



SCHOOL CATALOG

Effective 03/01/2025

Updated 10/08/2025

Graduate America has received final approval from the Texas Workforce Commission and the Texas Board of Nursing. In 2022 the school was approved for the hybrid Vocational Nurse (VN) and Nurse Aide Program. Our last accreditation survey was conducted in May 2025 for the Change in Ownership. Our revalidation survey was conducted in December 2023. The school received no conditions, and our revalidation is for five years. We received a commendation for excellence in clinical partnerships.

Council on Occupational Education 7840 Roswell Road Building 300 Suite 325 Atlanta, GA 30350
Telephone: 770-396-3898 Fax: 770-396-3790 www.council.org

Volume I

8203 Willow Place S Suite 200

Houston Texas 77070

832-237-2525

TABLE OF CONTENTS

SCHOOL APPROVAL & REGULATION & MISSION STATEMENT	6
MISSION STATEMENT:	6
COMMITMENT TO EXCELLENCE & ACCREDITATION STATUS	7
FACILITIES & EQUIPMENT	7
OWNER	7
DIRECTOR	8
EVENING PART-TIME VOCATIONAL NURSE PROGRAM:	8
Clinical Statement:	8
TUITION & FEES:	9
SUPPLIES NOT INCLUDED IN TUITION	9
Payment Types:	10
Down Payment:	10
Private Pay:	10
If payment falls on a weekend, it is due the class day before.	10
LOAN ADJUSTMENTS/PACKAGING MODIFICATIONS:	11
Bursar Hold:	11
*INCLUDED IN THE TUITION:	11
DAY VOCATIONAL NURSE PROGRAM:	12
Clinical Statement:	12
TUITION & FEES:	12
SUPPLIES NOT INCLUDED IN TUITION	12
Payment Types:	13
Private Pay no loans no grants:	13
If payment falls on a weekend, it is due the class day before.	14
LOAN ADJUSTMENTS/PACKAGING MODIFICATIONS:	14
Bursar Hold:	14
*INCLUDED IN THE TUITION:	14
VN (DAY & EVENING) PROGRAM OUTLINE	16
Course Descriptions- VN Program CIP Code: 26.0403 1st Semester	19
VNSG 1100 Vocational Nursing Concepts-	19
VNSG 1130 Growth and Development –	19
VNSG 1400 Basic Nursing Skills –	19
VNSG 1300 Pharmacology-	20
VNSG 1200 Medication Administration –	20
VNSG 1320 Clinical Training 1 –	20
VNSG 1150 Nutrition –	21

2nd Semester	22
VNSG 1210 Geriatrics –	22
VNSG 1500 Medical/Surgical Nursing 1 –	22
VNSG 1501 Medical/Surgical Nursing 2 –	22
VNSG 1220 Pediatrics –	23
VNSG 1230 Maternal/Neonatal Nursing –	23
VNSG 1240 Disease & Control Prevention –	23
VNSG 1420 Clinical Training 2 –	24
3rd Semester	25
VNSG 1330 Mental Health Nursing –	25
VNSG 1250 Leadership & Professional Development –	25
VNSG 1520 Clinical Training 3 –	25
VOCATIONAL NURSE PROGRAM SCHOOL CALENDAR	27
EVENING CALENDAR	27
DAY CALENDAR	28
HOLIDAYS	30
HOURS OF OPERATION	31
CLASS SCHEDULE	31
Clinical Portion (Long-Term Care Facility and other sites)	31
Evening VN Program:	31
Day VN Program:	32
EMERGENCY CLOSINGS	33
ADMISSIONS	33
Criminal History:	34
Sec. 301.453.	35
CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE	38
EQUAL OPPORTUNITY	39
CANCELLATION & REFUNDS	39
CANCELLATION POLICY	39
REFUND POLICY	39
PROGRESS REQUIREMENTS	41
Progress Evaluation	41
Satisfactory Academic Progress:	42
ATTENDANCE	42
Excused Absence (These count toward the 25% of the total program hours a student misses before they are terminated.)	42
All other absences are unexcused.	43
Readmission after termination for unsatisfactory attendance	43

RE-ADMISSION FEES:	43
INCOMPLETE	44
LEAVE OF ABSENCE	44
CONDUCT	45
DRESS CODE	46
PERSONAL APPEARANCE	46
SMOKING POLICY	46
HEALTH CONDITION CHANGE	46
GRADING SYSTEM	47
Clinical Evaluation	47
VN GRADUATION REQUIREMENTS	48
Completion Standards	48
Financial Commitments Retired	48
CERTIFICATE OF COMPLETION	48
JOB PLACEMENT	48
GRIEVANCE POLICY	49
School Management:	49
Unresolved Grievances	49
PROGRAM INFORMATION	50
STUDENT INPUT TO ACADEMIC POLICIES, PROCEDURES, AND CURRICULUM PLANNING:	51
FINANCIAL AID AND COUNSELING SERVICES:	51
EVALUATION OF TEACHING EFFECTIVENESS:	51
ELIGIBILITY ISSUES REGARDING LICENSURE:	51
FACULTY LISTING:	52
GRADUATE AMERICA	52
Title: MAKE-UP WORK POLICY	52
Title: ATTENDANCE POLICY	53
How to Enroll in the VN Program:	54
STUDENT HEALTH POLICIES	55
POLICY:	55
PURPOSE:	56
ADA Special Considerations:	57
Accommodation:	57
Student Health Clearance Checklist:	57
IMMUNIZATION DOCUMENTATION FORM	58
HEPATITIS B VACCINE CONSENT FORM	60
HEPATITIS B VACCINE REFUSAL FORM	61
STUDENT ACKNOWLEDGMENT FORM	63

Seminar Course	64
Anatomy & Physiology	64
Tuition & Fees:	64
MEDICAL TERMINOLOGY	66
Tuition & Fees:	66
NURSE AIDE PROGRAM INFORMATION	69
TUITION & FEES:	69
SUPPLIES NOT INCLUDED IN COURSE FEES	69
NURSE AIDE HYBRID PROGRAM OUTLINE	69
Subject Titles & Descriptions for Nurse Aide Program	70
Nurse Aide Program Duration	71
ADMISSIONS FOR THE NURSE AIDE PROGRAM	72
Prospective students must also:	73
GRADUATION REQUIREMENTS FOR THE NURSE AIDE PROGRAM	74
CERTIFICATE OF COMPLETION NURSE AIDE PROGRAM	75
HOW TO ENROLL IN THE NURSE AIDE PROGRAM:	75
TRUE & CORRECT STATEMENT	76

SCHOOL APPROVAL & REGULATION & MISSION STATEMENT

Graduate America is a career school as defined by Texas law. The school provides training and licensure preparation for Licensed Vocational Nurse candidates. Students completing the course are prepared to take the National Council of Licensure Examination for Practical Nurses (NCLEX- PN) to become a Licensed Vocational Nurse.

Graduate America holds a Certificate of Approval from the Texas Workforce Commission to operate a career/college school and is approved to provide a hybrid Vocational Nurse Program by the Texas Board of Nursing and Council of Occupational Education 7840 Roswell Road Building 300 Suite 325 Atlanta, GA 30350 Telephone: 770-396-3898 Fax: 770-396-3790 www.council.org. The school is approved by the Department of Education for Pell Grants, Campus Based Funds, and Direct Student Loans.

MISSION STATEMENT:

Institutional Mission Statement:

The institutional mission of Graduate America is to prepare students for entry level employment and career advancement.

Corporate Mission Statement and Goals:

Graduate America's mission is to provide a quality education to its vocational nurse students with a goal of 80% pass rate on the NCLEX-PN licensure exam. In addition, it is the mission of Graduate America. to comply with all regulatory body requirements related to a Vocational Nurse school. Graduate America will incorporate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs, Vocational Nurse (VN).

Graduate America seeks to provide equal education without regard to sex, age, race, disability, religion, national origin, or any other constitutional or statutory impermissible reason.

Vocational Nurse Program Mission:

Our mission is to prepare competent, vocational nurses that are knowledgeable and safe, with a caring attitude, who can provide nursing care and/or coordinate care for clients in a variety of settings. Graduate America is committed to the preparation of individuals who will safely and effectively fill a beginning technical level role as a vocational nurse. Graduate vocational nurses should be prepared to collaborate with other health care professionals in using their skills, knowledge, and understanding for giving safe, quality health care.

COMMITMENT TO EXCELLENCE & ACCREDITATION STATUS

Graduate America. is committed to providing individuals in the community with the opportunity to train as skilled and compassionate Vocational Nurses. The organization emphasizes the integration of technology in its educational programs, ensuring that students are equipped with the necessary skills to thrive in a modern healthcare environment.

The institution is fully accredited by the Council on Occupational Education (COE) 7840 Roswell Road Building 300 Suite 325 Atlanta, GA 30350 Telephone: 770-396-3890 Fax: 770-396-3790 www.council.org, which guarantees adherence to the highest standards of educational excellence.

For further information, please contact the Council on Occupational Education at:

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

Fax: 770-396-3790

Website: www.council.org

FACILITIES & EQUIPMENT

Graduate America is located at 8203 Willow Place S, Suite 200 Houston Texas 77070. The facility includes a large classroom equipped with desks, a whiteboard, television, and an overhead projector for computer images, and a computer lab with laptop computers. There is also a clinical skills lab equipped with beds, mannequins, and other necessary nursing equipment. The school has a student break area, telephones for student use, and two restrooms located directly outside the main school door (one female and one male). There are additional bathrooms on the upper floors. Each bathroom has two stalls and two sinks. There is a drinking fountain at the end of the hallway outside the school offices. There are two lounges, one that is private with vending and seating on the first floor in the corner by the stairs, and an open seating area of couches in the main lobby.

OWNER

Graduate America is led by Malcolm Allen, a dedicated professional with a strong passion for education and healthcare. He is committed to enhancing access to quality vocational nursing education and integrating technology into the learning process. Under his leadership, Graduate America aims to uphold the vision of training compassionate and skilled nurses while continuously adapting to the evolving needs of today's healthcare landscape.

Malcolm Allen focuses on fostering a nurturing and innovative learning environment where students can thrive, leveraging technology to enhance their educational experience. This approach ensures that graduates are well-prepared to make a positive impact in their communities and excel in their careers.

DIRECTOR

SCHOOL DIRECTOR:

Robin Ferruggia

DEAN OF NURSING:

Dr. Kimberley Kelly DNP MSN BSN RN

PROGRAM DIRECTOR FOR THE VOCATIONAL NURSE PROGRAM:

Dr. Kimberley Kelly DNP MSN, BSN, RN

PROGRAM COORDINATOR FOR THE VOCATIONAL NURSE PROGRAM:

Florence Babalola RN

SCHOOL CATALOG UPDATES:

As catalog changes are necessary, the school shall follow the guidelines set forth in the narrative of the Summary of Changes form (CSC-042) provided by TWC. Which states, all schools must notify TWC of all changes and submit revised documents with the CSC-042 form. Students and staff will be notified of the catalog changes through an announcement in the classroom platform with the updated catalog attached to the announcement.

EVENING PART-TIME VOCATIONAL NURSE PROGRAM:

Classes are Monday-Thursday 5:45 – 9pm and 8 hours on Saturdays. (see academic calendar). It is 91 weeks or 20 months inclusive of breaks and holidays and is 1682 clock hours.

Clinical Statement:

I understand most clinical/lab days are on Saturdays for 8 hours in duration. I understand if I miss clinical or am late and sent home that there will be an additional fee of \$40/hour to make up lost clinical hours in order to meet the 522 hours required by the BON in order to graduate. I also agree to maintain all immunizations required up to date so that I am eligible for clinical. If I fail to provide updated immunizations as required and miss clinical, it will be at my additional expense to make up the clinical time prior to graduation at the school's determined schedule for make-up. If a student's health status changes while enrolled (High Risk Pregnancy, medical disorder, injury) and they are not safe or able to meet the physical requirements of a nursing student while enrolled, they may need to drop and join a future cohort.

TUITION & FEES:

Tuition and fees are as follows. The course text is not included. Students will need to order their own eBooks or hard copy books prior to the course beginning. There is no Registration Fee. No interest is charged. Late fees do apply.

Evening Vocational Nurse Tuition	\$28, 500.00
Down Payment	\$800.00
Private Pay no financial aid monthly tuition	\$1,538.89 for 18 months

SUPPLIES NOT INCLUDED IN TUITION

\$99.99 HESI Test (You must achieve an 80% or higher on this test to qualify for admission within the last 3 years.)

\$120.00 TEAS Test (You must achieve a 58.7% or higher on this test to qualify within the last 3 years.)

****Required Supplies***

	Estimated Cost:
1. White Duty Shoes – no open toe, clogs, or canvas	\$29.00
2. Watch with a second hand	\$30.00
3. White pantyhose or white ankle length socks	\$ 3.00
4. 3-ring 2” or 3” loose leaf notebook	\$ 3.00
5. Notebook paper	\$ 3.00
6. 2 pencil	\$.99
7. Pens (black only)	\$ 1.99
8. Highlighter	\$ 2.50
9. Blood pressure cuff and stethoscope	\$39.99
10. Scrubs – Hunter green top and bottoms	\$22.50
11. Laptop, microphone, camera, audio capabilities	\$300.00

Total Cost:

\$435.97 + \$99.99 for *HESI test + \$28,500 = \$29,035.96

\$435.97 + \$120.00 for *TEAS test + \$28,500 = \$29,055.97

Optional Supplies: Prices are subject to change

Bandage, Scissors, and Nursing Bag

Payment Types:

Students are encouraged to pay the full tuition upon enrollment. Payment methods accepted are Federal Student Loan, Pell Grants, Sallie Mae, and the Workforce Solution grant may pay up

to \$6000 towards tuition for those eligible. Personal check, cashier's check, MasterCard, American Express, or Visa. No interest is charged. Late fees do apply. A \$95.00 fee is charged per month if tuition is not paid on the 10th of the month each month. The Workforce grant will be applied after Federal Student Loans and the Pell Grant. The school has a payment portal on its website.

Down Payment:

All students must pay \$800.00 upon acceptance of enrollment offer. This is paid privately either via a cashier's check, credit card, or personal check. There is a payment portal on the school website |

Private Pay:

1. \$1,538.89 due on the 10th of the month for 18 months. Total tuition minus deposit divided by the number of months in the program is payable on the 10th of each month for 18 months. If the student fails to make their payment by the due date they may be terminated from the program. A bursar hold will go into effect, A bursar hold may go into effect, see bursar policy located on the disclosure page on the school website.
2. The school is a vendor with Texas Workforce Solutions where financial grant aid is available for those eligible students.
3. All tuition must be paid in full to receive an affidavit of graduation from the school.
4. The School offers via its website access to apply to Sallie Mae for private loan assistance. Students are encouraged to apply for all loans that they may need while in school.
5. The school is approved by the Department of Education for Pell Grants, Campus based funds, and Direct Student Loans subsidized and unsubsidized as qualifiers are met by the student with the Department of Education.

If payment falls on a weekend, it is due the class day before.

For additional financial assistance please talk to the financial aid coordinator or School Director. The financial aid department will assist the student with loan packaging, looking at all funding approved, total tuition, and the balance left once the student has applied and been determined to receive potential aid. Aid is not guaranteed.

LOAN ADJUSTMENTS/PACKAGING MODIFICATIONS:

Loan package re-calculations are only offered at the end of Semester I and II for the three semester program. Loan recalculations will not be done at any other time outside of the end of Semester I and II.

If and when grants or aid come in, the financial aid department MAY re-calculate the monthly payment and do a new contract for loan packaging based upon the balance left and divide that by the total months left in the program to determine a revised monthly payment .

Bursar Hold:

If a student fails to pay tuition, a bursar hold will be placed on their account and they will lose access to the classroom platform, classroom technology, and resource materials until their past due balance is paid in full. This may cause a student to fail their course or fall behind due to lack of access. See Bursar hold policy under public disclosures on the school website

***INCLUDED IN THE TUITION:**

1. Simulation and other technology resources
 2. CPR training ***
 3. Name badge and patch for scrubs
 4. Clinical Rotation
 5. Classroom Instruction
 6. All final exams including exit predictor test.
 7. 2-day NCLEX review and preparation for NCLEX PN
 8. NLN Exit Tests
 9. Lab Kit
 10. Background Check *** (all students must have a clear criminal background check prior to starting the program. This is done by Graduate America. Conviction of a crime as outlined by the TBON may prevent admittance to the school. The students must be fingerprinted for the Board of Nursing in the State of Texas. This is at their own cost upon enrollment to the school. The school will provide TBON with the enrollment list prior to classes commencing so students have time to get fingerprinting done and blue card applications completed prior to the start of the cohort but must be submitted by the first day of Semester 3, at the latest. The TBON will email the student directly regarding fingerprinting.
 11. Remediation
 12. Case Studies
 13. NCLEX preparation technology
- *** VA does not pay for these items**

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

DAY VOCATIONAL NURSE PROGRAM:

Classes are Monday-Friday 9:30-4:30 pm with one hour for lunch 12:30-1:30 pm.

(see academic calendar)

Generally the day program is full-time and runs 50 weeks in length, 1664 clock hours, inclusive of holidays and breaks.

Clinical Statement:

I understand most clinical/lab days are on Tuesdays and Thursdays. I understand if I miss clinical or am late and sent home that there will be an additional fee of \$40/hour to make up lost clinical hours in order to meet the 522 hours required by the BON in order to graduate. I also agree to maintain all immunizations required up to date so that I am eligible for clinical. If I fail to provide updated immunizations as required and miss clinical, it will be at my additional expense to make up the clinical time prior to graduation at the school's determined schedule for make-up. If a student's health status changes while enrolled (High Risk Pregnancy, medical disorder, injury) and they are not safe or able to meet the physical requirements of a nursing student while enrolled, they may need to drop and join a future cohort.

TUITION & FEES:

Tuition and fees are as follows. The course text is not included. Students will need to order their own eBooks or hard copy books prior to the course beginning. There is no Registration Fee. No interest is charged. Late fees do apply.

Day Vocational Nurse Tuition	\$25, 500.00
Down Payment	\$800.00
Private Pay no financial aid monthly tuition	\$2,058.33

SUPPLIES NOT INCLUDED IN TUITION

\$99.99 HESI Test (You must achieve an 80% or higher on this test to qualify for admission within the last 3 years.)

\$120.00 TEAS Test (You must achieve a 58.7%% or higher on this test to qualify within the last 3 years.)

****Required Supplies***

	Estimated Cost:
1. White Duty Shoes – no open toe, clogs, or canvas	\$29.00
2. Watch with a second hand	\$30.00
3. White pantyhose or white ankle length socks	\$ 3.00

4. 3-ring 2" or 3" loose leaf notebook	\$ 3.00
5. Notebook paper	\$ 3.00
6. 2 pencil	\$.99
7. Pens (black only)	\$ 1.99
8. Highlighter	\$ 2.50
9. Blood pressure cuff and stethoscope	\$39.99
10. Scrubs – Hunter green top and bottoms	\$22.50
11. Laptop, microphone, camera, audio capabilities	\$300.00
Total Cost:	
\$435.97 + \$99.99 for *HESI test + \$25,500 = \$26,035.96	
\$435.97 + \$120.00 for *TEAS test + \$25,500 = \$26,055.97	

Optional Supplies: Prices are subject to change

Bandage, Scissors, and Nursing Bag

Payment Types:

Students are encouraged to pay the full tuition upon enrollment. Payment methods accepted are Federal Student Loan, Pell Grants, Sallie Mae, and the Workforce Solution grant may pay up to \$6000 towards tuition for those eligible. Personal check, cashier's check, MasterCard, American Express, or Visa. No interest is charged. Late fees do apply. A \$95.00 fee is charged per month if tuition is not paid on the 10th of the month each month. The Workforce grant will be applied after Federal Student Loans and the Pell Grant. The school has a payment portal on its website.

Down Payment: All students must pay \$800.00 upon acceptance of enrollment offer. This is paid privately either via a cashier's check, credit card, or personal check. There is a payment portal on the school website

Private Pay no loans no grants:

1. \$2,058.33 is due monthly commencing on the 10th of each month for 14 months. If the student fails to make their payment by the due date they may be terminated from the program. A bursar hold may go into effect, see bursar policy located on the disclosure page on the school website.
2. All tuition must be paid in full to receive an affidavit of graduation from the school.
3. The school is a vendor with Texas Workforce Solutions where financial grant aid is available for those eligible students.
4. The school offers via its website access to apply to Sallie Mae for private loan assistance. Students are encouraged to apply for all loans that they may need while in school.

5. The school is approved by the Department of Education for Pell Grants, Campus based funds, and Direct Student Loans subsidized and unsubsidized as qualifiers are met by the student with the Department of Education.

If payment falls on a weekend, it is due the class day before.

For additional financial assistance please talk to the financial aid coordinator or School Director

The financial aid department will assist the student with loan packaging, looking at all funding approved, total tuition, and the balance left once the student has applied and been determined to receive potential aid. Aid is not guaranteed.

LOAN ADJUSTMENTS/PACKAGING MODIFICATIONS:

Loan package re-calculations are only offered at the end of Semester I and II for the three-semester program. Loan recalculations will not be done at any other time outside of the end of Semester I and II.

If and when grants or aid come in, the financial aid department MAY re-calculate the monthly payment and do a new contract for loan packaging based upon the balance left and divide that by the total months left in the program to determine a revised monthly payment.

Bursar Hold:

If a student fails to pay tuition, a bursar hold will be placed on their account and they will lose access to the classroom platform, classroom technology, and resource materials until their past due balance is paid in full. This may cause a student to fail their course or fall behind due to lack of access. See Bursar hold policy under public disclosures on the school website.

***INCLUDED IN THE TUITION:**

1. Simulation and other technology resources
2. CPR training ***
3. Name badge and patch for scrubs
4. Clinical Rotation
5. Classroom Instruction
6. All final exams including exit predictor test.
7. 2-day NCLEX review and preparation for NCLEX PN
8. NLN Exit Tests
9. Lab Kit
10. Background Check *** (all students must have a clear criminal background check prior to starting the program. This is done by Graduate America. Conviction of a crime as outlined by the TBON may prevent admittance to the school. The students must be fingerprinted for the Board of Nursing in the State of Texas. This is at their own cost

upon enrollment to the school. The school will provide TBON with the enrollment list prior to classes commencing so students have time to get fingerprinting done and blue card applications completed prior to the start of the cohort but must be submitted by the first day of Semester 3, at the latest. The TBON will email the student directly regarding fingerprinting.

11. Remediation

12. Case Studies

13. NCLEX preparation technology

***** VA does not pay for these items**

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

VN (DAY & EVENING) PROGRAM OUTLINE

Program Title & Description

Vocational Nurse Educational Program - The program of study includes classroom and clinical instruction in the following areas: growth and development, vocational nursing concepts, basic nursing skills, pharmacology, medication administration, clinical practical training, nutrition, geriatrics, medical/surgical nursing, pediatrics, disease control and prevention, maternal/neonatal nursing, mental health nursing, and leadership and professional development. The number of weeks to complete the program is 82 weeks.

Work Setting: The Vocational Nurse can expect to find employment in hospitals, home health agencies, hospice agencies, dialysis centers, and long-term care facilities.

Vocational Nurse Program Semester I: See Table on the next page.

Those highlighted are remote classes held from home online					
Subject#	Subject Title	Lecture	Lab	Ext	Sem Credit hrs
A&P	Anatomy & Physiology	40	14	00	3.0
Med Term	Medical Terminology	15	15	00	1.5
VNSG 1100	Vocational Nursing Concepts	45	45	00	4.5
VNSG 1130	Growth and Development	50	10	00	3.6
VNSG 1400	1400 Basic Nursing Skills	57	57	00	7.6
VNSG 1300	Pharmacology	60	30	00	5.0
VNSG 1200	Medication Administration	45	45	00	6.0
VNSG 1320	Clinical I	00	00	146	4.6
Total		257	187	146	25.3

Total hours Semester I: 532-654

Semester II

Subject#	Subject Title	Lecture	Lab	Ext	Sem Credit hrs
VNSG 1150	Nutrition	43	41	00	4.2
VNSG 1210	Geriatrics	42	42	00	4.2
VNSG 1500	Medical Surgical Nursing & Disease Prevention	42	42	00	4.2
VNSG 1501 & VNSG 1240	Medical Surgical Nursing & Disease Prevention II	49	49	00	4.9
VNSG 1420	Clinical II	00	00	256	5.7
Total		176	174	256	29.2

Total hours possible Semester II: 582

Semester III

Subject#	Subject Title	Lecture	Lab	Ext	Sem Credit hrs
VNSG 1220	Pediatrics	30	30	00	3.0
VNSG 1230	Maternal/Neonatal Nursing	30	30	00	3.0
VNSG 1520	Clinical III	00	00	184	4.8
VNSG 1330	Mental Health	45	45	00	6.0
VNSG 1250	Leadership	61	31	00	6.7
Total		166	136	184	23.48

Total hours possible Semester III: 429-560

Hours provided by GA (SCH= Semester Credit Hours 15/30/45 formula)

1 clock hour = 60 minutes of instruction for clock-hour programs per TWC rule §807.175

1 academic quarter credit hour equals a minimum of

10 clock-hours of classroom lecture

20 clock-hours of laboratory experience or

30 clock-hours of externship

1 academic semester credit hour is equal to a minimum of

15 clock-hours of classroom lecture
30 clock-hours of laboratory experience or
45 clock-hours of externship

Name of Clinical Course	Total Clinical Hours in Course	Hours for Simulation	Hours for Nursing Skills Lab	Hours for Computer Activities	Faculty-Super-vised Hands-On Patient Care
VNSG 1320 Clinical I	232	16	92	20	114
VNSG 1420 Clinical II	256	8	8	0	240
VNSG 1520 Clinical III	88	0	0	0	88
Total	576	24	100	20	442

Instructor / Student Ratios Equipment Ratios

Classroom: 1:25 See equipment inventory lists Clinical: 1:10

Computer Lab: 10:1

Simulation Lab: 10:1

Course Descriptions- VN Program CIP Code: 26.0403 1st Semester

VNSG 1100 Vocational Nursing Concepts-

This course prepares the student for the role of the vocational nurse. Study of health promotion and illness prevention, cultural influences on health and illness, Maslow's, Stress and Adaptation, legal/ethical issues, nursing process, critical thinking, multi-disciplinary teamwork, and communication are addressed. Prerequisite: VNSG 1100.

Textbooks: deWit: Fundamental Concepts & Skills for Nursing, (Chapters 1- 15) & Adaptive Quizzing (See textbook listing on student canvas)

Knecht: Success in Practical Vocational Nursing, (Chapters 1-13) (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1130 Growth and Development –

This course enables the student to study growth and development in a continuum or smooth transition across the entire lifespan and integrate concepts related to changes that normally occur in each stage of the life cycle. Prerequisite: Pre- nursing prerequisites and admission into the nursing program.

Textbooks: Growth and Development Across the Lifespan (Leifer, Hartston) (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1400 Basic Nursing Skills –

This course teaches the student all fundamental skills that an LVN needs in current practice. The student will learn information presented from simple to complex, with clarity and conciseness of language, making the fundamental concepts and skills content readily comprehended by beginning nursing students. Prerequisite: VNSG 1100, VNSG 1130.

Textbooks: deWit: Fundamental Concepts & Skills for Nursing, (Chapters 16- 32 and 38-39) (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1300 Pharmacology-

The course will focus on an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. In addition, a primary focus in this course is the integration of patient teaching about drug therapy to enable the patient to reach therapeutic goals and attain an optimum level of health. Prerequisite: VNSG 1100, VNSG 1130, VNSG 1400.

Textbooks: Clayton: Basic Pharmacology for Nurses, (See textbook listing on student canvas)

Clayton: Basic Pharmacology for Nurses, (Chapters 1-5 and 13-50) (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1200 Medication Administration –

This course will focus on the roles and responsibilities of the vocational nurse in safe administration of medications. The course will also emphasize the administration of medication with safety and precision while focusing on health promotion through medication monitoring and patient education.

Prerequisite: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300.

Textbooks: Clayton: Basic Pharmacology for Nurses, Chapters 6-12 and 32-36 Clayton: Basic Pharmacology for Nurses, (See textbook listing on student canvas)

deWit: Fundamental Concepts & Skills for Nursing, Ch 32-36 (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1320 Clinical Training 1 –

This beginning level clinical course introduces the student to the basic principles and practices for care of elderly patients. The course will explore the needs of the older population and will

address the needs of older patients across the spectrum of living arrangements from the nursing home to institutional care. Students will be given the opportunity to practice and apply the basic nursing skills learned. Prerequisites: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300, VNSG 1200.

Growth and Development Across the Lifespan (Leifer, Hartston) deWit: Fundamental Concepts & Skills for Nursing (Chapters 1-15)

(See textbook listing on student canvas)

Knecht: Success in Practical Vocational Nursing, (Chapters 1-13)

Clayton: Basic Pharmacology for Nurses,

Clayton: Basic Pharmacology for Nurses, (Chapters 1-5 and 13-50)

(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1150 Nutrition –

This course will introduce basic principles of scientific nutrition and present their applications in person-centered care. In addition, this course will reflect current medical treatment and approaches to nutrition management, with a focus on special areas which includes developments in gastrointestinal disease, heart disease, diabetes mellitus, renal disease, surgery, cancer, and AIDS. Prerequisites: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300, VNSG 1200, VNSG 1320.

Textbooks: Nix: Williams' Basic Nutrition & Diet Therapy, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

2nd Semester

VNSG 1210 Geriatrics –

This course will present theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions. In addition, the course will include expanded content on cultural considerations, as well as new content on Alzheimer's disease, home health care, and the aging Baby Boomer generation. Prerequisites: Completion of all 1st semester courses.

Textbooks: Williams: Basic Geriatric Nursing, Chapters 1-20.

deWit: Fundamental Concepts & Skills for Nursing, (Chapters 40 and 41 only)

(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1500 Medical/Surgical Nursing 1 –

This course will focus on the following subject areas: (a) exploring patient concepts, including the health care system, patient care settings, leadership, the nurse-patient relationship, cultural aspects of nursing care, the nurse and the family, nutrition, developmental processes, the older patient, and the nursing process and critical thinking; (b) first aid and emergency care, shock, general care of the surgical patient and intravenous therapy; (c) comprehensive coverage of four clinical problems which includes falls, incontinence, confusion, and immobility, as well as end-of-life care; (d) nursing care of patients with cancer. Prerequisites: Completion of all 1st semester courses, VNSG 1210.

Textbooks:

Linton: Introduction to Medical Surgical Nursing, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1501 Medical/Surgical Nursing 2 –

This course will focus on the following subject areas: (a) A systems approach to medical-surgical disorders. For each system, a thorough nursing assessment, age-related considerations, diagnostic tests and procedures, drug therapy, and common therapeutic

measures will be discussed; (b) this course will also address psychosocial responses to illness, psychiatric disorders, and substance abuse.

Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500.

Textbooks:

Linton: Introduction to Medical Surgical Nursing, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1220 Pediatrics –

This course provides comprehensive discussions of family centered care, wellness, health promotion, and the growth and development of the child. The course also provides a systems approach in presenting physiological illness (other than congenital anomalies that are present at birth and communicable diseases of children). Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501.

Textbooks: Leifer: Introduction to Maternity & Pediatric Nursing, Chapters 15-34
(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1230 Maternal/Neonatal Nursing –

This course provides comprehensive discussions of family centered care, wellness, health promotion, women's health issues, and the growth and development of the child and the parent. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220.

Textbooks: Leifer: Introduction to Maternity & Pediatric Nursing, Chapters 1-14 (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1240 Disease & Control Prevention –

This course provides a review of epidemiology, prevention and control of major chronic diseases and their risk factors. Both adult and childhood chronic diseases will be addressed.

Infectious diseases will be examined including HIV/AIDS, HPV, and others. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220, VNSG 1230. This course is integrated with Med Surg I and II.

Textbooks: included in Med Surg

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1420 Clinical Training 2 –

This clinical course is devoted to studying factors affecting the health and development of childbearing clients, newborns, and their families, as well as the interpersonal and relational role of the vocational nurse in identifying and meeting the health care needs of this focused population. The nursing process is applied to the design of integrated and individualized plans of care. Learners will apply and synthesize knowledge and skills from prior coursework in nursing courses to further develop their nursing care practices in maternity, neonatal and women's health care environments. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220, VNSG 1230, VNSG 1240. This course is scheduled with Med Surg I and II. Clinical is planned for Saturdays for the evening VN program, however some clinical sites may require day attendance during the week. This will be shared on the syllabus.

Textbooks:

Leifer: Introduction to Maternity & Pediatric Nursing, (See textbook listing on student canvas)

deWit: Medical-Surgical Nursing Concepts & Practice
(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

3rd Semester

VNSG 1330 Mental Health Nursing –

This course provides a framework for understanding mental health care, as well as focusing on the skills and conditions necessary for working with clients with mental health disorders. Ethical, legal social and cultural issues relating to mental health care will be discussed. Prerequisites: Completion of all 1st and 2nd semester courses.

Textbooks: Morrison-Valfre: Foundations of Mental Health Care, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1250 Leadership & Professional Development –

This course prepares the student for professional practice and leadership as a licensed vocational nurse. Students will explore areas such as assertiveness in nursing, leadership skills, financing issues, and trends in the health care setting, and legal/ethical issues in nursing. In addition, this course focuses on preparing the student to take the NCLEX PN licensure exam. Prerequisites: Completion of all 1st and 2nd semester courses, VNSG 1330.

Textbooks: Knecht: Success in Practical Vocational Nursing, Chapters 14-23 (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

VNSG 1520 Clinical Training 3 –

This clinical course will focus on observing care of patients in mental health institutions and on nursing concepts and skills related to the development and application of leadership/management theory as the student experience's professional role immersion in a beginning staff nurse setting. Students will be able to apply leadership and management skills in collaboration with clients, their families, and members of the health care team in clinical settings utilizing a clinical professional. The student will be responsible for all previous coursework in the application of theory and nursing care to client populations. Prerequisites: Completion of all 1st and 2nd semester courses, VNSG 1330, VNSG 1250.

Textbooks: Knecht: Success in Practical Vocational Nursing, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will receive a Certificate of Completion which qualifies them to take the NCLEX-PN exam to become a Licensed Vocational Nurse in the State of Texas.

VOCATIONAL NURSE PROGRAM SCHOOL CALENDAR

The academic year begins on a rotational basis. For specific dates, see the school website. The day of orientation will be scheduled for the first day of class. The following course dates are offered:

EVENING CALENDAR

COURSE NAME	COURSE #	START DATE	END DATE	CLASS DAYS
Anatomy and Physiology	A&P			TTh
Medical Terminology	Med Term			TTh
Vocational Nursing Concepts	1130			MTWTh
Growth & Development	1100	TBD – see calendars on website https://ga.edu/nursing		MTWTh
Basic Nursing Skills	1400			MTWTh
Pharmacology	1300			MTWTh
Medication Administration	1200			MTWTh
Clinical Vocational Training 1	1320			MTWTh Saturdays
Nutrition	1150			MTWTh
Geriatrics	1210			MTWTh
Medical Surgical Nursing	1500			MTWTh
Medical Surgical Nursing II	1501			MTWTh
Pediatrics	1220			MTWTh
Maternal/Neonatal Nursing	1230			MTWTh
Disease and Control Prevention	N/A	Incorporated in Med Surgical		MTWTh
Clinical Vocational Training 2	1420			MTWTh Saturdays
Mental Health Nursing	1330			MTWTh
Leadership and Professional Development	1250			MTWTh

Clinical Vocational Training 3	1520			MTWTh Saturdays
-----------------------------------	------	--	--	--------------------

Skills Final Checkoffs, 2-day NCLEX-PN review for graduation. All days and hours must be attended to pass Leadership course and graduate.

AFFIDAVIT OF GRADUATION TO BE POSTED:

This is mandatory to receive a certificate of completion. All hours must be attended. All courses must be completed with a grade of 77% or higher. Students must successfully complete ARCHER with 3 HIGH Score tests 3 days prior to the last day of Leadership class in order to pass leadership and in order for the Dean to post the affidavit of graduation on the TBON website.

DAY CALENDAR

COURSE NAME	COURSE #	START DATE	END DATE	CLASS DAYS
Anatomy and Physiology	A&P			TTh
Medical Terminology	Med Term			TTh
Vocational Nursing Concepts	1130			MTWThF
Growth & Development	1100	TBD – see calendars on website https://ga.edu/nursing		MTWThF
Basic Nursing Skills	1400			MTWThF
Pharmacology	1300			MTWThF
Medication Administration	1200			MTWThF
Clinical Vocational Training 1	1320			MTWThF
Nutrition	1150			MTWThF
Geriatrics	1210			MTWThF
Medical Surgical Nursing 1	1500			MTWThF
Medical Surgical Nursing 2	1501			MTWThF
Pediatrics	1220			MTWThF

Maternal/Neonatal Nursing	1230			MTWThF
Disease and Control Prevention	N/A			MTWThF
Clinical Vocational Training 2	1420	Incorporated in Med Surgical		MTWThF
Mental Health Nursing	1330			MTWThF
Leadership and Professional Development	1250			MTWThF
Clinical Vocational Training 3	1520			MTWThF

Skills Final Checkoffs, 3-day NCLEX-PN Review Mandatory for graduation. This is mandatory to receive a certificate of completion. All hours must be attended.

AFFIDAVIT OF GRADUATION TO BE POSTED:

This is mandatory to receive a certificate of completion. All hours must be attended. All courses must be completed with a grade of 77% or higher. Students must successfully complete ARCHER with 3 HIGH Score tests 3 days prior to the last day of Leadership class in order to pass leadership and in order for the Dean to post the affidavit of graduation on the TBON website

HOLIDAYS

The following school holidays will be observed:

HOLIDAY	See school calendar insert for dates
New Year's Day	See school calendar insert for dates
Martin Luther King Day	See school calendar insert for dates
Presidents Day	See school calendar insert for dates
Good Friday	See school calendar insert for dates
Memorial Day	See school calendar insert for dates
4 th of July	See school calendar insert for dates
Labor Day	See school calendar insert for dates
Columbus Day	See school calendar insert for dates
Thanksgiving Day & Day After	See school calendar insert for dates
Christmas Eve	See school calendar insert for dates
Christmas Day	See school calendar insert for dates
New Year's Eve	See school calendar insert for dates

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the health care facility during one of the named holidays, see the Clinical Lead for clarification.

HOURS OF OPERATION

The school office shall be open Monday through Friday from 8:30 am to 4:30 pm Central Standard Time (CST). The building is open from 8:30 am – 9:00 pm to enable students' access to the computer lab before and after class as needed Monday- Thursday and 8:30 - 4:30 on Fridays. Business Office Hours: 8:30 am – 3:00 pm Monday-Friday

CLASS SCHEDULE

Program Classroom Portion

VN Evening Classes will begin at 5:45 pm and end at 9:00 pm. Students will receive a 15-minute break from 7:15-7:30pm. Classes will be held Monday through Thursday evening. Saturdays are clinical days for 8 hours.

VN DAY Classes will begin at 9:30 am and end at 4:30 pm. Students will receive a one hours break from 12:30-1:30 pm daily. Classes will be held Monday through Friday. Clinical/Lab days are typically Tuesdays and Thursdays.

Clinical Portion (Long-Term Care Facility and other sites)

Shifts will vary and may begin at 6:45 am, 7 am, 3pm, 11pm or 9:30 am and end at 3 pm, 11 pm, 7 am, or 4:30 pm. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 1-hour lunch break. The school will make every effort to have Clinical on Saturdays for the evening VN program but at times clinical might occur during the week due to facility requirements.

Clinical morning break is from 10:00 – 10:10 am or 11:00-11:10am. The afternoon break is from 2pm- 2:10 pm. Lunch is from 12:30 pm – 1:30 pm.

Evening VN Program:

(Note: the number of days/hours may fluctuate based on the rolling admission dates as semesters change based on the start date for the cohorts)

There is a total of 22.5 (8 hour) days of clinical in Clinical I. There are 33 (8 hour) clinical days in Clinical II, and 10 (8 hour) clinical days in Clinical III. Supplemental observations and experiences will be Included as well. These are set up in three Clinical rotation sessions throughout the curriculum calendar.

The schedule may vary semester to semester based on availability of sites and weather conditions or out-ages.

Day VN Program:

There is a total of 28 (6 hour) days of clinical in Clinical I. There are 30 (6 hour) clinical days in Clinical. II and III. Supplemental observations and experiences will be included as well. These are set up in three.

Clinical rotation sessions throughout the curriculum calendar. The schedule may vary semester to semester based on availability of sites and weather conditions or outages.

***Note: Occasionally the clinical site we are working with may change the time/shift of the rotation or even the day of the rotation to a weekend which may be beyond our control due to the influx of other students from other facilities. We will share the schedule with you for each site as it is available, we do know some sites will be off shift 3 -11 and 11-7.**

EMERGENCY CLOSINGS

In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates.

ADMISSIONS

The school shall require for admission into its VN program proof of one of the following:

Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or

Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.

Prospective students must also:

1. Be at least 18 years of age.
2. Be able to read, write, and speak English.
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease with clearance letter from their physician they are physically and mentally fit to fulfill the occupational duties and responsibilities.
4. Provide basic physical from the physician, NP, or PA indicating they are in good health and can meet the physical requirements of the Licensed Vocational Nurse Job position. Provide all documentation as outlined in the Health Packet.
5. Provide copy of current immunizations from their physician, NP, or PA.
6. Provide that the student has taken the Hepatitis B series or sign school form of declination of this series.
7. Adhere to and complete successfully the new and accepted student process by the BON.
8. Provide a Blue Card issued by the Texas Board of Nursing or an outcome letter prior to enrollment into the program. If this is not provided the student will be offered the chance to attend the next cohort.
9. Have a background check performed per the school and TBON procedures.
10. Provide a copy of their official high school transcripts or GED. A transcription may be required for the high school diploma if out of the country. If there are any problems with the transcript or GED, the financial aid officer will reach out to the student when completing the high school/GED validation.

(Note: The student must provide proof of clearance to take the NCLEX exam prior to the first day of Semester III at the latest. This is for students who need declaratory orders or who may have additional

tasks to do for the TBON. If a student DOES NOT get the Blue Card or outcome letter they will have to wait until the next enrollment period).

Criminal History:

Texas Board of Nursing: Sec. 301.452.

- a. The Board may refuse to admit a person to a licensing examination for a ground described under Subsection (b).
- b. A person is subject to denial of a license or to disciplinary action under this subchapter for:
 1. a violation of this chapter, a rule or regulation not inconsistent with this chapter, or an order issued under this chapter;
 2. fraud or deceit in procuring or attempting to procure a license to practice professional nursing or vocational nursing;
 3. a conviction for, or placement on deferred adjudication community supervision or deferred disposition for, a felony or for a misdemeanor involving moral turpitude;
 4. conduct that results in the revocation of probation imposed because of conviction for a felony or for a misdemeanor involving moral turpitude;
 5. use of a nursing license, diploma, or permit, or the transcript of such a document, that has been fraudulently purchased, issued, counterfeited, or materially altered;
 6. impersonating or acting as a proxy for another person in the licensing examination required under Section 301.253 or 301.255;
 7. directly or indirectly aiding or abetting an unlicensed person in connection with the unauthorized practice of nursing;
 8. revocation, suspension, or denial of, or any other action relating to, the person's license or privilege to practice nursing in another jurisdiction or under federal law;
 9. intemperate use of alcohol or drugs that the board determines endangers or could endanger a patient;
 10. unprofessional conduct in the practice of nursing that is likely to deceive, defraud, or injure a patient or the public;
 11. adjudication of mental incompetency;
 12. lack of fitness to practice because of a mental or physical health condition that could result in injury to a patient or the public;
 13. performing or delegating to another individual the performance of a pelvic examination on an anesthetized or unconscious patient in violation of Section 167A.002, Health and Safety Code; or
 14. failure to care adequately for a patient or to conform to the minimum standards of acceptable nursing practice in a manner that, in the board's opinion, exposes a patient or other person unnecessarily to risk of harm.

Sec. 301.453.

- a. (a) The board shall suspend a nurse's license or refuse to issue a license to an applicant on proof that the nurse or applicant has been initially convicted of:
1. murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or manslaughter under Section 19.04, Penal Code;
 2. kidnapping or unlawful restraint under Chapter 20, Penal Code, and the offense was punished as a felony or state jail felony;
 3. sexual assault under Section 22.011, Penal Code;
 4. aggravated sexual assault under Section 22.021, Penal Code;
 5. continuous sexual abuse of young child or disabled individual under Section 21.02, Penal Code, or indecency with a child under Section 21.11, Penal Code;
 6. aggravated assault under Section 22.02, Penal Code;
 7. intentionally, knowingly, or recklessly injuring a child, elderly individual, or disabled individual under Section 22.04, Penal Code;
 8. intentionally, knowingly, or recklessly abandoning or endangering a child, elderly individual, or disabled individual under Section 22.041, Penal Code;
 9. aiding suicide under Section 22.08, Penal Code, and the offense was punished as a state jail felony;
 10. an offense involving a violation of certain court orders or conditions of bond under Section 25.07, 25.071, or 25.072, Penal Code, punished as a felony;
 11. an agreement to abduct a child from custody under Section 25.031, Penal Code;
 12. the sale or purchase of a child under Section 25.08, Penal Code;
 13. robbery under Section 29.02, Penal Code;
 14. aggravated robbery under Section 29.03, Penal Code;
 15. an offense for which a defendant is required to register as a sex offender under Chapter 62, Code of
 16. an offense under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements that are substantially similar to the elements of an offense listed in this subsection.

(a-1) An applicant or nurse who is refused an initial license or renewal of a license or whose license is suspended under Subsection

- a. is not eligible for a probationary, stipulated, or otherwise encumbered license unless the board establishes by rule criteria that would permit the issuance or renewal of the license.
- b. On final conviction or a plea of guilty or nolo contendere for an offense listed in Subsection (a), the board, as appropriate, may not issue a license to an applicant, shall refuse to renew a license, or shall revoke a license.
- c. A person is not eligible for an initial license or for reinstatement or endorsement of a license to practice nursing in this state before the fifth anniversary of the date the person

successfully completed and was dismissed from community supervision or parole for an offense described by Subsection (a).

[NOTE: Section 301.4535, Occupations Code, applies only to a person who is initially convicted of an offense or placed on deferred adjudication after a plea of guilty or nolo contendere for an offense on or after September 1, 2005. A person initially convicted of an offense or placed on deferred adjudication before that date is governed by the law in effect on the date the conviction or plea occurred, and the former law is continued in effect for that purpose. Amended by Acts 2009 (H.B. 3961), 81st Leg., eff. June 19, 2009. Subsection (a) amended by Acts 2013 (S.B. 743), 83rd Leg., eff. Sept.1, 2013. Subsection (a)(5) amended by Acts 2021 (H.B. 375), 87th Leg., eff. Sept.1, 2021. Subsection (a)(8) amended by Acts 2023 (HB 2187), 88th Leg., eff. Sept. 1, 2023.]

Prerequisite

*All students must pass the HESI preadmission test (within the past three years) with a cumulative score of **80%** or better. (Fee for this is \$99.00 payable by the student upon registration for the HESI preadmission test and subject to change) or the TEAS Test with a 58.7% or higher within the past three years. \$120.00

Super Scoring: The school will take up to 3 HESI exam results in the past 3 years and take the highest score in each area and add them together, then divide them to calculate the overall average score. 80% or higher is required. If a student needs more than 3 times to take the test, the school will not consider this for admission.

*The school uses a scoring calculation to assist the school in determining who to accept for enrollment, see Admission and Enrollment policies and scoring form. Meeting all the program application guidelines does NOT guarantee admittance to the program. See Table on Next Page

GRADUATE AMERICA

Scoring Chart for Admission to the Vocational Nurse Program

*All courses accepted into the Vocational Nurse program must be completed with a “C” or better within the past 3 years.

	Item to be Scored	Possible Points	Official Score	Comment
	Physical from MD, DO, PA or NP, turned in with application	2		
	Physical from MD, DO, PA, or NP, turned in within 7 calendar days of application	1		
	Immunization records from MD, DO, PA, or NP, turned in with application	2		
	Immunization records from MD, DO, PA, NP, turned in within 7 calendar days of application	1		
	Hepatitis B series documentation (series or declination) turned in with application	2		
	Hepatitis B series documentation (series or declination) turned in within 7 calendar days of application	1		
	HESI Test Total Score 95% or greater TEAS Test Total Score 95% or greater	4		
	HESI Test Total Score 90%-94% TEAS Test Total Score 90%-94%	3		
	HESI Test Total Score 80.0%-89% TEAS Test Total Score -58.8% - 89%	2		
	TEAS Test Total 58.7%	1		
	Video Submission with link that works	4		
	Video Submission where there are tech issues and student must resubmit it	2		
	Prior work experience verified with a letter from previous employer as Nurse Aide or C.N.A. for one year	2		

	Total points possible	25		
--	-----------------------	----	--	--

This score is correct to the best of my evaluation. I HAVE RECEIVED VERBALLY AND IN WRITING THE ELIGIBILITY INFORMATION FOR ENROLLMENT TO GRADUATE AMERICA

Student Handwritten Name

Date

School Representative Signature Doing Calculation

Date

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Graduate America will accept credits from another school for the prerequisites of Anatomy/Physiology I and Anatomy/Physiology II and Medical Terminology in the past three (3) years for the Vocational Nurse Program you are applying to. Please submit grades and transcripts for review and approval with the enrollment application. The ability to transfer credits from one educational institution to another educational institution may be very limited. This is true of most schools. Credits may not transfer, and courses previously taken may have to be repeated. Prospective students should contact all applicable educational institutions regarding transferability of credits earned at Graduate America to determine if such institutions will accept credits earned at Graduate America prior to executing an enrollment contract or agreement. For example, if the prospective student plans on taking the Vocational Nurse Program at Graduate America and then continuing at another school for their BSN in Nursing, that student should check with the school for the BSN if they will accept GAs credits towards the BSN program. Graduate America will NOT accept credits for any other courses except as noted above.

Nurse Aide and Medication Aide Programs: The Nurse Aide and Medication Aide programs do not accept credits from any other program. Generally, schools do not accept credits for incomplete program curriculum from one school to the next. The student must repeat the entire course for a certificate of completion and to enable them to be eligible to take the State Test.

Transferring from VN Program to NA Program: If a student wishes to transfer from the vocational nurse program to the nurse program, the pre-requisites for the nurse aide program must be met and the student may complete an enrollment agreement for the next scheduled nurse aide program as posted in the school catalog and / or on the website.

Transferring from the NA Program to the VN Program: A student cannot transfer from the NA Program to the VN Program. The student must follow the steps for enrollment into the VN Program as outlined in the VN Program Catalog.

The school will review any previous education, training, or experience submitted with proper documentation and the student may receive credit if the education, training, or experience directly correlates to the course of instruction. In the event credit is granted, tuition will be adjusted accordingly.

EQUAL OPPORTUNITY

This school provides equal employment, admission, and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

CANCELLATION & REFUNDS

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance.
 - a. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance if the school terminates the student.
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to reenroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. The school does not accept enrollees.
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- b. A grade of incomplete with the designation "withdrawn military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient proficiency in the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination. The date of determination is defined as the effective date of termination. Refunds when due are made without the request of the student.

PROGRESS REQUIREMENTS

Progress Evaluation

The school shall record a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. Satisfactory progress is identified as outlined in the course syllabus.

When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record. The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.

The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the students' file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

Satisfactory Academic Progress:

The financial aid office will verify the student is making satisfactory academic progress with the Dean of the program prior to tagging federal financial aid.

ATTENDANCE

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that it is essential within the vocational curriculum to teach employability skills as an integral part of the education program.

Excused Absence (These count toward the 25% of the total program hours a student misses before they are terminated.)

1. Illness of the student (medical evidence may be requested)
2. Death in the family
3. Emergency in the family (with documentation to support true emergencies)
4. Religious holiday (as established by calendar/schedule and pre-arranged with instructor)
5. Subpoena by any law enforcement agency (copy of such subpoena is required for the student file)
6. Justifiable reasons approved in advance (1:1 scenario as approved by the School Director)

If a student's medical condition causes them to miss more than 5% of the curriculum for the course they are on, this may jeopardize their ability to complete the course and progress in the

program. They can join the next cohort, if necessary, once their medical crisis has been resolved. Approval must be given to the student to join the next cohort.

All other absences are unexcused.

Tardies

Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardies and report 3 tardies as an absence.

If you arrive more than 5 minutes after class time begins, this is considered tardy. This school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

1. More than 10 consecutive school days
2. More than 25 % of the total clock hours, if the program or subject is 41-200 clock hours in length (3) Any # days if the student fails to return from an approved leave of absence as scheduled.

GA does not offer an attendance probation policy. It is the policy of this school that any student missing more than 3 scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a makeup session with the instructor or during the next scheduled course session.

Readmission after termination for unsatisfactory attendance

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

1. The student has rectified the issue causing the attendance problem to begin with. (i.e., not having transportation, illness, etc.)
2. The student commits to arriving on time to classes.
3. The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

RE-ADMISSION FEES:

1. If a student transfers from the day program to the evening program there will be an upgrade fee for tuition difference of \$3,000.00 plus a re-admission fee of \$500.00 will be paid to re-enroll prior to the first day of class.
2. If a student transfers from the evening program to the day program there will be no downgrade fee as the tech fees have already been paid for the student. A re-admission fee of \$500.00 will be paid to re-enroll prior to the first day of class.

INCOMPLETE

Under the Texas Education Code Section 132.061f a student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student receiving a grade of incomplete may reenroll in the program during the 12- month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. If a student is out more than 180 calendar days, they cannot be on a Leave of Absence and must be counted as terminated from the program and re-admitted. All students who transfer from one cohort to another must pay the \$500 re-enrollment fee to join a new nursing cohort.

LEAVE OF ABSENCE

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness.
2. Family – a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the family leave act.
3. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.
4. A student may take multiple leaves of absence.
5. The total of all leaves of absence may not exceed 180 days in any 12-month period. If a student is out more than 180 calendar days, they cannot be on a Leave of Absence and must be counted as terminated from the program and re-admitted.
6. The student will not incur any additional tuition charges during any leave of absence.
7. In the event the student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 45 days of the date the student was scheduled to return.
8. The maximum time allowed for a student to complete the VN program is 91.5 weeks (day program) or 132 weeks (evening program) due to an incomplete or leave of absence.

For Federal Financial Aid borrowers:

If the student does not return from their leave of absence, they need to understand that the grace period will be reduced.

Leaves of absence for other reasons may be approved on an individual basis. The decision to grant leave will be left solely to the Dean of the Program with the School Director.

CONDUCT

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are expected to have the necessary materials and be punctual always.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients may be terminated from the school immediately. Students must not migrate from a professional relationship to a social relationship with the patients that they take care of. They must follow the nurse practice act and TBON rules in addition to the school policies and procedures as outlined in the clinical case packets and Differentiated Essential Competencies (DECs).
6. Students who cheat or commit acts of plagiarism, or do not do their own work may be expelled from the school immediately.
7. Students will not chew gum or eat snacks/food during class or clinical rotations unless on break and in the appropriate designated break area.
8. Students will adhere to all the policies and procedures of the school. For students who violate the school rules (except for items #5 and 6 above) they will receive one verbal warning, one final written warning, and if further infractions continue after that they will be expelled from the school.
9. If a student is terminated due to conduct, they forfeit all rights to be readmitted to the college.
10. If a student has any legal problems, arrests, warrants, etc. THEY MUST disclose this to the school, especially if this occurs after enrollment and before taking the State Boards. Failure to do so may lead to automatic termination of the student from the vocational nurse program.
11. If a student moves, has a name change, or gets married after acceptance but prior to sitting for the State Boards, they MUST coordinate this information themselves to the Texas State Board of Nursing within 10 calendar days of the change. Failure to do so may lead to automatic termination of the student from the vocational nurse program.
12. If a student has any legal entanglements, arrests, warrants, after admittance to the school, they must submit a new statement to the Texas Board of Nursing and petition for a declaratory order to enable them to sit for their State Boards.
They must notify the Dean immediately if any such activities occur. Failure to do so may result in automatic termination of the student from the vocational nurse program. All students must submit their approval from the TBON to sit for their NCLEX by the first day of Semester III at the latest if working with the TBON on a declaratory order.

13. All students **MUST** take the jurisprudence exam on the TBON website 90 calendar days before graduation and submit their evidence to the Dean for placement into their student file.
14. All graduating students **MUST** register with Pearson/Vue www.vue.com/nclex within 30 days prior to graduation to sit for the TBON NCLEX-PN exam.

See Conduct Policy on school website

DRESS CODE

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate. Uniforms will be worn for all clinical rotations and as required by the instructor in the clinical setting. Uniforms will only be worn in school and at the clinical site. Wearing uniforms in public places such as bars is not permitted. A copy of the school dress code will be provided in orientation.

PERSONAL APPEARANCE

The well-groomed licensed vocational nurse student should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks. No artificial nails are allowed during class or clinical.

SMOKING POLICY

Smoking will be permitted only in the designated smoking areas at the school's location and is restricted to lunch and break time. In the clinical area, the facility's/agency's rules will apply. Most clinical sites are smoke-free environments.

HEALTH CONDITION CHANGE

If a student suffers from a health condition or a change in their health condition, a physician release may be required to continue in the nursing program. This is at the discretion of the Dean and School Director.

GRADING SYSTEM

Classroom

Student work will be graded with the following system:

Letter Grade Percent Grade 4.0 Scale

A+	97-100	4.0
----	--------	-----

A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3 (Note: A 77 % or higher is required to continue in the program)
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

Rounding Policy: The school does round use .5. For example, if a student has 77.5% their grade will be 78%. If the student has 77.2% the grade would be 77%.

Clinical Evaluation

A satisfactory level of 77% or higher must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Licensed Vocational Nurse Student evaluation tool. If a student misses more than 5% of their clinical scheduled hours per clinical course, they may be subject to an incomplete which will drop them from the program. Extenuating circumstances will be evaluated on a case- by case basis.

The evaluation tool is used to show the students' competency in the clinical setting. The student must demonstrate satisfactory clinical performance by the final evaluation on all behavioral criteria to pass the clinical class.

Student demonstrates they provide patient-centered care, exhibits professionalism, teamwork, and collaboration, incorporates evidence-based practice, applies quality improvement methods, promotes confidentiality safety, and safe patient handling, personal knowledge, skills and attitude.

General Basis of Grades

Tests/Quizzes	50%
Lab assignments	10%
Homework Assignments	10%
Final	30%

Note: Each course will have additional information in the syllabus based on grades. The VN program follows a collegiate grading scale which is outlined in the syllabus.

VN GRADUATION REQUIREMENTS

Completion Standards

The student must have satisfactorily completed a minimum of 1398 hours of training including:

- 558 clock hours of classroom training that does not involve direct resident care: and 840 clock hours of clinical/lab training.

Successful completion and satisfactory level on all skills performance which includes the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs. Successful passing grade of “C+,” 77% or higher in all areas. The student must have a GPA of 2.3 or higher. The intent of the program is to be completed within 50 (day program) 90 (evening program) weeks. The maximum time allowed for a student to complete the VN program is 91.5 weeks (day program) or 132 weeks (evening program) due to an incomplete or leave of absence.

Financial Commitments Retired

Students must complete their financial commitments with the school prior to being eligible to graduate. The affidavit of graduation will NOT be posted if there are outstanding payments for tuition or other fees, or if the student does not complete all courses including ARCHER 3 days prior to Leadership course ending.

CERTIFICATE OF COMPLETION

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Licensed Vocational Nurse Program, which qualifies them to sit for the NCLEX- PN licensure exam in the State of Texas. These certificates are issued once the school verifies all program requirements have been met.

JOB PLACEMENT

It is the policy of this school to provide job placement assistive services to students upon completion of the course and successful completion of the Licensed Vocational Nurse Program. The school, however, will make every effort to encourage clinical sites and other contacts in the community the school has and through community memberships to promote placement of the students. The school has an active placement program and job boards located in the school and on its website.

GRIEVANCE POLICY

School Management:

At orientation students will receive a copy of the grievance procedure, and the school shall maintain proof of the delivery.

All complaints will be documented on the Student Grievance Form. Students' complaints must be submitted in writing to the Director. The written grievance must include details of the complaint, parties involved (if any), dated, and include the student's name and signature. The school director will review all completed complaint forms, and follow-up/investigate for resolution. The Director will respond to the complaint directly or forward to the responsible staff member to handle within ten (10) calendar days from date of receipt. A response form will be provided in written and verbal format.

If complainant is satisfied with the response, both complainant and respondent will sign and date the response form. Copies of the complaint and response will be given to the complainant, and the originals will be placed in the students' files, available for future access in respect to FERPA policy. The school will then maintain the complaint report including any associated documentation. The school will diligently work to resolve all complaints at the local school level.

If the complainant is not satisfied with the response, reasons will be given in writing within ten (10) calendar days from the date of receipt.

If the complaint is not satisfied with the response, the complainant can pursue the matter further by contacting TWC.

Unresolved Grievances

Regulatory Body Investigation:

Texas Workforce Commission (TWC) may investigate a complaint about a school and may determine the extent of the investigation needed by considering various factors, such as:

The seriousness of the alleged violation

The source of the complaint

The school's history of compliance and complaints

The timeliness of the complaint and

Any other reasonable matter deemed appropriate

TWC may require documentation or other evidence of the violation before initiating a compliant investigation.

The investigation fee authorized by the law is based on a per site visit. The school director shall be notified that an on-site visit was conducted when the investigation results in assessment of a fee. Students may address their concerns about the programs by following the school's

grievance process. Students who are dissatisfied with the school's response to their complaint can file a formal complaint with the Texas Workforce Commission, Schools and Colleges at: <https://www.twc.texas.gov/sites/default/files/wf/docs/cec-401p-notice-of-student-complaint-policy-instructions-and-sample-tec.pdf>

Texas Workforce Commission (TWC)
Career Schools and Colleges Section
101 East 15th Street Austin, Texas 78778-0001

Students who have exhausted the internal grievance process may contact COE at

Council of Occupational Education (COE)
7840 Roswell Road
Building 300
Suite 325
Atlanta, GA 30350
Phone: 770-396-3898
Toll Free: 800-917-2081
www.council.org

PROGRAM INFORMATION

Applications along with all required documents may be submitted online during the enrollment period. Selection for admission to the next enrollment program will be based upon meeting all the preadmission requirements. If more students apply than can be accepted, selection is based upon the student's preadmission test score and scores on the HESI test, or the TEAS test. If there are students who have the same score, then the applicant's video essay and interviews will be the determining factor.

A scoring system will be utilized to assist the school in evaluating potential candidates for admission. Admission to the vocational nurse program will be based upon the scores. Students are ranked according to their scores. Students who have high scores will be accepted or placed on an alternate list.

The school will send out acceptance and denial letters. Some students may be chosen as an alternate for admission and will be notified of that when they receive their letter from the school. Applicants who were not accepted into a program can reapply during the next application period.

STUDENT INPUT TO ACADEMIC POLICIES, PROCEDURES, AND CURRICULUM PLANNING:

The school encourages all students to provide feedback via evaluations, comments, and the like to the faculty and School Director. All students are encouraged to share their input to the academic policies, procedures, and curriculum and the planning of the curriculum. Our students are our best evaluators, and their input is not only welcome but extremely valuable to us.

FINANCIAL AID AND COUNSELING SERVICES:

The school does provide professional counseling services and is approved for Federal Financial aid via the Department of Education to its students. We use counseling services for our student population. The school has a full-time Financial Aid Advisor who assists with the financial aid process for the programs in which the school is approved (Pell grants, work study, FSEOG campus based funds, direct loans sub/unsub).

For counseling services please reach out to Free Mental Health Services.org

<https://www.freementalhealthservices.org/page/about>

Harris County Public Health,
<https://publichealth.harriscountytexas.gov/Divisions-Offices/Divisions/Community-Health-Wellness-Division/Behavioral-Health-Services>

Texas Health and Human Services

<https://healthdata.dshs.texas.gov/dashboards/drugs-and-alcohol>

<https://www.hhs.texas.gov/services/mental-health-substance-use/mental-health-crisis-services>

EVALUATION OF TEACHING EFFECTIVENESS:

At the end of each course taught, the students will be asked to complete a faculty evaluation and course evaluation tool. These tools are to help the school continually improve its presentations, handouts, organization, courses, and make necessary changes.

ELIGIBILITY ISSUES REGARDING LICENSURE:

The Board of Nurse Examiners for the State of Texas requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. The Board of Nursing Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a licensed vocational nurse (LVN) in the State of Texas. The Board provides individuals the

opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519 (a) of the Nursing Practice Act.

View https://www.bon.texas.gov/forms_declaratory_order.asp.html for further information and forms.

FACULTY LISTING:

The school maintains a complete list of all faculty members on the school website with their credentials. Dr. Kimberley Kelly, DNP, Tally Breitstein, MSN, Zahiyah Franks, MSN, Florence Babalola, BSN, Ashley Geissler, MSN, Erika Dennis, BSN, Julie Ndulaka, LVN, Mir Alikhan, Masters in Public Health <https://vni.ga.edu/about-staff.php>

GRADUATE AMERICA

Policy and Procedure Manual

Title: MAKE-UP WORK POLICY

REGULATION:

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules Subchapter M

PURPOSE:

Establish a make-up work schedule for students attending the school.

POLICY:

It is a requirement of the school that students with excused absences must follow a make-up work policy to continue to meet the requirements of the school prior to graduation from the school. It is at the discretion of the faculty member as to whether make up work may be submitted or not. This will be outlined in the syllabus for each course. The highest grade possible for make-up or late work is 77%.

PROCEDURE:

1. No more that 5% of the total course time hours for a program may be made up.
2. The school shall submit make-up work policies to the TWC for approval.
3. Make-up work shall:
 - a. Be supervised by an instructor approved for the class being made up.
 - b. Require the student to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class session.
 - c. Be completed within two weeks of the end of the grading period during which the absence occurred.

- d. Be documented by the school as being completed, recording the date, time, duration of the make- up session, and the name of the supervising instructor, and
- e. Be signed and dated by the student to acknowledge the make-up session

Title: ATTENDANCE POLICY

REGULATION:

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules Subchapter M

PURPOSE:

To establish attendance criteria for students of the Licensed Vocational Nurse Program

POLICY:

It is the policy of this school that attendance will be closely monitored for all students.

It is also the policy of this school that any student missing more than 3 scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session.

PROCEDURE:

1. The instructor will document all student attendance each day at the beginning of class and upon return from lunch break.
2. All absences will be documented on the absence form.
3. Instructors will follow the attendance policy and form.
4. Students will complete the attendance form upon enrollment to the school so that they are aware of the school's policy.
5. The Dean will follow up on all attendance issues.
6. Attendance records will be maintained for a period of 5 years.

FORMS:

Student's Attendance Sign-In Sheet Instructor's Roll Call

Absence Form

Calendars are provided during orientation, posted on the school website and in the classroom platform.

How to Enroll in the VN Program:

1. Select the course cycle you wish to apply for Day or Evening Program.
2. Gather required documents to apply which includes:
 - a. Provide evidence of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
 - b. Provide evidence of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other post-secondary school.
 - c. Complete a tour at the school.
 - d. Provide evidence you are at least 18 years of age.
 - e. Provide evidence you can read, write, and speak English; (High school Diploma and Health and Environmental Sciences Institute (HESI/TEAS Test) or other preadmission testing as designated by the school.
 - f. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease (Physician Statement and/or Immunizations) and signature on Student Meets Physical Requirements form.
 - g. Provide basic physical from the physician indicating you are in good health and can meet the physical requirements of the Licensed Vocational Nurse Job position. Provide all documentation as outlined in the Health Packet.
 - h. Provide a copy of current immunizations.
 - i. Provide evidence that the student has taken the Hepatitis B series or sign refusal form of this series. (See Health Packet for forms)
 - j. Complete successfully the new and accepted student process by the Texas Board of Nursing (TBON). Obtain finger printing once accepted by the school for enrollment. All students must comply with the TBON rules and procedures.
 - k. Have a background check performed per the school and TBON procedures.
 - l. Provide a copy of the official high school transcript or GED. If outside the US, a transcript high school diploma showing it meets Texas high school graduation requirements must be provided.
 - m. Provide evidence for:

*All students must pass the HESI or TEAS preadmission test.

HESI test with a score of 80% or better. (Fee for this is \$99.99 payable by the student upon registration for the HESI/ preadmission test and subject to change). TEAS test with a score of 58.7% or better. (Fee \$120.00)

*The school uses a scoring calculation to assist the school in determining who to accept for enrollment, see Admission and Enrollment policies and scoring form. Meeting all the program application guidelines does NOT guarantee admittance to the program.

1. Complete application you receive from the school. Email the link to the video essay with the application.
2. Deposit is due after you have been accepted within 3 business days
3. Submit all documents together at one time (items 3-5).
4. The school will notify you of the status of your application in writing. If you need to meet with our career advisor to discuss your academic plans, please make an appointment by calling (832) 237- 2525.

STUDENT HEALTH POLICIES

POLICY:

It is the policy of Graduate America upon admission to the Vocational Nurse (VN) Program that each student provides evidence of immunity and health status. Each student is required to show proof from their primary care physician that they are cleared to work with patients in a nursing student/nursing assistant capacity. All health information is kept confidential per HIPAA regulations. (see HIPAA policy and procedure manual).

All health information must be completed and submitted prior to the first day of class, including titers. (MMR) Prior to the first day of class each student must furnish the school with the following documents:

VN Annual History and Physical – letter from the physician stating the student passed a physical. If the student is pregnant, or becomes pregnant or ill during the semester, then a release must be obtained from the physician releasing the school of all liability and that the student may attend school including lifting patients and caring for sick patients while pregnant. See Maternity Policy on School Website.

1. VN Hepatitis B Series (HBV) (or waived form) –copy of 3 shot series or waived form.
2. VN TB test or chest x ray within the past 12 months – Provide proof of TB Testing date. See infection control policies.
3. VN Measles, Mumps, and Rubella and/or rubella titer – need proof of positive titer (lab test) for Measles, Mumps, and Rubella initialed by the health care provider for the student.
4. VN Varicella (chicken pox) – titer values initialed by the health care provider are acceptable (lab report) if original evidence of immunity is not available.
5. VN Tetanus and Diphtheria (Td or TdAP) – must present evidence of exact date of vaccination within the last 10 years. If no documentation is available, then it must be done. If a student is allergic, then this must be documented on the student file.

The school will offer and include AHA CPR to each student within their VN program. The school requires that you take an influenza vaccine including H1N1.

PURPOSE:

The nursing students will have learning experiences that involve patient contact. The students will be at risk for both exposure and transmission of communicable diseases and blood borne pathogens. Therefore, the school policy is to decrease the health risks to patients and students alike and to protect the students and patients as much as possible by following the school's policies relating to infection control, OSHA, and the CDC (Centers for Disease Control).

Note: All clinical sites the school is working with have requirements for health clearance that the school must adhere to. It is mandatory that all health clearance documents be submitted within 5 days of starting the program and prior to the 1st day of clinical learning experiences. If not submitted, the student risks not participating in clinical rotations. All Clinical hours must be completed for the graduate course.

If a student becomes ill or is hospitalized during the school year and becomes contagious or unable to perform his/her nursing student duties; an updated health clearance must be submitted from the health care provider who provided treatment to the student prior to the student returning to the clinical environment. The statement from the health care provider must be dated and state that the student is able to return to their nursing student responsibilities as well as free from any health impairment which is a potential risk for them or for the patients.

Once a student is cleared by the Senior Clinical Instructor, the student must see the Dean to coordinate clinical make-up time. Make-up sessions for clinical rotations are exceedingly difficult to arrange especially with the hospital systems. The school does not guarantee clinical rotation make up, which can delay graduation.

Some of the clinical sites may require additional information such as background checks, state child abuse registry checks, drug testing, as applicable. We will notify you if this is the case.

ADA Special Considerations:

If a student has a special need or request it must be submitted in writing with their application to the program. Examples of such considerations might include needing to sit in the front row due to slight hearing or vision deficits.

Accommodation:

The school records its lectures, offers tutoring services 1:1 with the instructor by appointment, uses online supplemental teaching materials, has audio pronouncements of vocabulary words in Elsevier/Evolve (textbook manufacturer online accommodations), and can place students in the front of the classroom as needed.

Note: Students MUST meet the physical, occupational, and mental requirements for the occupational program they are participating in and must provide a physician clearance in their application packet. Students with severe vision, auditory, mental, and mobility issues will not be able to meet the physical requirements for the occupational position and will not be accepted into the program because of this.

Student Health Clearance Checklist:

Student Name: _____

- Proof of Negative TB test or chest x-ray
- CPR card
- Annual History and Physical Documentation
- Vaccination for Measles, Mumps, Rubella Documentation (positive result)
- Rubella Titer as applicable (positive result)
- Tetanus (Td or TdAP) with exact date in last 10 years Documentation
- Varicella Titer Documentation (positive result)
- Hepatitis B evidence of 3 shot series or waived form
- Pregnancy clearance as applicable
- Flu vaccine Documentation (mandatory)
- Authorization of students to share records with clinical sites

Students should submit this information to Dr. Kimberley Kelly DNP, MSN, BSN, RN (Dean of Nursing or designee no later than the fifth day of class). We encourage you to submit this information as soon as possible after being notified of your acceptance into the program.

Completed by (First Name / Last Name)

(Title)

(date)

IMMUNIZATION DOCUMENTATION FORM

I _____ hereby release the following health
information Print First, Middle, Last Name
to Graduate America. I understand that additional information may be required and authorize
GA to release my health clearance information. All other documents associated are required for
my participation as a nursing student with clinical experience.

Student Signature

Date

PLEASE MAKE SURE ALL LAB REPORTS ARE ATTACHED AND INITIALED BY THE NURSE
PRACTITIONER, PHYSICIAN ASSISTANT OR PHYSICIAN.

PRIOR VACCINATION HISTORY MUST BE ATTACHED FOR NEGATIVE TITERS.

Type of Immunization	Date Titer Drawn	Numerical Value	Pos. / Neg	Revaccination Date as applicable
Measles				
Mumps				
Rubella				
Varicella				
Hepatitis B				
Diphtheria/ Tetanus Toxoid (Td or TdAP) in last 10 years				
Varicella Titer				
Other Titers:				

Signature of Certified Nurse Practitioner/DO/Physician Assistant/Physician Title

Date

Print Name Certified NP/PA/DO/Physician
Physician Address:

Number

Street

City

State

Zip

STUDENT AUTHORIZATION TO RELEASE MEDICAL RECORDS AND EDUCATION RECORDS TO CLINICAL ROTATION SITES

I understand that copies of my health records, performance records, status in the program, criminal history, competency and skills level(s), initiative and professional behavior, interactions with teachers, students, and patients, may be shared by the faculty of Graduate America and the staff of the rotation sites as applicable.

I _____ give the Graduate America program faculty and staff
Student name (first, middle, last)
permission to disclose my relevant education and/or health records to the clinical rotation sites for the year, _____ only to the extent necessary for my progression in and
i.e., 2025-2026
completion of my program.

Student Signature Printed Name Date

HEPATITIS B VACCINE CONSENT FORM

Hepatitis B infection is caused by the Hepatitis B virus, which causes death in 1% to 2% of patients. Most people with Hepatitis B recover completely, but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. The healthcare provider is at an increased risk for acquiring this infection. Hepatitis B vaccine (recombinant) is available and requires three injections for adequate response, although some persons may not develop immunity even after three doses. The duration of immunity is unknown currently. The vaccine has been tested extensively for safety and efficiency in large-scale clinical trials with human subjects.

Engirex-B is a non-infectious recombinant DNA Hepatitis B vaccine. It contains purified surface antigen of the virus obtained by culturing a genetically engineered yeast cell, which carries the surface antigen gene of the Hepatitis B virus. The product contains no more than 5% yeast protein. The vaccine side effects are incredibly low. Tenderness and redness of the injection site and low-grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. I should not take this vaccine if pregnant or nursing because effects at this time are

unknown. I further understand that I should not take this vaccine if active infection is present, an allergy to this compound is known, or if hypersensitive to yeast.

.....

I have read the above statement and have had the opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccine. I understand I must have three doses of the vaccine to confer immunity, however as with all medical treatment there is no guarantee that I will become immune or that I will not experience side effects from the vaccine.

PRINTED NAME OF STUDENT

SIGNATURE OF STUDENT

I REALIZE IT IS MY RESPONSIBILITY TO RETURN IN ONE (1) AND SIX (6) MONTHS AFTER MY FIRST DOSE TO COMPLETE MY VACCINATION SERIES.

DATE VACCINATED	LOT #	SITE	INITIALS	NEXT DOSE DUE	SIGNATURE
-----------------	-------	------	----------	---------------	-----------

- 1.
- 2.
- 3.

HEPATITIS B VACCINE REFUSAL FORM

Hepatitis B infection is caused by the Hepatitis B virus, which causes death in 1% to 2% of patients. Most people with Hepatitis B recover completely, but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. The healthcare provider is at an increased risk of acquiring this infection.

Hepatitis B vaccine (recombinant) is available and requires three injections for adequate response, although some persons may not develop immunity even after three doses. The duration of immunity is unknown currently. The vaccine has been tested extensively for safety and efficiency in large-scale clinical trials with human subjects.

Engirex-B is a non-infectious recombinant DNA Hepatitis B vaccine. It contains purified surface antigen of the virus obtained by culturing a genetically engineered yeast cell, which carries the

surface antigen gene of the Hepatitis B virus. The product contains no more than 5% yeast protein.

The vaccine side effects are incredibly low. Tenderness and redness of the injection site and low-grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. I should not take this vaccine if pregnant or nursing because effects at this time are unknown. I further understand that I should not take this vaccine if active infection is present, an allergy to this compound is known, or if hypersensitive to yeast.

I have had the opportunity to ask questions about the risks and benefits of the vaccine.

I have read the above statement, however; I decline the Hepatitis vaccination at this time. I understand that by declining this vaccine I continue to be at increased risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

I have previously received a complete series of Hepatitis B vaccine.

DATES:

First Dose _____ Second Dose _____ Third Dose _____

PRINTED NAME OF STUDENT

SIGNATURE OF STUDENT

DATE SIGNED

THE GRADUATE AMERICA VOCATIONAL NURSE PROGRAM

STUDENT ACKNOWLEDGMENT FORM

I _____, acknowledge receipt of the VN Orientation Packet. I understand that I must achieve 77% in each course to progress to the next course.

I acknowledge that I received the following information from The Graduate America, Inc.

- Student Catalog
- Tour of the School
- Copy of the Health Policies
- Declaratory Order instructions and information from the Texas State Board of Nursing
- Petition for Declaratory Order Texas Board of Nursing and
- Frequently asked questions
- Student Clinical Handbook
- Orientation to Alcohol and Drug Abuse Program Orientation to Clery Crime Report
- Orientation to Disaster and Emergency Preparedness & Fire Plan
- Access to VN Student Canvas Orientation Portal
- ADA request process

Proposed Student Name Printed

Proposed Student Signature

Seminar Course

Anatomy & Physiology

This course teaches how the human body works system by system. We offer both face to face and remote online classes. Please contact the school for the most current class schedule or online on the school website.

Class Schedule: Tues/Thursday evenings 6-8:30pm or mornings 10:00 -12:45 pm

Admission Requirements: 17 years of age, or high school graduate, or GED. Must be able to read, write, and speak English fluently.

Clock Hour Length: 54 clock hours

Objective: Participants will learn basic anatomy and physiology of the human body.

Tuition & Fees:

Registration: \$25.00 (non-refundable) Tuition: \$425.00

Lab Fee \$75.00

Total Tuition: \$525.00

The course textbook is not included.

Payment Types: Students must pay the full tuition upon enrollment. Payment methods accepted are check, cashier's check, MasterCard, American Express, or Visa.

SUPPLIES NOT INCLUDED IN COURSE FEES

*Required Supplies	Estimated Cost:
3-ring 2" or 3" loose leaf notebook	\$ 3.00
Notebook paper	\$ 3.00
#2 pencil	\$.99
Pens (black only)	\$ 1.99
Highlighter	\$ 2.50

Total Estimated Cost:\$525.00 + \$11.48 (supplies) = \$536.48

INCLUDED IN THE TUITION:

Classroom instruction

Lab Fee

Remediation as needed.

**Items are subject to cost change.*

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."

Textbook: Herlihy 7th Edition the Human Body in Health & Illness ISBN 978- 1-4557-7234-6 (or most recently released edition)

Herlihy 7th Edition Adaptive Quizzing: ISBN 978-1-4557-7459-3

Topic	Hours
Introduction to the structure and function of the body	2.25
Chemistry of Life	2.25
Cells and Tissues	2.25
Organ Systems of the body	2.25
Mechanisms of Disease	2.25
Integumentary System and body membranes	2.25
Skeletal system	2.25
Muscular system	2.25
Nervous system	2.25
Senses	2.25
Endocrine system	2.25
Blood	2.25
Heart and heart disease	2.25
Circulation of the blood	2.25
Lymphatic system and immunity	2.25
Respiratory system	2.25
Digestive system	2.25
Nutrition and metabolism	2.25
Urinary system	2.25

Fluid and electrolyte balance	2.25
Acid-base balance	2.25
Topic	Hours
Reproductive system	2.25
Growth and development	2.25
Genetics and genetic diseases	2.25
Total Clock Hours	54

MEDICAL TERMINOLOGY

Course Title & Description

Medical Terminology – Medterm100

This course enables the student to study and learn word structure, organization of the body, suffixes, prefixes, medical specialists and case report terminology, body systems, diagnostic tests and procedures, abbreviations, acronyms, symbols, and eponyms, and learn the basic allied health career positions. This is a pre-requisite course for the Vocational Nurse Program at this institute and may be taken at this school or another accredited school. We offer both face to face and remote online classes.

Class Schedule: Saturday Series (8-4:30 for 3 Saturdays and 8-2:30 4th Saturday), Mon/Wed/Friday classes from 9-12:15pm, Mon/Wed evening classes 5:45 pm – 9:00 pm or as posted on the school website.

Admission Requirements: 16 years of age, or high school diploma or GED if 18 years or older Must be able to read, write, and speak English fluently.

Clock Hour Length: 30 clock hours / 1.5 credits (15 didactic, 15 lab)

Objective: Participant will learn medical terminology prefix, suffix, medical terms during the course. See specific week outline below for specific content.

Tuition & Fees:

Registration: \$25.00 (non-refundable)

Tuition: \$223.99 Lab fee: \$ 25.00

Total Tuition: \$273.99

The course textbook is not included.

Payment Types: Students must pay the full tuition upon enrollment. Payment methods accepted are check, cashier's check, MasterCard, American Express, or Visa.

SUPPLIES NOT INCLUDED IN COURSE FEES

*Required Supplies	Estimated Cost:
3-ring 2” or 3” loose leaf notebook	\$ 3.00
Notebook paper	\$ 3.00
#2 pencil	\$.99
Pens (black only)	\$ 1.99
Highlighter	\$ 2.50

Total Estimated Cost: \$ 273.99 + \$11.48 (supplies) = \$285.47

INCLUDED IN THE TUITION:

1. Classroom instruction
2. Lab Fee
3. Remediation as needed.

**Items are subject to cost change.*

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."

Medical Terminology Course

Subject #	Subject Title	Clock Hours Lec/Lab/Ext/Total
Med term 100	Medical Terminology	15/15/00/30

Course Outline:

Chapter One

1. The student will identify basic word structures inclusive of root, combining vowels, and suffix.
2. The student will be able to combine medical terms and practice writing medical terms and their meanings throughout the course.
3. The student will demonstrate an understanding of medical prefixes and suffixes throughout the course.

Chapter Two

1. The student will be able to name the body systems and their functions.
2. The student will be able to identify body cavities and specific organs within them.
3. The student will be able to list the division of the back.
4. The student will be able to identify the three plans of the body.
5. The student will be able to analyze, pronounce, and spell new terms.
6. The student will be able to apply medical terms in real-life situations.

Chapter Three

1. The student will be able to identify and define useful diagnostic and procedural suffixes.
2. The student will be able to analyze, spell, and pronounce medical terms that contain diagnostic and procedural suffixes.
3. The student will be able to apply medical terms in real-life situations.

Chapter Four

1. The student will be able to identify and define common prefixes used in medical terms.
2. The student will be able to analyze, spell, and pronounce medical terms that contain prefixes
3. The student will be able to apply medical terms in real-life situations.

Chapter Five

1. The student will be able to describe the training process of physicians.
2. The student will be able to identify medical specialists and describe their specialties.
3. The student will be able to identify combining forms used in terms that describe specialists.
4. The student will be able to decipher medical terminology as written in case reports.

NURSE AIDE PROGRAM INFORMATION

DEAN FOR THE NURSE AIDE PROGRAM: CIP 51.3902

Dr. Kimberley Kelly DNP, MSN, BSN, RN

TUITION & FEES:

Tuition and fees are as follows. The course textbook is not included.

Nurse Aide Program Tuition \$995.00 NUA 101 and NUA 102

For the full program NUA 101 and NUA 102 students may pay the full tuition upon enrollment or opt for a two-payment option. Those opting for the two-payment option must pay \$497.50 at the time of enrollment. The other payment of \$497.50 is due one week prior to course completion.

For NUA 102 Clinical only tuition needs to be paid in full.

Clinical Only NUA 102 \$600.00

SUPPLIES NOT INCLUDED IN COURSE FEES

***Required Supplies**

1. Scrubs – hunter green with no print
2. Duty Shoes – no open toe, clogs, or canvas- nonskid
3. Watch with a second hand.
4. Flesh-colored hose, or plain white anklets (with pants)
5. 3-ring 2” or 3” loose leaf notebook
6. Notebook paper
7. #2 pencil
8. Pens (black only) Highlighter
9. Blood pressure cuff and stethoscope
10. Laptop and working internet at home (basic computer schools with word, internet required)

Optional Supplies

11. Bandage Scissors
12. Nurse Aide 3 pocket visit bag

***Items are subject to cost change.**

NURSE AIDE HYBRID PROGRAM OUTLINE

Program Title & Description

Nurse Aide Training Course - this course meets State of Texas requirements for a training course for Nurse Aide professionals. The course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infection control, safety and

emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Titles & Descriptions for Nurse Aide Program

NUA 101 - Nurse Aide Health Care Skills Lecture 52 Lab: 08 Ext: 00 100 clock hours/ 3 semester credit hours

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

The 52 hours are remote lectures and learning activities including homework on the school learning management platform. Course length: 4 weeks from Day 1 until course completion on Day 28. (Mon-Sunday remote work at own pace) Weekly Meeting with instructor on Wednesdays at 6pm-6:30 pm via blue button on canvas.

Quizzes, Tests will be proctored via instructor or lockdown browser- TBD in classroom with instructor during orientation.

Orientation: 1 hour orientation will occur prior to the first day of class TBD by instructor announcement and invitation to the canvas course.

Lab day: 8 hours of lab will take place in the last week of the course.

Prerequisite: High School Diploma or GED.

Graduate America will accept the certificate of completion from Texas Health & Human Services 60 hours for Nurse Aide Modules to apply for NUA 101. These students will attend a one 8-hour day lab on campus prior to proceeding to NUA 102.

NUA 102 - Nurse Aide Clinical Lecture: 00 Lab:40 Ext: 00

Applies knowledge gained from NUA in a clinical setting. Course length: 4 (10 hour) days or 5 (8 hour) days.

**Prerequisite: Successful completion of NUA 101
Nurse Aide Program**

Subject Title: Clock Hours Lec/Lab/Ext/Total

NUA 101	Nurse Aide Health Care Skills	52/08/00/60
NUA 102	Nurse Aide Clinical	00/40/00/40
Total Hours:		60/40/00/100

Nurse Aide Program Duration

Students must meet the minimum requirements for graduation within the NUA 101 and 102 course period. The classroom portion of the training is remote on the canvas and is approximately 60 hours (4 weeks /28 days) in length and the clinical portion is approximately 40 hours (6.5 days) in length for a total of 100 possible hours. Students must satisfactorily complete a minimum of 60 classroom hours and 40 clinical hours for consideration for graduation.

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will receive a Certificate of Completion which qualifies them to take the state exam to become a Certified Nurse Aide in the State of Texas.

SCHOOL CALENDAR FOR NURSE AIDE PROGRAM

The following course dates are offered:

COURSE NAME	COURS E #	ENROLLMENT PERIOD	START DATE	END DATE	CLASS DAYS
NA Training Course	10104	2 weeks prior to start date	See online calendar	See online calendar	Mon-Fri TBA
NA Training Course	10204	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10304	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10404	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10504	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10604	2 weeks prior to start date	See online calendar	See online calendar	TBA

NUA 101

Week	Topics	Location for Class	Hours to complete
Orientation	1 hour prior to class starting	Canvas conference line	1 with instructor online
1	See Syllabus and canvas assignments	On canvas remote	15
2	See Syllabus and canvas assignments	On canvas remote	15
3	See syllabus and canvas assignments	On canvas remote	15

NUA 102

Week	Topics	Dates Scheduled	Location for Class	Hours to complete
Week 1: consisting of 2 10 hour days	Clinical Experience 1 patient / day	TBD	Clinical site or school lab	Clinical site or school lab
Week 2: consisting of 2- 10 hour days	Clinical Experience 2 patients/day	TBD	Clinical site or school lab	10/day x 2 days
TOTAL HOURS				

ADMISSIONS FOR THE NURSE AIDE PROGRAM

The school shall require for admission into its programs proof of one of the following:

1. Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential if over 18 years of age; or
2. Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school if over the age of 18 years of age.
3. Successful completion of the HHS online 60 hours nurse aide program with a certificate of completion for credit with NUA101.

Prospective students must also:

1. Be at least 16 years of age.
2. Be able to read, write, and speak English.
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
4. Not be listed on the Nurse Aide or Misconduct Registry in revoked status.
5. Not having any convictions barring you from employment (see below)

Appendix I, Criminal Convictions Barring Employment

State of Texas, Health and Safety Code, Chapter 250, Section 250.006 Convictions Barring Employment

- A. A person for whom the facility or the individual employer is entitled to obtain criminal history record information may not be employed in a facility or by an individual employer if the person has been convicted of an offense listed in this subsection:
 1. an offense under Chapter 19, Penal Code, criminal homicide;
 2. an offense under Chapter 20, Penal Code, kidnapping and unlawful restraint;
 3. an offense under Section 21.02, Penal Code, continuous sexual abuse of young child or children, Section 21.11, Penal Code, indecency with a child;
 4. an offense under Section 22.011, Penal Code, sexual assault;
 5. an offense under Section 22.02, Penal Code, aggravated assault;
 6. an offense under Section 22.04, Penal Code, injury to a child, elderly individual, or disabled individual;
 7. an offense under Section 22.041, Penal Code, abandoning or endangering child;
 8. an offense under Section 22.08, Penal Code, aiding suicide;
 9. an offense under Section 25.031, Penal Code, agreement to abduct from custody;
 10. an offense under Section 25.08, Penal Code, sale or purchase of a child;
 11. an offense under Section 28.02, Penal Code, arson;
 12. an offense under Section 29.02, Penal Code, robbery;
 13. an offense under Section 29.03, Penal Code, aggravated robbery;
 14. an offense under Section 21.08, Penal Code, indecent exposure;
 15. an offense under Section 21.12, Penal Code, improper relationship between educator and student;
 16. an offense under Section 21.15, Penal Code, improper photography or visual recording;
 17. an offense under Section 22.05, Penal Code, deadly conduct;
 18. an offense under Section 22.021, Penal Code, aggravated sexual assault;
 19. an offense under Section 22.07, Penal Code, terroristic threat;
 20. an offense under Section 32.53, Penal Code, exploitation of a child, elderly individual, or disabled individual;

21. an offense under Section 33.021, Penal Code, online solicitation of a minor;
 22. an offense under Section 34.02, Penal Code, money laundering;
 23. an offense under Section 35A.02, Penal Code, Medicaid fraud;
 24. an offense under Section 36.06, Penal Code, obstruction or retaliation;
 25. an offense under Section 42.09, Penal Code, cruelty to livestock animals, or under Section 42.092, Penal Code, cruelty to no livestock animals; or
 26. 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 under this subsection.
- B. A person may not be employed in a position the duties of which involve direct contact with a consumer in a facility or may not be employed by an individual employer before the fifth anniversary of the date the person is convicted of:
1. an offense under Section 22.01, Penal Code, assault, that is punishable as a Class A misdemeanor or as a felony;
 2. an offense under Section 30.02, Penal Code, burglary;
 3. an offense under Chapter 31, Penal Code, theft, that is punishable as a felony;
 4. an offense under Section 32.45, Penal Code, misapplication of fiduciary property or property of a financial institution, that is punishable as a Class A misdemeanor or a felony;
 5. an offense under Section 32.46, Penal Code, securing execution of a document by deception, that is punishable as a Class A misdemeanor or a felony;
 6. an offense under Section 37.12, Penal Code, false identification as peace officer; or
 7. an offense under Section 42.01(a)(7), (8), or (9), Penal Code, disorderly conduct
- C. (c) In addition to the prohibitions on employment prescribed by Subsections (a) and (b), a person for whom a facility licensed under Chapter 242 or 247 is entitled to obtain criminal history record information may not be employed in a facility licensed under Chapter 242 or 247 if the person has been convicted:
1. of an offense under Section 30.02, Penal Code, burglary; or
 2. 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 under Section 30.02, Penal Code.
- D. The entire text of Chapter 250 is available at:
www.statutes.legis.state.tx.us/docs/hs/htm/hs.250.htm

GRADUATION REQUIREMENTS FOR THE NURSE AIDE PROGRAM

Completion Standards

The student must have satisfactorily completed a minimum of 100 clock hours of training including:

1. 52 clock hours of remote classroom training that does not involve direct resident care: 8 clock hours in the lab on campus, and
2. 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse. If a facility is not available, then the school will host 40 hours in the school lab with mannequins.

The student must have satisfactorily completed the HHS-established curriculum, including At least 16 introductory hours of training in the following areas before direct client contact:

1. Communication and interpersonal skills.
2. Infection control.
3. Safety and emergency procedures, including the Heimlich maneuver.
4. Promoting residents' independence; and
5. Respecting residents' rights.
6. Personal care skills.
7. Basic nursing skills.
8. Mental health and social service needs.
9. Care of cognitively impaired residents.
10. Basic restorative services; and
11. Residents' rights.

CERTIFICATE OF COMPLETION NURSE AIDE PROGRAM

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Nurse Aide Training Program which qualifies them to sit for the Certified Nurse Aide Evaluation exam to become a Certified Nurse Aide in the State of Texas

HOW TO ENROLL IN THE NURSE AIDE PROGRAM:

1. Schedule a tour by calling the school at 832-237-252 or emailing r.ferruggia@ga.edu
2. Select the course cycle you wish to apply for from the posted calendar online.
3. Gather required documents to apply which includes:
 - a. Proof of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential of over 18 years of age; or
 - b. Proof of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school, if over 18 years of age.

- c. Evidence that you are at least 16 years of age; (Driver license, birth certificate)
 - d. Evidence that you are able to read, write, and speak English; (high school diploma, GED, Interview, reading test administered on campus in which you must get a 70%. Students may take the test twice on two different days with at least 3 days in between the tests)
 - e. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and (Physician statement required) and signature on Physical Demands Form
 - f. Not be listed on the Nurse Aide Registry or Misconduct Registry (for the State of Texas) in revoked status; (School will verify this status) *When a student applies to the school they are giving permission for the school to conduct a criminal history check, verification check with the Nurse Aide Registry, and the Misconduct Registry in the State of Texas.
 - g. Evidence of current CPR card
 - h. Evidence of current TB test with negative result
4. Complete application to the school with the online application. Request an enrollment package by emailing Pay for course when registering on the school website
 5. Submit all documents together at one time (items 3-5)

The school will notify you that you have been accepted in writing and verbally. If you need to meet with our career advisor to discuss your academic plans, please make an appointment by calling 832 237 2525

TRUE & CORRECT STATEMENT

The information contained in this catalog is true and correct to the best of my knowledge.

President

Signature

Malcolm Allen/President