  3. Schedule appointment with the financial coordinator to arrange payment.
- B. Required documentation that must be submitted.
  1. Admission application.
  2. Proof of age by official documentation (must be at least 17 years of age).
  3. Proof of successful completion of any of the following with transcripts or documentation:
    - a. 12<sup>th</sup> grade U.S. education from an accredited school.
    - b. General Education Development test (GED).
    - c. California High School Proficiency Examination (CHSPE).
    - d. Foreign equivalency of 12<sup>th</sup> grade U.S. education as evaluated by an approved professional service (information on service provided).
- C. Required testing
  1. Passing score on the Wonderlic examination.
  2. Successful completion of a clear Background check, needed for clinical placement (information on service provided).

## Admissions Policy

- A. Completion of **all** admission procedure steps.
- B. Additional procedures:
  - a. Approval of admission by Nursing Department.
  - b. Completion of the Enrollment agreement with required nonrefundable fee. Enrollment agreement must be signed by a parent or guardian if the applicant is under 18 years of age.
  - c. Completion of all financial arrangements during enrollment.
  - d. Transfer students:
    - i. Must complete all admission procedures/policy steps.
    - ii. Provide official transcripts of previous coursework for evaluation (completed within the last 5 years).
    - iii. Grades of "C" (minimum of 75%) or better or its equivalent are required to be considered for credit (school must be accredited).
    - iv. All documentation and admission procedures must be completed at least two weeks prior to start of expected start date.
    - v. Recognition of credits earned at another institution is limited to no more than 32 percent of the total hours required for completion of the program. A transfer student must complete a minimum of 68% of program hours at Angeles Institute (1038 hours).

## Financial Aid Eligibility Requirements

To be eligible for financial aid, a student must:

1. Be a citizen of the United States or an eligible permanent resident;
2. Be enrolled in an eligible program;
3. Be making Satisfactory Academic Progress toward graduation;
4. Be a high school graduate or its equivalent;
5. Be enrolled at least half-time;
6. Have a valid Social Security Number;
7. Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
8. Not been convicted of a drug-related offense that occurred while enrolled in school and receiving Title IV aid;
9. And have completed the United States Selective Service requirements, if applicable.

## Entrance Exam

The Wonderlic Scholastic Level Exam is a short form measure of cognitive ability. Cognitive ability is used to describe the level at which an individual learns, understands instructions and solves problems.



Each Wonderlic test form consists of 50 questions and incorporates a wide variety of problem types. The questions include word comparison, disarranged sentences, sentence parallelism, following directions, number comparisons, number series, analysis of geometry figures and story problems requiring either mathematics or logic solutions. The test questions are arranged in order of difficulty, beginning at a modest level and gradually increasing.

Successful applicants will demonstrate a suitable level of learning ability and a mastery of fundamental basic skills.

The applicant can take the examination a maximum of three times in a 12-month period. The acceptable score for an applicant is a total of 22. These applicants are eligible for an interview with a nursing administrator.

Applicants that do not meet the above score do not qualify to enter the certificate or diploma programs.

### Credit for Previous Training

Nursing applicants can receive credit for education successfully completed within the last five years. Courses that qualify for evaluation are:

- o Accredited vocational or practical nursing courses
- o Accredited registered nursing course
- o Accredited psychiatric technician course
- o Armed services nursing course
- o Certified nurse assistant courses

Recognition of credits earned at another institution is limited to no more than 32% of the total hours required for completion of the program. A transfer student must complete a minimum of 68% of program hours at Angeles Institute (1038 hours).

Applicants may be required to demonstrate competence in areas requested for evaluation for credit.

Transfer of credit for nursing courses is subject to the discretion of the Director of Nursing.

### Acceptance to the Institute

Upon completion of the required documents, testing and interviews for admission, the administration will review the information and a final determination will be made. If accepted the applicant will be offered a contract for enrollment. If an applicant is not accepted, all fees paid are refunded except the nonrefundable application fee and other nonrefundable fees (see additional course fees).

## Transfer of Credit to Other Schools

It is the responsibility of students who plan to transfer to other postsecondary institutions to acquaint themselves with the requirements of any selected college, university, or institution. Angeles Institute does not guarantee transferability of credits and it should not be assumed that any courses or programs described in this catalog could be transferred. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution. This is a standard transfer-of-credit procedure.

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION”**

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

## **Student Information and Services**

### Code of Conduct

Angeles Institute has the right to protect its educational purpose and its students from the irresponsible conduct of others. A violation of the code of student conduct may result in serious consequences, ranging from a warning notice, suspension, probation, or dismissal from the program.

Conduct that could subject a student to disciplinary action, includes, but is not limited to, the following:

1. Students will be held responsible for their actions while in attendance at the Institute and at other facilities (such as clinical sites, satellite site, field trip sites).
2. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the Institute or in helping someone else violate the standards of academic behavior.
3. Forgery, alteration or misuse of documents, records, identification materials, educational materials, internet access or Institute property.

4. Obstruction or disruption of teaching, administration, disciplinary proceedings or other Institute activities.
5. Theft, misuse, or damage to property on Institute premise or clinical, satellite, field trip property.
6. Unauthorized entry or use of Institute, clinical, satellite or field trip facilities and equipment.
7. Disorderly, indecent, or obscene conduct on Institute property or at clinical, satellite or field trip site.
8. Physical abuse or action that threatens the health and safety of any person on Institute property or at a clinical site, satellite site or field trip site property.
9. Students may not be in possession of a weapon or create a safety hazard to others while on Institute or clinical, satellite, field trip property.
10. Possessing, consuming or distributing any controlled substance, including alcoholic beverages, in violation of the law or Institute rules and regulations, or appearing on campus or at clinical, satellites or field trip site under the influence of such substances.
11. Failure to comply with the verbal or written instructions of Institute employees acting in the performance of their duties.
12. Failure to comply with reasonable requests by authorized Institute officials or representatives acting on behalf of the Institute (e.g., appointments, disciplinary meetings, investigations).
13. Condoning any act by another student that violates Institute policy and Institute conduct expectations.
14. Dress that fails to meet the Institute policy in classroom, clinical, satellite and field trip settings.
15. Violation of "No Smoking" policy within the building of the Institute, clinical, satellite and field trip site.
16. Nondisclosure of changes in health status.

NOTE: The Institute does not provide childcare services. Children are not permitted in the instructional areas.

Violation of any of the conduct guidelines may result in a warning notice, suspension, probation, or termination from the program.

### Dress Code and Personal Appearance

- a. After admission to the program, the student must comply with the following dress code, which is derived from concepts of asepsis, protection of the patient and professional appearance. The basic school dress policy will be followed until school uniforms are issued.
  - Basic school dress policy: appropriate professional appearance is to be maintained at all times. Make-up, hairstyles, fingernails and jewelry must

be moderate and understated. Students are expected to practice good personal hygiene and maintain a clean, neat appearance.

- Only the approved school uniform is to be worn on the clinical units, except when a specific clinical site requires a specific dress policy.
- The uniform should be laundered and free of wrinkles each time it is worn in the clinical area.
- Only nursing shoes or white **nursing sneakers** will be worn with white uniform. **No** clogs, platform shoes, open toed shoes or any other shoes are allowed. White sneakers or solid white tennis shoes without design may be worn on campus with school scrubs.
- The name badge is to be worn on all clinical units and on campus at all times. It must be attached to the tab on your uniform. No unauthorized emblems or tags may be affixed to the name tag. School patches must be worn on the right sleeve.
- You are to be dressed in full uniform before pre-conference and not to change clothes until after post-conference.
- No "fanny packs" will be allowed while in uniform.
- Nothing is to be worn around the neck including jewelry, key and pencil holders.
- Students may only wear school issued scrubs on campus.
- If unable to wear school issued scrubs to campus, the student must wear the full clinical uniform to campus.
- A white cardigan or lab jacket may be worn on campus or at the clinical site. If a cardigan is worn, the name badge must be attached at the collar. No jackets or sweatshirts are allowed at any time while in uniform.
- If needed a White t-shirt, thermal, or turtleneck may be worn under the uniform.
- Hats and sunglasses may not be worn on campus or in the clinical facility.
- **No electronic devices, cellular phones, or pagers** will be carried/used by the student in the clinical area or classroom. If an emergency arises, the school or the instructor should be called. The student will be immediately notified.

b. Personal Hygiene and Grooming

- Good personal hygiene is expected.
- No gum chewing or smoking is allowed on the hospital units. All hospital "No Smoking" policies must be observed.
- Hair must be worn off the collar and face at all times. Hair must be secured into a bun to avoid the possibility of falling into food or onto a sterile field. Hair must not be allowed to fall onto a patient. Ponytails are not permitted. If hair is dyed it must be natural hair color.
- Make-up should be subdued.

- No perfume or cologne is allowed. Scents in hairsprays, deodorants, hand lotions, etc, this may be offensive to clients or may cause an allergic reaction.
  - Fingernails should be short and clean. Acrylic nails are not allowed. Only clear nail polish may be worn.
  - **No facial jewelry or earrings are allowed.**
  - Only one plain band may be worn on one finger.
  - Bracelets or necklaces may not be worn at anytime.
  - One watch with a second hand will be worn at all times
  - A current CPR card must be in the student's possession when at a clinical assignment.
- c. Required Supplies for Clinical Settings
- Wristwatch with a second hand
  - Name badge & Pen
  - Stethoscope
  - CPR Card
  - Bandage Scissors
  - Medication Reference
- d. Full Uniform – Female
- **Only** school issued white uniforms for clinical use and school issued scrub uniforms for campus.
  - School patch should be sewn on the right sleeve of the uniforms.
  - Knee length white or natural hose or white socks may be worn with pants.
  - Stockings with designs may not be worn.
  - White, beige or black bra.
- e. Full Uniform – Male
- **Only** school issued white uniforms for clinical use and School issued scrub uniforms for campus.
  - School patch should be sewn on the right sleeve of the uniforms.
  - White socks only.

### Tutoring & Advising Assistance

The administration, staff, & faculty welcome the opportunity to assist students in working out solutions to problems they may experience during the course of their training. Those students with personal problems unrelated to their training will be referred to other agencies where they can receive assistance. (Please see example in the Student Handbook on Drug and Alcohol Abuse Awareness and Prevention).

Students are enrolled in the Aetna Student Assistance Program for 24 hours, 7 days a week assistance in dealing with academic pressures, relationship or family

issues, financial problems, substance abuse, depression or anxiety. All calls are confidential.

An open-door policy, with the faculty and staff available to assist students, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. Campus Directors, Program Directors or Instructors are available to provide individual assistance to students with academic needs.

Angeles Institute provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their Instructors or Program Directors.

### Grievance Procedures

If a student has a complaint, grievance or concern, the student should follow the following procedure:

1. Discuss the matter with your instructor. Discussions are before or after class/clinical or by scheduled appointment. If the matter is not resolved proceed to next step.
2. Discuss the matter with your Lead/Theory instructor. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
3. Discuss the matter with the Assistant Director of Nursing, if applicable. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
4. Discuss the matter with Director of Nursing. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
5. Discuss the matter with the Campus Director. Discussions are by scheduled appointment. If the matter is not resolved proceed to next step.
6. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the Campus Director's office. The review board has the responsibility for reaching a decision that is in balance with the best interests of both the student and the Institute.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to:
  - o Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Telephone (toll-free): 888-

370-7589; Internet address: <http://www.bppe.ca.gov> ; Email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ; Fax: 916-263-1897  
and/or

- o Department of Consumer Affairs; The Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone 916-263-7800; Fax 916-263-7855; Internet address: <http://www.bvnpt.ca.gov>; Email [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov)  
and/or
- o The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: <http://www.council.org/>

### Orientation

An orientation for new students is held prior to the beginning of each Class start date. Presentations are made by each department as a means of making students aware of all student services that are available. Students are required to attend the orientation. Students will be informed of the date and time of orientation during the enrollment process.

### Housing

Angeles Institute does not maintain any resident housing. The Institute assumes no responsibility for student housing.

### Parking

Angeles Institute has parking around the campus.

### Library & Computer Lab

An on-campus library will offer limited reference sources and materials related to the Institute curriculum. The library will be open during school hours for student use. A computer lab will be available to students for independent study and for classroom use.

### Career Development (Placement)

Career development (Placement) is provided throughout the normal course of study by instructors and the career development coordinator.

Since building your career is a team effort involving both you and the Career Development Office, Angeles Institute cannot guarantee employment.

Career Development is also available to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements. Many students desire to obtain employment on their own. Angeles

institute supports and encourages this effort and will provide techniques on seeking employment. Students are responsible for advising the Institute on their employment information. Students should also update their contact information such as address, telephone numbers, and email to be able to receive information concerning career development.

Career Development Services are:

1. Orientation - an orientation session prior to the start of each class date. Students discuss program expectations, occupational outlook, career goals and aspirations.
2. Resume Writing – the resume will integrate skills and knowledge acquired at Angeles Institute with previous experiences. The services offered by Angeles Institute are not an obligation or guarantee of employment.
3. Interviewing Techniques – techniques include: the positive first impression, attitude, motivation, as well as what to wear and bring.
4. Job Search Techniques – areas to be covered are: researching companies, web links to companies, career sites and newspapers.
5. Networking – when available students will be able to participate in job fairs and learn to network with peers and potential employers.

### Field Trips and Guest Lectures

Field trips to program related clinics, laboratories, schools, hospitals, daycares, businesses and other facilities may be scheduled by the Instructor, Administration, Program Director and/or Campus Director. The purpose of field trips is to introduce students to the working world in their respective career field and to augment classroom instruction. Guest lectures and speakers may be scheduled to reinforce classroom training.

### Health, Security, and Safety

Angeles Institute makes every effort to provide a safe and secure learning environment. Classrooms, skills labs, and clinical sites comply with the safety and usage requirements of the various regulatory agencies.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. Students should immediately report any medical, criminal, or other emergency occurring on campus to an Institute employee.

In case of an emergency, students are directed to immediately notify an Institute employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.



## Personal Property

Angeles Institute assumes no responsibility for the theft, loss, or damage to a student's personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the school property or during participation in any activity, such as but not limited to field trips, clinical site attendance, and/or satellite site attendance.

## Holiday Schedule and In-service Days

Angeles Institute may schedule two in-service days for its faculty and staff.

Holidays, Winter Break and in-service days are posted for the student.

Angeles Institute observes the following holidays:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Summer Break (Independence Day)  
Labor Day  
Constitution Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Winter Break

## Student ID card

Each student is given a student identification card which must be worn at all times (above the waist and outside clothing) while the student is attending classes at Angeles Institute and during any Institute activities (clinical, satellite, field trip, etc.). If the identification card needs to be replaced there will be a replacement cost of \$5.00.

## Transcripts & Other Documents

The student's financial accounts must be current prior to the Institute furnishing any transcripts or other documentation. Angeles Institute will withhold a student's transcript or grades or any documentation if the student is in default on their tuition contract or is not in good financial standing.

A fee of \$5.00 will be charged for each official transcript. The student must request transcripts in writing. Please allow up to 10 business days for documents to be completed.

Any documents requested by the student must be in writing. All student academic records are retained, secured, and disposed of in accordance with local, state, federal regulations.

## Student Records

Student records are kept for 7 years. Records that are unneeded may be destroyed unless they are required to be maintained by federal, state, or campus policy. Records are kept in locked facilities and electronically. Records are also maintained at a secure off-site location.

## **Academic Policies**

### Leave of Absence

In case of serious illness, family bereavement, military obligation, jury duty, family medical leave act conditions, or other unforeseen or emergency circumstances, a student may apply for a Leave of Absence. The Campus Director or Program Director or Administrator must approve a Leave of Absence.

In addition, the following guidelines for Leave of Absence apply:

- A Leave of Absence must be requested in writing by the student.
- Submit a Leave of Absence form that outlines the circumstances (reasons) and duration.
- A Leave of Absence may not exceed one hundred & eighty (180) days or two terms in any 12 month period.
- Students making tuition payments for non-Title IV funds on courses completed must continue to do so during a Leave of Absence.
- Acceptance back into the Institute from an approved Leave of Absence is dependent upon space and class availability.
- A physician's statement must be provided upon return from any medical leave stating that the student can resume studies without restrictions.
- The time taken for a Leave of Absence will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the Leave of Absence is officially completed.
- A student who fails to return to class on the date scheduled will be considered withdrawn from the program, and must reapply to reenter the program.
- A student who fails to return to class on the date scheduled could affect the repayment terms on any student loan, including the expiration of the grace period.

A Student on Leave of Absence:

- Will not be assessed additional charges upon return from an approved leave of absence.
- Will not have additional disbursements of Title IV funds except for Pell Grant funds.
- Is not eligible for any additional funds that are not part of a Title IV credit balance (i.e., funds that have already been disbursed).

## Required Study Time

Outside study, apart from regular classroom activities, is required to complete the class assignments. The amount of time spent for outside study will vary according to individual student abilities and the complexity of the assignments. Study time is required daily to be successful in class. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time. Students are encouraged to form study groups to promote interaction and the learning process.

## Class Size

Depending on the subject matter and method of instruction classes generally range in size from 15 to 45 students as well as alternate students within each classroom. Maximum clinical ratio is 15 students to 1 instructor.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without

consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Student Records are maintained for a minimum of five years.

### Attendance Policy

- Excellent attendance is encouraged so that students can get the most out of their education. Dedication to lectures, lab work, assignments, projects, discussions, presentations, and clinical experiences is essential.

- Students should attend scheduled classes, clinical rotations, satellite clinical rotations, volunteering experiences, and field trips. Attendance is recorded on a daily basis. All missed hours must be made up.
- If absences cannot be avoided, students are required to call the Institute or instructor 60 minutes prior to start time.
- When a student is absent from classes, it is the student's responsibility to inform the instructor of the reason for the absence, and to arrange to make up missed assignments, tests and class work.
- One (1) absence may result in being placed on warning.
- Two (2) absences may result in being placed on a warning or probation notice.
- Students having three (3) absences may be placed on probation or dismissed from the program.
- Students having more than three (3) absences may be dismissed from the program.

*Students failing to improve attendance for the remainder of the program/course or who do not follow the terms of the Probation Notice may be dismissed from the Nursing Program.*

### Mitigating Circumstances

The Nursing Director may temporarily waive the standards of satisfactory progress for circumstances of poor health, family crisis, bereavement or other significant occurrences outside of the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

### Tardiness/Early Departure

#### Classroom Policies

- Students arriving late for a scheduled exam/test will be admitted to class and allowed the remaining time allotted to complete the test. Pop-quizzes may not be made up.
- Tardiness and leaving early disrupts the learning environment and is discouraged. Each four (4) occurrences within a month will be recorded as one (1) absence.
- Students that leave early or are late and do not attend at least half of the scheduled classroom session will be marked as absent for the full day.

#### Clinical/Satellite/Field Trip Policies

- Failure to meet objectives due to excess absences will result in a Warning, Probation, or Dismissal from the Nursing Program.

- Students arriving more than 5 minutes after the scheduled arrival time will accrue an absence.
- Students may not leave the site before the designated time.
- Students missing orientation days of the first week of clinical can be dropped from the program.

### Make-up Work Assignments

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take tests and/or quizzes missed because of an absence or tardy can only be made with the instructor's approval. The maximum score allowed on a makeup examination is 75%. Pop-quizzes are not eligible for make-up.

#### Theory Hours – Make Up Policy

1. To be eligible for licensure, Nursing students are required to complete all theory hours.
2. Students who miss theory hours need to make up those hours in order to have completed the requirements for the course or graduation.
3. Instructors and Nursing administration can assign make up work for the hours and course objectives missed. This make up work can comprise of any of the following:
  - a. Case study
  - b. Care plan
  - c. Independent study with examination
  - d. Attendance at seminars or workshops
  - e. Auto-tutorial laboratory
  - f. Computer Assisted instruction
  - g. Research Report
  - h. Directed Project
  - i. Essay
  - j. NCLEX testing simulations
4. Failure to complete assigned work may result in dismissal from the course or program.

#### Clinical Hours – Make Up Policy

1. To be eligible for licensure, nursing students are required to complete all clinical hours.
2. Students who miss clinical hours need to make up those hours in order to have completed the requirements for the course or graduation.

3. Instructors and Nursing administration can assign make up work for the hours and course objectives missed. This make up work can comprise of any of the following:
  - a. Performance evaluation in the skills laboratory
  - b. Performance evaluation in clinical skills by means of computer or by Computer Assisted Instruction
  - c. Computer assignment based on clinical, theory skills, &/or NCLEX simulation.
  - d. Assignment to the clinical area as coordinated by nursing administration
  - e. Participation in health fairs or other volunteering opportunities as arranged by nursing administration
  - f. Participation in hospital/facility coordinated activity
  - g. Participation in a field trip
4. Failure to complete assigned clinical make up assignment may result in dismissal from the course or program.

### Withdrawal from Institute

Students who wish to voluntarily withdraw from the Institute for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Financial Aid Department. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance.

### Student Appeal Process

Students who are dismissed, voluntarily withdraw for failure to maintain satisfactory progress, fail to complete the terms of probation, or withdraw for any other reason (except exceeding the maximum program completion time), may request reinstatement or appeal of the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing within 10 business days of the dismissal/withdrawal. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructors' recommendations, and the circumstances (documentation of circumstances is required) surrounding the occurrence/incident that resulted in the withdrawal or dismissal. The Student should also include their plan of action to correct previous deficiencies.

Re-admission is not guaranteed. An Appeals Board made up Institute officials &/or the Program Director will review the written request and supporting materials. A decision will be made and the student will be notified in person or in writing within 15 business days. If approved, the student must comply by the terms issued by the Appeals Board for reentry. All decisions made by the Appeals Board &/or Program Director are final.

### Reentering Students

Students wishing to reenter will be required to appeal for readmission. The appeal needs to be reviewed by the Program Director and/or the Appeals Board. If accepted for reentry, Students will be allowed to repeat a failed system/term/course **once**. Students may only repeat a total of one term so as not to exceed maximum program time.

If accepted, the student must reenter under the admissions, academic, and administrative policies of the current catalog. The student must abide by the terms of the Appeals Board for reentry. The student must have his/her financial account current at the time of reentry.

### Academic Probation

#### Vocational Nursing

A Vocational Nursing Student must pass each term with a grade of 75% or better. Students with a grade of 74.5% (i.e., grade rounded to 75%) to 75.4% are at risk but not failing. Those students will be required to complete an extra assignment to demonstrate mastery of content. Students receiving less than 74.5% will receive a failing grade. If a vocational nursing student fails two systems/courses within a term the student is placed on academic probation until the end of the current term or as specified by the probation notice and be required to attend remediation. The conditions of the probation notice will have specific remediation instructions to enable the student to pass the failed courses. If the student fails a third system/course within the term the student will be dropped from the program. If the student fails to attend remediation the student will be dropped from the program. If the student fails to achieve a 74.5% on any failed course the student will be dropped from the program.

### Remediation and Repeats

#### Vocational Nursing Term I

- a. All Term I students receiving less than 74.5% on any test (quizzes are exempt from remediation) will be required to meet with the Instructor or the Remediation/Educational Assistance Coordinator during office hours.



- b. A Term I student can only retest on three (3) examinations. The remediation plan for these examinations can include a review of the material, homework assignment and/or a retest on content. Upon successful completion of the assignment the student will achieve a grade of 75%. This grade is then recorded for the examination.
- c. Students must score a minimum of 60 % on all onsite review programs and obtain an 80% to pass each assignment. Those students scoring less than 60% will dropped from the program. Those students scoring between 60-79.4% will be given an alternate assignment for remediation which must be passed with a score of 80% (the maximum score recorded will be 75% for the remediated assignment).
- d. Any student who fails to achieve a minimum grade of "C" (75% or GPA 2.5) by the end of Term 100A and 100B will be dismissed from the Vocational Nursing Program.

#### Vocational Nursing Term II

- a. Those students receiving a grade of 74.5% (i.e., grade rounded to 75%) to 75.4% as a final grade in a subject are at risk. Those students will be required to complete an extra assignment in the system to demonstrate mastery of the subject.
- b. All Term II students receiving less than 74.5% in a single subject must successfully complete remediation to continue the term. Remediation can include a review of the material, homework assignments, and/or a retest on content. Upon successful completion of the assignment the student will achieve a grade of 75% (this grade is entered at the successful completion of term two). The student can only receive a maximum of 75% on systems/subjects that are remediated. The student may only remediate two systems/subjects.
- c. A third failure within the term will constitute dismissal from the Vocational Nursing Program. The student may begin the appeal process for re-admission into the beginning of Term 2. Re-admission based on the decision of the Program Director and/or Appeals Board, recommendation of the instructor and on a space available basis. The Director of Nursing has the final approval of readmission and the right to test any student prior to readmission. A student may only reenter a term **once** if approved.

#### Vocational Nursing Term III

- a. Students deficient in any skill or clinical objective will be required to have remediation. The Clinical Instructor will provide a remediation plan that may include homework assignments, lab time, individual counseling and instruction. The clinical instructor may also refer any student to the education assistance coordinator, nursing supervisor, &/or skills lab instructor.

- b. Students who demonstrate unsatisfactory skills after remediation will be removed from the clinical area and receive a clinical failing grade. All students must achieve the minimum grade of "C" in the clinical component. The student with less than a "C" is dropped.
- c. Students must score a minimum of 60 % on all onsite review programs and obtain an 80% to pass each assignment. Those students scoring less than 60% will dropped from the program. Those students scoring between 60-79.4% will be given an alternate assignment for remediation which must be passed with a score of 80% (the maximum score recorded will be 75% for the remediated assignment).

Course failures and subsequent repeats will interrupt the student's enrollment and can negatively impact financial aid eligibility. In addition, repeated courses can result in additional program charges.

### Satisfactory Academic Progress

The Satisfactory Academic Progress policy at Angeles Institute applies to all students without regard to financial aid.

Student's progress will be measured at the end of each term. Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Maintain a cumulative grade percent average (GPA) of at least 2.5 with a 75% or better (percentages are rounded)
- Complete all assignments in a timely manner with a 75% or better and have satisfactory performance of required skills (percentages are rounded)
- Maintain satisfactory clinical performance (grade of "C")
- Progress at a satisfactory rate toward completion of their programs/courses
- Complete the training programs within 150 percent the planned program length
- Complete all mandatory review programs with a satisfactory grade (80%)

### **QUALITATIVE STANDARD**

- All students must maintain a cumulative grade point average of 2.5 or 75%.

### **QUANTATIVE STANDARD**

- Complete a minimum of 67% of cumulative coursework attempted.

### **MAXIMUM TIMEFRAME STANDARD**

- Complete the program within 150% of the published length.

**MAXIMUM TIMEFRAME EXAMPLE**

After this # of wks (months)	15 wks (3.5 months)	30 wks (7 months)	45 wks (10.5 months)	60 wks (14 months)
Students must have at least this cumulative grade average	2.5 (75%)	2.5 (75%)	2.5 (75%)	2.5 (75%)
Student must have at least this number of clock hours	383	766	1148	1530

All students who receive federal and state financial aid must meet federal and institutional standards for satisfactory academic progress in order to establish and retain financial aid eligibility.

**REVIEW PERIODS**

Program	# of hours completed	# of hours completed	# of hours completed
Vocational Nursing	450	900	1215

Satisfactory Academic Progress is determined at the end of each payment review period.

SATISFACTORY ACADEMIC PROGRESS WARNING

Students who fall below the qualitative or quantitative measure will be placed on “satisfactory academic progress warning.” Students on satisfactory academic progress warning are eligible for one additional payment period. If the student does not meet the satisfactory academic progress standards by the end of the “warning” period, the student becomes no longer eligible for federal aid until satisfactory academic progress is met or the student successfully appeals the suspension.

SATISFACTORY ACADEMIC PROGRESS APPEAL

If a student is found to be ineligible for federal financial aid because the standards of satisfactory academic progress requirements were not met, the student may appeal this decision to the Financial Aid Department by stating, in writing, the reasons why the minimum requirements were not met and why financial aid should not be terminated. When filing an appeal, make sure to provide a full explanation along with documentation, verifying the circumstances that led to the standards for satisfactory academic progress not being met.

SATISFACTORY ACADEMIC PROGRESS PROBATION

A student who has their appeal approved, will be placed on “probation” and be eligible for financial aid for one additional payment period. Students on probation will have their academic progress monitored each term to ensure that they can meet the standards of satisfactory academic progress requirements.

### Mitigating Circumstances

The Financial Aid Office may temporarily waive the standards of satisfactory progress for circumstances of poor health, family crisis, bereavement or other significant occurrences outside of the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. If the standards are waived the student will be placed on an Academic Plan. The student's progress will be monitored and the Academic Plan will be evaluated at the end of each payment review period.

### Grading

The progress and quality of students' work is measured by the following systems (percentages are rounded):

#### Theory Grading Policy

Grade	Meaning	Percent	Grade Points
A- to A+	Superior Achievement	90 - 100	3.5 – 4.0
B- to B+	High Level of Achievement	80 – 89	3.0 – 3.4
C to C+	Satisfactory Achievement	75 – 79	2.5 – 2.9
F	Failure	<74.5	0.0
W	Withdrawal		0.0

#### Clinical Grading Policy

Grades for clinical segment of a course are:

Grade Points	Definition	Symbol
71-80	Excellent	A
61-70	Good	B
55-60	Satisfactory	C
<55	Failure	F
	Withdrawal	W

#### Computer Lab & NCLEX Review Grading Policy (100B, 300ABC)

Students are required to achieve a minimum of 80% in all computer lab and NCLEX review assignments. Students not achieving 80% but at least 60% will either be assigned to redo the assignment or will have an alternate assignment to complete (must score a minimum of 80%). The maximum score recorded for a remediated assignment is 75%. **Those students scoring less than 60% will be dropped from the term.**

## Incomplete Grades

An “incomplete” cannot be given as a final grade. If students do not complete the required class work, assignments and tests within the duration of the program/course, the student will receive a failing grade of “F” or “zero” for the class work, assignments and tests not completed. The “F” or “zero” will be averaged in with the student’s other grades to determine GPA.

## English-as-a-Second Language (ESL) Instruction

ESL is not offered by Angeles Institute. All courses at Angeles Institute are taught in English. The student must be able to speak, read, and write English fluently. English abilities will be determined through the Institute admissions test, interview and completion of the application.

## Pregnancy

Upon confirmation of pregnancy, nursing students must present student records with a written statement from a physician indicating approval for continuation of the student’s course of study without limitations.

## Suspension/Dismissal from the Institute

All students are expected to conduct themselves in a professional manner, as responsible adults, to attend classes regularly, and to maintain a level of academic achievement. The Institute reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Institute, or as addressed in the conduct section of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to Institute property or affiliated clinical sites, satellite locations, volunteering locations, or at the field trip site.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical/satellite standards.
- Fails to satisfactorily complete computer lab, onsite review, and NCLEX-PN review assignments.
- Fails to meet financial obligations to the Institute.
- Fails to meet attendance policies.
- Submits false or misleading information on admission, registration, student identification, diploma/GED/CHSPE/foreign equivalency, or any other forms (e.g., clinical forms).
- Alters Institute records.
- Is found cheating on a quiz, test or examination.

- Puts client safety in jeopardy through the exercise of poor judgment or the inability to safely perform assigned tasks.
- Failure to follow the rules and regulations of any clinical/satellite/field trip site.
- Vandalizes and/or damages or destroys Institute, Student, Faculty, Administrative, or clinical/satellite/field trip site property.

## Graduation Requirements

To be eligible for graduation and to receive their diplomas, all vocational nursing students must:

### A. Requirements for graduation

- I. Must complete all of the program or its equivalency.
- II. Must achieve a minimum of 75% in each system/term.
- III. Must achieve a minimum clinical grade of Satisfactory ("C").
- IV. Must have completed the theory and clinical hours as approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
- V. Must not be on probationary status for absenteeism or behavioral deficiencies.
- VI. Must have completed the program within 150% of the planned program length.
- VII. Must be in **good financial standing** with the Institute and completed all exit interviews.
- VIII. Complete and pass all mandatory computer lab, onsite, and online review programs during and after the program with a minimum of 80% (<60% will be dropped from the term).

### B. Requirements for licensure (Vocational Nursing)

- i. Must complete application to BVNPT and pay appropriate fees.
- ii. Must be deemed eligible to take the examination by the BVNPT.
- iii. Must complete application for National Council Licensure Exam and pay appropriate fees.
- iv. Must schedule appointment for exam with the appropriate agency.
- v. Must schedule time and complete adequate study for exam.
- vi. Must pass the exam and pay the appropriate state licensing fee.

## Graduation

Upon completion of the student's designated program, they are encouraged to attend a graduation ceremony.

Graduates are encouraged to invite family and friends to attend the ceremony and join in a formal acknowledgment of their accomplishments. Highlights of the ceremony include motivational speeches and presentation of awards &

pins. **Participation in graduation ceremonies does not constitute graduation from the student's program.**

Specific information regarding the ceremony and student expectations will be provided at the end of each program.

### Diploma/Certificate

Upon satisfactory completion of all classes and NCLEX-PN review content in a Diploma/Certificate program, with a minimum of a 2.5 GPA, and current with financial obligations the student will receive an unofficial transcript of grades and a Diploma/Certificate within 10 to 12 weeks of graduation.

### Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which cannot exceed 150% of the normal time frame. Angeles Institute defines the normal time frame as the number of clock hours it would take a student to complete the total program credit hour/units/clock hours according to the enrollment agreement. Time during an authorized Leave of Absence is not considered as part of the maximum time frame.

### Changes in Programs or Policies

Angeles Institute has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education/training, or where deemed necessary due to state agencies changes, industry changes, academic scheduling, class size constraints, or profession requirements.

When federal, state, or professional changes take place that affect students currently in attendance, Angeles Institute is required to make appropriate changes.

## **Financial Information**

### Tuition and Fees

<b>Diploma Program</b>	<b>Registration (nonrefundable)</b>	<b>Books, Supplies, Uniforms</b>	<b>Graduation Fees (Including 1<sup>st</sup> Time State Application &amp; Exam Fees)</b>	<b>Tuition</b>	<b>Total</b>
Vocational Nursing	\$100.00	\$3229.00	\$811.00	\$22,950	\$27,090.00

### Additional Vocational Nursing Program Fees (**nonrefundable**)

Additional Student Fee Charges (nonrefundable):

California Student Tuition Recovery Fund - Vocational Nursing - \$57.50

Background check – \$48.50 (Subject to change per provider)

To comply with requests from community and clinical agencies the Vocational Nursing Program requires a background check on all eligible applicants. A clear background check will be necessary for entry into the Vocational Nursing program and the clinical sites.

### Student Tuition Recovery Fund (nonrefundable)

As of January 1, 2002, California Education Code Section 94945 requires the Institute to collect a fee from every new student to be remitted to the California Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

The amount of the fee for 2010 is \$2.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000.

The State of California created the STRF to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education.

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

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

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

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

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



1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834, (916) 445-3427.

### Tuition Payments

Tuition for the program selected is due the first session of each term unless alternative arrangements are made with the financial aid department. Payment may be made with cash, check, or money order made payable to Angeles Institute. Tuition payments should be made in person at the Cashier's Office during regular office hours or mailed prior to due date. Checks that are returned for non-sufficient funds will be assessed a \$25.00 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of enrollment agreement, all future payments must be paid in cash or by money order. Students must continue to make tuition payments for courses completed during any withdrawal period or leave of absence.

## Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to catch up their account in a timely manner, may be subject to Institute disciplinary action. Students, who have been dismissed for non-payment of tuition, will not be re-admitted until all delinquent tuition payments have been paid in full. Students that are dropped due to nonpayment are still responsible for their account. Angeles Institute reserves the right to withhold a student's transcript or other documentation for hours completed but not yet paid for.

## Student's (Buyer's) Right to Cancel

The student has the right to cancel the Enrollment Agreement for a program of instruction, including any equipment or other goods and services included in the Agreement, until midnight of the fifth business day after the first class session he/she was scheduled to attend. A business day means a day which the student was scheduled to attend a class session. If the student cancels, any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$250.00, and non-refundable fees.

If the student does not return unused books or equipment issued to him/her within a 10-day period following the date of the notice of cancellation, the Institute may keep an amount the student paid which equals the cost of the books and equipment and the student may keep the equipment. The Institute is required to refund any amount paid in excess of, that which is retained to cover costs of equipment and books not returned by the students. Damaged, marked or unsanitary equipment/supplies cannot be returned.

To cancel the Enrollment Agreement with the Institute, mail (postmarked in time to ensure receipt by the deadline), or deliver a signed and dated copy of the cancellation notice, or by FAX, or send a telegram, or any other written notice, no later than midnight of the fifth business day after the first class. Remember **you must cancel in writing**. You do not have the right to cancel by simply telephoning the Institute or not attending class.

Complaints, questions, or problems, which you cannot resolve with the Institute, may be directed to:

- o Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833; Telephone 888-370-7589; Internet address: <http://www.bppe.ca.gov> ; Email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

and/or

- o Department of Consumer Affairs; The Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone 916-263-7800; Fax 916-263-7855; Internet address: <http://www.bvnpt.ca.gov>; Email [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov)

and/or

- o The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: <http://www.council.org/>

### Right to Withdraw and Refund Information

The student has the right to withdraw from the course of instruction at any time after midnight of the fifth business day. If the student withdraws or is dismissed after the period allowed for cancellation (as described in the Student's (Buyer's) Right to Cancel), the school will remit a prorata refund (if owed), less a reasonable deposit or application fee not to exceed \$250.00; non-refundable fees; and education services and equipment rendered.

The effective withdrawal date for a student shall be the date the student notifies the Institute in writing of the withdrawal; or the Institute terminates the student's enrollment; or the student fails to attend classes for a 10-calendar day period. No refunds will be given if the student has attended more than 60% of the course. The school may retain the entire contract price for the period of enrollment – including tuition, fees, and other charges – if the student terminates the training after completing more than 60 percent of the period of enrollment.

If the student has paid more than the amount that is owed, a refund is made within 45 days of withdrawal. However if the amount owed is more than the amount the student has paid, then the student is responsible for the amount owed and should make arrangements to pay the balance owed.

### Refund Policy

An applicant who is not accepted for enrollment to the Institute will receive a full refund of all payments (except nonrefundable fees). An applicant who cancels their enrollment prior to the first day of classes will receive a full refund of all payments (except nonrefundable fees).

If a student cancels during the cancellation period (See Buyer's Right to Cancel) any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$250.00, and non-refundable fees.

If the student withdraws or is dismissed after the period allowed for cancellation (as described in the Student's (Buyer's) Right to Cancel), the school will remit a

prorata refund (if owed), less a reasonable deposit or application fee not to exceed \$250.00; non-refundable fees; and education services and equipment rendered (See Right to Withdraw and Refund Information).

### Calculation of Amount of Refund

The refund calculation is based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the students' loan debt.

The refund will be calculated as follows:

1. Deduct the registration fee plus the cost of books, supplies, fees from the TOTAL COST for tuition, fees, and services.
2. Divide this figure by the number of clock hours in the program. The result is the hourly charge for the program.
3. Multiply the total hours scheduled to be attended on the last day of attendance by the hourly charge.
4. Add to this the cost books, supplies, fees received.
5. Subtract this figure from the total paid by the student or on the student's behalf.

### Hypothetical Refund Example

Assume that a student upon enrollment in a 1000-hour course, pays \$14,000 for tuition, 100.00 for registration and 1000.00 (cost to the school for equipment/supplies) as specified in the enrollment agreement for a total charge of \$15,100.00 and withdraws after completing 500 hours (50% of the course/program) without returning (due to sanitary reasons or marking/use of supplies) the equipment/supplies he/she obtained. The prorata refund to the student would be \$ 7,000 based on the calculation stated below.

Step 1:	\$15,100	-	\$1,100	=	\$14,000
	Total Cost		Fees, Books, Supplies, Services		Tuition
Step 2:	\$14,000	/	1000	=	\$14.00
	Tuition		Clock Hours		Hourly Charge
Step 3:	\$14.00	x	500	=	\$7,000
	Hourly Charge		Hours Scheduled		Tuition Owed
Step 4:	\$7,000	+	\$1,100	=	\$8,100
	Tuition Owed		Cost of Fees, Books, Supplies, Services		Amount owed by student
Step 5:	\$15,100	-	\$8,100	=	\$7,000
	Total Paid by Student		Amount Owed		Refund Amount

## Financial Assistance

Angeles Institute offers students several options for payment. Angeles Institute will make every effort to assist students to achieve their educational goals by helping them meet their financial needs. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. Arrangements to finance your education can be made by regular, monthly payments through an installment plan. Various options may require an application and have eligibility requirements as indicated by the facility, company, &/or agency (e.g., Loan programs, employer programs, scholarships, financial aid).

Option 1: Full Payment of the Program/Course

Option 2: Installment Payments (10 months) for the Total Program Cost

Option 3: Private Loan programs or Career Training Loans (e.g., Sallie Mae, TFC)

Option 4: Student's Employer Reimbursement or Direct Payment

Option 5: Scholarships (e.g., California's Vocational Nursing Scholarship)

Option 6: Financial Aid Award (e.g., Free Application for Federal Student Aid)

Financial Aid is based on the length of the program. The academic year for Angeles Institute is 900 clock hours and 26 weeks. The Vocation Nursing is considered to be 1.5 academic years.

## Return of Title IV Funds Policy

The Federal Return of Title IV funds formula dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point.

For official withdrawals a student's withdrawal date is the date the school received notice from the student they are withdrawing. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received federal financial assistance in the form of Pell Grants, Stafford Loans, or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. After the 60% point 100% of Title IV aid will be considered earned.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student received less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. A post withdrawal disbursement will be determined for all students including those students who withdraw after the 60% point-in-time. Post withdrawal disbursements will be made from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must have received the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### Loans Obtained

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## **Programs/Courses – Descriptions and Start Dates**

### Vocational Nursing

The Vocational Nursing Program is a 40 week program designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals and families. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to become an entry-level practitioner.

### EDUCATIONAL OBJECTIVES

The purpose of the Vocational Nursing Program is to provide students with the classroom, lab and clinical experiences to apply for licensure and become an entry-level practitioner. To achieve this goal, each student will:

1. Become familiar with the roles and responsibilities, duties, clinical skills, and supervisory skills required of the Vocational Nurse.
2. Become familiar with and demonstrate the legal limitations and accountabilities with the scope of practice as defined in the Vocational Nursing Practice Act.
3. Utilize the nursing process, with guidance, in providing care for individuals and families from various cultural backgrounds and developmental levels.
4. Assess basic physical, emotional, spiritual and sociocultural needs of the individual/family.
5. Contribute to the development of nursing care plans for patients with common, well defined health problems.
6. Develop communication, interpersonal and critical thinking skills and effectively utilize these skills.
7. Collaborate with other health team members in revising the nursing care plan to meet goals.
8. Become familiar with the healthcare industry and issues facing professional working in the healthcare industry.
9. Demonstrate an understanding of the employment and educational opportunities in the field of nursing.

## CAREER OBJECTIVES

The Vocational Nursing Student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled nursing facilities, a clinic, doctor's offices, long term care, corrections, home health care, hospice, or for a nursing registry. After the successfully completing the program and passing the State Board licensing examination (NCLEX-PN) the graduate will be able to obtain an entry level healthcare position. The vocational nursing graduate may choose to enter a Registered Nursing Program in lieu of career placement.

## LENGTH OF EDUCATION

The length of the program is 1530 hours; approximately 40 weeks in duration.

## PROGRAM OUTLINE

Course Title	Course Number	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
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### Vocational Nursing

Client Centered Care	VN 100A	196	96	0	292	24.4
Fundamental/Basic Clinical Skills	VN 100B	0	0	200	200	6.6
The Client with Healthcare Deficits	VN 200	380	104	0	484	43.2
Advanced Clinical Skills/Role Transition	VN 300	0	34	520	554	19.0
Totals		576	234	720	1530	93.2

## INSTRUCTIONAL EQUIPMENT

Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, simulators, Balance Scale, Wheelchair, Walker, Crutches, Cane, Stethoscopes, Medication Simulators, Syringes, Syringe Disposal Equipment, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, and Sterile Gloves.

## INSTRUCTIONAL MODE/METHODS

- Lectures, Discussions
- Skills Laboratory Activities
- Group Activities, Projects
- Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs, Field trips
- Satellites experiences
- Clinical experiences



## VN Course Descriptions

### ***VN 100A – Introduction to Client Centered Care***

VN 100A is designed to provide the student with an orientation to the institute and an introduction to the role of the student nurse in the nursing profession. It includes a discussion of all the policies and procedures applicable to the program. As a fundamental course Term I-A is intended to initiate an understanding of basic nursing skills and concepts required to assist a client in meeting their health care needs. Concepts and skills included are growth and development, effective communication, interpersonal skills, physical assessment, documentation, safety, emergency procedures, infection control, and death and dying. Medical terminology, Orem's self-care theory and the nursing process are also introduced. Beginning concepts of the nursing care of the surgical client (pre and post operative), anatomy and physiology, nutrition, life cycles (physical, social, and emotional characteristics will be identified) and pharmacology are started. Applications of pharmacology including principles of medication actions and interactions both therapeutic and adverse and the basis for the study of individual medication are incorporated. Calculation of medication dosages, preparation, administration and storage is also emphasized. The leadership/supervision unit will introduce the student to styles of leadership, approaches to nursing care, characteristics to effective leadership, developing leadership skills, the role of the VN, assertive behavior, communication skills, mental mechanisms, and goal achievement. An active skills lab component is integrated within the term. Term 100A provides the framework for development of the initial skills required for all subsequent specialty areas of clinical nursing.

### ***VN 100B – Fundamentals-Basic Clinical Skills***

VN 100B promotes fundamental and basic clinical concepts upon which subsequent courses in the program build. The clinical component develops entry level nursing skills and competencies as related to direct client care. The nursing process is utilized for nursing interventions and care. Leadership and supervision skills are also developed.

### ***VN 200AM – The Client with Healthcare Deficit***

VN 200AM will introduce the student to the anatomy and physiology of the Integumentary, Musculoskeletal, Respiratory, Cardiovascular, Gastrointestinal, Endocrine, Renal, Neurosensory, Immunology-Oncology, Mental Health/Rehab, Reproductive systems as well as components in Obstetrics and Pediatrics. The student will also be introduced to the etiology of common disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, age-related changes and nutritional needs are discussed. Assessment, emergency treatment and the complications are also identified. The units emphasize the nursing interventions and the psychosocial

aspects for the care of the client with a disorder. Selected skills lab experiences will allow the student to practice appropriate nursing skills.

***VN 300AB – Medical-Surgical Nursing***

VN 300AB addresses the theories and skills of each system are integrated in the clinical setting. Individual health care needs of adult and geriatric patients with system disorders will be cared for. Patient assessment skills and the application of nursing process in managing patient needs in the adult medical/surgical environments will be examined and practiced. Includes clinical experiences in an acute, subacute, clinic, MD office, and/or daycare setting, clinical experiences can include obstetrics, pediatrics, mental health and virtual hospital experiences.

***VN 300C – Role Transition***

VN 300C Role transition explores ethical and legal aspects, negligence, malpractice, informed consent, the Nurse Practice Act and its mandates. Home health, death and dying, hospice, disaster nursing and the role of the health care team are also included. Incorporated is the role transition of the student nurse to vocational nurse. Organizations relevant to the vocational nurse are explored. Selected skills lab experiences will allow the student to practice appropriate nursing skills.

VN Start Dates

Class Start	01/17/2012	Estimated Completion Date	10/19/2012
Class Start	04/16/2012	Estimated Completion Date	01/18/2013
Class Start	07/16/2012	Estimated Completion Date	04/19/2013
Class Start	10/15/2012	Estimated Completion Date	07/19/2013
Class Start	01/14/2013	Estimated Completion Date	10/18/2013
Class Start	04/15/2013	Estimated Completion Date	01/17/2014

## Catalog Certification

Angeles Institute certifies that the information contained in this publication is current and correct, but is subject to change without notice.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Telephone (toll-free): 888-370-7589; Internet address: <http://www.bppe.ca.gov> ; Email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ; Fax: 916-263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site [http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

Angeles Institute does not have, is not, or has not:

1. A pending petition in bankruptcy,
2. Operating as a debtor in possession,
3. Filed a petition within the preceding five years,
4. Had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.

