



**P R E M I E R E**  
**I N T E R N A T I O N A L**  
**C O L L E G E**

**CATALOG**

**PREMIERE INTERNATIONAL COLLEGE**

**VOLUME 6.0**

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PREMIERE INTERNATIONAL COLLEGE

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## WELCOME TO PREMIERE INTERNATIONAL COLLEGE

### WELCOME TO PREMIERE INTERNATIONAL COLLEGE

It gives me pleasure to welcome you into the Premiere International College (PIC) family. PIC is dedicated to training students for careers in the nursing profession. We are committed to the belief that a higher education has the power to change lives. Nursing education is what we do, and we measure our success by how well our students are prepared to enter the vastly growing health care industry.

Premiere International proudly serves its student by providing a quality education in a friendly, encouraging, and professional environment. Every day the faculty and staff at PIC strives to build this environment by providing the essentials, encouragement, and materials required for our students to accomplish their goals in school and beyond.

We take a personal interest in your success and urge you to work diligently with our faculty, staff, and classmates. This network of people will enrich your school experience and assist as you progress through your program.

This catalog provides an overview of PIC and an introduction to the various nursing opportunities that are possible with your commitment toward excelling ahead. We are elated to have you as part of our student body and look forward to assisting you achieve your goals and realize your potential.

Respectfully,

Cynthia Rue

CEO and Owner

## GENERAL INFORMATION

### HISTORY/OWNERSHIP

In 2009, Premiere International College was founded by Cynthia Rue which was originally named West Lawrence Academy. Ms. Rue's motivation for opening the school was to develop highly skilled nurses to provide care for medically compromised patients in Fort Myers and the surrounding areas.

In 2010, the school received approval to offer Practical Nursing Program by the Florida Board of Nursing and the Commission of Independent Education and in 2012 the Nursing Program was approved. With the support of the local Ft. Myers community, PIC received approval for a RN to BSN Program in 2013 by the Florida Board of Nursing and Florida Commission of Independent Education designed for seamless continuity of education for licensed Registered Nurses.

In 2015, Premiere International College received approval for the Home Health Aide and Business Administration (AS, BS, MS) by the Florida Commission of Independent Education. The school has since built a reputation for excellence in education as it has attracted committed educators and administrative staff.

### MISSION

The mission of Premiere International College is to develop student knowledge and skills necessary to transition into their chosen profession. The College provides quality education which fosters a student-centered learning environment designed to meet the needs of a diverse workforce.

### PHILOSOPHY

PHILOSOPHY Premiere International College is devoted to educating the community. We provide students with an atmosphere that capitalizes on student-centered learning. PIC considers each student as an individual and strives to be cognizant of all requests from members of the student body. PIC graduates are instilled with the belief that family values, commitment, and perseverance will allow them to become productive members of society.

### GOALS AND OBJECTIVES

The goals and objectives are essential to the mission of Premiere International College. In keeping with the needs and background of our students Premiere International College faculty, administration, and management's purpose is to:

- Bring knowledge to the local community of the opportunities in the nursing profession achievable through completion of nursing training programs.
- Provide comprehensive nursing programs that prepare students for direct entry into the job market.
- Support students in the successful completion of their nursing programs of study.
- Provide students with opportunities to develop the soft skills necessary to be successful in school and in their nursing profession.
- Contribute to the community by providing adequately trained and prepared nursing professionals.
- Create a challenging and supportive environment for employees, and provide learning and growth opportunities, and infrastructure necessary to do his/her job effectively.
- Establish for employees an environment and policies that ensure PIC regulatory compliance.
- Guide students to be successful professionals at their places of selected employment.

## ACADEMIC CALENDER 2018

<b>WINTER 2018</b>	
January 2, 2018	Winter Classes start
January 5, 2018	Last day to drop classes
January 15, 2018	Martin Luther King Day (no classes)
February 19, 2018	Presidents Day (no classes)
March 12, 2018	Winter Quarter Ends
April 9-15, 2018	Spring Recess
April 3-9, 2018	Registration for Summer 2018 classes
April 24-30, 2018	Finals/Classes end
<b>SUMMER 2018</b>	
May 8, 2018	Summer semester starts
May 28, 2018	Memorial Day (no classes)
June 12, 2018	Last Day to drop classes
July 4, 2018	Independence Day (no classes)
August 7-12, 2018	Registration for Fall 2018 classes
August 14-19, 2018	Finals/Classes end
<b>FALL 2018</b>	
August 28, 2018	Fall semester starts
September 5, 2018	Labor Day (no classes)
October 2, 2018	Last Day to drop classes
October 8, 2018	Columbus Day (no classes)
November 11, 2018	Veterans Day (no classes)

November 22-26, 2018	Thanksgiving (no classes)
December 4-9, 2018	Registration for Spring 2018
December 10-14, 2018	Finals/Classes end

The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any: (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) riot; (c) fire; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student Calendar. If the school exercises any of its rights to change or modify the Student Calendar, the student's Enrollment Agreement with the school will remain in full force and effect, and the student will not be relieved of any of his or her obligations thereunder.

**SCHOOL LICENSE APPROVAL AND ACCREDITATION STATE LICENSE**

Premiere International College is licensed by the Commission for Independent Education, Florida Department of Education. Additional Information regarding PIC may be obtained by contacting:

**THE COMMISSION FOR INDEPENDENT EDUCATION FLORIDA DEPARTMENT OF EDUCATION**

325 West Gains Street, Suite 1414 Tallahassee,  
 Florida 32399-0400  
 Toll-free telephone number 888-224-6684; Fax number (850) 245-3234 CIE  
 License number 4244

**FLORIDA BOARD OF NURSING**

The Practical Nursing and Associate of Science in Nursing are licensed by the

Florida Board of Nursing, 4052 Bald  
 Cypress Way, BIN C-02,  
 Tallahassee, FL 32399-3252; (850) 245-4125.

**ACCREDITATION**

Premiere International College is an accredited college by Accrediting Council for Independent Colleges (ACICS). The acceptance of credit(s) transferred to the college will be evaluated and applied by PIC. Students have the right to review all documents describing accreditation, approval and licensing. The ground campus has the information displayed in the main reception areas of the campus. The information is also available by request.

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite

850 Atlanta, GA 30326 404-

975-5000 [www.acenursing.org](http://www.acenursing.org)

## DECLARATION OF CONTROL

Premiere International College is governed under the Laws of the State of Florida.

Email: [info@premiereintlinst.com](mailto:info@premiereintlinst.com)

Telephone: 239-454-5000

## HOURS OF OPERATION

### **Business Office:**

Monday through Thursday 9:00 am – 6:00 pm

Friday 9:00 am – 2:00 pm **Class**

### **Hours:**

Monday through Thursday 8:00 am – 10:30 pm

Friday 8:00 am – 10:30 pm

(Class hours are subject to change due to Clinical Rotations)

Clinical Hours: vary per course calendar

## LIBRARY

### **Library Hours:**

Monday and Wednesday 9:00 am – 1:00 pm

Tuesday and Thursday 12:00 pm – 4:00 pm

Friday 9:00 am – 2:00 pm

Monday - Friday 4:30 pm - 7:30 pm

Holiday Hours vary

## ORGANIZATION AND ADMINISTRATION

The organizational structure of Premiere International College (“PIC”) is simple and flexible, allowing the college to expand to fit the diversification of the College’s programs and the new demands brought on by growth in Southwest Florida. The College’s administration consists of the following:

- Board of Directors
- President
- Executive Director
- Director of Education
- Library Director
- Registrar
- Director of Student Services

As the College develops through increased enrollment, diversification, and the expansion of academic programs and courses, as well as plans for graduate studies, there will be a need to create new leadership and operational positions. These are expected to include: Director of Graduate Studies, Reference Librarians, Deans, Coordinators, Director of Career Development and Placement, Admissions Director, IT Director, and others.

## GOVERNANCE OF THE COLLEGE

Premiere International College is privately owned as a for-profit corporation. The operation of the College is managed and its corporate powers exercised by the Board of Directors. The College has an active faculty governance system, which promotes mutual involvement of the Faculty and administration in planning, implementing, assessing, and evaluating all college programs. The Faculty Organization, as a part of the total College, functions within the framework outlined in the rules of the College in the Florida Administrative Code.

Among its other duties:

- Recommend policy to the Campus President of the College. The Faculty has a major responsibility to formulate policy recommendations in all academic matters.
- Facilitate the orderly accomplishment of Premiere International College mission.
- Debate and deliberate issues related to nursing and health care.
- Review curricula and promotion and tenure procedures.
- Select the president of the College
- Amend and/or approve the annual budget for the College;
- Determine the compensation of the directors, the president, and the directors; and Perform any other necessary tasks in the administration of the College.
- Selection of course materials, instructional equipment, and other education resources. Assessment of student learning outcomes.

The Faculty Organization is comprised of different representative from various areas of the College, which forms the Faculty Leadership Council. This Leadership Council has a variety of duties including, but not limited to, monitoring and coordinating progress of committees in relation to the Mission and Goals of the College; recommending policies to the Campus President and/or Director of Education; receiving, considering, referring

and approving matters submitted in writing to the Council including recommendations from Standing Committees, Special Committees, or individual faculty members.

## **BOARD OF DIRECTORS**

The following is the current membership of the Board of Directors:

- Cynthia Rue
- Willie Brice
- Levon Sims
- Dr. Winston Dacosta Irving
- Dr. Aaron Howard
- Minnie Jackson
- Jeneva Kelly
- Diane Spears
- Dr. Israel Suarez

## **COLLEGE ADMINISTRATORS**

**PRESIDENT** Cynthia Rue serves as the President of the College. Her primary responsibilities are to oversee all College functions and all ultimate decision-making (except those decisions requiring Board approval); give final approval on all faculty hiring and other major decisions (except those decisions requiring Board approval); network with pertinent industry personnel; promote the College within the community; modify the purpose and missions of the College as it grows and develops and as the needs of students and the market change over time; and perform other duties as designated by the Board of Directors.

**DIRECTOR of EDUCATION** Lisa Winegardner has the responsibilities of the Director of Education include the supervision of academic affairs, faculty, student services, and online distance education. She administers the day-to-day operations of the College consistent with the standards and procedures adopted by the College.

**EXECUTIVE DIRECTOR** Dr. Aaron Howard serves as the ED develops and administers the College budget and supervises the maintenance of employee records for payroll and benefits and directs the implementation of payroll for all personnel. He also handles purchase orders, buys supplies and materials, interacts with vendors, and maintains the stock of supplies in good order. He performs other duties as designated by the President.

**LIBRARY DIRECTOR** Jubilee Brainerd serves as the Library Director orders, maintains and catalogs books, newspapers, films and electronic equipment, coordinates information for the billboards and assists students in finding information resources.

**REGISTRAR** Jeneva Kelly serves as the Registrar, which supervises admission, assists in developing admission and registration schedules and procedures. The registrar also maintains and analyzes academic records, statistics

and archives and directs the preparation of student transcripts. The Registrar is assisted by the Director of Education in monitoring the awarding of titles and degrees. The registrar also assists the Director of Student Services in monitoring retention of students.

**DIRECTOR OF STUDENT SERVICES** Shanika Hall serves as the Director of Student Development provides student orientation and academic advising to students, assists in maintaining the effectiveness of academic programs and services, serves as a liaison between students and faculty or administrators, and monitors the academic performance of students, focusing on retention.

**DIRECTOR OF ADMISSION** Sherita Czajka serves in this position, she provides coaching and administrative support the college students to realize their educational goals. Maintain, coordinate, and process confidential documents and information (course evaluation syllabi, faxes, mail).

## FACILITIES

The College seeks to provide faculty, staff, and students with modern facilities that integrate a traditional educational environment. Premiere International College campus is located at 2055 Central Ave, Fort Myers, Florida 33901. The 18,000-square foot facility in opened in October 2014, which provides an environment that is conducive to good instruction and learning and readily supports the educational programs offered by the college.

The college location is convenient and highly visible to students, downtown Fort Myers. The surrounding stores, banks, and restaurants create an environment that is appealing to students and meets their needs. Public transportation is available with a bus stop directly in front of the college building. Inside the college building there are several instructional classrooms. The furnishing throughout the building is comfortable for students. Each of the classrooms has a projector as well as a computer for use by the instructors with network connections to the Internet. There are multiple study areas to enhance the student's learning experiences. There is also a general computer lab for students with 12 computers. Free Wi-Fi is available on campus.

There are also two specially equipped areas that are accessible to the public – the library has an area and sectioned rooms for meetings and access to a diverse educational selection of resources. The Bistro has full seating area for studying and dining one on one and/or in groups.

Other areas include a Faculty Lounge, an Auditorium and a centrally located Library. To provide students with convenient and accessible services, all student-related functions (registration, financial aid, and student development) are in the central administrative area.

## CAMPUS SAFETY AND SECURITY

PIC is strongly committed to crime prevention and the safety of the campus community. The school does not employ its own security personnel, and therefore relies on state and local law enforcement personnel for any serious security efforts. Since the school is open to the public, and not restricted to students and employees, people should take the same precautions regarding personal safety and possessions that they take in other



public locations. Students of the PIC should report any crimes that occur on campus to the Instructor or Program Director/Administrator.

The Administration Office maintains Incident Logs. Students or employees making a report of a crime may request confidentiality, but the school does not guarantee that confidentiality will always be possible. There may be occasions when the reporter will need to be identified to those people participating in an investigation.

In accordance with Megan's Law, any person who is found to be a sexual predator, habitual sex offender, or sexual oriented offender, and resides in Florida must now register with the State of Florida. Anyone interested in obtaining the information of registered sex offenders can access the following website:

<http://offender.fdle.state.fl.us/offender/Search.isp>

## COLLEGE POLICIES

### MAJOR POLICY STATEMENTS

This section of the college catalog outlines policies and procedures relevant to students enrolled in Premiere International College.

### STUDENTS WITH DISABILITIES - POLICY ON THE HANDICAPPED

Premiere International College accommodates students with disabilities under federal law. Premiere International College complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, because of the handicap, will be excluded from enrolling in a program of instruction. However, any handicapped person seeking admission should be aware that the program requires a level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the health care industry. All facilities are readily accessible to the handicapped students.

### NON-DISCRIMINATION

The college is open to all students who are qualified according to its published admission standards. The college encourages applications from qualified applicants of both sexes from all cultural, racial, religious, and ethnic groups. The college is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations, or opinions. All college employees have a responsibility to keep the work environment free of discrimination. When the college is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action. For this regulation, discrimination is defined as any disparity of treatment or limitation of access based on race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations, or opinions. All acts of discrimination must be documented in writing, specifying the basis for discrimination.

The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to Student Services or Office Manager, as appropriate. Should a student feel discriminated by a

member of the Student Services, the student must submit the complaint to the Director of Education coordinator of his or her concentration, or to another college official. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Services or Office Manager, as appropriate. Unless complainant signs it, it will be an informal complaint. Premiere International College will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings and recommendations. Reports will be kept confidential at the Department of Student Services.

The college may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the college will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

## ACADEMIC INTEGRITY

Academic Integrity is essential to an educational college and to the whole educational experience. Individual students, faculty, and staff members, as well as the college's organizations, must affirm this quality. The importance of integrity and ethics will be portrayed by faculty in their course instruction and will be an integral part of college life at PIC. The Academic Integrity Policy requires that all members of the college conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at PIC. The college will take severe action against dishonest students, faculty, staff, and administrators.

## ALCOHOL AND DRUG USE

PIC, as a college of higher education, is dedicated to the well-being of all members of the college community--students, faculty, employees, and administrators. In a demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of PIC to endeavor to prevent substance abuse through programs of education and prevention.

The college recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the college's policy to work with members of the college community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance. The college also recognizes that the possession and/or use of certain substances are illegal, and the college is obligated to comply with local, state, and Federal laws. Students should be aware that they are subject to losing eligibility to receive Scholarships or Grants for conviction of an offense involving possession or sale of illegal drugs.

## TOBACCO USE POLICY

The College wants to promote a healthful and clean work environment for students, employees, staff, and visitors. In accordance with Florida's Clean Indoor Air Act (FCIAA), smoking is prohibited in all College buildings.

This includes, but is not limited to, any classroom, laboratory, library, faculty offices, administrative building, dining facility, or any other facility owned or controlled by the College.

## POLICY AGAINST SEXUAL HARASSMENT

It is the intent of PIC to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made based on whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance. At PIC, sexual harassment of or by employees includes the following:
  - Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
  - Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
  - Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting on an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
  - Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
  - Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At PIC, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with student's academic performance or creating an intimidating, hostile, or offensive academic environment;

- Unwelcome physical contact, including but not limited to, patting, Pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to the Director of Student Services or the Director of Education. All allegations of sexual harassment of or by a student, faculty member, or any other College personnel will be promptly and thoroughly investigated by the Office of Student Services and/ Executive Director.

PIC recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

It is improper conduct for a PIC faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any college employee and a student enrolled in the college may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the college environment. At PIC, romantic and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.

## **LIBRARY USE POLICY**

The library's policy regarding student borrowing and the return of items are posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students can borrow materials for up to 14 days. These materials may also be renewed for a period of 14 days. Fines and late fees are assessed for late items at the rate of 75 cents per book per day. Students are charged replacement value up to a cost of \$125 for any item that is lost. These fees are collected before the student can register for the next quarter's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian may grant permission for reference materials, where necessary and appropriate.

## **COMPUTER POLICIES**

PIC computing facilities are provided for the use of PIC users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The College views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

## COMPUTER USE POLICY

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of PIC. It applies to all users of the College's computing resources, including students, faculty, employees, alumni, and guests of the college. Computing resources include all computers, related equipment, software, data and local area networks for which the College is responsible

The computing resources of PIC are intended to be used to conduct the legitimate business as PIC. All users must have proper authorization for the use of the College's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the College's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others.

Computer hardware and software are the property of PIC and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy College-purchased or leased software.

## EMAIL AND INTERNET USE POLICY

All email communications sent or received at the college should be considered official college correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy, and consideration. The college under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at PIC have access to the Internet. It is expected that all individuals using PIC's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

## RULES CONCERNING USE OF COMPUTERS

The following rules apply to all users of the PIC's computers.

Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

- Computer users agree to use facilities and accounts for College-related activities only.
- Accounts are considered the property of Premiere International College.
- The IT Tech or a PIC Director working in this capacity must approve all access to central computer systems, including the issuing of passwords.
- Authorization for the use of the accounts is given for specific academic purposes.

- Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the College's rules.
- Electronic communications facilities, such as E-MAIL are for PIC related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
- Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using PIC computers.
- Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., Executive Director). In cases where a user violates any of the terms of this policy, the College may, in addition to other remedies, temporarily or permanently deny access to all PIC computing resources and appropriate disciplinary actions may be taken.

## SOCIAL MEDIA POLICY

Premiere International College student(s) are responsible directly or indirectly (i.e. associate(s), friend(s), family, spouse, significant others, etc.) for the content they publish on profiles, blogs, or any other form of user-generated social media or electronic communications. Any violation of the Social Media Networking Policy will be automatic grounds for termination of the PIC Student from Premiere International College with no refund of tuition and possible grounds for litigation.

If the PIC Student(s) have any questions about publishing something on social media, seek input from your Program Director and, or administrator.

PIC Student(s) must be thoughtful and respectful about what you say or publish via any social media outlets.

Although PIC Student(s) should have no expectation of privacy when using the Internet, ensure the appropriate privacy settings are enabled on your account.

The posting of any type of photograph, video or audio recording of any instructor(s), director(s), staff member(s), student(s), externship site facility, client, customer, patient, child, parent, family member, or volunteer without permission on any social networking site is restricted.

PIC Student(s) are prohibited from discussing patient(s), co-student(s), instructor(s), director(s), staff member(s), externship site facility, and negative connotation about Premiere International College on social media, even if not identified.

PIC Student(s) are discouraged from "friending" patient or their families unless the relationship existed prior to the individual being treated at the Externship Clinical Site.

PIC Student(s) are not required or obligated to accept requests from co-student(s) or staff to become friends, follow, endorse, or associate to one another online.

If your PIC Co-Student(s) wants to create a Facebook group, blog or other social media page or site, the student must first get approval from the Administrator. All blog and website content must abide by all local, city, state and federal laws, including, but not limited to Health Insurance Portability and Accountability Act (HIPPA), privacy fair use, financial disclosure, and other applicable laws.

PIC Student(s) are prohibited from using PIC's logo/trademarks or other intellectual property for commercial purposes in a way the use of the logo or trademark would lead a reader to conclude that the student was speaking on behalf of PIC or in violation of the law.

PIC Student(s) are prohibited from speaking on behalf of PIC or PIC co-student without prior written authorization from the Administrator.

PIC Student(s) must maintain the confidentiality of PIC trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Other examples PIC Students may not post may include but not limited to the following: client, customer, and patient information, confidential and academic information, proprietary data, internal memorandums, and all proposed and executed organizational strategies, or negative comments concerning Premiere International College.

After PIC student(s) has graduated, withdrawn, or terminated from Premiere International College, the student(s) must follow and abide by the Social Media and Networking policy at Premiere International College. Any violation of the Social Media and Networking Policy will be possible grounds for litigation.

## **PHOTOGRAPHY POLICY PHOTO RELEASE**

As a condition of their employment with PIC, our faculty and staff are required to consent to be photographed and grant a perpetual, royalty-free and irrevocable license to PIC with respect to reproduction, display or other use of any photographs regarding their employment with PIC. Students, as a condition of their enrollment and attendance at PIC, also consent to be photographed on campus and grant a perpetual, royalty-free and irrevocable license to PIC with respect to reproduction, display or other use of any photographs depicting them on campus or regarding their coursework at PIC.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, laboratories or offices; directory shoots or athletics headshots with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by PIC faculty or staff and the copyrights with respect thereto are and/or become the property of Premiere International College.

The digital photos or video footage are added to the College's library of images, which becomes a resource for the College's Web site and publications.

Faculty members are encouraged to inform classes of the impending photo shoot. The faculty member will be supplied with an announcement to be made to the class with suggestions for making the photo shoot proceed as efficiently as possible.

The faculty member is asked to permit the photographer to make an announcement upon arrival at the classroom. The photographer will introduce himself, briefly explain his purpose and allow students who wish not to be photographed to move to a part of the room that will not be included in the photos. Students not wishing to participate must inform the photographer of their unwillingness prior to the photograph being taken.

Students participating in a photo shoot are giving their permission for the photos to be used as the College sees fit by participating in the photo shoot. Students are permitted to opt out of the photo shoot if that is their choice; by informing the photographer in advance of the photo being taken and removing themselves from the photo shoot area.

Ways to opt Out of Photos Being Published Directory Listings: Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to the staff of the Department of Student Affairs at PIC.

## REGISTERING COMPLAINTS AGAINST COLLEGE EMPLOYEES

### GRIEVANCE PROCEDURES

If any student deems it necessary to file a grievance against a Premiere International College employee he or she must report such incident to the Executive Director. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the Director of Student Services as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the Director, then the student should discuss the situation with the employee's supervisor or the Executive Director. In cases of discrimination or sexual harassment, PIC encourages the student to go directly to the Director of Education. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Director of Education. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, the student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Director of Education.

Upon receipt of a written formal complaint by a student, the Director of Education will consider the complaint. After such an investigation, Director of Education will decide as to whether the grievance has merit as alleged. If



the alleged grievance is deemed justified, PIC will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

Remedies If it is determined that such grievance has appropriate support, the persons or departments that are responsible for such violation will be dealt with in an appropriate manner by the supervisors or directors of such persons or programs, in accordance with applicable provisions, if any, of contracts, employment regulations, faculty and employee handbooks, or the like. If the complaint has not been resolved by the College to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington DC 20002-4241. To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc. Send Letter To: Commission for Independent Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL. 32399-0400 E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org) Phone: 888-224-6684 Fax: 850-245-3238

## CRITERIA FOR PROGRAM DISMISSAL

The College may dismiss student (but not limited to) from the program for the any of the following reasons:

- Unsatisfactory academic performance
- Unsatisfactory clinical performance
- Unsatisfactory behavior
- Academic dishonesty
- Breach of ethics

The instructor and the program director will make a recommendation for dismissal collaborate.

## STUDENT CODE OF CONDUCT

Personal integrity and honesty are essential attributes for all students. The following are examples of unprofessional behavior judged to be unacceptable for the student at PIC. If these behaviors occur it can be ground for termination from the Nursing/Business Programs by the Program Director or Administrator.

These behaviors include but are not limited to the following:

- Not reporting errors or omissions in patient care.
- Stealing from patients, hospitals, the school, or fellow students.
- Sharing confidential information with unauthorized persons.
- Forging of any documents.
- Giving information about test items to others, or other behavior indicative of “cheating” or academic dishonesty.
- Submitting written work that is not your own.
- Lying about anything related to or associated with student activity or responsibilities when operating as a PIC student.

If patient safety is compromised, the nursing facility or the instructor has the discretion and authority to remove a student from the clinical site.

Any breach of integrity or honesty may be grounds for failure of a course(s).

If a second incident occurs, the Program Director or Administrator will evaluate the eligibility of the student to continue the nursing/business programs.

Students will be asked to leave the classroom or clinical site and report to the Program Director or Administrator when displaying inappropriate disruptive behavior. Examples of inappropriate behavior, but not limited to: using profanity, threatening classmates, faculty, or patients is not tolerated in the classroom or clinical sites. Continuously disruptive or talking out in class without being recognized by the instructor or sleeping or nodding in the classroom or clinical site and disrespectful speech or action that is offensive. The use of a computer without the authorization of the theory or clinical instructor, non-cooperative or argumentative behavior will not be tolerated. Students should address staff members, fellow students, or other members by Mr., Mrs., MS, or Dr. Never addresses individuals by granny, dearie, Hun, or similar term(s).

- Fighting is grounds for automatic termination from the program.
- No eating, drinking or chewing gum in the classroom or clinical site(s).
- No playing or destroying lab equipment or school facility property.

English is the primary language. English must be used always while on PIC premises, or clinical site(s). PIC or the Clinical Site(s) has the right to dismiss the student.

Breach of HIPPA Laws is grounds for termination.

- Students should avoid discussing patient information, but not limited to x-ray, lab results on the elevator, break rooms, or in the parking lot.
- Never photocopy patient information. All patient(s) information with names is to be discarded in a designated approved area(s).
- No leaving the classroom or clinical site without prior instructor(s) permission.

- No leaving the classroom to make personal telephone calls, run errands or schedule appointments without the prior approved authorization of the instructor, or Program Director/Administrator.

## ACADEMIC DISHONESTY

Cheating and Plagiarism - Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which a faculty member may act will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not act solely on the report of another party.

Procedures for Handling Cheating and Plagiarism Any faculty member discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted. If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the Director of Education. This form is available in the office of Students Affairs. The Director of Education or Students Services will hold a hearing in which the faculty member will present the evidence against the student. The Director of Education will decide who, in addition to the above, may be present at the hearing. The Director of Education or Students Services determine whether the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The faculty member will send an Academic Dishonesty Form to the student's advisor.
- The Director of Student Services will inform the student in writing that these forms have been sent.
- Records of the incident will be kept in the Office of the Director of Education
- This record shall be destroyed upon graduation or other forms of separation from the College if no further incidents of cheating or plagiarism occurred.
- If the records in the Office of the Vice President of Academic Affairs indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.
- The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. The student may be required to resubmit the assignment or take a new examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.
- For a second or subsequent offense, the student shall be subject to suspension or dismissal from PIC by the Director of Education.

- The student may appeal any of the above decisions in writing to the Executive Director within thirty (30) working days.

Responsibilities of Students Concerning Academic Dishonesty Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must inform the faculty member if cheating or plagiarism is taking place.

## **DISCIPLINARY ACTIONS**

Disciplinary Standings a student's status about discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

### **GOOD STANDING**

The status of good standing indicates that a student has been duly enrolled in the College and is eligible to participate in all activities of the PIC. A student is presumed to be in good standing unless the student engages in misconduct.

### **WARNING**

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by PIC.

### **DISCIPLINARY PROBATION**

This status indicates that the student's behavior has raised questions concerning the student's status as a member of the College community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from PIC. The Director of Education may impose the sanction of disciplinary probation on a student.

A statement of offense and decision will be placed in the student's file in the Registrar Department. If while on disciplinary probation a student is found responsible for a further infraction of College policies/regulations, the student will be subject to the possibility of suspension/expulsion from PIC.

## **SUSPENSION**

This status indicates that the student's behavior has raised questions concerning the student's status as a member of the College community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from PIC. The Director of Education may impose the sanction of disciplinary probation on a student.

A statement of offense and decision will be placed in the student's file in the Registrar Department. If while on disciplinary probation a student is found responsible for a further infraction of College policies/regulations, the student will be subject to the possibility of suspension/expulsion from PIC.

## **EXPULSION**

This status, the most serious disciplinary action taken by the college, indicates the immediate, involuntary and permanent separation of a student from Premiere International College because of established gross misconduct on the part of student.

After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to Premiere International College. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion. A student dismissed for disciplinary reasons at any time shall not be entitled to any claim or refund.

## **APPEALS TO DISCIPLINARY STANDINGS**

A student may appeal any of the above decisions in writing to the Director of Education within thirty (30) working days. Students may contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 toll free telephone number 888-224- 6684.

## **STUDENT DEVELOPMENT**

### **GOALS OF THE OFFICE OF STUDENT DEVELOPMENT SERVICES**

Under the supervision of the Director of Education, the College has student services in place to assist students with their various needs. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the college, fostering a sense of community among students, faculty and administration.

### **THE ROLE OF THE DIRECTOR OF THE STUDENT SERVICES**

The Director of Student Services is instrumental in advising students with respect to academic and personal issues. The Student Service liaison works with faculty and students to resolve any concerns on an individualized basis to enable each student to reach their maximum potential.

## ACADEMIC ADVISING AND THE OFFICE OF STUDENT SERVICES

PIC is a college that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the Director of Student Services to advise and mentor students with regards to academic and professional decisions.

In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of a faculty member with regards to academic and professional matters.

## STUDENT SERVICES

PIC students who are approaching graduation should contact the Director of Student Services. Students will receive information about employers in the Fort Myers and Naples area. Students will also receive preparation for the NCLEX state licensure examination. While students are responsible for obtaining employment forms and scheduling interviews, PIC staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes and interview techniques.

\* Student Services at PIC does not guarantee a job.

## CHANGE OF NAME OR ADDRESS

Any change of name or address should be reported to the Office of the Registrar as soon as possible. Address changes include the following:

- Local address
- Home address
- Email address
- Telephone number
- If the student's name change is based on a marriage or divorce, the change request must be accompanied by legal documentation that provides authorization of such change (e.g., Social Security card that reflects the new name)

## BULLETIN BOARDS

Bulletin boards serve the purpose of providing the most current up-to-date information to students. Bulletin boards are the property of the College. If a student wishes to post a notice on the boards, the student must submit the notice to the Campus Direct for approval.

## BREAK AREA

The college provides designed areas for students to eat and drink. Eating and drinking are prohibited in all, classrooms, and hallways. The designated break area at the campus is the Bistro.

## TRANSPORTATION

Students are responsible for providing their own mode of transportation. In the event students should carpool to class meetings or clinical rotation, and one student in the carpool is required to leave early, regardless of the reason, the other students in the carpool are required to complete class or clinical as scheduled. Students are prohibited to leave the clinical site or go off campus for lunch, etc. until the clinical rotation has ended.

\* Students are responsible for all costs incurred when a clinical site is over 50 miles.

## TEXTBOOKS

Students are required to purchase their own textbooks. The Library keeps on hand reference materials that are available to facilitate the educational experience.

## REMEDIAL EDUCATION

The remediation process is intended to help the student make up deficiencies in nursing skills and/or knowledge. This process may be implemented any time a student's weakness is identified in class or clinical experiences. Any nursing student who fails to meet the program expectation and requirements is in jeopardy of not completing the nursing program. In the event of a referral, an "Action Plan" for remediation to determine the student's readiness to remain in the nursing program will be developed by a committee consisting of the student's clinical or classroom instructor, program director, and administration.

Referral forms will be completed by the referring instructor and will be submitted to the program director. The referring instructor will notify the student of the referral, and then the student may contact the program director for further instruction or information.

The committee will meet and develop a personalized plan to address and remediate those areas identified as weaknesses exhibited by the student during clinical and/or classroom activities. A formal plan will be developed and the student will be required to attend the second meeting (held approximately with a week of the initial meeting) to read, review, and sign the plan to demonstrate that he/she understands the plan and agrees to follow it.

A referral may delay the student's progression through the program. Plans are individualized for each student and may include, but will not be limited to, the following examples:

- Repeating coursework
- Auditing classes in whole or in part

- Repeating classroom and clinical courses where the weaknesses were identified in a subsequent course after the successful completion of the remediation plan.
- Process for remediation is as follows:
- Description of weakness
- Goals for improvement
- Data for completion of remediation activities

Appropriate committee, as assigned to the student, signed approval. The student may be required to complete additional activities for remediation as recommended by the committee. Failure to follow and successfully complete the prescribed remediation plan developed for the referred student will result in the student's inability to continue in the nursing program at Premiere International College.

The following tools are utilized to identify student weakness (but not limited) to the following:

- HESI examination
- Kaplan examination
- Course grades
- Clinical evaluations
- Dosage calculations exams

## GRANTS

Grants are supplied by the federal government, state government, or the institution, to meet the cost of your education. Grants are, generally, based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). There is no repayment obligation tied to grants.

GRANT	AWARDED 2018	Application Process and Criteria
Workforce Investment Act – Fort Myers, Naples, and Port Charlotte	6,500 for Diploma PN Program recipients  \$8,200 (maximum) for ASN recipients  \$10,000 (maximum) for BSN program recipients	WIA are not entitlement programs, and selection for participation in the program is a local Career Source decision that is based on eligibility, assessment of your needs, interests, abilities, motivation and your prospects for successfully completing the program; and on the availability of funding
Vocational Rehabilitation School to Work Program	Varies per Applicant	All Students or young people with disabilities should be encouraged to apply for VR services Students



		<p>who have an Individual Educational Plan (IEP)</p> <p>Students who have a 504 Plan</p> <p>Students or young people who don't need academic or physical accommodations in high school but may need them later.</p>
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Southwest Florida Works is a One Stop Career Center created to assist employers and job seekers by connecting employment, education, and training services into an integrated network of resources. Please visit their Web site at [www.swflworks.org](http://www.swflworks.org) or 239-931-8200 for more information.

**STATE SCHOLARSHIPS**

State scholarships are generally merit-based or awarded according to a specific set of qualifying criteria. There is no repayment obligation tied to scholarships.

Scholarship Award	2017-18 Yearly Award	Application Process and Criteria
Jose Marti Scholarship Challenge Fund		<ul style="list-style-type: none"> <li>• Be Florida resident</li> <li>• US citizen or eligible noncitizen.</li> <li>• Be of Hispanic culture (born in or having a natural parent who was born in either Mexico, or a Hispanic country of the Caribbean, Central or South America, regardless of race).</li> <li>• GPA requirements:</li> <li>• Undergraduate scholarships:</li> <li>• Have earned 3.0 minimum unweighted cumulative GPA by fall semester of senior year in high school.</li> <li>• Graduate level scholarship: 3.0 institutional cumulative GPA for undergraduate college work.</li> <li>• Enroll as a degree-seeking:</li> </ul>

		<ul style="list-style-type: none"> <li>• Undergraduate: for a minimum of 12 credit hours of study each term.</li> <li>• Graduate: for a minimum of 9 credit hours of study each term.</li> <li>• Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.</li> </ul>
<p>Florida Bright Futures Scholarship</p> <p>Florida Academic Scholar</p> <p>Florida Medallion Scholar</p> <p>Florida Gold Seal Vocational Scholar</p>	\$76 or \$101 per credit hour	<p>Academic Merit awards</p> <p>Complete the Initial Student Florida Financial Aid Application (FFAA) during his/her last year in high school prior to graduation – can be completed on-line. Must meet academic requirements set by the Florida Legislature, which may change annually. Must complete the Florida Residency Affidavit.</p>
<p>Florida Scholarship for Children/Spouses of Deceased or Disabled Veterans</p>	<p>\$4,272 (\$2,136 per semester for 12+ credits)</p> <p>\$3,204 (\$1,602 per semester for 9-11 credits)</p> <p>\$2,136 (\$ 1,068 per semester for 6-8 credits)</p>	<p>Dependent children or unmarried spouses of Florida veterans or service members who died because of service connected injuries, diseases, or disabilities sustained while on active duty OR who have been certified by the Florida</p> <p>Department of Veterans Affairs as having service-connected 100% permanent and total disabilities; Complete the Initial Student Florida Financial Aid Application by April 1 and ensure that the Florida Department of Veterans Affairs certifies the applicant’s eligibility by April 1. Must complete the Florida Residency Affidavit.</p>

## PREMIERE COLLEGE SCHOLARSHIPS

The following scholarships are provided by Premiere College. Students are required to complete the FAFSA, as well as a separate College Scholarship Application that is available through the Office of the Registrar. Students may only apply for scholarships in their area of study.

Upon completion of the application, eligible students will be scheduled for an interview, and asked to complete a 200-word essay to be prepared on campus about a topic that will be randomly selected.

Scholarships are awarded on a quarter/semester/annual basis and are renewable based upon satisfactory academic progress. All students who receive one of the following Premiere College scholarships must maintain a 3.5 GPA at Premiere College complete 15 hours of community service quarterly at PIC to be eligible for renewal. All recipients must renew their commitment to the scholarship terms by signing the “Terms for Institutional Scholarships” form at the Office of the Registrar. Signed forms must be returned to the Office of the Registrar at the beginning of each quarter/semester.

Application deadlines for the 2018 school year are: 30 working days before start of class.

Scholarship Award	2018 Yearly Award	Application Process and Criteria
PIC Author Scholarship	\$500.00 Tuition at PIC  Four (4 per year beginning of Fall 2018 quarter/semester) Applicants will be chosen to be awarded \$500.00 each.	Accepted and enrolled in the PN/AS in Nursing, Passing Entrance Exam, High School GPA of 3.0, Personal Statement, Resume, Accepted  Score on Entrance Exam, 3 Letters of Recommendation, Essay, 15 hours of community service hours per quarter and enrolled in full time.
PIC Rue Scholarship	\$1,000.00 Tuition at PIC  One (1 per year beginning of Fall 2018 quarter/semester) Applicants will be chosen to be awarded \$1000.00 each.	Accepted and enrolled in the PN/ASN, Minimum High School/ College GPA of 3.0, Personal Statement, Resume, Accepted  Score on Entrance Exam, 3 Letters of Recommendation, Essay, 15 hours of community service hours per quarter, and enrolled full time.  Renewable on a yearly basis, based on satisfactory progress.

PIC Francis Scholarship	\$1,000.00 Tuition at PIC  Two (2 per year beginning of Fall 2018 quarter/semester) Applicants will be chosen to be awarded \$1000.00 each.	Accepted and enrolled in the PN/ASN/ Accepted Score on Entrance Exam, Personal Statement, Resume, 3 Letters of Recommendation, Essay, 15 hours of community service hours per quarter, and enrolled full time. Renewable on a yearly basis, based on satisfactory progress
PIC Howard Scholarship	\$3,000.00 Tuition at PIC  Three (3 per year beginning of Fall 2018 quarter/semester) Applicants will be chosen to be awarded \$1000.00 each.	Accepted and enrolled in the ASN, College GPA of 3.5, Personal Statement, Resume, 3 Letters of Recommendation, Essay, and enrolled full time. Renewable on a yearly basis, based on satisfactory progress
New RN Scholarship (1)	70% Tuition	<ul style="list-style-type: none"> <li>• Complete scholarship application</li> </ul>
New RN Scholarship (2)	58% Tuition	<ul style="list-style-type: none"> <li>• Complete scholarship application</li> </ul>
New PN Scholarship	50% Tuition	<ul style="list-style-type: none"> <li>• Complete scholarship application</li> </ul>
Transfer scholarship	58% Tuition	<ul style="list-style-type: none"> <li>• Complete scholarship application</li> </ul>

\*PIC Scholarship Disclosure: Failure to achieve satisfactory Academic Progress (3.5 GPA in each course will result in student repayment of full amount of the scholarship. \*

## PERSONAL PAYMENTS

Premiere International College accepts Cash, Checks, Money Orders, and Cashier's Checks. For personal loans through banks, PIC encourages students to apply as early as possible. All private pay is due on the 1st day of each month.

## PAYMENT DUE DATE

All payments are due on the 1st of every month. Payment will be assessed on the 2ND day of each month and there after each month until a zero balance. Holidays, weekends, birthdays, or postal delays does not affect the payment due date of the 1st of each month.

## RETURNED PAYMENT

If a monthly payment is returned, student will receive an e-mail or letter from PIC with instructions on how the returned payment will be handled. A \$30 PIC Returned Payment Fee will be assessed for each returned payment. If a returned payment fee is also returned, it will be reattempted. PIC Returned Payment Fees are returned subject to change in future academic years.

## LATE PAYMENT

A monthly Late Payment cost of \$50.00 per payment fee will be automatically charged to student account every month after the 3rd. of month until fee is current with a zero balance.

A returned payment fee will be assessed for each payment (\$30.00) attempt that is returned. If any fees are returned, they will be reattempted. Fees are subject to change in future academic years.

## CANCELLATION AND REFUND POLICY

Should the College cancel a program for any reason, enrolled students will receive a full refund. Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule

- Cancellation can be made in person, by electronic mail, by certified mail or by termination.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within 3 business days after signing the enrollment agreement and making initial payments.
- Cancellation after the 3<sup>rd</sup> business day, but before the first class, will result in a refund of all monies paid, with the exception the registration fee of \$150.00
- Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.

- Termination date: When calculating the refund due to a student, last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
- Refunds will be made within 30 days of termination of the student enrollment or receipt of a Cancellation Notice from the student.
- Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment.

## TERMINATION DISCLOSURE

PIC reserves the right to terminate payment agreement at any time if the student is not current on payments or fees due PIC. If PIC exercises this right, the student will be dropped from class (is). Failure to pay any debt to PIC will also result in holds being placed on grades, transcript requests, and registration for subsequent academic terms, and graduation.

Refunds, if any, will be handled by the College and will not be issued until 30 days after the last day of the add-and-drop period. As noted, enrollment fees and returned payment fees are nonrefundable. If this agreement is terminated, PIC will attempt to notify you immediately via the e-mail address PIC has on file. If the e-mail address is invalid, a letter will be mailed. If a payment is returned, a \$30 returned payment fee will be accessed.

## PERSONAL ADVANCEMENT

Prior to any student advancing to the final course of the program, the student is required to meet 90% of the contracted financial amount. If the student's account does not reflect 90% satisfaction, the student will not be eligible to enroll in the course for completion of the program.

## DIPLOMA PROGRAMS

## PRACTICAL NURSING PROGRAM

### Program Objective

Upon completion of this program, students will be prepared with the knowledge and skills required for the Practical Nurse. Students will be prepared to sit for the NCLEX-PN Examination, and upon passing the exam and meeting all requirements for licensure, can be usefully employed as a Practical Nurse.

### Program Description

The program focuses on the duties and responsibilities of the Practical Nurse, including admitting and discharging of patients, administering medications, assisting the RN, theoretical instruction and externship experience in medical, surgical, obstetric, pediatric, and geriatric nursing; externship experience in both acute and long-term care situations; legal aspects of practice. A Basic Life Support (BLS) course CPR from Healthcare

provider, or equivalent. An HIV/AIDS (4) hour course and current issues in nursing, Basic English, mathematics, and science appropriate for the job preparatory programs will be reinforced through PIC classroom instruction and applied through laboratory notes or practices.

Disclosure - Licensing is required for Employment

General Admission requirements and procedures: Applicants must:

- Have general education diploma, or equivalent verifying proof of high school graduation.
- Must be an American Citizen or Legal resident.
- Must be 18 years old.
- Provide student official high school transcript or the student's GED scores at or above the passing level set by the state agency awarding the GED, or a document from a state authority (to the situation of the school) recognizing that the student successfully completed secondary school through home schooling (as defined by state law).
- Current Basic Life Support (BLS) from the American Heart Association and submit a copy of certification. If not held student must complete the certification by the end of the first course.
- Have a physical examination, verifying acceptable health status, and negative PPD result or chest x-ray.
- Have appropriate boosters must be completed. Proof of immunity must be submitted from official documentation only. Official medical records from your physician, the health department, or public school are acceptable. If official documentation is not available, the blood titers are necessary to determine immunity for Hepatitis B, Varicella (Chickenpox), Mumps, Rubella, and Rubella (Measles). Vaccinations may be necessary if immunity cannot be confirmed with the blood titer. The vaccine for Hepatitis B is highly recommended. If you choose not to have the vaccine, you will be required to sign a waiver form.
- Have a minimum score of 75 HESI Admission Examination or equivalency examination.
- Have a negative 10-panel drug screen prior to admission.
- Provide a copy of his/her health insurance card: students must be covered by student liability insurance following acceptance and throughout the program.
- Satisfactory completion of a Level II Background Check conducted through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI). Applicants must be free of offenses as listed in Florida statues.400.211.
- Can satisfy with or without reasonable accommodations, the physical, mental, and sensory requirements to perform the essential duties and responsibilities typically associated with the duties of a registered nurse, including, without limitation, possessing a full range of body motion, handling and lifting patients, manual and finger dexterity, eye-hand coordination, and walking and standing for extensive periods of time, as determined by the school in its discretion. PIC reserves the right to test any student to assess their success in a classroom as well as the chosen future workplace of the student.
- Interview with the Program Director and Nursing Panel Interview Committee and receive approval for admission into the program.
- Provide two professional letters of recommendation.

- Submit a one to (2) page essay describing your motivation for pursuing a career as a professional nurse to the Nursing Panel Interview Committee.

### PRACTICAL NURSING PROGRAM 1350 CLOCK HOURS

Theory Hours: 603  
 Lab Hours: 72  
 Externship Hours: 675  
 Total Hours: 1350

Course Number	PROGRAM BREAKDOWN BY COURSE Course Title	Clock Hours Required for Each Course
PN 100	Health Core & Interpersonal Skills include Theory (76 hours), Lab (10 hours), and HIV/AIDS (4 hours)	90
PN 101	Fundamentals of Nursing include Theory (25 hours), Lab (10 hours), and Externship (40 hours)	75
PN 102	The Body Structure and Function include Theory (60 hours)	60
PN 103	Nutrition include Theory (30 hours)	30
PN 104	Mental Health and Illness include Theory (24 hours) (Community Competency)	24
PN 105	Nursing Education/Vocational Adjustment include Theory (24 hours)	24
PN 106	Advance Nursing Concepts and Preventing Infection include Theory (28 hours), and Lab (24 hours)	52
PN 107	Medical Surgical Nursing I include Theory (80 hours), Lab (6 hours), and Externship (238 hours)	324
PN 108	Pharmacology/Math Skills include Theory (42 hours), Lab (16 hours), and Prevention of Medial Errors (2 hours)	60
PN 109	Medical Surgical Nursing II –Obstetric and Pediatric Nursing include Theory (80 hours), Lab (6 hours), and Externship (237 hours)	323
PN 110	Care of the Elderly include Theory (40 hours), and Externship (40 hours)	80
PN 111	Care of the Mother and Newborns include Theory (40 hours), and Externship (40 hours)	80
PN 112	Care of Children include Theory (40 hours), and Externship (40 hours)	80
PN 113	Clinical Practicum include Theory (8 hours), and Externship (40 hours)	48
<b>Total Clock Hours Required for the Practical Nursing Program</b>		<b>1350</b>



\*NOTE- Premiere International College Clinical Externship may require up to 50 miles of travel away from the school.

## PRACTICAL NURSING PROGRAM COURSE DESCRIPTION

### PN 100 Health Core & Interpersonal Skills

90 Clock hours, Theory (76 hours), Lab (10 hours), and HIV/AIDS (4 hours)

This course covers the Core and the competencies for the Practical Nursing Program and orientation with addition of 10 lab hours. It includes basic communication skills and interpersonal skills; math and science, employable skill safety practices, legal and ethical responsibilities, knowledge of the Health Care System, principles of infection control, first aid, and basic patient care competencies. Students will study HIV/AIDS (4 hours), Hepatitis and other blood borne disease transmissions, and clinical management. Students will become BLS (Basic Life Support) certified during this course, if not already certified.

### PN 101 Fundamentals of Nursing

75 Clock hours, Theory (25 hours), Lab (10 hours), and Externship (40 hours)

This course will introduce the student to the evolution of Nursing, Legal and Ethical aspects of Nursing, physical assessment, the Nursing Process and critical thinking skills, documentation, and cultural and ethical considerations, and the life span development from newborn to elderly.

### PN 102 Body Structure and Function

60 Clock hours, Theory (60 hours)

Upon completion of this course students will learn healthcare, medical terminology, and the structure and function of the human body and its systems. This course will integrate the study of anatomy and physiology with terminology to help the students correlate the relationship between systems, conditions, and the pathology of diseases.

### PN 103 Nutrition

30 Clock hours, Theory (30 hours)

Course content provides information on establishing a healthy diet to improve energy and health. The instructor will give the student an understanding of nutritional planning for regular and/or therapeutic diets to meet essential human needs. An understanding of the nutritional requirements and diet planning will be related to common disorders and relative regimens.

### PN 104 Mental Health and Illness

24 Clock hours, Theory (24 hours)

This course introduces the student to basic concepts of mental health and illness, communication techniques, relationship development, and care planning. Common diagnoses will be discussed, as well as abuse, neglect, substance abuse and the impaired nurse.

PN 105 Nursing Education/ Vocational Adjustment

24 Clock hours, Theory (24 hours)

This course is a continuation of PN 101. This course is planned to provide the student with information relating to care of the adult and geriatric patient with widespread acute, chronic diseases and disorders; to include the bio-psychosocial and nursing care needs. It addresses the maturity of the elderly through the life cycle and care they require. The student will be instructed on the complexities of the geriatric population with multi-system involvement. It also provides a review of geriatric care and procedures.

PN 106 Advance Nursing Concepts & Preventing Infection

52 Clock hours, Theory (28 hours), Lab (24 hours)

This course prepares the Practical Nursing student to assist the Registered Nurse in implementing the nursing process, which includes documentation, data collection, observation, formulation of nursing diagnoses and plan implementation with medical and surgical needs.

PN 107 Medical Surgical Nursing I

324 Clock hours, Theory (80 hours), Lab (6 hours) Externship (238 hours)

Prerequisite- PN 106 Advance Nursing Concepts & Preventing Infection

This course provides information regarding signs and symptoms, diagnostic tests, treatments, and care for common acute and chronic medical and surgical conditions of the medical surgical patient. The student will also develop an understanding of patient care concepts physiological responses to illness; develop an understand skills required for acute care as well as long-term care.

PN 108 Pharmacology/Math Skills, Prevention of Medical Errors (2hours)

60 Clock hours, Theory (42 hours), Lab (16 hours)

Students will study definitions, standards, brand names and information resources linked with pharmaceuticals. They will learn the principles of drug actions and interactions, drug actions across the life span, the nursing process and pharmacology, and patient education as well as drugs and their effect on the human body systems. Prevention of Medical Errors (2 hours)

PN 109 Medical Surgical Nursing II

323 Clock hours, Obstetric and Pediatric Nursing Theory (80 hours, Lab (6 hours), Externship (237 hours)

Prerequisite - PN 107 Medical Surgical Nursing I

This course is a continuation of PN 107. This course will provide the student with the opportunity to administer and evaluate the nursing care of patients with complicated disorders with all systems of the body. The experience will give students the opportunity to study comprehensive principles as part of the health care team. Emphasis will be placed on the development of assurance in performing nursing skills, the use of all available hospitals, and community resources for meeting the total needs of the patient.

PN 110 Care of the Elderly

80 Clock hours, Theory (40 hours), Externship (40 hours)

This course provides the student with the basic theory and knowledge of Gerontology Nursing, and the myths related to the aging process and changes associated with aging.

PN 111 Care of the Mother and Newborns

80 Clock hours, Theory (40 hours), Externship (40 hours)

Prerequisite- PN 109 Medical Surgical Nursing II

This course is designed to update the student on proper care for a healthy pregnancy with a physically safe and emotionally satisfying outcome, for both the mother and infant. The student will know how to formulate a plan of care for maternal patient. The clinical experience will prepare the student to be a member of the healthcare team during the labor and delivery process.

PN 112 Care of Children

80 Clock hours, Theory (40 hours), Externship (40 hours)

Prerequisite- PN 111 Care of the Mother and Newborns

This course provides the student with many exceptional challenges. This allows the student to formulate the information relating to nursing pediatrics and normal growth and development throughout adolescence. It also provides health promotion and disease prevention for the pediatric population. Each student must successfully complete the PN Comprehensive Predictor (Exit Test) with a score at or above the benchmark set by PIC.

PN 113 Clinical Practicum

48 Clock hours, Theory (8 hours), Externship (40 hours)

This course reinforces all the concepts presented in Nursing Education/Vocational Adjustment and further prepares the student for all the major task and transition from the role of student to professional.

- The HESI Exit Test will be given in the last course-PN113-Clinical Practicum for the Practical Nursing Program.
- Mandatory Score of 900 or above must receive by the Student.
- A Score below 900 on the HESI Exit Test will result in Failure (F) for the coursePN113 Clinical Practicum. The Student must retake the Entire Course – PN113 Clinical Practicum. The student will take the course on the next scheduled course offer by the College.

Note: Student must successfully complete each course with a “B” (80%) or above. Students must pass a Final PN Comprehensive Predictor (Exit Exam) at or above benchmark set by school and complete an approved School Program Course Review to be eligible for graduation. Upon successful completion of the program and meeting all educational and instructional requirements, verification that all tuition and fees have been paid, the student is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure examination for the Registered Nurse (NCLEX-PN).

The following is a complete breakdown of tuition costs by each program. There is estimated cost that varies with books and supplies dependent upon the course.

**PRACTICAL NURSING PROGRAM TUITION COST/ FEES**

<b>Practical Nursing Program (1350 hours)</b>	
<b>Program Tuition</b>	
Application Fee	\$150.00
Tuition	\$17,100.00
Testing Platform (i.e. ATI, HESI, Kaplan)	\$800.00
Entrance Exam	\$75.00
Uniform, Stethoscope and ID	\$200.00
Graduation Fee	200.00
Library Fee	\$100.00
Lab Fee	\$200.00
<b>Total</b>	<b>18,825.00</b>

<b>Practical Nursing Program (1350 hours)</b>	
<b>Additional Expenses</b>	
<b>Books &amp; Supplies</b>	<b>Varies</b>
CPR	\$60.00
Insurance	\$50.00
FDLE Background Check	\$85.25
Immunization Cost per Titer	\$75.00
NCLEX-PN Examination & Paperwork	\$500.00
<b>Total</b>	<b>\$770.25</b>

Registration for this diploma program is available on a continuous year-round basis. Contact the college at 239-454-5000.

- Mandatory NCLEX Examination fee of \$500.00 will be collected on Admission into the PIC Nursing Program.
- The Nursing Application for the Board of Nursing will be submitted by Premiere International College to the Board of Nursing and Pearson VUE to schedule testing.
- Student must follow the Background Check submitted to the Board of Nursing and pay the fee of \$85.25.

## DEGREE PROGRAMS

### Associate of Science in Nursing

#### Program Objective

To prepare the student to meet the requirements of the Florida Department of Health (DOH) and the Florida Board of Nursing for Registered Nurse Education and meet eligibility for licensing exam (NCLEX-RN) to work as a Registered Nurse in a variety of settings in a safe and effective manner.

#### Program Description

The Nursing Program includes clinical experience and theoretical instruction in medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing, inclusive of clinical training experience in appropriate settings such as, but not limited to, acute care, long-term care, and community settings [s. 464.019(1) (g), F.S.]. The program curriculum plan provides for theoretical instruction and clinical application in personal, family, and community health; nutrition; human growth and development throughout the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and health teaching and counseling skills [s. 464.019(1)(h), F.S.]. The contact hours designated for classroom, laboratory, and clinical components correspond to the curriculum standards in Florida. Clinical rotation hours per day range from 4 to 12 hours depending on the course.

#### End of Program Student Learning Outcomes

Upon successful completion of the Associate of Science in Nursing program, the graduate shall successfully provide safe and efficient client care across the lifespan and meet the following End of Program Student Learning outcomes:

1. Plan client care utilizing the nursing process
2. Provide care considering client needs
3. Develop a culture of client centered care
4. Provide client care through teamwork and collaboration
5. Apply evidence-based practice
6. Function with a focus on client safety

Disclosure- Licensing is required for Employment.

## NURSING PROGRAM 104 CREDIT HOURS

General Admission requirements and procedures:

Applicants must submit:

- Professional Goal Statement and Essay of 2 pages with the reason for wanting to become a nurse.
- Must have general education diploma, or equivalent verifying proof of high school graduation.
- The student official high school transcript.
- The student's GED scores at or above the passing level set by the state agency awarding the GED, or a document from a state authority (to the situation of the school) recognizing that the student successfully completed secondary school through home schooling (as defined by state law).
- Have a minimum score of 75 HESI Admission Examination or equivalency examination.
- Hold current Basic Life Support (BLS) from the American Heart Association and submit a copy of certification.
- Have a physical examination verifying acceptable health status. Negative PPD result or chest x-ray.
- Appropriate boosters must be completed. Proof of immunity must be submitted from official documentation only.
- Official medical records from your physician, the health department, or public school are acceptable. If official documentation is not available, the blood titers are necessary to determine immunity for hepatitis b, varicella (chickenpox), mumps, rubella, and rubella (measles). Vaccinations may be necessary if immunity cannot be confirmed with the blood titer. The vaccine for hepatitis "b" is highly recommended. If you choose not to have the vaccine, you will be required to sign a waiver form.
- Must have a negative drug screen urine test prior to admission.
- Provide a copy of his/her health insurance card: students must be covered by student liability insurance following acceptance and throughout the program.
- Admission into the program will be contingent on the satisfactory completion of a level 2 background check consisting of a fingerprint check of state and federal criminal history information conducted through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI). Applicants must be free of offenses as listed in Florida Statutes.400.211.
- The student must be able to satisfy with or without reasonable accommodations, the physical, mental, and sensory requirements to perform the essential duties and responsibilities typically associated with the duties of a registered nurse, including without limitation, possessing a full range of body motion, handling and lifting patients, manual and finger dexterity, eye- hand coordination, and walking and standing for extensive periods of time, as determined by the school in its discretion.
- Interview and obtain approval with the Program Director/Instructor.
- Two letters of recommendation.
- Upon the student's satisfaction of all the above requirement with respect to the Nursing Associate Degree Program, the school will properly notify the student if he or she is admitted into the program of study at the school. If the number of applicant for admission to the nursing Associate

Degree program exceed the enrollment capacity for the program, the applicants for admission will be ranked based on the composite score that each applicant received on the HESI examination. Applicant will be admitted into the Nursing Associated Degree Program in order based on their ranking up to the enrollment capacity of the program.

- PIC will only accept 25% of transferring credits from another institution. PIC will accept grades of “B” or above to be transferred for credits from another institution for the general education and nursing courses. The request for nursing credits to be transferred from another institution will be reviewed to meet the following guidelines:
  - Be comparable to a PIC technical/nursing course in content and credits.
  - Be reviewed and approved by the Director of Education or Administrator.
  - Transfer of credits completed by the first day of class.
  - Transfer of PIC credits is at the discretion of the receiving college.
  - Official Transcript and a Copy of the Catalog or Syllabi on courses attempting to transfer for evaluation.

It is the student’s responsibility to confirm whether another institution of the student’s choice will accept the credits from PIC.

Disclosure - Licensing is required for Employment.

## GENERAL ADMISSION REQUIREMENTS and PROCEDURES for ADVANCED PLACEMENT STUDENTS

Applicants must:

- Hold current Basic Life Support (BLS) from the American Heart Association and submit a copy of certification.
- Be an American Citizen or Permanent Resident.
- Must be an 18 year of age.
- Have a physical examination, verifying acceptable health status, and negative PPD result or chest x-ray. (Disclosure: physical examination must be completed within 12 months prior to entrance into the 1<sup>st</sup> clinical rotation)
- Have appropriate boosters must be completed. Proof of immunity must be submitted from official documentation only. Official medical records from your physician, the health department, or public school are acceptable. If official documentation is not available, the blood titers are necessary to determine immunity for Hepatitis B, Varicella (Chickenpox), Mumps, Rubella, and Rubella (Measles). Vaccinations may be necessary if immunity cannot be confirmed with the blood titer. The vaccine for Hepatitis B is highly recommended. If you choose not to have the vaccine, you will be required to sign a waiver form. (Disclosure: examination must be completed within 12 months prior to entrance into 1<sup>st</sup> clinical rotation.)
- Have a minimum score of 75 on HESI examination or equivalency examination.
- Have a negative 10-panel drug screen prior to admission.
- Provide a copy of his/her health insurance card: students must be covered by student liability insurance following acceptance and throughout the program.
- Can satisfy with or without reasonable accommodations, the physical, mental, and sensory requirements to perform the essential duties and responsibilities typically associated with the duties of a registered nurse, including, without limitation, possessing a full range of body motion, handling and lifting patients, manual and finger dexterity, eye-hand coordination, and walking and standing for extensive periods of time, as determined by the school in its discretion. PIC reserves the right to test any student to assess their success in a classroom as well as the chosen

future workplace of the student.

- Interview with the Program Director and Nursing Panel Interview Committee and receive approval for admission into the program.
- Provide two professional letters of recommendation.
- Submit a one to (2) page essay describing your motivation for pursuing a career as a professional nurse to the Nursing Panel Interview Committee.

## NURSING PROGRAM 104 CREDIT HOURS

### Associate of Science in Nursing Degree Plan

Term	Course #	Course Name	Credits
1	GS1145	Strategies for Health Care Professional	4.5
1	MA1210*	College Algebra I	4.5
1	AP2530	Human Anatomy and Physiology I	4.5
2	EN1320 *	Composition I	4.5
2	AP2630	Human Anatomy and Physiology II	4.5
2	NU1210	Nursing Roles I (HIV/AIDS – 4 hours)	2.0
2	MT1110	Medical Terminology	1.0
3	NU1320	Clinical Nursing Concepts and Techniques I	4.5
3	PY2150 *	Psychology	4.5
3	SC2730	Microbiology	4.5
4	NU1421	Clinical Nursing Concepts and Techniques II	6.0
4	EN1420 *	Composition II	4.5
4	NU1426	Pharmacology	4.0
5	NU2530	Adult Nursing I	8.0
5	SO2550 *	Sociology	4.5
6	NU2630	Adult Nursing II	8.0
6	NU2740	Mental Health Nursing	5.0
7	NU2840	Maternal Child Nursing	8.0



7	NU2745	Gerontology Nursing	5.0
8	NU2810	Nursing Roles II	2.0
8	NU2899	Nursing Capstone	10.0

\*NOTE- Premiere International Clinical Externship may require up to 50 miles of travel away from the College

## NURSING PROGRAM COURSE DESCRIPTION

### General Education

#### **EN1320 Composition I \***

4.5 Credit Hour Composition Course

This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely and persuasively.

#### **EN1420 Composition II \***

4.5 Credit Hour Composition Course

Prerequisite-EN1320 Composition I

This course builds on the foundations of Composition I with emphasis on rhetorical structures, argumentation and research. Students study how to make arguments using visual and oral communication technique.

#### **MA1210 College Algebra I \***

4.5 Credit Hour Mathematics Course

This course focuses on fundamental mathematical concepts. Concepts will include quadratic, polynomial, and radical equations. Other concepts include: linear functions and their graphs, systems of linear equations, and their properties, and triangles and trigonometric functions. The over view includes solving problems and using appropriate technological tools.

#### **PY2150 Psychology \***

4.5 Credit Hour Social Science Course

This course explores psychological theories from behavioral, humanistic and biological viewpoints. Students apply skills of critical thinking, observation, information gathering and analysis to practice social science and scientific methodology.

**SO2550 Sociology \***

4.5 Credit Hour Social Science Course

This course introduces the theories and methods sociologists use to explain and predict the dynamics of the contemporary social world. Emphasis is on sociological perspective, culture, social inequality, social change and colleges.

**Core Courses****GS1145 Strategies for the Health Care Professional**

The course teaches the skills needed to achieve success in school and beyond with an encouraging, up-beat tone. Designed to focus on four important goals as a health care student: complete your educational program, think like a health care professional, find the right job, and attain long-term career success.

**AP2530 Human Anatomy and Physiology I**

This course introduces students to anatomy and physiology of the human body using a systems approach, focusing on the integumentary system, bones and skeletal tissues, joints, muscles, the nervous system, special senses and the endocrine system. This course includes a laboratory component.

**AP2630 Human Anatomy and Physiology II**

Building upon Human Anatomy and Physiology I, this course focuses on the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems as well as metabolism, acid-base balance, fluid and electrolyte balance and nutrition. This course includes a laboratory component.

**Prerequisite-**AP2530 Human Anatomy and Physiology I

**MT1110 Medical Terminology**

This course covers word roots, prefixes, suffixes and combining forms, with emphasis on medical term building and analyzing, spelling, definition and pronunciation

**SC2730 Microbiology**

This course introduces students to the microbial world, including the structure, functioning and diversity of microorganisms. This course includes a laboratory component.

**MT1110 Medical Terminology**

This course covers word roots, prefixes, suffixes and combining forms, with emphasis on medical term building and analyzing, spelling, definition and pronunciation.

**SC2730 Microbiology**

This course introduces students to the microbial world, including the structure, functioning and diversity of microorganisms. This course includes a laboratory component.

**NU1201 Nursing Roles I**

Students will study concepts and principles related to the roles of the professional nurse. The nursing process, evidence-based practice, safe and effective care environments, health promotion and maintenance, and basic care and comfort will be introduced in this course.

**Prerequisites:** None

**NUR1320 Clinical Nursing Concepts and Techniques I**

This course builds on the concepts and principles from Nursing Roles I and introduces basic nursing skills based on the role of the professional nurse. Nursing knowledge and skills are developed, applied and evaluated in the nursing skills laboratory.

**Prerequisites:** NU1210.

**NU1421 Clinical Nursing Concepts and Techniques II**

This course builds on the concepts and principles from Nursing Roles I and Clinical Nursing Concepts and Techniques I introduce intermediate nursing skills based on the role of the professional nurse. Nursing knowledge and skills are developed, applied and evaluated in the nursing skills laboratory and expanded into the clinical setting.

**Prerequisites:** NU1210; NU1320

**NU1426 Pharmacology**

This course introduces pharmacological principles, emphasizing actions, interactions and adverse effects using the nursing process framework to address nursing implications for each drug classification.

**Prerequisites:** NU1210;NU1320

**NU2530 Adult Nursing I**

This course introduces the principles of caring for selected adult patients with medical- surgical health care needs related to problems with mobility, gastrointestinal function, protection, excretion or reproduction. Evidence-based nursing care is focused on health promotion, maintenance, restoration of optimal living, and/or supporting a dignified death. Nursing skills and techniques are developed and demonstrated when providing direct care in the clinical setting.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426.

**NU2630 Adult Nursing II**

This course introduces principles of caring for selected adult patients with medical-surgical health care needs related to problems with oxygenation, cardiac output, tissue perfusion, neurological conditions, emergencies, burns or regulation and metabolism. Evidence-based nursing care is focused on health promotion, maintenance, restoration of optimal living and/or supporting a dignified death. Nursing skills and techniques are developed and demonstrated when providing direct care in the clinical setting. Technology is used to reinforce course content.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426;NU2530

**NU2740 Mental Health**

This course introduces the principles of mental health and caring for patients experiencing problems of a psychological nature. Evident-based nursing care is focused on health promotion, health maintenance and restoration of optimal living. Nursing skills and communication techniques are developed and demonstrated when providing direct care in the clinical setting. Technology is used to reinforce content taught in the course and to provide additional application of content through patient care scenarios.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426;NU 2530

**NU2840 Maternal Child Nursing**

This course introduces principles of providing evidence-based nursing care for the childbearing family and for children. Care is focused on health promotion and maintenance, prevention of illness, restoration of optimal living and common health problems of the childbearing family and children. Nursing skills and communication techniques are developed and demonstrated in the nursing skills laboratory and when providing direct care in the clinical setting. Technology is used to reinforce content taught in the course and to provide additional application of content through patient care scenarios.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426;NU2530

**NU2745 Gerontology**

This course introduces general principles of caring for the older adult. It begins with an overview of wellness in the older adult and looks at the physiological and psychological disorders common to this age group. Evidence-based nursing care is focused on health promotion, maintenance, restoration of optimal living and/or supporting a dignified death. Students are taught about special needs of this patient population while providing nursing care in a variety of settings. Technology is used to reinforce course content.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426;NU2530;NU2630

**NU2810 Nursing Roles II**

This course explores advanced topic related to leaderships and management principles, and issues applicable to the roles of the professional nurse as provider of care, manager of care and member of the profession. Transition from the role of student nurse to professional nurse is discussed.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426;NU2530;NU2630;NU2740;NU2840;NU2745

**NU2899 Nursing Capstone**

This course integrates the principles of evidence-based nursing practice into the care of patients with complex illnesses. The course focuses on demonstration of competencies consistent with program outcomes and development of management skill in caring for multiple patients. In preparing for the professional nurse role, nursing leadership principles, transaction to practice, career planning and lifelong learning are explored. Students have the opportunity, in the nursing skills laboratory and clinical setting, to collaborate with faculty and a preceptor in practicing the professional nursing role.

**Prerequisites:** NU1210;NU1320;NU1421;NU1426;NU2530;NU2630;NU2740;NU2840;NU2745

Note: Student must successfully complete each course with a “B” (80%) or above. Students must pass a Final RN Comprehensive Predictor (Exit Exam) at or above benchmark set by school and complete an approved School Program Course Review to be eligible for graduation. Upon successful completion of the program and meeting

all educational and instructional requirements, verification that all tuition and fees have been paid, the student is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure examination for the Registered Nurse (NCLEX-RN).

#### NURSING PROGRAM TUITION COST/ FEES

The following is a complete breakdown of tuition costs by each program. There is estimated cost that varies

Nursing Degree (104 Quarter Credit Hours)	
Program Tuition	
Application Fee	\$150.00
Tuition	\$26,000.00
Testing Platform (i.e. ATI, HESI, Kaplan)	\$800.00
Entrance Exam	\$75.00
Uniforms	\$200.00
Graduation Fee	\$200.00
Library Fee	\$100.00
Lab Fee	\$200.00
<b>Total</b>	<b>\$27,525.00</b>

with books and supplies dependent upon the course

Nursing Degree (104 Quarter Credit Hours)	
Additional Expenses	
Books & Supplies	Varies
CPR	\$60.00
Insurance	\$50.00
FDLE Background Check	\$85.25
Immunization Cost per Titer	\$75.00
NCLEX-PN Examination & Paperwork	\$500.00
<b>Total</b>	<b>\$770.25</b>

- Mandatory NCLEX Examination fee of \$500.00 will be collected on Admission into the PIC Nursing Program.

- The Nursing Application for the Board of Nursing will be submitted by Premiere International College to the Board of Nursing and Pearson VUE to schedule testing.
- Student must follow the Background Check submitted to the Board of Nursing and pay the fee of \$85.25.

Note: Student must successfully complete each course with a “B” (80%) or above. Students must pass a Final RN Comprehensive Predictor (Exit Exam) at or above benchmark set by school and complete an approved School Program Course Review to be eligible for graduation. Upon successful completion of the program and meeting all educational and instructional requirements, verification that all tuition and fees have been paid, the student is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure examination for the Registered Nurse (NCLEX-RN).

**PROGRAM CREDIT CREDENTIALS AWARDED**

Practical Nursing	Diploma
Professional Nursing	Associate in Science

**STUDENT INFORMATION & STUDENT SERVICES ACADEMIC ADVISING AND RECORD**

Student services counsel students regarding curriculum, career options, letters of recommendation, and other matters of student concern. All students are encouraged to seek assistance from student services regarding any academic or professional concerns. Either the student or the student services advisor may request a change in the assignment by notifying the appropriate Program Director.

The office of student services is responsible for a wide array of student-related activities. The office maintains all student records and act as a liaison between students and administration. This office is responsible for advisement of nursing students, progression of students in the nursing program and graduation from the program.

**STUDENT RECORDS**

The registrar’s office maintains all official grades and records of students. It is your responsibility to notify PIC of any change in your record, such as address, status, etc. You are required to keep PIC informed of your current mailing address. If we send mail to the mailing address in your student record and it is returned to the college, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.

All documents submitted to PIC become the property of the college and will not be returned to the student.

**STUDENT PRIVACY RIGHTS**

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

The right to inspect and review their education records.

A student should submit to the Registrar, Dean, head of the academic program, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make the arrangements for access and notify the student of the time and place where the records may be inspected. If the college does not maintain the records official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request an adjustment to the education record if the student finds the record to be inaccurate, misleading, or in violation of their privacy rights.

A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent to disclose or withhold personal information about the student.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college or its foundation in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the District Board of Trustees or the Foundation Board of Directors; or a student or other person serving on an official committee, including without limitation a disciplinary, grievance, or scholarship committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional or official responsibilities for the college. Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

If a student wishes to have their record remain confidential they must make the request in writing or complete and submit the Confidentiality Form to student services director. The form is accessed through the Atlas account. A decision to refuse the release of information means the student's name will not appear on any recognition lists such as President's or Dean's list or the Commencement Program. The form is accessed from

the student services director. A decision to refuse the release of information means the student's name will not appear on any recognition lists such as President's or Dean's list or the Commencement Program. A confidential hold will be placed and remain on the record until the student submits a written consent to release the information or the student graduates from Premiere.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

For more detailed information on FERPA visit: [ed.gov/policy/gen/guide/face/feral/index.html](http://ed.gov/policy/gen/guide/face/feral/index.html) or writes to:  
Family Policy Compliance Office

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

## DIRECTORY INFORMATION

FERPA authorizes the college to disclose "directory information" upon request without consent. Premiere International College has identified the following as directory information: student's name, major field of study, dates of attendance, dates of degrees, and awards received.

## RELEASE OF DIRECTORY INFORMATION

Premiere International College generally does not release student information without student consent and prefers to protect the privacy of our student. Premiere does not disclose lists of students for commercial purposes except as related to specific contractual arrangements as part of college business operations.

## TRANSCRIPT REQUESTS

To request an official Premiere transcript, you must complete and submit the Transcript Request Form. There is a \$25 charge for each Premiere International College transcript. At the end of each term, please allow an extra week to the processing time to allow for grade processing.

Transcripts can be picked up on campus or be mailed. Please allow sufficient time for processing and mailing when making a transcript request. We are not responsible for un-received transcripts. You must submit another request with the \$25 fee to have the transcript resent.

Regular transcript requests are processed in 15-20 business days

In accordance with the Federal Educational Right and Privacy Act of 1974, a signature is required to release any information, including official transcript

A separate request is required for each transcript requested

Transcripts are not issued until ALL FINANCIAL OBLIGATIONS ARE MET



Only Premiere International College’s transcripts will be issued; transcripts from other school must be requested from the original source.

Transcripts will not be released to a second party without written permission from the student and photo identification.

## CLOCK HOUR

One clock hour is equivalent to 50 minutes of direct instruction with a 10-minute break.

## CREDIT HOUR

Credit for Premiere International College courses is calculated on a quarter/semester Credit hour basis.

10 lecture clock hours = 1 Quarter Credit hour

20 laboratory clock hours = 1 Quarter Credit hour

30 externship clock hours = 1 Quarter Credit hour

## GRADING SYSTEM

The scholastic progress of the student is reported at the end of each course and at periodic intervals during the course. Because competency in nursing care is a critical component of safe nursing practice, the grading scale for this program is stringent. Student must achieve a course grade point average of B with a numerical grade point average of 80% or better in all nursing core courses. The Student must achieve a course grade point average of C with a numerical grade point average of 70% or better in all general education courses. The following grading system will be used in all courses:

*Premiere International College utilizes the following grading criteria in general education courses:*

Letter Grade	Percentage Rate	Standards	
A	90 – 100%	4.0	Excellent
B	80 – 89 %	3.0	Good
C	70 – 79 %	2.0	Fair
D	60 – 69 %	1.0	Not good

F	<59%	0	Fail
I	Incomplete	NA	N/A
W	Withdrawn	NA	N/A
T	Transfer Credit	NA	N/A

Premiere International College utilizes the following grading criteria in Nursing Theory courses:

Letter Grade	Percentage Rate	Standards	
A	90 – 100%	4.0	Excellent
B	80 – 89 %	3.0	Good
F	<79%	0	Fail
I	Incomplete	NA	
W	Withdrawn	NA	
T	Transfer Credit	NA	

All courses that contain Lab & Clinical Externship must receive a Passing Grade in Lab and Clinical Externship to receive a satisfactory grade in the course.

Transfer Credit is coded as (T), which is given for credit. The Transfer Credit units are not included in the GPA calculations.

No credit is given for the following designation: no credit(NC), withdrawn(W), and incomplete (I). These are not included in the GPA

CODE	DEFINITION
T	Transfer Credit
NC	No Credit
W	Withdrawn
I	Incomplete
R	Repeat

calculations. Students who repeat and pass a course will be given an ® to indicate course retake.

All courses that contain Lab & Clinical Externship, must receive a Passing Grade in the Lab and Clinical Externship to receive a satisfactory grade in the Course.

Transfer Credit is coded as (T), which is given for credit. The Transfer Credit units are not included in the GPA calculations.

No credit is given for the following designation: no credit (NC), withdrawn (W), and incomplete (I). These are not included in the GPA calculations. Students who repeat and pass a course will be given a grade and an “R” to indicate course retake.

At the completion of the course, the final course grade point average (GPA) will be calculated using the following grading scale. The student must achieve a course GPA of 3.0 (80%) to successfully pass each nursing course. Students must successfully complete at or above benchmark set by school on all end of course in which they are required, i.e., Adult Nursing I, Maternal & Child Nursing, Mental Health Nursing, Gerontology Nursing, Capstone, and Adult Nursing II.

Students who do not achieve successfully completion will be require meeting with the Director of Education for counseling, completion of a student success plan, and complete extensive remediation to ensure mastery of the content. Successful completion of a Comprehensive Predictor Test and an Exit Test at the end of the program is required for graduation.

A student receiving a failing course grade must repeat the course. Since the courses in this program are sequential, this may interrupt continued progress in the program. In addition, students are required to meet the school standards of satisfactory academic progress as listed in the school catalog.

## COURSE NUMBERING SYSTEM

The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline and the first digit specifies if the course belongs to an upper or lower division. The following digits are reserved for departmental use in indicating sequence of courses.

Practical Nursing	Nursing
PN 101	GS1145
PN 102	MA 1210
PN 103	AP 2530
PN 104	EN 1320
PN 105	AP 2630
PN 106	NU 1210
PN 107	MP 1110
PN 108	NU 1320
PN 109	PY 2150
PN 110	SC 2730
PN 111	NU 1421
PN 112	EN 1420
PN 113	NU 1426
	NU 2530
	SO 2550
	NU 2630
	NU 2740
	NU 2840
	NU 2745
	NU 2810
	NU 2899

## SATISFACTORY ACADEMIC PROGRESS (SAP)

### OVERVIEW

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in the college Catalog. To maintain satisfactory progress, the student must:

Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program

Establish and maintain at least a 3.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another the college are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester

- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of “Incomplete”
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

In calculating Satisfactory Academic Progress, Grades “A” through “B-” are considered passing grades. Grades “W” and “I” indicate that no grades were earned for the course. A “W” grade indicates that the student withdrew from the course. An “I” grade indicates that the student was passing the course but failed to complete all the required course work. The instructor, in his/her discretion may grant an “I” grade instead of an “F”, pending completion of the course work by the student within a specified time arranged by the instructor and told the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the “I” grade becomes an “F”. For students receiving transfer credit from other colleges, a grade of “T” will appear on their transcript. Courses for which a “T” is given will not be used in computing the student's grade point average.

A student's grade point average (“GPA”) is computed by dividing the sum of all grade points earned at the College by the total number of credits in all courses for which grades “A” through “F” were received. Courses in which a “W” or “I” or “T” or “P” grade was received will not be used in computing a student's GPA.

## DEFINITION of SATISFACTORY ACADEMIC PROGRESS

Definition of Satisfactory Academic progress:

Each student enrolled at the college must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress.

## QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

- Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
- Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.

To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 3.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted.

Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Executive Director.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "B-" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 3.0 or higher.

	<b>Minimum Overall Cumulative GPA Undergrad:</b>	<b>Required percentage of completion of coursework attempted:</b>
<b>Interval I:</b> End of the second term:	3.0	80%
<b>Interval II:</b> End of the student's third and any subsequent term:	3.0	80%
<b>Interval III:</b> The total maximum for completion as timeframe described under "Quantitative Criteria" below.	3.0	80%

#### CALCULATION OF THE CREDIT COMPLETION PERCENTAGE

The credit completion ratio or percentage is calculated by dividing the total number credit hours successfully completed by the student in his or her program by the total number of credit hours attempted by the student. For the purposes of calculation, credit hours attempted by the student include:

- A. All courses taken while the student is enrolled in his or her program of study or
- B. A different program of study, if:
  - The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or
  - If a course or courses count toward the satisfaction of any of the coursework requirement in the current program.

#### CONDITIONS THAT MAY RESULT IN PROBATION, RESTRICTED COURSE LOAD STATUS OR TERMINATION

The following describes the conditions under which a student may be placed on probation, restricted course load or terminated completely from a program of study.

- Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, unless the student appeals the College's determination of the lack of Satisfactory Academic Progress in writing to the Executive Director. The Executive Director may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course

load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the College.

- Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following, unless the student appeals the college's determination of the lack of Satisfactory Academic Progress in writing to the Executive Director. The Executive Director may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.
- At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study at the college.

### CALCULATION OF OVERALL CUMULATIVE GRADE POINT AVERAGE

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the college.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the college.

If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

### QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (80% of hours attempted) each academic year. Additionally, a student must complete the degree within a maximum timeframe of attempted credit hours.

Diploma = 2,025 maximum attempted quarter credit hours Associate Degree =

156 maximum attempted quarter credit hours Bachelor Degree = 270 maximum

attempted quarter credit hours

The Maximum Time Frame for the Completion of any program of study is 150% of the credit hours designated for the program in the College catalog. A student is not making Satisfactory Academic Progress if the college determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or



courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

## MAXIMUM TIME FRAME FOR SATISFACTORY ACADEMIC PROGRESS

### SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 80% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn a degree.

### MAXIMUM TIME FRAME (MTF) PRACTICAL NURSING PROGRAM

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Practical Nurse program in 1350 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 2025 hours.

The MTF, which is 1.5 times the normal completion time of 1350 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies at the college. Any student who does not successfully complete the Practical Nurse program within the 2025 hours MTF cannot earn Practical Nurse certificate.

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Practical Nurse program in 1350 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 2025 hours.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the college degree program will be multiplied by 1.5 to determine that student's MTF.

## MAXIMUM TIME FRAME (MTF) NURSING PROGRAM

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate of Nursing degree program in 104 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 156 credits.

The MTF, which is 1.5 times the normal completion time of 156 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at the college. Any student who does not successfully complete the Associate of Nursing degree program within the 156 credits MTF cannot earn Associate of Nursing.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the college degree program will be multiplied by 1.5 to determine that student's MTF.

## ACADEMIC PROBATION

All students enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

## RESTRICTED COURSE LOAD

An undergraduate student who, during the semester of probation, still does not earn a B- in every course or a 3.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better. If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the College for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/or restricted course load status.

## INCOMPLETE GRADE IN A COURSE

If a student receives a grade of A, B, or T in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

## WARNING

Warning is a warning status for students who failed to meet standards of satisfactory academic progress.

Students are placed on Warning as the result of the following scenarios:

- Cumulative GPA is less than 3.0 by the end of the undergraduate student's second term of enrollment and all subsequent terms or
- Cumulative GPA is less than 3.0 by the end of the graduate student's second term of enrollment and all subsequent terms.
- Completion of less than 80% of credits attempted.

## RESOLVING WARNING STATUS

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on what caused the student to go on warning):

- Complete the next term successfully, which is defined as completing 80% of all credit for the term with a GPA above the required minimum.

## TRANSFER COURSES

Students will receive a grade of "T" for courses taken at another college that is being transferred in for required courses at the college. The grade of "T" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "T" is added to hours attempted within the specified minimum time frame.

## REPEAT COURSES

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

### **CHANGE OF PROGRAM OR MAJOR**

Students who contemplate a change from one program or major to another should discuss this possibility with the Executive Director to determine the effect such a change would make on the student's satisfactory academic progress. The college defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program. If a student changes his/her major or program only the credits that are common to both programs may be accepted toward the new degree program.

### **WITHDRAWAL FROM A COURSE**

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws a course during the drop/add period (the first week of class), they will receive a "W" grade in the course. The last day of physical attendance determines whether grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of "W" is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

### **READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS**

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the College's determination to the Executive Director (as provided below in the Appeal section) and the Executive Director grants the student's appeal. The Executive Director will consider mitigating circumstances in addressing the appeal. If the Executive Director grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Executive Director discretion, as appropriate) during the student's next semester of attendance in any program of study at the college.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the College and must execute a new Enrollment Agreement with the college. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

### **APPEALING A DETERMINATION OF UNSATISFACTORY PROGRESS**

If the college determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the college's determination in writing to the Executive Director. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other circumstances) that may influence the College's decision to terminate or not to readmit the student into his or her program of study at the college.

The Executive Director will consider the appeal to determine whether the circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at the college despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Executive Director in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Executive Director decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study at the college.

### **EARNING ADDITIONAL CREDENTIALS**

When students seek additional credentials, SAP requirements will be determined based on the program requirements for which they are seeking.

Courses applied toward completion of earning additional credentials will be denoted as transfer courses.

Courses applied toward completion of earning additional credentials are not considered when calculating term GPA.

Courses applied toward completion of earning additional credentials are not considered in determining term percentage of completion requirements.

The maximum Time Frame Requirement of the SAP Policy will be adjusted for each course applied toward completion of earning additional credentials by:

- Subtracting the total transferred credits/hours from the assessment tremor the program
- Recalculating the Maximum Time Frame.

## TRANSFER COURSES

Students will receive a grade of "T" for courses taken at another college that is transferred in for required courses at PICC. The grade of "T" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "T" is added to hours attempted within the specified minimum time frame.

## REPEAT COURSES

Repeated courses may adversely affect a student's cumulative grade point average, as well his or her academic progress. A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", the only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted with those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt. A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's

## PROGRESSION REQUIREMENTS

Progression through the nursing program:

- Cumulative GPA minimum grade of "B" (80%) in all courses required in the curriculum.
- Fulfillment of all course prerequisites and co-requisites.
- Satisfactory level of mental and physical health including current immunization.
- Hepatitis B vaccinations, yearly TB testing, and ability to meet Medical Requirements set forth by Admissions.
- Current CPR certification for health care providers.
- Minimum score of 90% on a dosage calculation examination in each nursing class prior to completion of clinical rotations.
- Satisfactory urine drug screen and criminal background check.

Students who do not meet progression requirements must withdraw from the college program and apply for readmission.

## READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS

If the student was not making satisfactory academic progress in his or her program of study as of the last quarter enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the school's determination to the Director of Education (as provided below in the Appeal section) and the Director grants the student's appeal. The Director will consider mitigating circumstances in addressing the appeal. If the Director grants the appeal, the student will be placed on either academic probation or restricted course load status (at the Director's discretion, as appropriate) during the student's next quarter of attendance in any program of study at PIC.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the College and must execute a new Enrollment Agreement with the college one time only. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

Readmission requirement:

- Completion of "Request to Re-enter" form.
- Space availability in the nursing program,
- Academic eligibility;
- 3.0 cumulative grade point average;
- No more than one failing grade (less than or equal to 80%) in a nursing course (whether the course is the repeated course or a different course). If a student has been dismissed from clinical and/or the nursing program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis;
- Successful completion of a nursing course with a clinical component within the past 12 months; No longer than 36 months lapse from initial admission term to date of graduation.
- Completion of a learning contract which must require:
- Minimum passing score of 90% on a drug calculation exam; the student is allowed one attempt;
- Successful demonstration of practicum skills from all previous courses that were completed successfully by the student during a clinical check-off session;
- Ability to meet and comply with the standards and policies in the current college Catalog, including the ability to meet the core performance standards and physical requirements;
- Completion of a urine drug screen (10 panels) and a Florida Department of Law Enforcement (FDLE) background check at the cost of the student. All Medical Information including all liability insurances must be made current at the cost of the student.

## APPEALING A DETERMINATION OF UNSATISFACTORY PROGRESS

If PIC determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the College's determination in writing to the Director of Education. The student's appeal must provide details concerning the circumstances affecting the student's academic progress

(such as serious illness or injury befalling the student, the death of a close relative of the student or any other circumstances) that may influence the College's decision to terminate or not to readmit the student into his or her program of study at PIC.

The Director of Education will consider the appeal to determine whether the circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at the school despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Vice President in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Director of Education decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next quarter of attendance in a program of study at the College.

## PROCEDURE FOR GRADE APPEALS

There is a PIC committee, the purpose of which is to address requests for revision of academic grade(s). This Committee, known as the "Advisory Committee," consists of the Director of Student Services and two faculty members. The Advisory Committee members are proposed every quarter by the Director of Education and approved by the President. The Committee establishes its internal decision-making procedure, which will be made public.

The faculty member responsible for the course is the only person who may make a grade change and he or she must notify the Registrar Department when and if the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions.

A challenge to a grade received in a course, comprehensive examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

If the grade challenged is in a course, the student will first discuss the matter with the faculty member teaching the course to resolve the grievance informally. If the grievance is not settled, the student may then file the Grade Appeal Form with the Director of Student Affairs.

The form must be filed no later than seven (7) calendar days after the date on which the grade was due in the Registrar's Office.

The Director of Student Services will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation. The Director of Students Services will render a decision within thirty (30) calendar days and inform the student and faculty member in writing.



If the student wishes to appeal the decision of the Director, he or she may request that the Grades Committee investigate the decision.

The Grades Committee will make a formal investigation, hearing both the student and faculty member.

The Committee will reach a decision within thirty (30) calendar days and notify the student, the faculty member, and the Director of Student Development in writing. The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Grades Committee.

The student and/or the faculty member may appeal the decision of the Grades Committee to the Director of Education no later than five (5) working days after the Committee's decision. The Director of Education's decision shall be final.

### TRANSFERABILITY OF CREDITS

PIC will only accept 25% of transferring credits from another institution. PIC will accept grades of "B" or above to be transferred for credits from another institution for the general education and nursing courses. The request for nursing credits to be transferred from another institution will be reviewed to meet the following guidelines:

- Be comparable to a PIC technical/nursing course in content and credits.
- Be reviewed and approved by the Director of Education or Administrator.
- Transfer of credits completed by the first day of class.
- Transfer of PIC credits is at the discretion of the receiving college.
- Official Transcript and a Copy of the Catalog or Syllabi on courses attempting to transfer for evaluation.

It is the student's responsibility to confirm whether another institution of the student's choice will accept the credits from PIC.

### ACHIEVEMENT TESTING POLICY

As part of certain courses, students are required to take third-party computerized assessments. These assessments are intended to provide students with the tools needed to be successful in the Nursing programs and on the NCLEX; as well as, increase confidence and familiarity with computerized testing. The assessments typically include various formats, including multiple response items, multiple-choice items, fill-in-the blank items, drop-and-drag items, hot spot items, chart/exhibit items, and other items. The assessments help identify deficit areas and provide students opportunities to practice and learn. Each assessment can represent up to ten percent (10%) of a student's course grade. Failure to achieve the minimum assessment score may result in loss of points on an examination or require remediation or retesting. Students who do not successfully complete the remediation or retest associated with an assessment examination may receive an incomplete in a course and may be required to repeat the course in its entirety. An incomplete due to failure to successfully complete the assessment testing remediation or successful retest is considered a failure for the promotion policy.

## COMPREHENSIVE PREDICTOR EXAM

All course requirements must (mandatory) be completed with a minimum grade of “B” (80%).

Students in both the professional nursing and practical nursing program are required to take and pass a comprehensive Final Exam and (2- Different) Comprehensive Exit Exam to graduate and meet the graduation Requirements.

All Comprehensive Exams in each course must be passed as a requirement to pass the course and proceed to the following course. Failure to pass the Comprehensive exam in that course regardless of an 80% grade point average will be a failure of the course and will not proceed in the program.

Each course will have a series of tutorials and practice exams that must be completed satisfactory as part of the requirement of that course with a score of 80% or above.

The purpose of the comprehensive exam is to assess the student’s ability to demonstrate integration of multiple levels of knowledge for licensure and practice. The comprehensive exam program includes structured lectures, assignments and other activities. This activity is undertaken either as part of a course or after the students completes the courses in the program with a satisfactory grade. Moreover, certain of these activities may take place outside of scheduled terms, which may affect financial obligations.

The minimum passing score for each of the two Comprehensive Exit Exams is 90% Proficiency. If the student does not achieve the minimum passing score, the student will remediate and retake the exam. If the student does not score the minimum passing score on the second attempt, the student will be required to complete a Florida Board of Nursing approved remediation course. In addition, the student’s final grade in the Associate Science in Nursing Program -NU2899 and the Practical Nursing Program-PN113 will reflect an “I” grade.

Upon completion of the approved remediation course, the student may submit the documentation stating successful completion. The student must pay the cost of retesting to retake the exam a second and third time. If the student does not achieve the minimum passing score on the third attempt, the grade of “I” will be changed to “F” and the student will be required to repeat NU2899 (ASN) or PN113 (PN). Student must follow a scheduled remediation plan developed by the College for the student during the wait period for the next available course to begin.

All Florida Pre-approved remediation program must be pre-approved by Premiere International College before the student signs up for Remediation Program.

The (2) Comprehensive Exit Exam will be administered following the completion of the Comprehensive Final Exam. The minimum passing score is 90% Proficiency. The student has one attempt to successfully pass both two exit exams. If the student does not score the minimum passing score on the attempt, the student will be required to complete a Florida Board of Nursing approved remediation course.

The student's program status is considered incomplete until both the Comprehensive Final and (2) Comprehensive Exit Exam had been successfully completed.

Prior to the student signing up for the Comprehensive Final Exam, he/she must have satisfied ALL financial obligations.

Students have a total of up to three (3) opportunities to pass the comprehensive evaluation. Students will be required to complete certain remediation activities for each attempt.

Failure to complete the remediation can result in forfeiture of attempts. The dates and times for each attempt are established pursuant to a standard schedule, which provides for increased time between attempts. Typically, the time between attempts increase from six to eight then ten weeks. Between attempts, students may be required to complete certain remediation to be eligible for the next scheduled attempt. Students who fail to meet the comprehensive evaluation standards will not graduate and may be dismissed from their Nursing program without the awarding of a nursing degree or diploma.

Students are directed to consult the Director of Education for additional information regarding the comprehensive evaluation, including testing requirements, retakes, remediation, repeating of coursework, required coursework etc. The cost for the initial testing with the comprehensive Exam I and Comprehensive Exit Exam I are included in the tuition. Other fees, etc., remediation and retake exams are not. Students are responsible for the cost of additional tests and preparation resources.

## THEORY COMPONENT

A variety of teaching/learning methods are utilized in the theory or didactic portion of the nursing core courses. These methods are designed to meet the various learning styles of students. Lecture, demonstration, and class discussion as well as written assignments and papers, student presentations and small group projects provide an interactive learning experience. The textbooks in the nursing core courses are accompanied by CDROM's, which provide additional instructive material including animated demonstrations and case studies. Most texts provide Internet companion sites for additional support.

In the library, the student will find resource texts covering all areas of nursing theory and practice as well as nursing periodicals. In addition, an extensive database of nursing materials and publications is available via LIRN. Assistance is available to students in gaining access to these resources.

## CLINICAL EXPERIENCES

Premiere International College has selected various sites for student's clinical experiences in the nursing program. The sites provide opportunities for students to gain hands on nursing care experiences, successfully meet course objectives, and demonstrate required competencies for graduation. Students are required to maintain certain health immunizations and may be required to undergo additional physicals or undertake other activities for participation at the selected clinical facilities; failure to maintain such immunizations or undertake the additional activities will prohibit a student from attending classes and the associated clinical.

Students are also required to execute confidentiality, HIPAA compliance, and other forms prior to participating in the clinical experience. In addition to the foregoing, certain clinical sites require students to participate in orientation and training sessions prior to starting the clinical experience. Students unable to meet clinical facility prerequisites may be placed on a leave of absence; when such prerequisites are met they will be eligible to seek readmission into the program.

In addition to clinical experiences at clinical facilities, student will also participate in simulated patient care. The simulated experiences may include screen-based/PC-based simulation, virtual patients, partial task trainers, human patient simulators, standardized patients and integrated models. PIC believes that simulation promote better preparation for new nurses by guaranteeing experiences for every students and customization of learning needs for student needs.

## REQUIREMENTS

At the start of each course, each student receives a syllabus outlining the course objectives, course units, textbooks, specific course standards, grading and evaluation and the clinical requirements.

Students are required to meet the following standards in every course: Student must achieve a course grade point average of B (80%) or above.

Students are required to pass all unit exams and the final exam with a minimum grade of 80% regardless of the final course GPA. Any student receiving a grade of 79.99 or below on a unit exam or final exam must meet with the Instructor and/or Program Director to determine the method by which the student will demonstrate that the unit has-been mastered. Remediation may be required. No extra credit will be awarded for the additional work.

Attendance at scheduled classes is mandatory. The courses in this program are comprehensive, and attendance is essential to enable students to grasp critical concepts, enrich their knowledge base through group discussions, and learn and practice clinical skills and nursing competencies.

Missed quizzes and exams must be made up within 48 hours of the scheduled test and students will not be admitted to the classroom if testing has begun.

Students are responsible to arrive on time, be prepared for each class, having completed all reading and written assignments.

Students are required to actively participate in class. Ten percent of the course grade will be based on class participation. Absence or tardiness will impact the class participation grade.

Student must successfully meet all the course objectives and complete all the required assignments of the course in a timely manner.

## EVALUATIONS

Student evaluations, both formal and informal, are conducted at regular intervals throughout the course. A student receiving a failing unit exam grade or failing to meet clinical experience requirements will meet with the Director of education for advisement and remediation plan to ensure content mastery. Students must bring their performance to a satisfactory level within a specified time frame (determined by the Director of Education) to remain in the program. At the end of the course, a student receiving a failing course grade must repeat the course. In addition, students must meet school standards of satisfactory academic progress as listed in the school catalog.

Student evaluation form will be utilized. The Director of Education or Administrator will evaluate any student exiting from clinical rotation with a failure for re-admission.

## GENERAL PROGRAM

### INFORMATION SATISFACTORY PROGRESS

Students may continue in the nursing program when they demonstrate consistent, satisfactory progress toward their goals as identified below:

- A minimum cumulative grade point average 80% or above must be maintained.
- A minimum of 80% grade point average is required in all courses on the program plan. Any course below 79% must be repeated.

## STUDENT GRIEVANCES

The staff and faculty are always available to meet with students to address issues and resolve concerns. A student who has a concern or who feels that his or her rights have been violated must follow the proper procedure:

- Consult the faculty member involved in the grievance directly within three days of the occurrence. This faculty member will discuss the situation with the program director for advice and get back to the student with three school days after the first meeting with the student.
- If the student is not satisfied with the results of the conference, the program director should be consulted within three college days after the previous conference.
- Students who are not satisfied with the outcome of their grievance may appeal to the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400; toll free 888-224-6684 or 850-245-3200.
- A grievance is any situation arising from a college action, which a student deems to cause them academic, financial, or emotional distress. The grievance procedure is available to any student who believes a decision or action by the College had adversely affected their status, rights, or privileges as a

student. The purpose of the grievance procedure is to provide a prompt and impartial process for resolving student grievances

In pursuit of its policy of openness, accountability, and responsiveness to students, the College has established a grievance procedure policy. The Campus Director shall maintain a file on each grievance reported, including ensuring that the proper procedure is followed. The outcome then shall be filed in the complaint log with a resolution to the complaint.

If a student has a grievance, a written complaint must be submitted to the College, either on the college'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 TOWARD RESOLUTION**

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussion headed by the Campus Director. Resolution shall be attempted first at the level of the complaint (instructor, student, staff member, and/or student). 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 stages of dispute and reconciliation, and mutual resolution shall be encouraged at all stages of procedure.

### **PROCEDURES FOR OFFICIAL HEARINGS**

If informal recourse fails to resolve the grievance within a reasonable time after filing, the Campus Director will schedule a Student Grievance committee meeting. The voting members of this committee shall be comprised of the Campus Director, Program Director, Student Services Director, Faculty Member, and a Student Representative. Further, a non-voting member will serve as a moderator.

Accompany 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 record, 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 in which the majorities vote of such qualified members who may also make recommendations, disciplinary actions, or modifications in policy to the appropriate administrative officials.

### **RECOURSE AFTER HEARING**

If students have exhausted these procedures and the problem has not been resolved, they have the right to contact the Commission for Independent Education and/or the Florida Board of Nursing.

Contact the Commission for Independent Education or the Florida Board of Nursing 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 problems (s) occurred.
- The nature(s) of the individual (s) involved in the problems (s) (facts, not rumors, examples of attempts toward solution).
- Copies of information regarding the problems(s) (fact, not rumors, examples of attempts toward solution).
- Evidence demonstrating that the college's complaint procedure was followed prior to contacting the State. The claimant must sign the complaint.

Send the complaint to the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 Toll free telephone number 888-244-6684 Fax 850-245-3234

## UNIFORMS AND SHOES

School uniform will be worn to all clinical sites designated by the nursing school. All uniforms will be clean, wrinkle free, and well-fitting to allow for reaching and bending. Undergarments shall be neutral in color. White lab coat- mid thigh length. In cooler weather white T-shirts can be worn under the uniform, no sweaters or jackets are allowed at any time. Men shall wear a solid white T-shirt under the uniform top. Shirts will be zipped or button to the top always. White skid free leather or tennis shoes with closed heel and toe must be worn. White nylon or white socks must be worn. A second-hand watch is required. No large hoop earrings, bracelets, or necklaces are permitted except for a wedding ring. Student(s) may wear one small pierced post earring per ear. Adornments that are attached (pierced) to exposed body parts including tongue piercing are prohibited. All neatly styled - clean hair should be pinned above the collar. Sideburns and beards should be neatly trimmed. Nails should be cleaned, short with clear polish. No artificial nails are allowed. No perfume, cologne, or fragrant lotions allowed in the clinical areas. Make up should be used with discretion. No gum permitted in the clinical/classroom setting. Violation of the dress code will result in dismissal by the clinical instructor or Program Director for that scheduled day. This will be noted as an unexcused absence. All students should shower daily, use deodorant, and practice good oral hygiene. Premiere International College lab coat can only be worn when representing Premiere International College PN and ASN Program. Clinical instructor, Program Director, or Administrator have the authority to NOT admit the student to class or clinical area(s) inappropriately dressed.

## ADDITIONAL REQUIREMENTS

Students are required to purchase and bring the following items to clinical/lab/simulation:

- Watch with a second hand (not digital)
- Bandage scissors

- Regulation stethoscope
- Black ink pen
- Black Sharpie marker
- Clinical packet as indicated by course syllabi - Estimated Cost of Packet \$200.00
- Laboratory kit as indicated by course syllabi - Estimated Cost of Packet \$100.00

## INCLEMENT WEATHER

All nursing classes will be held as usual at Premiere International College, weather permitting. In the event the college closes due to inclement weather, clinical activities will be cancelled as well. The clinical instructor or designee will notify students.

If you do not hear from your clinical instructor and the school is not closed, the clinical session will meet as scheduled.

If you have any questions, call your clinical instructor before you leave home. If you are unable to attend clinical, be sure to follow the appropriate notification procedure.

## ATTENDANCE

The following attendance procedures must be followed:

- Classroom attendance is expected. The instructional faculty for that course will determine the attendance policy in lecture courses. The individual syllabus will reflect the necessary requirements for attendance to be successful in that course.
- In courses with a lab component, attendance is mandatory. Students are responsible for the entire content. Students are expected to problem solve and take responsibility for any missed classroom materials, skills, videos etc. The individual syllabus will reflect the necessary requirements for attendance to be successful in that course and can be revised at any time, based on the class learning ability.
- In a clinical course, attendance is mandatory. The individual syllabus will reflect the specific requirements for attendance to be successful in that course and can be revised at any time at the discretion of the College.

Excessive absences or tardiness will result in withdrawal from the program.

A student who has 1 hour(s) or more of absence(s) or tardiness per quarter must attend a counseling session with the instructor.

Tardiness will be documented at 15-minute increments i.e., if theory session starts at 8:00am and the student arrives at 8:01am, 15 minutes will be deducted from the student attendance.



Students can be withdrawn from the program after a total of 8 hours of absence per quarter at the discretion of the Program Director or Administrator.

If a student has been absent or tardy, they must report to the instructor 30 minutes prior to the scheduled theory or clinical rotation(s). Student must schedule an appointment with the instructor regarding missed assignments.

All make-up assignments must be completed within 1 day after returning to class. If the makeup assignments are not completed within 1 day a zero for the assignment(s) will be given.

It is the student responsibility to notify the instructor 60 minutes prior to absence or tardiness.

All make up hours must be pre-approved by the instructor, Program Director, or Administrator. Make up time is not guaranteed due to the availability of the clinical space and time constraints. The limited clinical or theory make-up hours must be made up in the same quarter that the absence occurred at a student (s) cost of \$25.00 per hour at the discretion of the instructor, Program Director, or Administrator.

## EXCUSED ABSENCES

The College identifies the following absences as excused:

The Director of Education may waive personal illness or the illness of a child with a physician's written verification. Death in the immediate family of the student, this includes the death of a parent, child, sibling, spouse, partner, or grandparent.

Although the above absences are identified as excused, the student remains responsible for communicating with the instructor and completing any missed course work, assignments, exams, quizzes, with 24-48 hours of returning to school and scheduling a make-up session for clinical courses hours missed. The college can guarantee that the missed clinical hours will be available. The student will be charge a rate of \$25.00 per hour for missed clinical hours.

## CLINICAL ATTENDANCE

Clinical laboratory (lab), and simulation experiences are considered clinical course hours. Specific guidelines are included in the course syllabi. It is expected that the student attends all sessions timely. Punctuality to clinical, laboratory, and simulation sessions is mandatory. Tardiness is defined as arriving one minute later than the assigned time. The following is required of all nursing program students:

- Attendance is required for the total scheduled clinical/lab/simulation time. Students will be counted absent if they leave clinical/lab/simulation for any reason.
- Clinical/lab/simulation absences of greater than two clinical days in course will result in failure of the course. This includes absence from scheduled make-up sessions.
- The instructor keeps a documented record of attendance.

- A “no-call/no-show” event is an incident of not calling or coming to clinical/lab/simulation. One “NoCall/no-show” event equals two absences.
- Three tardiest equals one absence.
- A student may be in jeopardy of failure if absent more than 10% of the clinical/lab/simulation experience.
- Students must present to clinical/lab/simulation fit for duty.
- Sleeping during clinical hours is strictly prohibited and is considered a critical incident. Cell phone use during clinical hours is strictly prohibited.

In the event a student will be absent or tardy for clinical/lab/simulation, the student is required to contact the instructor and the assigned unit at least two hours prior to the scheduled time of the clinical/lab/simulation experience.

### LEAVE OF ABSENCE

A student may be granted a leave of absence for up to six months; the department head must approve the leave. A request for a leave of absence must be in writing, and the date of expected return must be specified. If the student does not re-enter within the specified time and has not notified the school, the student’s contract will be terminated. No refund will be granted according to the College’s refund policy.

### EXAMINATION/TESTING POLICY

The number of exams and quizzes vary from course to course. Pharmacology and clinical dosage calculation questions may be included in any exam or quiz. It is an instructor’s discretion and based on the standards of the course the percent weight of each exam or quiz. It is the instructor’s discretion to administer a cumulative final exam. Students are ultimately responsible for all course material as outlines in the course syllabi.

### EXAMINATION PROCEDURE

Students are expected to arrive on time for all tests. If a student is tardy, he/she may take the test within the remaining time without penalty or the student may take the test on the same day, after class, in an area designed by the instructor. If the student elects to take the tests after class on the same day, it is considered a late take and the instructor will follow the points-deduction guideline. Notices of absences and plans for makeup test must be made with the instructor in advance; otherwise, a 10-point penalty will be applied to the test grade. More than one excused make-up will require full nursing faculty approval. A missed test must be makeup within 24 hours unless the instructor provides an extension. An unexcused absence will result in a “zero” for that test.

Students are expected to comply with the following examination rules:

- Students may not have any textbooks, notebooks, cell phones, or other electronic devices on the desk at any time during an exam. All books, coats, backpacks, and other belongings will be placed at the front or side of the classroom prior to the exam.
- No hats or sunglasses are allowed.
- Students may use calculators during exams. Use of calculators is allowed and is provided by the college. Students are not permitted to share calculators.
- Students are required to come prepared for exams, including writing apparatuses, and paper. Faculty and staff will not provide students with essential supplies. Student may not share or borrow supplies during the testing period.

It is the instructor's discretion to assign seats during the testing period. Students are expected to comply with the seating assignment.

### **NATIONALLY SCORED TESTING**

Nursing students will be required to take nationally scored tests throughout the curriculum and to achieve a satisfactory score on each test. These tests serve the purpose of student assessment based on the national averages in nursing. If a student does not score a Satisfactory, he/she will be required to follow the remediation process as provided by the examination platform.

### **PARKING FACILITIES**

Parking is provided for students with vehicles free of charge. Disabled parking is available. Students must adhere to the parking policies of the clinical site(s).

### **STUDENT IDENTIFICATION**

Student ID's are part of the tuition package. Each student will be issued an ID badge. Each student will be required to wear the ID badge always while in school, events representing the school, and at clinical sites. The Name ID badge is to be worn on the left side of the chest. A lost ID badge will cost the student \$25.00.

### **STUDENT HANDBOOK AND CATALOG**

Each student will receive a handbook and/or catalog via email prior to signing the student's enrollment agreement. The Student must keep within their possession the student handbook and/or catalog during the classroom and/or clinical rotation(s).

### **SAFETY**

PIC's purpose of nursing education is to provide instruction for students to become safe, competent, technically- skilled caregivers, nursing education should reflect holistic, evidence based, and culturally

competent curriculum. Safe, competent, and technically- skilled nursing practice is identified by professional behaviors, communication, data collection, planning care intervention, and managing. It's the responsibility of the nursing faculty to employ professional and legal standards in determining safe and qualified nursing practice.

## SUPERVISION IN CLINICAL SETTING

Each student providing direct care to patients or clients in a health care setting shall be under the supervision of a Registered Nurse from PIC. The RN instructor will be responsible for all students assigned to the unit during the clinical experience.

All direct or indirect clinical supervision will be conducted with a RN from PIC present at the clinical site always with students.

All community based clinical experiences that involve invasive or complex nursing activities will be supervised by an RN from PIC present on site at the clinical facility.

Any student in the community base clinical setting will conduct no direct or indirect care unless an RN from PIC is present at the clinical facility for the supervision of the student.

Clinical facility is utilized for clinical training of students. The program must provide evidence of satisfactory completion of all clinical experience to the Board of Nursing to meet all requirements.

The Director of Nursing or person responsible for nursing service is a registered nurse currently licensed in Florida.

The number and variety of patient are sufficient to meet clinical learning objectives of the nursing program.

There are nursing personnel currently licensed and qualified to ensure that patients receive safe, and effective care always when care is being rendered.

Appropriate reference and current practice and procedure manuals are available on the unit where students receive clinical experience.

Student may be required to fill out a Change Safe Practice Report Form for unsafe clinical performance. Unsafe practice may endanger the safety of the patient(s) or co-worker(s) in the clinical setting. The goal of the report is to recognize the unsafe practice and improve clinical judgment, and skills. Two reports accrued in a quarter denote a failure in the clinical setting on the part of the student and may be grounds for termination from PIC. The severity of the unsafe practice is at the discretion of the clinical instructor(s), Program Director or administrator; this may lead to termination from the program.

## CLINICAL TERMINATION PROCESS

**Evaluation:** Student with unsatisfactory grade(s) below 80% in clinical will be given written progress report.

**Recommendation and re-evaluation:** The Instructor or Program Director will identify The Plan for Improvement. A set time limit will be set by the Instructor or Program Director to review the plan.

**Probation:** If there has been no improvement, a conference with the Instructor, Director of Education, or Administrator will be scheduled to review the student(s) option(s). Probation: for two-three weeks (but not limited). Student must achieve satisfactory performance (i.e. no failed tests, inappropriate behavior, absences, or tardiness). Continuation of unsatisfactory areas will result in the student being withdrawn.

**Termination:** The student will be terminated at the end of the probation period if there is no satisfactory progress.

Premiere International College may request the student to withdraw from the program for the following reasons, but not limited to: unsatisfactory academic (below 79%) or clinical performance requirement violation of attendance policy. Violation(s) of Premiere International College school policy and clinical facility policies. Failure to have satisfactory probation requirements achieved within the stated (designated) period.

Termination from any Externship (Clinical Site) is grounds for Automatic Termination from the Nursing Program. Termination is at the discretion of the Program Director and or Campus President.

## CRIMINAL HISTORY

Please note that the Florida Board of Nursing will request information concerning arrests before admitting a candidate to take the licensure examination upon graduation. All convictions, guilty pleas, nolo contendere, misdemeanors, felonies, driving while intoxicated, and driving under the influence must be reported. Failure to disclose criminal history may result in denial of your application to the Board of Nursing. The Board of Nursing on an individual basis evaluates each application. Premiere International College will not guarantee that any graduate will be allowed to take the licensure for examination.

All applicants are required to complete a FDL- Level 2-background screen and a Ten-Panel urine drug screen before acceptance into the program. This criminal background screening ensures consistency with the requirements of Chapter 435, Florida Statutes, by health care facilities with which Premiere International College has clinical affiliation agreement (s).

Applicants with criminal records are made aware that the Florida Department of Health Division of Medical Quality Assurance necessitates any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the conditions or situation. A graduate with a felony conviction within the past 15 years may not be approved for a license. These persons will need to obtain approval from these agencies before they are permitted to take state licensure and National Certification examinations that are usually essential for employment. Background screening and Urine drug screen is the applicant's responsibility to pay for and complete before acceptance into the program.

## ARREST

If a student is arrested or charged with a criminal offense, on or off duty at any time while attending the program, the arrest must be reported and the nature of the charges to the instructor, Program Director, or Administrator. The student must notify the school within two days of the arrest or charge. Noncompliance to do so may result in removal from the program. A student arrested or charged during the program will be placed on academic suspension until the case disposition can be obtained.

The nursing student charged or arrested for a DUI or drug offense, this is not limited to other criminal charges will be automatically suspended from the program, pending the disposition of the charges.

Students that fail to reveal these charges or arrest to the Premiere International College is grounds for corrective action. Clinical privileges will be at the discretion of the Program Director or Administrator during this period. The student may not be guaranteed a clinical spot.

## STUDENT HEALTH

It is the requirement of Premiere International College to keep an up to date health record of each student. Any change or addition in medication prescribed by a physician, or change in health status must be documented in your health file. Not keeping your health records up to date may cause ineligibility to the clinical site.

Medical documentation is required in your file, but not limited to:

- Pregnancy or miscarriages
- Seizure activity or loss of consciousness
- Back problems (muscular-skeletal problems)
- Heart disease
- High blood pressure
- Diabetes
- Recent hospitalization (for treatment)
- Injuries or falls at the clinical site

Medical appointments (lab, x-ray) must be made on student's time, not during theory or clinical hours. Illness that occurs during class or clinical hours must be reported to the instructor. Illness or request for treatment while at the clinical site(s) is the cost responsibility of the student and not PIC or clinical facility site. The student is required to acquire a written statement from a physician for all absences due to illness and bring to the classroom or clinical site the next day after an absence. Student will not be allowed back on the premises without the medical documentation of illness (s). No medical restriction will be permitted at the classroom or clinical site. The clinical instructor, classroom instructor, and Program Director has the authority to remove the student based upon the nature of the illness; and is counted as an absence.

## PREGNANCY

All pregnancy must be reported right away to the instructor, Program Director, or Administrator. The student must have written documentation from the medical doctor that they can take part in clinical or classroom instructions with no medical restriction. The student must take responsibility to take safety measures in the clinical area (s) regarding radiation, chemicals, viral exposures, x-rays, etc.

## TELEPHONE USE

Authorization to use the school or clinical site telephone must be given by the instructor. No cell phones are permitted in the classroom or clinical site. Cell phones must be left in the motor vehicle. No texting while in the classroom or clinical site.

Prior approved arrangements with the instructor must be made to use the telephone at the school or clinical site.

## COMMUNITY SERVICE

Students are expected to give back to the community in which we live. Students are encouraged to volunteer approximately 15 hours a quarter of community service. All workshops, field trips, or special service assignments must require a typed report.

## INSURANCE/ PERSONAL HEALTH INSURANCE

All students are required to purchase liability and special risk accidental insurance, in case of injury. The student must complete all forms. The insurance coverage does not cover injury at the clinical site that may occur when student is not on the clinical unit or floor (i.e., on break, in the cafeteria, in the parking lot, etc.).

The accident insurance will pay for the cost of care should a student injure himself or herself while in the clinical site and require medical intervention. Any injury received while attending a PIC class or clinical site(s) should be reported without delay to the instructor, Program Director, or Administrator. PIC does not pay for student illnesses related to a class or clinical accident. The Nursing Program advocates that students provide health insurance for themselves.

## DRUG SCREENING

Client safety requires that all providers of care be mentally alert and able to make sound decisions. Many factors (i.e., drugs, alcohol, lack of sleep, etc.) can hinder the ability to think decisively. Consistent with PIC Drug-Free Campus and Workplace Policy, the School of Nursing prohibits any student from reporting to class or clinical to perform his or her duties while under the influence of drugs or alcohol. Breach of this policy will result in corrective action up to and including instant suspension, expulsion, and or a requirement of satisfactory participation in a school approved drug or alcohol rehabilitation program, in accordance with the

Florida Board of Nursing. A student who is alleged of violating this policy will not be allowed to provide patient care in the clinical setting. A positive drug screen may result in immediate dismissal from the health program.

Procedure:

If an instructor suspects a student of being impaired, the following step will be followed.

- The student will be removed from the patient care area or classroom. o The Program Director and Administer will be notified.
- The student's behaviors will be validated by a second PIC nursing personnel or Clinical staff member.
- Provision for student transportation to the ER for evaluation and then home will be arranged.
- Student will make a follow-up appointment with the instructor, Program Director, or Administrator within 24 hours.

## NCLEX REQUIREMENTS

Premiere International College Nursing Programs Graduates are eligible to apply to State of Florida's licensing exam called the NCLEX-PN/RN examination. Satisfactory completion of this examination results in License Practical Nurse/Registered Nurse licensure. Students admitted to the Practical Nursing/Associate Science Nursing Program are expected to take a licensure examination after successfully completing all the graduation requirements to become a License Practical Nurse/ Registered Nurse. Students must consider the legal requirements for licensure before entering the program. The Florida Statutes, Chapter 464 and the Board of Nursing Rules 64B9 state that an applicant's application for licensure by examination may not be eligible in Florida for such grounds as but not limited to:

- Having been convicted or found guilty, regardless of adjudication, of a crime which directly relates to the practice of nursing or the ability to practice nursing.
- Being unable to practice nursing with reasonable skill and safety because of illness or use of alcohol, narcotics, or chemicals, or any other type of materials, or because of any mental or physical conditions.
- Having been convicted of a felony and civil rights has not been restored. Such an applicant is not eligible for licensure and is not eligible to take the licensing examination. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

The Florida Legislation has also mandated criminal checks on all applicants for licensure by examination. An arrest history, by itself, does not prohibit a person from licensure.

Misrepresentation of a document and an attempt to obtain a licensure by known falsification are violations of Chapter 464-The Nurse Practice Act.

The Florida Board of Nursing requires that any nursing licensure applicant who has an arrest record must have arrest and court records of final settlement of each offense sent to the Board at the time of licensure



application. A nursing licensure application will not be reviewed complete until these records are received. The Florida Board of Nursing may require the candidate for licensure to come into view before the Board. A graduate of the PIC Nursing Program is eligible to apply for nursing licensure, but graduation does not guarantee assure that the Board of Nursing will issue the applicant a nursing license.

The laws in the State of Florida may modify while the student is registered in a nursing program. It is the student(s) duty to continue to monitor laws and be aware of how they may be affected by changes in Statutes.

## COLLEGE CHANGES

In compliance with the Florida Department of Education, PIC, reserves the right to change or modify the instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in any additional charges to the student.

PIC reserves the right to delay or cancel a class start date due to insufficient enrollment.

## ADMISSION EXEMPTIONS

Students who possess a college degree at the Associate of Applied Science level or higher are not exempt from meeting the Entrance Exams requirements.

## ENGLISH PROFICIENCY

Each student enrolling in a Diploma/Degree program is required to demonstrate the ability to read and write in Standard English. Evidence of such level of English proficiency may be established by transcripts of prior study from English Speaking Schools; scores on the PIC’s entrance exams, personal interviews and/or by special demonstrations orally or in writing. All classes are taught in English.

## LIBRARY AND LEARNING RESOURCES

All students have access to LIRN- an online Library. The educational Library cost (\$100.00) is a Mandatory Nonrefundable. PIC has a library available to students and faculty, which contains materials applicable to programs of study presented by the PIC. Hours of operation are Monday through Friday and are posted at PIC. PIC has identified local community libraries that have professional librarians on staff to assist students with specific needs. Also available at the Library is access to the Internet Information System.

## BRANCH LOCATIONS AND HOURS

Branch	Contact Information	Operating Hours
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<p>Boca Grande Reference Room and Library</p>	<p>Boca Grande Community Center 131 First St. W. P.O. Box 429 Boca Grande, FL 33921 239-533-4850 Voice 941-964-0211 Voice 941-964-8171 Fax</p>	<p>Summer Hours: mid-April through mid-October Monday-Friday (9 a.m.-6p.m.) Saturday (9 a.m.-3 p.m.) Season Hours: mid-October through mid-April Monday-Friday (8 a.m.-6p.m.)</p>
<p>Bonita Springs Public Library</p>	<p>26876 Pine Ave. Bonita Springs, FL 34135 239-533-4860 Voice 239-485-1190 Fax</p>	<p>Monday, Wednesday and Thursday (10 a.m.6 p.m.) Tuesday (Noon-8 p.m.) Friday and Saturday (9 a.m.- 5p.m.) Closed Sundays</p>

<p>Lee County Library System Bookmobile</p>	<p>21100 Three Oaks Parkway Estero, FL 33928 239-485-1131 TTY 239-533-4441 Voice 239-4851130 Fax</p>	<p>Download the current Schedule: <a href="http://library.lee-county.com/services/outreach/documents/current.pdf">http://library.lee-county.com/services/outreach/documents/current.pdf</a></p>
<p>Cape Coral-Lee County Public Library</p>	<p>921 S.W. 39th Terrace Cape Coral, FL 33914 239-485-1140 Voice 239-485-1140 239-485-1140 Fax 239-485-1141 TTY</p>	<p>Monday-Wednesday (9 a.m.- 8p.m.) Thursday (9 a.m.-6 p.m.) Friday and Saturday (9 a.m.-5 p.m.) Closed Sundays</p>

<p>Captiva Memorial Library</p>	<p>11560 Chapin Lane Captiva, FL 33924</p>	<p>Tuesday and Thursday (10 a.m.-6 p.m.) 239-533-4890 Voice Wednesday (Noon-8 p.m.) 239-485-1150 Fax Friday and Saturday 239-485-1151 TTY (9 a.m.-5 p.m.) Closed Sundays and Mondays</p>
<p>Dunbar-Jupiter Hammond Public Library</p>	<p>3095 Blount St. Fort Myers, FL 33916 239-533-4150 Voice 239-485-1194 Fax</p>	<p>Tuesday (Noon-8 p.m.) Wednesday and Thursday (10 a.m.-6p.m.) Friday and Saturday (9 a.m.-5 p.m.)</p>
<p>East County Regional Library</p>	<p>881 Gunnery Road Lehigh Acres, FL 33971 239-533-4200 Voice 239-485-1125 Fax</p>	<p>Monday-Wednesday (9 a.m.-8 p.m.) Thursday (9 a.m.-6 p.m.) Friday and Saturday (9 a.m.-5 p.m.)</p>
<p>Fort Myers-Lee County Public Library</p>	<p>2050 Central Ave. Fort Myers, FL 33901 239-533-4600 Voice 239-485-1160 Fax</p>	<p>Monday-Wednesday (9 a.m.- 8 p.m.) Thursday (9 a.m.-6 p.m.)</p>
<p>Lakes Regional Library</p>	<p>15290 Bass Road Fort Myers, FL 33919 239-533-4000 Voice 239-533-4040 Fax 239-533-4087 TTY</p>	<p>Monday-Wednesday (9 a.m.-8 p.m.) Thursday (9 a.m.-6 p.m.) Friday and Saturday (9 a.m.-5 p.m.) Closed Sundays</p>

Library Administration	2345 Union St. Fort Myers, FL 33901 239-533-4800 Voice	Monday-Friday (8 a.m.- 5 p.m.) Closed Saturdays and Sundays
Library Processing	881 Gunnery Road Lehigh Acres, FL 33971 239-533-4170 Voice 239-485-1120 Fax	Monday-Thursday (7 a.m.-6 p.m.) Friday (7 a.m.-5 p.m.) Saturday (7 a.m.-3 p.m.) Closed
North Fort Myers Public Library	2001 N. Tamaki Trail N.E. North Fort Myers, FL 33903 239-533-4320 Voice 239-485-1146 Fax 239-485-1147 TTY	Monday, Wednesday and Thursday (10 a.m.6 p.m.) Tuesday (Noon-8 p.m.) Friday and Saturday (9 a.m.-5 p.m.) Closed Sundays
Northwest Regional Library	519 Chiquita Blvd. N. Cape Coral, FL 33993 239-533-4700 Voice 239-485-1170 Fax 239-485-1171 TTY	Monday, Wednesday and Thursday (10 a.m.6 p.m.) Tuesday (Noon-8 p.m.) Friday and Saturday (9 a.m.-5 p.m.) Closed Sundays
Pine Island Public Library	10700 Russell Road N.W. Bocelli, FL 33922 239-533-4350 Voice 239-485-1180 fax	Tuesday and Thursday (10 a.m.-6 p.m.) Wednesday (Noon-8 p.m.) Friday and Saturday (9 a.m.-5 p.m.)
Riverdale Branch Library	2421 Buckingham Road Fort Myers, FL 33905 239-533-4370 Voice 239-485-1195 Fax 239-485-1196 TTY	Tuesday (Noon-8 p.m.) Wednesday and Thursday (10 a.m.-6 p.m.) Friday and Saturday (9 a.m.-5 p.m.)

South County Regional Library	21100 Three Oaks Parkway Estero, FL 33928  239-533-4400 Voice  239-485-1130 Fax	Monday-Wednesday (9 a.m.-8 p.m.) Thursday (9 a.m.-6 p.m.) Friday and Saturday (9 a.m.-5 p.m.) Closed Sundays
Talking Books Library	519 Chiquita Blvd. N. Cape Coral, FL 33993 239-533-4780  Voice  800-854-8195 Toll-Free Voice  239-485-1175 Fax	Monday, Wednesday, and Thursday (10 a.m.-6 p.m.) Tuesday (Noon-6 p.m.) Friday (9 a.m.-5 p.m.)  Closed Saturdays and Sundays
Victor Ingest Memorial Library	3406 Palm Beach Blvd. Fort Myers, FL 33916 239-533- 4327 Voice  239-485-2305 Fax	Monday-Friday (8 a.m.-5 p.m.)

**PREMIERE INTERNATIONAL COLLEGE FACULTY**

<b>FACULTY MEMBER</b>	<b>SUBJECTS TAUGHT</b>	
Lisa Winegardner	Fundamentals of Nursing; Medical Surgical Nursing; Pharmacology; Pediatrics, Maternity, Community; Nursing; Nutrition; Mental Health Microbiology Anatomy & Physiology I & II	<b>Bachelor Science Nursing</b> South University  <b>Master Science Nursing</b> Norwich University

Litchmore, Isoline	Fundamentals of Nursing; Medical Surgical Nursing; Pharmacology; Pediatrics, Maternity, Community; Nursing; Nutrition; Mental Health Microbiology Anatomy & Physiology I & II	<b>Master Nursing</b> Drexel University Philadelphia, New York
Smith, Mary	Fundamentals of Nursing; Medical Surgical Nursing; Pharmacology; Pediatrics, Maternity, Community; Nursing; Nutrition; Mental Health Microbiology Anatomy & Physiology I & II	<b>Master Science Nursing</b> Nova Southeastern University, Ft. Lauderdale, FL.
Manley, Cynthia	Fundamentals of Nursing; Medical Surgical Nursing; Pharmacology; Pediatrics, Maternity, Community; Nursing; Nutrition; Mental Health Microbiology Anatomy & Physiology I & II	<b>Bachelor Science Nursing</b> BSN-Indiana Wesleyan University, IN