



SINCE 2004
BAY AREA COLLEGE
OF NURSING

Main Campus

PALO ALTO CAMPUS

824 San Antonio Rd., Palo Alto, CA 94303

Tel. (650) 858-6810 Fax (650) 856-7886 and (650) 204-6979

Campus Director: Rachelle Cagampan

Satellite Campuses

DALY CITY CAMPUS

6767 Mission St., Daly City CA 94014

Tel. (650) 755-6887 to 68 Fax (650) 204-6979

Campus Director: Rachelle Cagampan

SAN JOSE CAMPUS

702 E. Santa Clara St., San Jose, CA 95112

Tel. (408) 280-6888 Fax (408) 204-6979

Campus Director: Rachelle Cagampan

www.bayareacollege.net

January 1st 2010 until December 31st 2012

TABLE OF CONTENTS

MISSION AND OBJECTIVES	4
Authorization Statements	4
<i>State Approval</i>	4
<i>ICE Approval</i>	5
<i>California Department of Public Health Approval</i>	5
<i>BVNPT Accreditation</i>	5
Disclosure Statements.....	5
FACILITIES	7
Palo Alto Main Campus	7
San Jose Satellite	7
Daly City Satellite	7
<i>Office Hours</i>	8
<i>Learning Resources</i>	8
<i>Library Resources</i>	8
ADMISSIONS POLICIES	11
Procedures for Admissions.....	11
General Admissions Criteria	11
Certificate Program Admission Standards	12
<i>Admissions Test for certificate programs</i>	12
General Education Requirements:	13
<i>The process for establishing equivalency for transfer credit</i>	13
<i>Notice concerning transferability of credits and credentials earned at our institution</i>	14
<i>Credit Evaluation and Challenge Procedures</i>	14
<i>Competency Based Credit</i>	14
<i>Outside Classroom or Related Learning Experience</i>	15
ACADEMIC POLICIES.....	16
Attendance	16
<i>Attendance Policy for Vocational Nursing Program</i>	16
<i>Attendance Records and Absences</i>	17
<i>Make-up Policy</i>	17
<i>Theory Make-up</i>	17
<i>Clinical Make-up</i>	18
<i>Leave of Absence</i>	18
<i>Attendance Policy for Anatomy & Physiology Program</i>	18
<i>Attendance Policy for Nursing Assistant Program</i>	18
<i>Attendance Policy for Home Health Aid Program</i>	18
<i>Attendance Policy for Acute Care Program</i>	19
Academic Progress and Performance	19
<i>Academic Probation</i>	19
<i>Grading Policy and Student Progress</i>	19
<i>Theory Evaluation</i>	19
<i>Clinical Evaluation</i>	20
<i>Maximum Timeframe</i>	21
<i>Repetitions</i>	21
STUDENT ACTIVITIES AND SERVICES.....	22

<i>Academic Counseling</i>	22
<i>Research and Library Services</i>	22
<i>Professional Counseling Referrals</i>	22
<i>Placement Services</i>	22
<i>Additional Services</i>	23
GENERAL TERMS AND CONDITIONS	24
<i>Dress Code</i>	24
<i>General Conduct</i>	24
<i>Liability</i>	24
<i>Federal Right of Privacy Act of 1964</i>	24
<i>Retention of Records</i>	25
<i>Transcripts</i>	25
SCHEDULE OF CHARGES	30
<i>Books and uniform are refundable only if returned unopened prior to first day of instruction.</i>	30
*Student Tuition Recovery Fund.....	30
CANCELLATION AND REFUND POLICY	32
CERTIFICATE PROGRAMS	34
Anatomy and Physiology Course	34
Nursing Assistant Training Program	35
Home Health Aide Training Program	37
Acute Care Nursing Assistant Training Program	38
Vocational Nursing Program	39
List of the requirements for eligibility for licensure	44
<i>Holidays</i>	47

MISSION AND OBJECTIVES

Bay Area College of Nursing is a private higher education institution whose central mission is to study, create, impart and apply knowledge about its subject matters. This is accomplished through educating adults to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and service to communities. Bay Area College of Nursing provides high-quality career-oriented allied health; business and technical certificate programs.

In support of the Bay Area College of Nursing mission, the institution's objectives are to:

- ✓ provide instruction that bridges the gap between theory and practice through faculty members who bring to their classrooms advanced academic preparation as well as the skills derived from the current practice of their professions;
- ✓ offer quality education with a balance of general education and specialized coursework to help students gain the knowledge and skills needed to meet current and future challenges of a global economy;
- ✓ maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ provide an academic advisory board to lend advice and recommendations to the institution's management and faculty concerning the type and content of programs and courses needed to produce graduates who can best be successful in a global economy;
- ✓ provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment; and provide instruction that instills within students an appreciation for the value of life-long learning and education.

Upon completion of Bay Area College of Nursing certificate, students will be able to:

- ✓ Use current technology within the context of their career;
- ✓ Articulate a career path and plan to include a commitment to life-long learning;
- ✓ Demonstrate the ability to work in a diverse cultural environment;
- ✓ Communicate within their career field and clearly relate to their peers a practical knowledge of their professional understanding and discipline; and
- ✓ Demonstrate leadership and management skills relevant to their career field.

Authorization Statements

State Approval

Bay Area College of Nursing is authorized to operate by the former Bureau for Private Postsecondary Education (BPPE) with the School Code Number 88680297. This institution is approved to operate by the Bureau for Private Postsecondary Education until June 30, 2016.

BACN's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

ICE Approval

Bay Area College of Nursing is approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is authorized to issue I-20 visa, therefore Bay Area College of Nursing can accept applications from students from abroad who are on an M-1 visa.

California Department of Public Health Approval

Bay Area College of Nursing is approved by the California Department of Public Health to offer Nursing Assistant and Home Health Aide and Acute Care Nursing Assistant.

BVNPT Accreditation

Bay Area College of Nursing is accredited to offer Vocational Nursing by the Board of Vocational Nursing and Psychiatric Technicians.

Disclosure Statements

- ✚ As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✚ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535, Capitol Oaks Drive, Suite 400, Sacramento, California, 95833. Mailing address: P. O. Box 980818 W. Sacramento, CA 95798-0818. Toll free number: 1 (888) 370-7589 or telephone number: 1 (916) 431-6959. Fax number 1 (916) 263-1897.
- ✚ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✚ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).
- ✚ Bay Area College of Nursing does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✚ Bay Area College of Nursing is owned and operated by Bay Area College of Nursing College, Inc., a California For Profit Corporation.
- ✚ Bay Area College of Nursing does not offer instruction through correspondence or distance learning.

✚ Bay Area College of Nursing students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Bay Area College of Nursing does not offer English as a Second Language.

✚ Bay Area College of Nursing does not offer state or federal financial aid programs

Non-Discrimination Policy

Bay Area College of Nursing is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Wheel chair accessible

Most campuses are wheel chair accessible. Students with special needs are advised to meet with the Director to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective students' individual situation.

FACILITIES

Palo Alto Main Campus

824 San Antonio Rd. Palo Alto, CA 94303

The main Bay Area College of Nursing campus is located at 824 San Antonio Rd. Palo Alto, CA 94303. The campus is located one block west of the 101 freeway on the ground floor of the building. The area of the institute is approximately 4,000 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, two administrative offices one nursing skills lab and a computer lab. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. The computer labs contain individual workstations. Student and faculty lounge areas are available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available in front of the building. Students receive instruction on college owned equipment, hardware and software. Our nursing assistant classroom is equipped with hospital beds, an EKG machine, mannequins and latest in nursing school technology. No additional fees to use this equipment. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

San Jose Satellite

702 E. Santa Clara St. San Jose, CA 95112

A branch campus is located at *702 E. Santa Clara St. San Jose, CA 95112*. It is located on the first and second floors. The area of the institute is approximately 4,000 sq. ft. with a front and back entrance. This space is divided into a reception area, 2 administrative offices, 2 classrooms, a skills lab, a library, and 1 computer lab. Restrooms are available. Instruction is provided in one or more primary classrooms while the computer labs contain individual workstations. Student/faculty lounge is available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available on the street and behind the building. Students receive instruction on college owned equipment, hardware and software. There are no additional fees to use this equipment. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

Daly City Satellite

6767 Mission St., Daly City CA 94014

A branch campus is located at *6767 Mission St., Daly City CA 94014*. The campus is located six (6) blocks east of the 280 freeway on the 2nd and 3rd floor of the building. The area of the institute is approximately 2,000 sq. ft. with a front entrance. Expansion for use of the 1st floor is scheduled for July 2012, which will be an additional 1,000 sq. ft. This space is divided into a reception area, 2 classrooms, 3 skills labs, 1 computer lab, a library, and a conference room. Restrooms are available. Instruction is provided in one or more primary classrooms while the computer labs contain individual workstations. Student/faculty lounge is available for relaxation purposes. The facilities have adequate lighting and are air-conditioned. Free ample student parking is available on the street and at a public parking lot approximately two and a half (2 ½) blocks away. Students receive instruction on college owned equipment, hardware and software. There are no additional fees to use this equipment. The facility and

equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, and health.

Office Hours

Business office hours are Monday through Friday from 9:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. Bay Area College of Nursing observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

Learning Resources

Bay Area College of Nursing has established a library and resource center consisting of textbooks and periodicals providing information in the *various* allied health and business administration disciplines offered by the institution. The institute subscribes to the Licensed Practical Nurse, Advance Nursing, Nurse Week, Nursing Forum, Professional Medical Assistant, and several other periodicals that expose students and faculty to the very latest in the allied health industry. In addition, Bay Area College of Nursing offers a wide variety of resource material related to general education including textbooks on writing research papers, critical thinking, cultural diversity, mathematics, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and quiet workspace. Computers are available for student use.

Library Resources

Bay Area College of Nursing has established a library and resource center consisting of textbooks and periodicals providing information in the various allied health and business administration disciplines offered by the institution. The institute subscribes to the Licensed Practical Nurse, Advance Nursing, Nurse Week, Nursing Forum, Professional Medical Assistant, and several other periodicals that expose students and faculty to the very latest in the allied health industry. In addition, the school offers a wide variety of resource material related to general education including textbooks on writing research papers, critical thinking, cultural diversity, mathematics, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and quiet workspace. Computers are available for student use.

Bay Area College of Nursing provides students with online library resources allowing the students to perform research on topics covered in each of the certificate, vocational, and degree programs. The library will be utilized to research databases providing the student with the most thorough and up-to-date research material available. The library also will provide students with a number of URLs for free online libraries and research organizations.

The online library integrates EBSCO host Electronic Journals Service (EJS) as the student's gateway to thousands of e-journals containing articles from hundreds of publishers. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business directories. A student may conduct a search by title, author, subject area, or key words. Students wanting to utilize the onsite library will have access to a librarian, resource materials, and tutoring on computer skills, writing, and study/research skills, math, and notebook development and organization.

The library has a collection of electronic and print books. It has both electronic and print journals including IEEE and ACM and AMA journals. Students and faculty can access full-text electronic journal collections for various degrees remotely 24/7 with the use of a username and password at no cost.

Most of the library's online databases will require students to verify that they have are affiliated with Bay Area College of Nursing before using them. In many cases, students will be asked to input their identification number (no dashes) and your last name.

Online Libraries

The following lists contain online libraries that are recommended to students:

- ✓ Appleton Public Library: <http://www.apl.org/index.html>
- ✓ IPL (The Internet Public Library): <http://www.ipl.org>
- ✓ Office of the Law Revision Counsel: <http://uscode.house.gov/>
- ✓ The WWW Virtual Library: <http://vlib.org/>
- ✓ National Business Incubation Association: <http://www.nbia.org>
- ✓ Questia Library: [http://www.questia.com\(fee\)](http://www.questia.com(fee))
- ✓ SCORE: Counselors to America's Small Business: <http://www.score.org>
- ✓ English Study Hall: <http://home.gwu.edu/~meloni/eslstudyhall/>
- ✓ Knowledgerush.com: <http://www.knowledgerush.com/>
- ✓ Bibliomania: The Network Library: <http://www.bibliomania.com/>
- ✓ IPL Online Texts Collection: <http://www.ipl.org/div/books/>
- ✓ Litrix Reading Room: <http://www.litrix.com/readroom.htm>
- ✓ Project Bartleby Archive: <http://www.bartleby.com/>
- ✓ Project Gutenberg Archive: <http://www.promo.net/pg/>
- ✓ The On-line Books Page: <http://digital.library.upenn.edu/books/lists.html>

Online Resources:

- [American Journal of Respiratory and Critical Care Medicine](#)
- [Annals of Internal Medicine](#)
- [Archives of Internal Medicine](#)
- [2-1-1 Information & Referral Search](#)
- [Bay Area College of Nursing](http://bayareacollege.net/resources/) – <http://bayareacollege.net/resources/>
- [Breast Cancer Resource Guide](#) – Northern CA Cancer Center
- [CalQualityCare](#) – guide to long term care in California
- [CancerCare Workshops](#) (Free!) – leading experts in oncology provide up-to-date information in one-hour workshops over the telephone or online.
- [Centers for Disease Control and Prevention](#) – part of the Department of Health and Human Services
- [Critical Care Nurse](#) (CCN)
- [Directory of Open Access Journals](#)
- [Drug Information Portal](#) – Information available for 24,881 drugs
- [EBCO host](#)
- [EBSCO host Electronic Journals Service \(EJS\)](#)
- [e-Medicine](#) – Medscape Reference
- [Get Healthy](#) – San Mateo County Task Force

- [Gilbert Guide](#) – assisted and independent living options for every lifestyle
- [Health Hotlines](#) – a service of the National Library of Medicine (NLM)
- [Healthy Communities \(San Mateo County\)](#)
- [HighWire Press](#) - Stanford University
- [Infection Control and Hospital Epidemiology](#)
- [Influenza Information](#) – EBSCO Publishing; Evidence-based Information Portal
- [Journal of the American Medical Association](#)
- [Journal of Bone and Joint Surgery-American](#)
- [Journal of Bone and Joint Surgery](#) – British Volume
- [MD Consult](#) – In-depth and quick-reference medical content
- [MEDLINEplus](#)
- [National Guide Clearinghouse](#) – public resource for evidence-based clinical practical guidelines
- [Rittenhouse Digital Library](#) – distributing the leading scientific, technical, and medical publishers
- [Trip Database](#) - clinical search tool designed to allow health professionals to rapidly identify the highest quality clinical evidence for clinical practice
- [US National Library of Medicine \(NLM\)](#) – Databases, Research, and more
- [US National Library of Medicine \(NLM\)](#) – mobile apps & sites
- [Stanford Health Library](#) – <http://healthlibrary.stanford.edu>

ADMISSIONS POLICIES

Procedures for Admissions

Potential applicants should contact Bay Area College of Nursing by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing. If inquiry is made by phone, the Admissions Representative will provide brief information about the programs and invite the applicant to visit the institute.

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. All applicants are required to have a personal interview with an admissions representative and complete a facility tour before acceptance into a training program. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

During the admissions interview, applicants are evaluated to determine their potential for graduate employment in their chosen field. Factors considered are job history, background, attitude, and professional appearance as well as communication skills. Of prime importance is the student's desire to succeed. Evidence of a willingness to make sacrifices is necessary to successfully complete their career program. A proper attitude is essential if the student is to gain the maximum from this learning experience in order to prepare for a new career. Of equal importance to the student's success is the availability of time to attend classes, and any additional time to complete classroom projects or homework as assigned. Each student is expected to spend approximately one additional hour for each session attended. The more time spent on preparation, the better the opportunity for achieving success.

General Admissions Criteria

Each program offered at Bay Area College of Nursing has its own admission standards and it is the responsible of the applicant to meet those standards. Applicants should review the Program Description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

Certificate Program Admission Standards

For admission to one of the Bay Area College of Nursing's certificate programs, a potential student must complete all of the following:

- ✓ Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a signed statement by the student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.
- ✓ Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at Bay Area College of Nursing. All Non-English transcripts must be translated into English and be officially certified.
- ✓ Submit official copies of transcripts of any and all postsecondary level institutions attended by the applicant prior to enrolling at Bay Area College of Nursing.
- ✓ Attain an acceptable score on the applicable Admission Test given to all certificate program applicants.
- ✓ Attend a New Student Orientation.
- ✓ Complete and submit a Bay Area College of Nursing application Form.
- ✓ Complete, sign, and submit a Bay Area College of Nursing Enrollment Form.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11.
- ✓ Pay a Application Fee of \$250.00 (VN)/\$75.00 (other courses),

Admissions Test for certificate programs

Bay Area College of Nursing utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments. A passing score has been determined by the school using the Wonderlic Exam. The school has established a passing score by pass rates of similar programs, discussion with Wonderlic representatives, and the ability for the student to gain employment within their chosen field.

The following provides the minimum score for which Wonderlic indicates a prospective student must achieve to demonstrate an ability to be successful in the occupations listed.

<i>Certified Nurse Assistant</i>	<i>Score of 150</i>
<i>Home Health Aide</i>	<i>Score of 150</i>
<i>Certified Nurse Assistant/HHA</i>	<i>Score of 150</i>
<i>Acute Care Nursing Assistant</i>	<i>Score of 150</i>
<i>Licensed Vocational Nurse</i>	<i>Score of 200 in English and 210 in Math</i>

Bay Area College of Nursing uses passing scores as recommended by Wonderlic. The institute will not accept a lower minimum passing score.

General Education Requirements:

Growing out of the broad and general statement of objectives, the Vocational Nursing certification program serves specific educational needs of individuals preparing to enter and advance in the field of nursing as follows:

M 1 Visa Students

Our programs are taught and completed in English. For student on an M-1 visa whose primary written and spoken language is not English, a minimum score of five hundred fifty (550) paper based or 213 IBT computer based, or its equivalent on the Test of English as a Foreign Language (TOEFL) is required, administered within 2 years of admissions or prior receipt of a degree or certificate from the institution, whichever first occurs.

Transfer credit will only be granted for courses:

- Taken at an institution accredited by a regional or national accrediting body;
- Taken in the same field of study as that required at the time of enrollment, as reflected in the Bay Area College of Nursing Catalog in effect at the time of enrollment, and for no greater number of semester units than that required,
- Verified through an official transcript requested by and received by Bay Area College of Nursing directly from the institution at which the course was taken;
- If required, for which the student has produced course descriptions, course outlines, copies of assignments and tests, textbooks, University or college catalogs or any other documents, materials or things deemed reasonably necessary by Bay Area College of Nursing in order to perform an evaluation of the equivalency of the course in question.
- Courses within a major and minor must have been completed within the previous five (5) years. Credit will be given if the student scores 75% or better and demonstrates competencies of practical skills.

Transfer Credit(s) may also be granted for completion of examinations. The Department Director will notify the student of the appropriate start date. Once the student starts, the Registrar will add to the transcript the courses accepted for transfer credit. The grade of "T" will be recorded for all transferred courses.

The process for establishing equivalency for transfer credit

The process for establishing equivalency for transfer credit used to satisfy general education requirements is overseen by the Director of Nursing who evaluates the general education units completed by the student at other institutions and submits a decision regarding the award of transfer credits to the applicant within ten (10) working days. The applicant is notified by e-mail and/or mail of the number of previous completed units that will be accepted for transfer at Bay Area College of Nursing. Specifically, to receive previous general education learning, an applicant must provide documentation regarding the transfer of credit prior to the program start date. Students applying for transfer credit for courses taken at other institutions must observe the following guidelines:

- ✓ Provide an official copy of the student's transcript;

- ✓ General education courses must have been completed within the last five (5) years with a grade of "C" or better;
- ✓ The institution at which the units were earned is accredited by an agency recognized by the United States Department of Education;
- ✓ The general education course(s) completed at the other institution is/are equal in hours to the Bay Area College of Nursing course(s) for which the transfer credit is/are being sought;
- ✓ The general education course(s) completed at the other institution was/were instructed at a postsecondary level of education;
- ✓ The student received a passing grade of "C" or higher in the general education Course, which she/he is seeking to transfer to Bay Area College of Nursing.
- ✓ If the Director of Nursing determines credits are acceptable for transfer, credit will be granted for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for completion of the program.

Notice concerning transferability of credits and credentials earned at our institution.

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

Credit Evaluation and Challenge Procedures

The Vocational Nursing Practice Act requires each school of vocational nursing to grant credit for previous education and other acquired related knowledge or experience in the field of nursing prior to the program. To qualify, this education or experience must be completed within 5 years prior to admission to the program. Credit will be granted for the following courses taken at any of the programs completed within the last five years:

- accredited vocational or practical nursing programs
- accredited registered nursing programs
- accredited psychiatric technician programs
- armed services nursing programs
- other courses the school determines are equivalent to courses in this program.

Competency Based Credit

Credit may also be extended to candidates that submit verification of work experience in any facility within the last 5 years. Written and/or performance assessment will be required. Credit or partial credit will be granted if the candidate meets requirements equivalent to Bay Area College of Nursing course objectives. Credit may be determined by written or practical examination.

Outside Classroom or Related Learning Experience

The number of hours that will be credited to the student, based on work experience at an acute care facility, will be computed as follows:

- (1) One quarter credit hour equals, at minimum, 37.5 contact hours: 30 classroom hours of lecture, 7.5 hours of homework assignments and activities. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/30) + (\text{hours of homework and assignments and activities}/7.5)$; or
- (2) One semester credit hour equals, at minimum, 25 contact hours: 20 classroom hours of lecture, 5 hours of homework assignments and activities. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/20) + (\text{hours of homework and assignments}/5)$

A “clock (contact) hour” includes a minimum instructional time of 50 minutes of supervised or directed instruction and appropriate break(s).

Bay Area College of Nursing has not entered into an articulation or transfer agreement with any other college or university at this time.

Students may not start classes until a determination is made as to the acceptability of the transfer credit.

Financial Disclosure Statements

If you receive federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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

ACADEMIC POLICIES

Attendance

Bay Area College of Nursing's attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be an active participant in their classes. Thus, students need to meet the objectives in theory and clinical performance for each unit of presented material before advancing to the next unit of information.

Students are advised that frequent tardiness and absences will interfere with the ability to complete this program. It is the student's responsibility to contact the instructor to establish ways of achieving unmet objectives that occur for any reason. Instructor/student conference is held with the goal of providing the student every opportunity to succeed in the program.

- Students are expected to attend all classes regularly and be on time for both theory classes and clinical assignments.
- Students are required to record their attendance by using the school's official time clock to punch in upon arrival, clock out and back in during lunch periods and out when leaving for the day. Ten-minute breaks do not require clocking out. In addition, we require that each student sign in and out upon arrival and departure from school. Failure to comply will result in lost hours. An attendance sheet is used to monitor your attendance. Failure to sign in or swipe your badge is not a valid excuse, therefore, a student will still be considered absent requiring necessary make-up.
- Students who are unable to attend theory and/or clinic must notify the instructor at least one hour before the start class or hospital assignment.
- Upon return to class arrangements must be made promptly with the instructor for make-up work.
- A decision to dismiss or retain any student will be based on the student's overall performance and reason(s) for excessive absenteeism and/or tardiness. Dismissal is determined by the Director.
- Tuition fees will be refunded, if applicable, to students who are dismissed from the program using the standard state-mandated formula and process.
- If a course is dropped voluntarily, a refund will be calculated using the State of California guidelines and formula.

Attendance Policy for Vocational Nursing Program

The maximum absence time is as follows:

- (a) Four (4) days per term, regardless of any reason
- (b) Students' tardiness and leaving prior to end of class hours will be counted towards the absences incurred in each term.
 - Three (3) tardiness/early dismissals = one (1) absence

The student will receive a written warning from the instructor on the third (3rd) absence. Bay Area College of Nursing reserves the right to subject the student on probation status should the student incur a fourth (4th) absence. The student will be scheduled to meet or confer with the Program Director to be placed on probation. A student exceeding the allowable number of absences may eventually lead to

dismissal or termination from the program. A decision to dismiss or retain any student may be based on the student's overall performance and reason/s for excessive absenteeism and/or tardiness. Final dismissal is determined by the School Director.

An attendance sheet is used to monitor your attendance. Failure to sign in or swipe your badge is not a valid excuse, therefore, a student will still be considered absent requiring necessary make-up.

Attendance Records and Absences

Bay Area College of Nursing regularly maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students should notify the faculty member in advance of any anticipated absences. Prior arrangements must be made with each faculty member for make-up work.

Attendance is considered an essential part of the learning experience and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of Bay Area College of Nursing. The Director of Nursing must approve the policy(s). Prior to the beginning of class, students must be notified of the policy(s) via the course syllabus. Students are expected to attend class on time by arriving to class no later than 15 minutes from the class starting time. Early departure for more than 15 minutes would adversely affect the student's grades. If a student misses a class or a portion thereof, the instructor is not required to repeat such material for the student. Therefore, it is highly recommended that students make every effort to attend all classes.

Make-up Policy

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis.

If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat either theory content, clinical experience, or both. Make-up work will be permitted only upon approval of the instructor.

The maximum absence time is as follows:

- (a) Four (4) days per term, regardless of any reason
 - (b) Students' tardiness and leaving prior to end of class hours will be counted towards the absences incurred in each term.
-
- Three (3) tardiness/early dismissals = one (1) absence

Theory Make-up

The student will have five (5) school days to make-up a test. There will be a 10% deduction from the score obtained for a late test. If the test is not made-up within the five school days, a score of zero will be assigned. It is the student's responsibility to make arrangements with the instructor for a make-up test.

Missed Theory hours may be made up by submitting research reports, case studies, passing a written examination and attending seminars or workshops meeting the program objectives.

Clinical Make-up

It is the student's responsibility to call the office about any absence and make-up requirements as soon as he/she knows he/she will be out or immediately upon return to class. A student is required to complete the make-up form to be submitted to the director for approval BEFORE scheduling a make-up day. Any make-up hours completed, but not pre-approved by the director, will not be counted and may result to an incomplete grade. A student will not be allowed to advance to the next term until all absences (clinicals and theory) are made up.

The school mandate for one (1) day of Clinical Make-Up will be at a Clinical Site for the duration of eight (8) hours at the rate of \$60/student (must meet minimum of 10 students per Clinical Make-Up day). If the group does not meet the minimum number of students required and still requests for make-up clinical, they have to pay the full rate for 10 students or choose the option of signing up for the following clinical make-up date. Clinical make-ups need to be completed in order to receive clearance from the office to register for the next term or to attend the commencement to receive his/her certificate/diploma.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons (including maternity leave), death in the family, military duty, and jury duty. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period. Students must adhere to the following procedures when requesting a LOA.

- a) Students in need of a LOA must contact the School Director. LOA requests must be supported by the appropriate documentation.
- b) Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- c) The School Director will approve or deny LOA requests.
- d) If the student is not in attendance on their scheduled return date, the student will be withdrawn.

Attendance Policy for Anatomy & Physiology Program

Students are expected to attend all class sessions and be on time. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed class. B.A.C.N. reserves the right to terminate a student's enrollment if more than one (1) absence is incurred during the course program. Changes in the daily schedule should only be prearranged with and preauthorized by the Director. BACN reserves the right to terminate or drop a student who incurs one (1) absence (excused / unexcused) during the course program.

Attendance Policy for Nursing Assistant Program

Students are expected to attend all class sessions and be on time. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed class. B.A.C.N. reserves the right to terminate a student's enrollment if more than two (2) absences are incurred during the course program. Changes in the daily schedule should only be prearranged with and preauthorized by the Director. BACN reserves the right to terminate or drop a student who incurs two (2) absences (excused / unexcused) during the course program.

Attendance Policy for Home Health Aid Program

Students are expected to attend all class sessions and be on time. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed

class. B.A.C.N. reserves the right to terminate a student's enrollment if more than one (1) absence is incurred during the course program. Changes in the daily schedule should only be prearranged with and preauthorized by the Director. BACN reserves the right to terminate or drop a student who incurs one (1) absence (excused / unexcused) during the course program.

Attendance Policy for Acute Care Program

Students are expected to attend all class sessions and be on time. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed class. B.A.C.N. reserves the right to terminate a student's enrollment if more than one (1) absence is incurred during the course program. Changes in the daily schedule should only be prearranged with and preauthorized by the Director. BACN reserves the right to terminate or drop a student who incurs one (1) absence (excused / unexcused) during the course program.

Academic Progress and Performance

Bay Area College of Nursing conducts evaluations of each student's progress at the end of each course. This evaluation standard applies to all certificate programs. At each of these points in a student's program, the student must maintain a minimum GPA of 2.00. A student with a GPA below 2.00 will be placed on academic probation. When on probation, a student is enrolled only under specific conditions imposed by the Academic Committee of Bay Area College of Nursing.

Students enrolled in certificate programs may not exceed one and one-half times (1.5) clock hours required to complete his/her program.

Academic Probation

If the student on academic probation fails to raise the GPA to 2.00 or above for the subsequent term, the student will be suspended, and will not be eligible to re-enroll in the same cohort/batch for a specified period. The student will be eligible to enroll at the next batch/cohort if space is available.

The Director of Nursing may grant re-admission of a suspended student upon the student's petition. The re-admitted student is placed on academic probation upon his/her re-admission. If the student fails to increase his/her GPA to 2.00 or more, he/she will be permanently dismissed and not be eligible to enroll in Bay Area College of Nursing thereafter.

Grading Policy and Student Progress

Theory Evaluation

Each instructor will administer written tests. Students should expect a variety of test questions such as multiple choice, essay, matching, etc. In addition to tests, an instructor may also assign research papers, student presentations, and other such activities. Theory grades are calculated on a "total point system". For example: a test consists of 250 points; the student earns 195 points. The student's grade is calculated by dividing 250 into 195. This equals 0.78 or 78%.

The grading scale for the theory portion is as follows:

Letter Grade	Numeric Grade	Point Grade	
A	93% - 100%	4.00	Honor Roll
A-	90% - 92%	3.65	Excellent
B+	87% - 89%	3.35	Good
B	84% - 86%	3.00	
B-	81% - 83%	2.65	
C+	78% - 80%	2.35	*Satisfactory
C	75% - 77%	2.00	
C-	72% - 74%	1.65	Failing
D+	69% - 71%	1.35	
D	66% - 68%	1.00	
D-	63% - 65%	0.65	
F	00% - 62%	0.00	
P	Pass	-	Credit
F	Fail	-	No Credit
I	00%	Incomplete	
W	00%	No Grade Assigned	

***Passing for Theory: 75%; *Passing for Clinical: Satisfactory**

Clinical Evaluation

The student must earn a “satisfactory” grade in the clinical aspect of the program to continue in the vocational nursing program. At each level of the program the student will be provided with a list of nursing skills to be mastered. This mastery includes performance technique as well as knowledge of the related theory.

The grading scale for the clinical portion is as follows:

- ✓ SATISFACTORY – student demonstrates ability to complete clinical objectives safely, accurately, and in a timely manner with minimal supervision.
- ✓ NEEDS IMPROVEMENT – student needs close supervision and/or additional time to complete assignments.
- ✓ UNSATISFACTORY/FAILED – student does not demonstrate improvement nor meet clinical objectives.

If a student is not performing satisfactory at mid-term, he/she will be placed on probation.

Specific area(s) needing improvement will be identified, in writing, along with a time frame within which to demonstrate improvement.

Maximum Timeframe

To be maintaining satisfactory academic progress, students enrolled in a certificate program may not exceed 1.5 times the clock or credit hours the program requires for completion.

At the end of the grading period, maximum timeframe will be evaluated for a student receiving a failing grade. The evaluation will ensure that the total program credit hours plus credit hours (or credit hours for certificate programs) to be repeated due to failure does not exceed the maximum timeframe.

Repetitions

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating the CGPA. The original course and repeated course credit hours are included in the maximum timeframe calculation.

STUDENT ACTIVITIES AND SERVICES

Bay Area College of Nursing offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students enrolled in the degree and certificate programs are provided with the following services:

Academic Counseling

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, Administrative Directors, Chief Operating Officer, and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

Bay Area College of Nursing academic counseling services are designed to aid the student while selecting classes and in ensuring that the student is provided the correct guidance in finishing their degree or certificate program. Before each term, the student will select the appropriate courses that will aid their completion of the degree or certificate program. The students will have their selection reviewed by the Education and Clinical Services Department Directors to ensure that they are making adequate progress towards completing their degree.

Research and Library Services

In addition to an onsite resource center/library, Bay Area College of Nursing will provide an online library that is accessible to all students. The online library will integrate EBSCO host online services to form a virtual library capable of conducting college-level researches. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business and health directories. A student may conduct a search by title, author, subject area, or key words. Students wanting to utilize the onsite library will have access to a librarian, resource materials, and tutoring on computer skills, writing, and study/research skills, math, and notebook development and organization.

Professional Counseling Referrals

Students requesting professional counseling services will be referred to local counseling agencies around the bay area.

Placement Services

Bay Area College of Nursing does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

Additional Services

Bay Area College of Nursing provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the college encourage students to include their families, friends, and significant others in the educational process. In addition, Bay Area College of Nursing sponsors activities and organizations to foster integration of personal and professional development.

At the end of every course, Bay Area College of Nursing students fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service.

Student Identification Card

Every student will be provided with an ID card that is supposed to be worn at all times while in premises. Students without ID card will not be permitted to access any of the institute's resources.

Housing Services

Bay Area College of Nursing does not offer or coordinate housing. Listings of nearby apartment complexes are available as a resource aid.

Bay Area College of Nursing has no responsibility to find or assist a student in finding housing. Students and their parents are responsible for housing arrangements.

Bay Area College of Nursing does not offer any visa services and will vouch for a student status.

GENERAL TERMS AND CONDITIONS

Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for health care professionals will be dismissed from class and will not be allowed remain for clinical practice.

The dress code is as follows:

- ✓ The use of a Bay Area College of Nursing white uniform is required for classroom attire, since awkward postures may be used during lab practices. T-shirts with slogans other than BACN, tube tops and shorts are not appropriate for class.
- ✓ Nametag (provided by the program) that identifies the participant's status as a "student".
- ✓ White uniform with a white top and white pants.
- ✓ White duty shoes or walking shoes are acceptable. White shoes with color logos or color emblems are not acceptable. Hair should be tied and clear off the face.
- ✓ **The prescribed school uniform must be worn by all students during theory classes and clinical. Students who come for their theory class and clinical not wearing the prescribed uniform, will be marked absent.**
- ✓ **To maintain proper decorum and promote health, nursing students wearing their BACN uniforms are prohibited from smoking in or near any BACN building at all times.**

General Conduct

Students are expected to comply with college policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Bay Area College of Nursing defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for college policy. Improper conduct is cause for suspension or expulsion.

The college reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.

The college reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Liability

Bay Area College of Nursing assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

Federal Right of Privacy Act of 1964

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without permission of the student. State law requires the college to maintain these records for at least a five-year period. A student may request a review of their records by writing to the Director.

Retention of Records

Bay Area College of Nursing will maintain student records for five years, as required by state law. Student transcripts will be maintained for fifty years. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Student academic records and transcripts of completed courses for Bay Area College of Nursing's certificate programs are electronically maintained (computer copy) and hard copies maintained in the student's file. In addition, the Department Directors and the institution's Registration Coordinator maintain student academic records. The Department Director maintains academic records throughout the student's period of study.

Bay Area College of Nursing's Registration Coordinator is responsible for maintaining official student records, and is responsible for ensuring that records are recorded in the institution's software system. Further, the Registrar is responsible for generating rosters, grade sheets and transcripts, as well as posting attendance records.

Pursuant to the requirements of CCR 71930, the Registration Coordinator's Office ensures the maintenance of student records for at least five (5) years at Bay Area College of Nursing's premises in Palo Alto, California. In addition, transcripts of all course records are maintained permanently.

Bay Area College of Nursing maintains educational and academic progress records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Bay Area College of Nursing is available for inspection and review by that student upon request in writing (petition form) for such review. An appointment will be scheduled through the Registrar's Office for the student to review the file onsite or via video-conferencing, with a representative from the institution.

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The College reserves the right to withhold an official transcript, if the student's financial obligation to the College is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The College also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$15.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Award of Certification

Award of a certificate is dependent upon a student's successful completion of the requirements of his/her certificate program. The assessment and involvement of faculty in the educational process is critical and central to the assessment of each student's successful completion of each course required in order to satisfy the programmatic criteria. In order for a student to graduate, the assigned faculty member must sign-off on a student's completion of the program verifying that the student has met academic and attendance requirements. Faculty is responsible for submitting to the institution's Registrar attendance records and academic progress reports for inclusion in the student's permanent record.

Education Records:

Bay Area College of Nursing will maintain copies of records as required by the Reform Act and California Code of Regulations. Records shall include information on students attending the institution, who graduated or withdrew from the institution and for whom a refund was owed. In addition, Bay Area College of Nursing shall maintain faculty and administrative files, and curriculum as required.

Student Files

Bay Area College of Nursing shall maintain files for enrolled students, students who graduated, students who withdrew from the institution, and/or for whom a refund was owed. Student files will be protected from vandalism, theft, damage, or fire by having information maintained and stored in secured filing cabinets. Student academic files are maintained onsite for a period of five years.

Academic transcripts are maintained permanently. Student transcripts shall also be maintained electronically (on administrative software), backed-up, and maintained by the institution onsite and at an offsite location. Files will be backed up weekly.

Student records shall only be accessible only to Bay Area College of Nursing administrators and employees assigned with the responsibility for maintaining files. Electronic records will be maintained and safeguarded by the institution's institute Registrar. All electronic records are maintained as required by CCR 71930 and kept secure as required by that regulation.

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the college administration, a student may be dismissed from college for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon college premises, possession of weapons upon college premises, behavior creating a safety hazard to other persons at college, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

Student Grievance Procedure

Bay Area College of Nursing, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Bay Area College of Nursing student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution's administration provides established grievance procedures. The School Director shall maintain a file on each grievance reported including the procedures followed and the final disposition of the case.

Definition: A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to Bay Area College of Nursing either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Department Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of a dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the School Director will schedule a Student Grievance Committee meeting. The voting members of this Committee shall be comprised of the Chief Academic Officer, The Chief Operations Officer, the Department Manager/Director, the Director of Educational Services, the Director of Clinical Services, the Director of the Program, and one faculty member who shall sit on the Committee on a rotating basis. A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation, as appropriate, for disciplinary actions or for changes in policy to the appropriate administrative officials.

Recourse after Hearing: If students have exhausted these procedures and the problems have not been resolved, they have the right to contact the Bureau of Private Postsecondary Education. In approaching the Bureau with a grievance, students are encouraged to take the following steps: Contact the BPPE offices by mail. A written follow-up letter must accompany complaints received by phone.

Include the following required information in the letter of complaint:

- ✓ The nature of the problem.

- ✓ The approximate date(s) that the problem(s) occurred,
- ✓ The name(s) of the individual(s) involved in the problem(s) (within the college or other students who were involved),
- ✓ Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
- ✓ Evidence demonstrating that the institution's complaint procedure was followed prior to contacting BPPE.
- ✓ The complaint must be signed.

Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education,
2535, Capitol Oaks Drive, Suite 400,
Sacramento, California, 95833.

Mailing address: P. O. Box 980818

W. Sacramento,

CA 95798-0818.

Toll free number: 1 (888) 370-7589 or Telephone Number: 1 (916) 431-6959.

Fax number 1 (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Bay Area College of Nursing maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

Privacy Act for Students

The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Any time personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

Campus Security

All emergencies occurring at Bay Area College of Nursing should be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. All criminal activities occurring at the institution should also be reported immediately to the Chief Executive Officer and/or Chief Operating Officer.

It is the policy of the institution that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the Chief Executive Officer and/or Chief Operating Officer. The Chief Operating Officer must report crime on campus to appropriate police agencies.

Sexual Harassment

The following is Bay Area College of Nursing's policy on sexual harassment:

- ✓ Bay Area College of Nursing intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.
- ✓ Sexual harassment consists of overt activity of a sexual nature when that activity has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:
- ✓ Demands for sexual favors accompanied by threats concerning an individual's employment status;
- ✓ Demands for sexual favors accompanied by promises of preferential treatment concerning an individual's employment status;
- ✓ Verbal, written or graphic communication of a sexual nature;
- ✓ Patting, pinching, or unnecessary contact with another employee's body.

All Bay Area College of Nursing employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so. Employees should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the employee's supervisor. If the problem recurs, or if for any reason the employee does not wish to discuss the problem with their supervisor, contact the Chief Academic Officer or the Chief Executive Officer.

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF *	Supplies/Books	Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>	<i>Refundable</i>	<i>Refundable</i>
Anatomy and Physiology	\$75.00	\$600.00	\$1.50	\$119.08	\$719.08
Nursing Assistant Training	\$75.00	\$750.00	\$1.88	\$48.72	\$798.72
Acute Care Nursing Assistant	\$75.00	\$850.00	\$2.13	\$48.72	\$898.72
Home Health Aide	\$75.00	\$450.00	\$1.13	\$48.72	\$498.72
Vocational Nursing Program	\$250.00	\$26,400.00	\$66.00	\$103.79	\$26,503.79

Books and uniform are refundable only if returned unopened prior to first day of instruction.

*Student Tuition Recovery Fund

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

An itemization of all fees charged for goods and services, equipment and supplies not included in tuition charges. For each degree and certificate program, the following is an overview of fees charged for goods; services, equipment and supplies not included tuition and registration charges:

Other Charges

Program Completion Fee	\$50.00
Course Challenge (per test) -If student passes test, fee is applied towards tuition	\$100.00
Clinical Make-Up (if meet min. amount of students in session)	\$60.00
BACN ID Badge	\$20.00
Returned Check	\$30.00
Late Payment Fee	\$30.00
Transcript Fee	\$15.00
Student Malpractice Insurance 1M/5M (provided under tuition)	\$20.00
WBST (Non-Refundable)	\$25.00
Live Scan fees	\$75.00
BVNPT License fees	\$150.00
Exam fee to board	\$150.00
NCLEX-PN exam fee	\$200.00

Tuition Payment Methods

Please note that Bay Area College of Nursing does not participate in federal and state financial aid programs.

Bay Area College of Nursing accepts payment for tuition, books, equipment and other fees through VISA, MasterCard, or personal or third party checks.

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the college in order to remove their delinquency and remain in good financial standing.

CANCELLATION AND REFUND POLICY

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. A signed cancellation/withdrawal form should be submitted by mail/email/hand-delivered/in person in order to be effective. We will not accept unsigned correspondence in any form. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school prior to the first date of instruction. If you fail to return this equipment, including books, or other materials, in good condition prior to the first date of instruction, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

Refund Policy

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less application fee \$250.00 (VN)/\$75.00 (other courses) and administrative fee of \$250.00 (VN)/\$75.00 (other courses), within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment. There will be an administrative fee of \$250.00 (VN)/\$75.00 (other courses) for this refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: (1) The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. (2) The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School. (3) The student does not return from a leave of absence. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to

the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

(A) Deduct application fee \$250.00 (VN)/\$75.00 (other courses) and administrative fee of \$250.00 (VN)/\$75.00 (other courses), from the total tuition charge.

(B) Divide this figure by the number of hours in the program.

(C) The quotient is the *hourly charge* for the program.

(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition prior to the first day of instruction, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition prior to the first day of instruction, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

CERTIFICATE PROGRAMS
Anatomy and Physiology Course
54 Clock Hours
Certificate Program

Course Description:

A 54 hour theory course which helps prepare a student to function at a competent level in a healthcare environment and gain better understanding of the structure and function of the human body (Credit units: 3).

Course Prerequisites:

- ✓ Must be 18 years old and above
- ✓ Must have a high school certificate or is a high school graduate
- ✓ Must take the WBST/Wonderlic English test with a passing score of 200 and above and Math test with a passing score of 210 and above.

Course Objectives:

Upon completion of this program, the student will be able to:

- Relate human body function and life process.
- Name the major human body system and their related functions.
- Name the major components of each system,
- Describe their anatomical locations and structures and their physiological functions.
- Receive a Transcript from Bay Area College of Nursing (Credit units: 3)

Topic Outline:

- i. Introduction to the Human Body
- ii. Cells, Tissues and Membranes
- iii. Skeletal System
- iv. Muscular System
- v. Nervous System
- vi. Endocrine System
- vii. Cardiovascular System
- viii. Lymphatic System
- ix. Respiratory System
- x. Digestive System
- xi. Urinary System
- xii. Reproductive System

Teaching Strategies:

Lecture, Discussion, Audiovisuals, Return Demonstration, Group and Individual Conferences, and Activity

Time and Location: Theory classes will be held in the classroom.

Nursing Assistant Training Program
154 Clock Hours
Certificate Program

Course Description:

Prepares the Nurse Assistant Student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the course program and passing of the CA State Exam. This course introduces the students to the role of a nursing assistant with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

Course Prerequisites:

- ✓ Successfully pass the Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Math. Must have basic English and Mathematic skills
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health condition that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services. Submit completed Livescan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs of force occasionally, 10-25 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- ✓ Must attend the Bay Area College of Nursing orientation (1st day of class)

Course Objectives:

Upon completion of this program, the student will be able to:

- Upon completion of the 150+ hour course, the nurse assistant will be able to:
- Demonstrate appropriate and effective communication skills.
- Assist with basic emergency procedures.
- Apply the basic principles of infection control.
- Demonstrate behavior which maintains client's/resident's rights.
- Demonstrate behavior which promotes resident's independence and prevents abuse.
- Prepare for certification by the State of California as an entry-level worker on a healthcare team in a long-term facility.

Topic Outline:

- i. Introduction to Healthcare and the Role of the Nursing Assistant
- ii. Patient Rights
- iii. Communication and Interpersonal Skills
- iv. Safe Environment
- v. Body Mechanics
- vi. Principles of Asepsis
- vii. Weights and Measures

- viii. Resident Care skills
- ix. Resident Care Procedures
- x. Vital Signs
- xi. Nutrition
- xii. Emergency Procedures
- xiii. Long Term Care Resident
- xiv. Rehabilitative/Restorative Care
- xv. Observation and Charting
- xvi. Death and Dying

Teaching Strategies:

Lecture, Discussion, Audiovisuals, Selected Readings, Clinical Experiences, Group and Individual Conferences, Return Demonstration

Attendance:

Students are expected to attend all class sessions and clinical time. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed theory or clinical class. The absent student has to make up missed theory class prior to attending clinical hours. Bay Area College of Nursing allows one absence incurred during the course program.

Make-up Work

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis.

Each clinical make-up class shall be paid for by each student at \$60 per hour. A minimum number of ten (10) students are required to schedule a make-up class.

Home Health Aide Training Program
40 Clock Hours
Certificate Program

Course Description:

A 40-hour supplemental theory and clinical training course program which helps prepare the Nurse Assistant Student or CNA become a Certified Home Health Aide. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

There is no reciprocity granted for HHA's. One may NOT work as a certified HHA until he/she is cleared for criminal convictions and received an HHA certificate. The school is an eligible CA Training Provider, but does not offer any other Federal and State Financial Aid.

Course Prerequisites:

- ✓ Must complete an NA training program, currently state certified OR enrolled in the NA/HHA training Program.
- ✓ Must successfully pass the Wonderlic Entrance Assessment Exam with a score of 150 in English and 150 in Math, or higher.
- ✓ Must present proof of good health: A report, which includes a medical history, physical examination and PPD test or chest x-ray
- ✓ Must be free from conviction or have clearance from the CA Department of Health Services.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs of force constantly to move objects.
- ✓ Must have student liability insurance.
- ✓ Must attend the school orientation.

Course Objective:

Upon completion of the 40-hour course, the home health aide student will be able to:

- Acquaint self with the practice of home health care while knowing his/her roles and responsibilities.
- Examine physical changes, developmental needs, and common disease processes found in the home health care client.
- Expand his/her knowledge about safety issues, environmental and personal care including awareness of client's personal preferences as it is delivered in the home.
- Receive a Certification of Completion.

Acute Care Nursing Assistant Training Program
80 Clock Hours
Certificate Program

Course Description:

An 80-hour theory and clinical training course program which helps prepare the long term care nursing assistant to function at a competent level in the acute care setting. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

Course Prerequisites:

- ✓ Must pass the Wonderlic (WBST) test with a passing grade of 150 for English and 150 for Math.
- ✓ Completion of a NA training program, currently State Certified
- ✓ Proof of good health: A report, which includes a medical history, physical examination and PPD test or chest x-ray is required.
- ✓ Must be free from conviction or have clearance from the CA Department of Health Services.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs of force constantly to move objects.
- ✓ Student liability insurance.
- ✓ Must be 18 years old and above.
- ✓ A high school graduate.

Course Objective:

Upon satisfactory completion of the 80-hour course, the Acute Care CNA student will be able to:

- Provide safe, appropriate, efficient, and quality care in an acute hospital setting.
- Build upon and expand previously-learned CNA skills, to enable the nurse assistants to function at a competent level in the acute care setting.
- Learn various disease processes one might encounter in the acute care setting.
- Receive a Completion Certificate.

Topic Outline:

- i. Acute Care Nurse Assistant Responsibilities
- ii. Communication – Documentation
- iii. Safe, Secure Environment
- iv. Care of the Surgical Patient
- v. Gastrointestinal, Nutritional Care
- vi. Genitourinary, Reproductive, Endocrine Care
- vii. Cardiovascular Care
- viii. Respiratory Care
- ix. Orthopedic Care
- x. Neurological Care
- xi. Oncology, Immunosuppression, Death & Dying

Vocational Nursing Program
1649 Clock Hours
Certificate Program

Mission

Bay Area College of Nursing will offer a Vocational Nursing Program to provide a learning environment that promotes the development of the individual's intellect, nursing skills, and social values. By application of this process the student is prepared to pass the National Council Licensing Examination (NCLEX). The program is also designed to support the community health care structure and to stimulate continual growth of each student.

Philosophy

The Bay Area College of Nursing Vocational Nursing Program's philosophy is congruent and consistent with its mission to provide educational excellence for healthcare professionals. To this end, it is the goal of the VN program to educate or develop quality vocational nurses who possess the knowledge and the skills required for safe and effective client practice. The faculty set forth the following beliefs:

- **Man**

The faculty believes that man is unique and is a part of a family, a culture, and a community. Maslow states that human existence is based on needs that arise in hierarchical order: The first and foundation level is the basic physiological needs; the second is safety and security; the third is love and belonging; the fourth level is self-esteem; the fifth level is self-actualization. Based upon Maslow's Hierarchy of Human needs, this humanistic theory focuses upon the whole person including the qualities that make people distinctive and how these qualities develop. This hierarchy of human needs allows the nurse to explore the client on the health-illness continuum beginning with basic concepts and building upon these to explore various normal and abnormal human conditions and related nursing care. The way or method such needs are met is unique to the individual.

- **Health and Illness**

Health and illness are parts of a dynamic continuum that result from either the balance or the imbalance of man's physiological, psychological, social, and spiritual components.

- **Society**

Man is a community of diverse cultures. While all cultures share common needs, the way in those needs are met are unique to the individual culture.

- **Education**

Education is the responsibility shared by the faculty and student to reach the desired goal. Education is not fully realized without an interaction between faculty and the student. With that interaction, it is the responsibility of the faculty to provide accurate nursing knowledge according to the current professional practice. On the other hand, it is the role of the student to receive that information, absorb the knowledge, and internalize the practice so the information becomes a part of them. Nursing is an art and a science requiring scientific principles, technical skills, and empathetic care. This education should incorporate moral, ethical, and legal principles to prepare the student to assume personal accountability for his/her professional behavior.

- **Nursing**

The Vocational Nursing program will provide activities by which changes in knowledge, attitude, and skills occur resulting in measurable behavior. The internal environment and the external environment are intended to stimulate intellectual curiosity, self-discipline, and self-direction. Since each client is a unique part of a family, culture, and community, it is essential that the nurse adapt care to meet these varied needs which include physical, emotional, social, economic, spiritual, and intellectual components. The rights and dignity of each client are respected.

The vocational nurse is an important member of the health care team who, under the direct supervision of a physician or registered nurse, provides patient-centered nursing care. This Vocational Nursing Program is committed to the educational standards of excellence that will ensure marketable skills for the graduate and will permit advancement in the nursing profession.

Course Description:

A 1588.5-hour comprehensive theory and clinical training program requiring three (3) terms of academic work and clinical experience which meets the Basic Curriculum guidelines set forth in Section 2533, Rules and Regulations of the Board of Vocational Nurse and Psychiatric Technician.

The Vocational Nursing Program shall include, but is not limited to, theory and correlated clinical experience that develops the knowledge, skills and abilities necessary to care for clients of all ages in current health care settings. The curriculum content is taught in a sequence that results in the student's progressive mastery of knowledge, skills, and abilities. Instruction is in English Language only. The total hours for the program are as follows: theory portion = 576 hours; laboratory time = 235.5 hours; clinical portion = 777 hours; prerequisite: Introduction to Anatomy and Physiology = 54 hours.

Course Prerequisites:

I. Admission Requirements:

1. Completely filled out Bay Area College of Nursing application form.
2. High school transcript of records sealed and sent by the school or G.E.D. certificate.
3. All foreign transcripts must be evaluated by a member of the National Association of Educational Credential Service for 12th grade equivalency.
4. Complete Anatomy and Physiology course of at least 3 semester units with a grade of C or higher. ***This course may be taken at Bay Area College of Nursing or at a community college.***
5. Complete Entrance Assessment Test with a score of 200 or higher in English and a score of 210 or higher in Mathematics. Test scores must be within 2 years prior to the date of admission.
6. Current and valid C.P.R. certificate.
7. Physical examination by a medical doctor or nurse practitioner.
8. TB clearance; hepatitis B vaccination or at least 1st injection of the series of 3; MMR or titer verifying immunity to measles (rubeola), mumps, and rubella; varicella immunization or immunity verification by titer and current flu vaccine.
9. Tetanus within past 5 years
10. Personal malpractice insurance.
11. Must be at least 17 years of age by the time the program begins.
12. Have no convictions in any court of law of a crime other than minor traffic violations
13. Two (2) Letters of Recommendation.

14. Laptop once admitted into the program.
15. Clinical Paraphernalia once admitted into the program.

II Selection Procedure

1. The application for B.A.C.N. should be filled out when all admission requirements have been met.
2. Applicant's name will be placed on the eligibility list in the order of date and time received. The application fee is due at this time.
3. Applicant shall be competitively screened for the open slots based on qualifications, quota and requirements for admission. The final phase of the selection process will be an interview with the prospective students.
4. Enrollment must be completed within seven (7) business day from acceptance in the program. Failure to do so will disqualify the applicant from admission.
5. When class size has been filled, the next two applicants will be identified as "alternates". Alternates will attend classes through the Fundamentals period (first 3 weeks of program). The alternate at the top of the list at the time of an opening will be allowed to replace any student who leaves the program during this time. If an alternate does not replace a student, he/she will be guaranteed admission to the next class. The alternate who becomes a student in the next class is not required to attend a class days already completed; however, attendance is encouraged to refresh skills.

Program Outline:

Term I	Minor Subjects Fundamentals in Nursing Basic Med-Surgical
Term II	Minor Subjects (continued) Intermediate Med-Surgical
Term III	Minor Subjects (continued) Advanced Med-Surgical OB-GYN PEDS

Course Objectives:

By the end of Term I: Foundations of Nursing and Basic Medical Surgical Nursing, students will:

- ✓ Demonstrate knowledge of the origins of nursing and role of the LVN.
- ✓ Identify the role of the vocational nurse related to the legal/ethical rights of patients.
- ✓ Demonstrate basic understanding and proficiency in the performance of basic nursing skills.
- ✓ Demonstrate basic understanding of the nursing process and its relationship to effective client - centered care.

- ✓ Recognize and demonstrate basic understanding of different cultures and their implications for client care.
- ✓ Demonstrate basic knowledge of disease prevention and the implications for nursing care.
- ✓ Identify the 6 rights of medication administration and explain the actions, possible side effects, adverse reactions, and nursing interventions for each major drug classifications.

By the end of Term II: Intermediate Medical Surgical Nursing, students will:

- ✓ Demonstrate increased knowledge of the origins of nursing and the role of the VN.
- ✓ Demonstrate increased knowledge about the role of the vocational nurse related to the legal/ethical rights of patients.
- ✓ Demonstrate increased knowledge and proficiency in the application of intermediate level medical surgical nursing procedures.
- ✓ Apply the nursing process and create comprehensive teaching plans while caring for assigned patients.
- ✓ Demonstrate understanding of individual client needs including socioeconomic, spiritual, emotional, and cultural diversity.
- ✓ Demonstrate prevention and control of diseases by applying safe, aseptic techniques while caring for the assigned client.
- ✓ Demonstrate knowledge, skill, and accuracy in administering routine medications.

By the end of Term III: Advanced Medical Surgical Nursing/OB and Peds, students will:

- ✓ Demonstrate understanding of professional boundaries that must be maintained during the care for assigned clients.
- ✓ Demonstrate advanced level of knowledge and proficiency in the application of advanced level medical surgical nursing procedures.
- ✓ Demonstrate ability to expound and carry out nursing care plans by coordinating with the healthcare team.
- ✓ Analyze the impact of increased understanding of cultural sensitivity as it relates to healthcare.
- ✓ Demonstrate understanding and control of high-risk infectious diseases while caring for the assigned client.
- ✓ Demonstrate critical thinking in the administration of prn medications and withholding of routine medications.

Time and Location:

Theory classes will be held in the classroom and clinical hours (am or pm shift) will be at the contracted training facilities or skills laboratory. Bay Area College of Nursing has the right to change class and clinical locations, times and days, if deemed appropriate, with sufficient notice. Being a student in VN program requires full time focus and concentration. Personal and employment reasons will not be accommodated by Bay Area College of Nursing as a result of the change.

Teaching Strategies: Lecture, Discussion, Audiovisuals, Return Demonstration, Group and Individual Conferences, Activity and Clinical Experiences

Curriculum Content	Prerequisites	Term 1	Term 2	Term 3	Term 4	Comments	Totals
Anatomy & Physiology	54						54
Nutrition		18	7.5	17			42.5
Psychology		10	0	16			26
Growth & Development		2	10	17			29
Fundamentals of Nursing		59	0	0			59
Nursing Process		(6)	(2)	(2)			0
Communication		(6)	(2.5)	(3)			0
Patient Education		(3)	0	(13)			0
*Pharmacology		18	37	32			87
Medical/Surgical Nursing		50	104.5	100			254.5
Communicable Disease		(3)	(4)	(4)			0
Gerontological Nursing		(7)	0	0			0
Rehabilitation Nursing		(4)	(2)	(5)			0
Maternity Nursing		0	0	12			12
Pediatric Nursing		0	0	12			12
Leadership		0	0	(8)			0
Supervision		0	0	(8)			0
Ethics & Unethical Cond.		(4)	(1)	(19)			0
Critical Thinking		(2)	0	0			0
Culturally Congruent Care		(3)	0	0			0
End-of-Life Care		(1)	0	0			0
Total Theory Hours	54	157	159	206	0		576
Skills Lab Hours		90	61.5	84			235.5
Clinical Experience Hrs		237	252	288			777
Total Clinical Hours	0	327	313.5	372	0		1012.5
TOTAL PROGRAM HOURS							1588.5
Breakout of Clinical Hours by Topic Areas:							
Topic	Hours						
Fundamentals	117						
Medical-Surgical	731.5						
Pediatrics	36						
Maternity	36						
Leadership	16						
Supervision	16						
Total Clinical Hours	1012.5						

List of the requirements for eligibility for licensure

The following programs offered by Bay Area College of Nursing lead to licensure.

1. *Nurse Assistant*
2. *Home Health Aide*
3. *Vocational Nurse*

Nurse Assistant

Our Nurse Assistant Training program prepares the Nurse Assistant student for the State of California Nursing Assistant Competency Evaluation. To work as a Certified Nurse Assistant a graduate from the program must pass the State of California Nursing Assistant Competency Evaluation.

Home Health Aide

A 40-hour supplemental theory and clinical training course program which helps prepare the Nurse Assistant student or CNA become a Certified Home Health Aide. There is no reciprocity granted for HHA's. One may NOT work as a certified HHA until he/she is cleared for criminal convictions and received an HHA certificate. The school is an eligible CNA/HHA Training Provider, but does not offer any other Federal and State Financial Aid.

Bay Area College of Nursing is approved by the California Department of Public Health to offer Nursing Assistant and Home Health Aide and Acute Care Nursing Assistant. Students may not enroll into Acute Care Nursing Assistant until they have completed a Nursing Assistant training program and passed the requisite State of California Nursing Assistant Competency Evaluation.

Disqualifying Penal Code Sections

If an applicant has been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification and will therefore be denied employment. All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

- 187 Murder
- 192a Manslaughter, Voluntary
- 203 Mayhem
- 205 Aggravated Mayhem
- 206 Torture
- 207 Kidnapping
- 209 Kidnapping for reason, reward or extortion or robbery
- 210 Extortion by posing as kidnapper
- 210.5 False imprisonment
- 211 Robbery (includes degrees in 212.5 (a) and (b))
- 220 Assault with intent to commit mayhem, rape, sodomy and/or oral copulation
- 222 Administering stupefying drugs to assist in commission of a felony
- 243.4 Sexual battery (includes degrees (2) – (d))
- 245 Assault with deadly weapon, all inclusive
- 261 Rape (includes degrees (a) – (c))
- 262 Rape of spouse (includes (a) –(e))
- 264.1 Rape or penetration of genital or anal openings by foreign object

- 265 Abduction for marriage or defilement
- 266 Inveiglement or enticement of female under 18
- 266a Taking person without will or by misrepresentation for prostitution
- 266b Taking person by force
- 266c Sexual act by fear
- 266d Receiving money to place person in cohabitation
- 266e Placing a person for prostitution against will
- 266f Selling a person
- 266g Prostitution of wife by force
- 266h Pimping
- 266i Pandering
- 266j Placing child under 16 for lewd act
- 266k Felony enhancement for pimping/pandering
- 267 Abduction of person under 18 for purposes of prostitution
- 273a Willful harm or injury to a child; (includes degree (a)-(c))
- 273b Corporal punishment/injury to a child (includes degrees (a)-(c))
- 273.5 Willful infliction of corporal injury (includes (a)-(h))
- 285 Incest
- 286c Sodomy with person under 14 years against
 - (d) Voluntary acting in concert with or aiding and abetting with
 - (f) Oral copulation with unconscious victim
 - (g) Oral copulation with victim with mental disorder or developmental or physical disability
- 288.5 Continuous sexual abuse of a child (includes degree (a))
- 289 Penetration of genital or anal openings by foreign object (includes degrees (a)-(j))
- 289.5 Rape and Sodomy (includes degrees (a) and (b))
- 368 Elder or dependent adult abuse, theft or embezzlement of property (includes (b)-(f))
- 451 Arson (includes degrees (a)-(e))
- 459 Burglary (includes degrees in 460 (a) and (b))
- 470 Forgery (includes (a) and (e))
- 475 Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (includes degrees (a)-(c))
- 484 Theft
 - 484b Intent to commit theft by fraud
 - 484d-j Theft of access card, forgery of access card, unlawful use of access card
- 487 Grand Theft (includes degrees (a)-(d))
- 488 Petty theft
- 496 Receiving stolen property (includes (a)-(c))
- 503 Embezzlement
- 519 Extortion
- 666 Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Vocational Nurse

The law does require Vocational Nurses be BVNPT licensed to work. To get the LVN license it's required to pass a licensing examination after completing a State-approved Vocational Nursing program. Students will be eligible to take the NCLEX-PN licensure examination to become licensed after completion of the VN program. Bay Area College of Nursing's Vocational Nursing Program prepares students is prepared to pass the National Council Licensing Examination (NCLEX). Bay Area College of Nursing is accredited to offer Vocational Nursing by the Board of Vocational Nursing and Psychiatric Technicians.

CLINICAL FACILITY

Bay Area College of Nursing provides each student the opportunity to experience all that modern medicine has to offer. The program has many excellent clinical affiliates. Each facility has a complete array of state-of-the art equipment. During clinical rotations, students will gain experience different areas of nursing. Students are assigned to clinical rotations in hospitals and various outpatient centers in the community. The clinical internship helps students gain experience that prepare them for entry-level positions.

Below is the list of BVNPT approved facilities:

Creative Montessori, Pacifica
Valley House Care, Santa Clara
Driftwood Healthcare Center, Hayward
Seton Medical Center-Coastside, Moss Beach
Planned Parenthood, Hayward, Pacifica, Blossom Hill, Mar Monte
Palo Alto Nursing Center, Palo Alto
Marin Day Care, Redwood City
Creative Montessori, E. Palo Alto
Big Montessori, San Francisco
Love n Care, Palo Alto
Linda Mar Care Center, Pacifica
Brookside Care Center, San Mateo
White Blossom Care Center, San Jose
Our Lady of Fatima, Saratoga
Lytton Gardens, Palo Alto
Jewish Home San Francisco

Academic Calendar

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

Holidays

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day

Winter Holidays

Students wishing to be absent on other nationally recognized holidays must request so in writing to the Program Director at least three school days prior to the holiday.

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name:
Signature:
Social Security or Student number:

FACULTY

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, RNs, LVNs, and Physicians from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

BACN INSTRUCTORS (as of 11/04/11)

Ava Almanzor, LVN, ASN

Major: Nursing at Martinez Memorial College, Manila, Philippines

Past: Instructor at Unitek College of Nursing, NCP College of Nursing; Home Health Pediatric Nurse at Maxim Healthcare Services (Fremont); Charge Nurse at Menlo Park Place (Menlo Park)

Yancy Aquino, MD

Major: Medicine at University of the East Ramon Magsaysay Memorial Medical Center (UERMMMMC) College of Medicine, Quezon City, Philippines; Clinical Science at San Francisco State University

Past: Physician Assistant at San Juan Institute (San Juan, Ilocos Sur, Philippines); Medical Internship at Veterans Memorial Medical Center (Quezon City, Philippines)

Virginia Arde, LVN

Major: Nursing at University of Northern Philippines

Past: Instructor at Nurse Builders School of Nursing, Western Career College, TLC School of Nursing Assistant (Hercules, CA),; Staff Nurse at Valley Pointe Nursing and Rehab (Castro Valley, CA), Care Center of Rossmoor (Walnut Creek, CA); Nursing Supervisor at Lifehouse Health Care Center (Castro Valley, CA)

Joanne Briosos, RN, BSN

Major: Nursing at United Doctors Medical Center, College of Nursing, Quezon City, Philippines

Current: Director of Nursing Services at Windsor Park Care Center (Fremont, CA)

Past: RN Supervisor, Unit Manager at Family Senior Care / Fremont Health Care Center (Fremont, CA); Charge Nurse / PM Supervisor at Mariner / Courtyard Care Center (San Jose, CA)

Jessica Sy Chua, RN, BSN

Major: Nursing at Chinese General Hospital College of Nursing, Manila, Philippines

Current: Instructor at NCP College of Nursing

Past: Instructor at California Nurses and Vocational Institute; Instructor and Preceptor at Chinese General Hospital College of Nursing; Staff Nurse/Charge Nurse at Chinese Hospital (San Francisco, CA); Staff Nurse, Charge Nurse, Head Nurse at Chinese General Hospital and Medical Center (Manila, Philippines)

Ogbugo Emeh, MD

Major: Medicine and Surgery at University of Calabar, Cross-River State, Nigeria

Past: Instructor at Medical Career College, Institute for Medical Education; General Physician at Center for Public Health (Abia State, Nigeria), Civil Service Clinical (Federal Ministry of Health, Abia State, Nigeria), Prime Care Specialist Hospital (Abia State, Nigeria)

Maria Cecilia Ereno, RN, BSN

Major: Nursing at the University of Santo Tomas, Manila, Philippines

Current: Director of Nursing at Palo Alto Nursing Center (Palo Alto, CA)

Past: MDS Coordinator, Charge Nurse at Palo Alto Nursing Center (Palo Alto, CA)

Steven Kim, MD

Major: Medicine at UC Davis School of Medicine (Davis, CA); Human Biology at Stanford University (Stanford)

Past: Instructor at New College Science Institute; Faculty Member and Special Lecturer at San Jose State University (San Jose, CA); Assistant Clinical Professor of Family Medicine at Stanford University School of Medicine (Stanford, CA) and UCSF School of Medicine (San Francisco, CA); Student Health Center Staff Physician at San Jose State University (San Jose, CA); Facility Staff Family Physician at Kaiser-Permanente, Santa Teresa (San Jose, CA); Clinical Supervisor & Consultant at Kaiser Call Centers (San Jose, CA); Staff Family Physician at Camino Medical Group (Sunnyvale, CA); Staff Family Physician at Primary Health Care Associates (Daly City, CA); Facility Staff Family Physician at Kaiser Permanente, San Dimas (San Dimas, CA)

Maria Loyvilyn Olayvar, RN, BSN

Major: Nursing at the University of Santo Tomas, Manila, Philippines

Past: Nurse at Seton Medical Center, St. Francis Memorial Hospital, Queens Medical Center (Honolulu, HI), St. Francis West Medical Center (Hawaii), Hendrick Medical Center (Abilene, TX), Medical City Medical Center (Mandaluyong, Philippines); Instructor at University of Santo Tomas (Manila, Philippines)

Judith Ong, LVN

Major: Vocational Nursing at Unitek College, Santa Clara, CA; Medicine at Fatima College of Medicine, Philippines; Biology at Far Eastern University, Philippines

Current: Instructor & Clinical Coordinator at Institute of Medical Education (San Jose, CA)

Past: Charge Nurse at San Tomas Convalescent Hospital (San Jose, CA); MDS Coordinator at A. Grace Subacute Hospital (Campbell, CA); Medical Clinical Coordinator at Chanwell Clinic (San Jose, CA)

Neil Pornel, RN, MD

Major: Nursing at Philippine College of Health Sciences, Manila, Philippines; Medicine at Far Eastern University – Nicanor Reyes Medical Foundation, Inc, Quezon City, Philippines; Mathematics at Pennsylvania State University – Capital Campus

Current: Charge Nurse at Our Lady of Fatima Villa (Saratoga, CA)

Past: Unit Clerk at Sunbury Community Hospital and Outpatient Center (Sunbury, PA); Instructor at Emilio Aguinaldo College

Remedios Reclamado, LVN

Major: Nursing at University of Pangasinan School of Nursing, Pangasinan, Philippines

Current: Charge Nurse at Carlmont Gardens Skilled Nursing Health Center (Belmont, CA); Charge Nurse at Belmont Convalescent Hospital (Belmont, CA)

Past: Instructor at Providence Vocational School (Daly City, CA); Medication Nurse at Seton Medical Center (Daly City, CA); Charge Nurse at Pacifica Nursing and Rehab Center (Pacifica, CA), Saint Francis Pavilion (Daly City, CA)

Nely Sperduto, LVN, MDM

Major: Vocational Nursing at Bay Area College of Nursing, Palo Alto, CA; Dentistry at De Ocampo Memorial College, Manila, Philippines; Pre-Dental at University of the East, Manila, Philippines

Past: Charge Nurse at Palo Alto Nursing Center (Palo Alto, CA); Certified Nursing Assistant at Palo Alto Nursing Center (Palo Alto, CA); Caregiver / Assistant Administrator at Sunrise Residential Care (San Mateo, CA)

Resty Villarina, RN, BSN

Major: Nursing at Arellano University, Manila, Philippines

Current: Nurse Preceptor at Davita Health Care

Past: Nurse Preceptor at Gambro Health Care; Anemia Manager, Hemodialysis Nurse at Gambro Health Care; Head Nurse, Hemodialysis Nurse at St. Theresa Dialysis (Manila, Philippines)

Gemma Zamora, LVN

Major: Vocational Nursing at Bay Area College of Nursing;

Past: Charge Nurse at Pilgrim Haven (Los Altos, CA); Charge Nurse at White Blossom Care Center (San Jose, CA); Certified Nursing Assistant at Courtyard Care Center (San Jose, CA)