CATALOG

2026

TAYLOR COLLEGE

October 13, 2026

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General Information

This academic catalog is a source of valuable information regarding the responsibilities, obligations, and privileges of students attending Taylor College.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the school reserves the right to make changes at any time without notice. Any changes will become effective immediately as stated. This publication is for information only and does not constitute an offer of a contract, either stated or implied.

Students are responsible for being familiar with the provisions of the catalog and all requirements established by the college.

Campus Information

Taylor College
2531 E Silver Springs Blvd
Ocala, FL 34470
Phone: 352-245-4119
Fax: 352-245-0276
Office Hours: 8:00 AM to 7:00 PM Monday to Thursday and 8:00 AM to 5:00 PM Friday
www.taylorcollege.edu

History

Established in 1999, Professional Health Training Academy offered educational training in healthcare to residents in Central Florida. In 2005, the institution, understanding the importance of offering quality education to the community, undertook the extensive process of earning accreditation. In 2006, the institution was granted accreditation from the Council on Occupational Education. The institution experienced significant growth in 2008 and changed its name to Taylor College to accurately reflect the mission and programs offered to the community. That same year, classes were offered at the newly established Belleview Campus. In 2010, Taylor College expanded the educational opportunities available to students by offering Associate Degree programs and blended course offerings. In December 2014 Taylor College formed a partnership with HCP Taylor Holdings, Inc., parent corporation, and operated as Taylor College, Inc., d.b.a. Taylor College, as a private institution incorporated under the laws of the State of Florida. In 2018 the institution was granted accreditation with the Accrediting Bureau of Health Education Schools. On July 1, 2020, Taylor College LLC, d.b.a. Taylor College, a wholly owned subsidiary of Education Evolve LLC, purchased the assets of Taylor College Inc.

Statement of Ownership

Taylor College, LLC is incorporated in the State of Florida and is a wholly owned subsidiary of Education Evolve, LLC, incorporated in the State of Delaware. Taylor College, LLC operates as Taylor College, a private institution, incorporated under the laws of the State of Florida.

The Officers of Education Evolve

Joseph Marino – President
Carl Spatocco – Vice President of Education & New Business Development
Joseph Fortunato – Vice President of Admissions & Marketing
Michael Marino – Vice President of Operations & Finance

Mission Statement

Taylor College prepares committed students for entry-level and rewarding careers with community employers through hands-on technical training.

The mission is supported by the following objectives that define the institution's purpose for existence:

- To serve the student by providing quality education by qualified and licensed instructors who have worked in the field of study and can bring real life experiences to the student.
- To serve employers by offering programs that will produce graduates that will provide qualified professionals to fill the employment needs of the vast and growing healthcare field.
- To serve the community by requiring students to participate in community service activities during their enrollment and foster involvement in the community after the student has graduated.
- To encourage everyone on campus to be enthusiastic about learning, planning for a successful career in healthcare, and being excited about being a part of our team.

Vision

The vision of Taylor College is to be the College of choice within our service area.

Educational Objectives

The following goals and objectives facilitate the mission to meet the needs of students, the Institution, and community partners.

Taylor College will:

- Recruit and retain quality instructors, by providing professional development of faculty to foster strong mentorship and role modeling to students for the effective preparation of graduates to perform job duties according to contemporary practice.
- Provide resources enhancing student learning outcomes, including the maintenance of quality classroom equipment, innovative learning environments, student support services, and administrative leadership including the monitoring of each student's satisfactory academic and attendance progress throughout his/her program.
- Remain committed to ongoing program and institutional assessment for continuous improvement of programs and the institution. Assessment will include analyzing student outcomes (retention, job placement), student satisfaction, graduate and employer surveys, and Program Advisory Committee input to aid in updating and improving the curriculum and delivery of instruction.

Facilities

Taylor College is a privately owned and controlled, single institution located at 2135 E Silver Springs

Boulevard, Ocala, Florida, 34470. Taylor College does not share or lease space with other Title IV Institutions. The campus is in the Heart of Ocala's Hospital district, directly next to Heart of Florida. This 16,235 square foot facility has space for 1 Nursing Lab, a simulation lab, 3 Allied Health labs, five lecture classrooms, and a computer lab. The space also includes a Learning Resource Center and a student lounge.

Institutional Laboratory, Library, and Equipment

The College has a mobile computer lab on campus for student and faculty use. The College library is through a virtual library, LIRN. There are two skills laboratories with hospital beds, one simulation lab, medical and rehabilitation equipment, and sufficient supplies for training in the programs offered by the College.

Reception Area

Taylor College has a reception area to service the students and staff. However, students should always rely on the Student Portal and their email accounts for information.

Housing Assistance

Taylor College does not maintain dormitories or other housing facilities. Students are advised to consult commercial rental agents and/or the local listings.

Classroom Technology

Taylor College supports the use of classroom technology, specifically computer resources and the Internet, to enhance the learning experience. Taylor College provides Internet access to our students for legitimate classroom purposes, i.e., research for class projects, job searches, and planned classroom exercises only. Every student with access to these resources has a responsibility to use them in an ethical and productive manner; a manner reflecting well on themselves and the school. Use of all computer resources must be consistent with other Taylor College policies, including those related to sexual harassment, privacy, copyrights, trademarks, trade secrets, and the intellectual property of others.

Parking

Student parking is in the lot separate from the main building. Students should lock their cars to avoid potential problems. Taylor College is not responsible for damage to/theft from student cars. Students attending class after 5 p.m. are to park closer to the doors. Handicap parking is available in front of the main entrance and at the student entrance. An officially issued handicapped tag is required to use this parking area. To use the handicap parking, the person with a disability must be with the person parking the car or be the person parking the car; other people found parking in this area will be reported to the local police department. The fine for illegal parking in the handicapped space is $250 or more.

Carpooling

Taylor College encourages students to coordinate ride sharing.

Administrative Office Hours

The Taylor College campus is open Monday to Thursday, 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 5:00 p.m.

Availability of Employee for Dissemination purposes

Taylor College has a staff member available during the Institution's administrative hours to provide institutional and financial assistance information to any enrolled or prospective students.

Alerting the School Community

Emergency Policy and Procedures

The school does not offer any health services except first aid, if necessary. All emergencies, medical or otherwise, should be immediately reported to a school administrator or site administrator (for students on externship, clinical, or practicum) who will call 911 for assistance. If necessary, the student will be transported to a medical facility by EMS and the student's emergency contact person will be called.
If a student is injured at school or a clinical/externship site, any expenses are the responsibility of the student.

Emergency Notifications

If a situation arises that constitutes an "immediate" threat, a school wide "timely warning" will be issued. The warning will be issued through Rave Media Text, telephone system, faculty cell phones, e-mails and classroom announcements as circumstances permit. Any individual with information warranting a timely warning should report the circumstances to the Director of Education or Campus President as soon as possible.

For further information, read the Taylor College Annual Security Report in the Consumer Information Section of our website.

Emergency Warnings

The following are the three types of warnings students will receive in case of an emergency:

- Hurricane - This is a Taylor College Alert! Due to the Hurricane Taylor College will be closed "Dates Closed" Classes will resume "Dates Resumed" Please follow local guidelines and be safe during this weather emergency.
- Lock Down – This is a Taylor College Alert! Taylor college is currently on lock down. Students on campus please follow the directions of your instructors and campus Leadership. Taylor College will announce as soon as possible when the campus is no longer on lock down.
- Delay - This is a Taylor College Alert! Do to "name of condition" Classes at Taylor College will be pushed a head "Amount of time" Please call the campus for further questions.

Instructional Continuity During Emergencies

In the event of a catastrophic event, natural disaster, public health emergency, or other circumstances that disrupt normal campus operations, Taylor College may implement temporary instructional continuity measures to ensure students can continue their education with minimal interruption. Courses may be transitioned to synchronous and/or asynchronous online delivery until the emergency condition has been resolved and it is deemed safe to resume on-campus instruction.
Students will be notified of any temporary instructional changes through official college communication channels. Notifications and updates may be issued by the Program Director, Director of Education, and/or Campus President. The College will provide guidance regarding course schedules, attendance requirements, and expectations during the period of remote instruction.

WARNINGS – LOCK_DOWN

<u>This warning is of urgent nature and immediate action is required.</u>

A timely warning will contain information for the campus community to better protect themselves. Including informing all instructors, faculty, and students to lock-down, go into a lock-down mode which means immediately locking all doors and hiding under desks or possibly out of site of the window inside of the door so as not to be visible to outside harm. Students, faculty, and staff should not open the door to anyone unless an all clear has been provided by appropriate authorities.

Security Services
Taylor College does not have its own campus police or security department.

Crime Awareness
Students should report to the Director of Education or Campus President, or their designee, any criminal activities taking place in the campus or in the parking lot at the school. This does include any school-sponsored function. The Director of Education or Campus President will then report any criminal activity to the proper authorities.

Notice of Availability of Annual Campus Safety and Security Report
The annual report complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at: https://taylorcollege.edu/consumer-information.php

All visitors to the campus must sign in at the front desk. Former students and employees must report to the reception desk in the main office prior to visiting any other classroom or workspace. To maintain an academic environment, Taylor College prohibits visitors in the classroom, the student lounges without prior approval from the Director of Education, Campus President or designee. The policy applies to children of enrolled students. Children are not allowed in the classrooms, student lounges, library, or any area in the school during business hours to protect the children and eliminate distractions for other students.

Personal Property
Personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and all small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Student Smoking Policy
Taylor College is a smoke-free campus. Smoking and nicotine products are not permitted by staff, faculty, or students on campus grounds or at clinical sites. The intent of this policy is to reduce risk of second-hand smoke to students, employees, and guests of the College and to reduce the risk of fire.

Weapon Policy
Taylor College prohibits the possession of firearms or other weapons of any kind inside the campus building; this policy applies to all staff, faculty, students, and visitors, which the following exceptions:

1. Law enforcement officers, security agents, or school officials, if approved, are legally authorized to carry such weapons.
2. Classroom demonstration with an unloaded weapon.
3. Firearms or other weapons that are not readily available for immediate use and are secured and stored in vehicles owned by people 18 years or older.

Inclement Weather
The school reserves the right to close during weather emergencies or other emergencies. Notice of closures or delayed openings will be relayed via a Rave Media Text. Additional information may come from the Campus President, Director of Education, Program Directors, and instructors via their Taylor e-mail. Clinical rotations have a separate weather policy. Refer to student clinical procedures.

Identification Badge
To help ensure the safety of everyone on the Taylor College campus, all students must have and display a

valid student ID badge.

Sale, Solicitation, Promotion, and Advertising

Sale, solicitation, promotion, and/or advertising of a commercial nature, whether by non-students or students, is strictly prohibited on the campus. The school allows the posting of official school notices in buildings on designated bulletin boards. No notices may be affixed to glass doors, windows, or on painted walls. Placing advertisements on vehicles is prohibited. Political announcements, campaign literature, banners, and other promotional materials may only be posted in the designated open announcement areas. No commercial or noncommercial materials outside of official school notices shall be posted on walls, on doors, in the foyers, on cars, or in non-designated areas.

Voters Registration Information

Taylor College has voter information available in the Financial Aid office. If you are not registered to vote copy this browser for more information: https://registertovoteflorida.gov/eligibilityreactive

Admissions Office

The Admissions Office is responsible for assisting students during the enrollment process. Students should communicate with the Admissions Office during the enrollment process, including completing and submitting admission requirements and inquiring about enrollment status.

Finance and Student Accounts Office

The Finance and Student Accounts Office is responsible for posting tuition and fees to a student's account, creating overpayment checks for students, calculating refunds, and setting up payment schedules. Students should communicate with the Business Office if they have questions regarding any charges to their account or overpayment checks.

Financial Aid Office

The Financial Aid Office is responsible for determining a student's eligibility and for processing and awarding financial aid for those who qualify. Students should communicate with the Financial Aid Office if they have questions regarding their financial aid.

Registrar's Office

The Registrar's Office is responsible for maintaining student records including grades, attendance, transcripts, and other documentation related to the student's education. Students should communicate with the Registrar's Office if they have questions regarding their attendance or student records.

Availability of Catalog

The Student Catalog is available to all students, prospective students, and other members of the interested public via the College website at https://www.taylorcollege.edu/current-students/student-resources/ and printed copies are available upon request.

Accreditation

National Level

Taylor College is **Institutionally Accredited by Accrediting Bureau of Health Education Schools** (ABHES). Additional information regarding Taylor College can be obtained by contacting the Commission at

6116 Executive Boulevard, Suite 730, North Bethesda, MD. Tel 301-291-7550, E-Mail: info@ABHES.org

State Level

Taylor College is licensed by the **Commission for Independent Education**, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684 Commission for Independent Education (fldoe.org)

Programmatic Level

ACEN

The associate nursing program at Taylor College located in Ocala, Florida is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Accredited.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.com/accreditedprograms/programsearch.htm

The practical nursing program at Taylor College located in Ocala, Florida is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is Accredited.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.com/accreditedprograms/programsearch.htm

Phlebotomy Technician Certification

Taylor College Phlebotomy Technician program meets the educational requirements for national credentialing as a Certified Phlebotomy Technician in the state of Florida.

We have not made a determination for the following states*: AL, AK, American Samoa, AZ, AR, CA, CO, CT DE, DC, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY.

Those who successfully graduate from the Phlebotomy Technician program may be eligible to take the CPT certification exam through the National Healthcareer Association. Approval of sitting for the examination is not automatic. Additional requirements may be necessary for credentialing.

Requirements for credentialing vary among states. To locate the credentialing eligibility requirements of

another state, please contact the credentialing board of that state.

**If you need additional information on state eligibility or transferability requirements for these states, please contact your Program Director or the Director of Education*.

CPT Contact Information: National Healthcareer Association (NHA), 11161 Overbrook Road, Leawood, Kansas 66211 (800) 499-9092, Website: www.nhanowcom/certification

Medical Assisting Certification

Taylor College Medical Assisting program meets the educational requirements for credentialing as a Registered Medical Assistant (RMA), a Certified Medical Assistant, (CMA) and a Certified Clinical Medical Assistant (CCMA) in the state of Florida.

We have not made a determination for the following states*: AL, AK, American Samoa, AZ, AR, CA, CO, CT DE, DC, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY.

Those who successfully graduate from the Medical Assistant program may be eligible to take the RMA certification exam through AMT, American Medical Technologist; CMA exam through AAMT American Association of Medical Assistant Inc., and CCMA exam through National Healthcareer Association. Approval of sitting for the examination is not automatic. Additional requirements may be necessary for credentialing.

Requirements for credentialing vary among states. To locate the credentialing eligibility requirements of another state, please contact the credentialing board of that state.

**If you need additional information on state eligibility or transferability requirements for these states, please contact your Program Director or the Director of Education*.

RMA Contact Information: American Medical Technologist, 710 Higgins Road, Park Ridge, Illinois, 60068-5745 (847) 823-5169 Website: www.americanmedtech.org

CMA Contact Information: American Association of Medical Assistants Inc., 20 N. Wacker Drive, Suite 1575 Chicago, IL 60606 (800) 228-2262 Website: www.aama-ntl.org

CPT Contact Information: National Healthcareer Association (NHA), 11161 Overbrook Road, Leawood, Kansas 66211 (800) 499-9092, Website: www.nhanowcom/certification

CCMA Contact Information: National Healthcareer Association (NHA), 11161 Overbrook Road, Leawood, Kansas 66211 (800) 499-9092, Website: www.nhanowcom/certification

Florida Board of Nursing

Nursing Assistant Certification

The Nursing Assistant Program is designed to prepare the student for entry-level employment as a Certified Nursing Assistant by providing the theoretical knowledge and clinical competence to obtain licensure.

This program received approval from the Florida Board of Nursing 1/15/2025. The graduates of this program are eligible to apply to take the Florida Certified Nursing Assistant examination. Certification is required for employment as a Certified Nursing Assistant.

The Practical Nursing program offered by Taylor College is approved by the **Florida Board of Nursing**. https://floridasnursing.gov/nursing-assistant-training-program/

Requirements for licensure vary among states. To locate the licensure eligibility requirements of another state, please contact the Board of Nursing of that State.

We have not made a determination for the following states*: AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, DC, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY.

**If you need additional information on state eligibility or transferability requirements for these states, please contact your Program Director or Director of Education*.

Practical Nurse Licensure

The Practical Nursing Program is designed to prepare the student for entry-level employment as a Licensed Practical Nurse by providing the theoretical knowledge and clinical competence to obtain licensure. The entire program is delivered over four 12-week quarters.

This program received approval from the Florida Board of Nursing 12/01/2009. The graduates of this program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Licensure is required for employment as a Licensed Practical Nurse.

The Practical Nursing program offered by Taylor College is approved by the **Florida Board of Nursing**. https://appsmqa.doh.state.fl.us/MQASearchServices/Home

Requirements for licensure vary among states. To locate the licensure eligibility requirements of another state, please contact the Board of Nursing of that State.

We have not made a determination for the following states*: AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, DC, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MD, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, Virgin Islands, WA, WV, WI, WY.

**If you need additional information on state eligibility or transferability requirements for these states, please contact your Program Director or Director of Education*.

Registered Nurse Licensure

The Professional Nursing program is designed to provide the knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Upon successful completion of the program, the graduate will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a Registered Nurse.

The Professional Nursing program offered by Taylor College was approved by the **Florida Board of Nursing 02/10/2010**. https://appsmqa.doh.state.fl.us/MQASearchServices/Home

Requirements for licensure vary among states. To locate the licensure eligibility requirements of another state, please contact the Board of Nursing of that State.

The Practical Nursing or Professional Nursing graduate that wants work in another state should apply for a Multi-State license but before doing so check if that state participates in the Nurse Licensure Compact, NLC, at https://www.ncsbn.org/nurse-licensure-compact.htm, If the state does not participate with NLC contact that state for its regulations on practice and licensure. A Florida single-state license does not guarantee licensure in other states.

Compact Nursing States List 2023: AL, AR, AK, CO, DE, FL, GA, Guam, ID, IN, IA, KS, KY, LA, ME, MD, MS, MO, MT, NE, NH, NJ, NM, NC, ND, OH, OK, SC, SD, TN, TX, UT, VT, VA, Virgin Islands, WV, WI, WY

We have not made a determination for the following states*: American Samoa, CA, CT, DC, HI, Mariana Islands, NV, OR

**If you need additional information on state eligibility or transferability requirements for these states, please contact your Program Director or Director of Education*.

Veterans Administration

Taylor College has been approved for Veteran's training by the **Florida Department of Veterans' Affairs, Bureau of State Approving Agency for Veterans' Training**. Taylor College is a Service Members Opportunity College.

Membership with the **Florida Association of Postsecondary Schools and College** (FAPSC) 150 S. Monroe St., Tallahassee, FL 32301, Phone: (850) 577-3139, https://www.fapsc.org/default.aspx

Equal Educational Opportunity

The school affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination with its services to the public. The school will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, disability, genetic information or other factors which cannot lawfully be the basis for an employment decision. The school also does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability, or other characteristics which cannot lawfully be the basis for provision of such services. Applicants with disabilities should discuss individual needs with admissions prior to enrolling.

The school adheres to the provisions of the following federal laws: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws may be referred to the Director of Education or Campus President.

Title IX Compliance

The school's Title IX coordinator is responsible for overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the schools' compliance with it should be directed to the Title IX coordinator, the Director of Education or Campus President. Students wishing to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in the catalog.

Consumer Information

The Higher Education Act of 1965 amended by the Higher Education Opportunity Act of 1998, and the Family Educational Rights and Privacy Act of 1974 require institutions to provide annual notices to students of the availability of consumer information. This information may include:

- Retention, graduation, and licensure rates,
- Financial assistance available to students who qualify and the requirements and restrictions on Title IV Aid,

- Campus crime statistics: And other information such as cost of attendance, accreditation, academic program data, facilities and resources for disabled students, and withdrawal/refund policies.

In addition to any annual notices, students and the public can access disclosure information online on the school's website: www.taylorcollege.edu.

Drug and Alcohol Policy

The campus is committed to the development and implementation of a comprehensive drug and alcohol-free program to create a cost-effective, safe, and healthy workplace and school. Therefore, the campus has adopted a "Drug and Alcohol-Free Program" in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). This program is consistent with guidelines developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is intended to cover both employees of the institution and students who are attending classes and working in clinical rotation sites and other campus-arranged workplace experiences. Use or possession of alcohol and illegal use or possession of illicit controlled drugs or being under the influence of these substances while on campus premises or while engaged in institution-sponsored activities is prohibited.

Standards of Conduct

- Consumption of alcohol is prohibited on all campus and externship/clinical sites.
- Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
- The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- The operation of any vehicle or machinery for institution business or training while under the influence of alcohol or drugs is strictly prohibited.
- The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.
- The campus reserves the right to conduct drug and/or alcohol testing for pre-employment/enrollment, reasonable suspicion, and post-accident. In the case of an employee or student with a prior violation for drugs or alcohol those individuals will be subject to random screening, and they will be notified of that condition.

Note: The term "Campus" also encompasses any school sanctioned activity/function.

Sanctions

Legal

The Institution will comply with all federal, state, and local laws and policies regarding the abuse of alcohol and other drugs by its employees and students. In addition to disciplinary sanctions imposed by the institution, all employees and students should be aware that federal, state, and some local laws treat illegal possession, use, sale/distribution, or manufacturing of drugs or alcohol as serious crimes that can lead to imprisonment, fines, and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications.

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. For a listing of federal offenses, penalties and sanctions, visit the Department of Justice / U.S. Drug Enforcement Administration- Office of Diversion Control website at https://www.ecfr.gov/current/title-21/chapter-II

Institutional
Sanctions the Institution will impose:

- Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
- Any employee or student found using, possessing, manufacturing, or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.
- Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly, and the individual could be subject to termination or expulsion or referral for prosecution.
- In all cases, the Institution abides by local, state, and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs used in a manner contrary to a doctor's prescription.

Counseling/Treatment
The Institution supports programs aiding in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol, and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help locate a facility. The toll-free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week: 1-800-622-HELP (4357). Their treatment facility location can be accessed online at https://www.samhsa.gov/find-treatment.

Data and Health Risks
The entire section listed below comes directly from samhsa.gov, 2025

Alcohol
Data:

- Among people aged 12 or older, the percentage who used alcohol in the past month decreased from 47.4 percent (or 132.5 million people) in 2021 to 44.4 percent (or 129.1 million people) in 2025. Percentages also decreased from 2021 to 2025 for people in each age group. For example, the percentage of young adults aged 18 to 25 who used alcohol in the past month decreased from 50.9 percent (or 17.0 million people) in 2021 to 46.2 percent (or 16.7 million people) in 2025. In 2025, the percentage of people who used alcohol in the past month was higher among adults aged 26 or older (48.4 percent or 110.9 million people) than among young adults aged 18 to 25 (46.2 percent or 16.7 million people). The percentage was lowest among adolescents aged 12 to 17 (5.9 percent or 1.5 million people). Excessive alcohol use can increase a person's risk of stroke, liver cirrhosis, alcoholic hepatitis, cancer, and other serious health conditions.
- Excessive alcohol use can also lead to risk-taking behavior, including driving while impaired. The Centers for Disease Control and Prevention reports that 29 people in the United States die in motor vehicle crashes that involve an alcohol-impaired driver daily.

Opioids
Data:

- Opioids are a group of chemically similar drugs that include heroin and prescription opioids, such as hydrocodone (e.g., Vicodin®), oxycodone (e.g., OxyContin®), codeine, and morphine. In this report,

opioid misuse includes the misuse of prescription opioids or the use of heroin. Respondents were not counted as having misused opioids in the past year if they reported only the misuse of other prescription pain relievers, and the other pain relievers they misused in the past year were all nonopioids. In this report, opioid misuse does not include use of illegally made fentanyl (IMF).

- Among people aged 12 or older in 2025, 2.4 percent (or 7.1 million people) misused opioids in the past year (Figure 28 and Table A.10B). The vast majority of these people who misused opioids in the past year misused prescription opioids, but they did not use heroin. Specifically, 6.9 million people misused prescription opioids in the past year, of whom 6.5 million people did not use heroin. An estimated 382,000 people misused prescription opioids and used heroin in the past year.
- Opioid use, specifically injection drug use, is a risk factor for contracting HIV, Hepatitis B, and Hepatitis C. The CDC reports that people who inject drugs accounted for 9 percent of HIV diagnoses in the United States in 2016.
- According to the Centers for Disease Control and Prevention's Understanding the Epidemic, an average of 130 Americans die every day from an opioid overdose.

Marijuana

Data:

- Among people aged 12 or older, the percentage who used marijuana in the past year increased from 19.0 percent (or 53.2 million people) in 2021 to 21.2 percent (or 61.6 million people) in 2025. The percentage also increased among adults aged 26 or older, from 17.3 percent (or 38.2 million people) in 2021 to 20.6 percent (or 47.2 million people) in 2025. Percentages decreased from 2021 to 2025 for both adolescents aged 12 to 17 and young adults aged 18 to 25, For example, the percentage of adolescents aged 12 to 17 who used marijuana in the past year decreased from 10.9 percent (or 2.8 million people) in 2021 to 8.7 percent (or 2.2 million people) in 2025.
- In 2025, the percentage of people who used marijuana in the past year was highest among young adults aged 18 to 25 (33.7 percent or 12.2 million people), followed by adults aged 26 or older (20.6 percent or 47.2 million people), then by adolescents aged 12 to 17 (8.7 percent or 2.2 million people).
- Marijuana can impair judgment and distort perception in the short term and can lead to memory impairment in the long term.
- Marijuana can have significant health effects on youth and pregnant women.

Emerging Trends in Substance Misuse:

Emerging drugs are mind-altering substances that have become more common in recent years. They may be sold in drug markets or at convenience stores and online. Since 2013, the United Nations Office on Drugs and Crime has identified more than 1,000 emerging drugs worldwide.

These substances, which include designer drugs and new psychoactive substances, come from many sources. Some were first developed as potential treatments or research chemicals. Others originate in illicit labs and are created to mimic the effects of drugs regulated under the Controlled Substances Act. These emerging substances often produce similar effects and/or are chemically similar to illegal or prescription opioids, stimulants, benzodiazapines ("benzos"), or other existing types of drugs.

People may seek out these drugs for recreation or use them to self-medicate without medical supervision. They may also be added to other drugs without a buyer knowing it. As a result, the health effects of emerging drugs are largely unknown, potentially posing a public health threat and contributing to the overdose crisis.

NIDA conducts research on specific emerging drugs through its Designer Drug Research Unit and through support for the National Drug Early Warning System (NDEWS), which detects early signals of potential drug epidemics. NDEWS uses traditional surveillance methods like drug-related emergency calls, and newer tools like wastewater analysis and tracking of social media trends.

Review and Distribution
This policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review, an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The policy will be distributed to employees and students on an annual basis by October 1st. Employees and students will receive email notification annually from the Campus President or their designee.

Campus Directory

Administrative Staff	Position
Nikoll Orlow, BS	Campus President/ Director of Admissions
Tara Graham, MBA-HCA, BHS, CCMA	Director of Education and Compliance
Yadira Reed	Student Services Coordinator
Shane LaVine	Director of Career Services
Candace Kuhns, MSN- Ed, RN	Director of Nursing
Matthew Gauntt, MSN- Ed, RN, CCHP-RN	Assistant Director of Nursing
Arlene Saliba-El Habre, MSN, RN	Nursing Clinical Coordinator
Susie Bradley, AA	Registrar
Kristal Johnson, AAS	Business Office Manager
Deanna Fox, BS	Administrative Assistant/ Receptionist
Ronni Morales	Administrative Assistant/ Receptionist
Yadira Diaz, BS	Financial Aid Manager
Russel Ramai, BS	Financial Aid Administrator
Madison Tucker	Sr. Admissions Specialist
Julie Duncan	Admissions Specialist
Tanner Hart, BS	Admissions Specialist
Alexandria Shippam, AA	Admissions Specialist
Chris MacDonald	Technical Support Specialist/Public Safety Officer

Faculty

Name:		Title:
Besmar, Lori DPM- Ohio College of Podiatric Medicine BS- Siena Heights University	FT	General Education Faculty
Gotay, Debra MD- Universidad IberoAmericana	FT	General Education Faculty
Hartley, Kaycie DC - Palmer College of Chiropractic BS - University of Florida AA - College of Central Florida	AJ	General Education Faculty
Smatt, Richard M.Ed.- University of Pheonix BA- Florida State University	AJ	General Education Faculty

Thompson, Elizabeth MS-Edu – Richmond University BS- Richmond University AA- Staten Island Community College	AJ	General Education Faculty
Medical Assisting & Phlebotomy Programs		
Gavin, Christina, CCMA, CPT AA- Lansing Community College	FT	MA/Phlebotomy Instructor
Qosaj, Jehona, CCMA MA – Taylor College	FT	MA/Phlebotomy Instructor
Sarju, Avisha, CCMA **MA- Taylor College**	AJ	MA/Phlebotomy Instructor
Nursing Programs ADN, PN, & NA		
Kuhns, Candace, RN MSN-Ed – Chamberlain College of Nursing BSN – Kent State University	FT	Director of Nursing/Nursing Faculty
Gauntt, Matthew, RN MSN- Post University BSN- Post University ASN- Excelsior College PN- Lake Technical College	FT	Assistant Director of Nursing
Saliba EL Habre, Arlene, RN FNP- Valparasio University MSN - Andrews University BSN - Andrews University	FT	Academic Coordinator of Clinical Education
Arvidson, Cassie, RN MSN- Chamberlain College of Nursing BSN- Chamberlain College of Nursing ASN- Morrisville State College	FT	Nursing Faculty
Bartholomew, Beverly, RN BSN- Chamberlain University ADN- Rasmussen University AS-Medical Assisting- Rasmussen College	FT	Nursing Faculty
Benitez, Kristen, RN BSN – Miami Dade College ASN- Miami Dade College	FT	Nursing Faculty
Decker, Ronnie, RN BSN - Western Governors University ASN- Medical Professional Institute PN- Taylor College	FT	Nursing Faculty
Doran, Tiffany, RN MSN- Chamberlain University ADN- Hondros Nursing College	FT	Nursing Faculty
Greenidge, Lyris, RN PhD- Molloy College MSN – Lehman College BSN – Pace University	FT	Nursing Faculty
Peirson, Donna, RN ADN-Taylor College	FT	Nursing Faculty

PN- Taylor College		
Siscoe-Hapshie, Anita, RN MSN - Walden University BSN - Chamberlain College of Nursing	FT	Nursing Faculty
Aquirre, Crystal (Stella), LPN PN- Jersey College	AJ	Nursing Faculty
Batchelder, Kelly, RN BSN – Chamberlain University ASN – Taylor College	AJ	Nursing Faculty
Callahan, Kimberly, RN MSN-Ed- University of Phoenix BSN/BSHA- Columbia University ASN- Broward College	AJ	Nursing Faculty
Cooper, Marifrances, RN NP-University of Rochester MSN- University of Rochester BSN- Niagara University	AJ	Nursing Faculty
Cotto-Sanchez, Dennise, RN MS- Universidad Ana G. Mendez BSN- Columbia University Center Caguas ASN- University of Puerto Rico Humacao	AJ	Nursing Faculty
Edun, Kelvin, RN BSN- University of Phoenix ADN- Taylor College	AJ	Nursing Faculty
Evans, Diane, RN AS - Penn State University	AJ	Nursing Faculty
Kilcrease, Adrianna, RN ADN- Rasmussen University	AJ	Nursing Faculty
Kline, Debra, RN BSN- Jacksonville University ADN- Albany State University	AJ	Nursing Faculty
Mills, Paulette, RN MSN-FNP- Long Island University BSN- Flushing Hospital School of Nursing BA- Hunter College	AJ	Nursing Faculty
Price, Judith, RN MS-HCA- California College of Health Sciences BSN- Alverno College ADN- Shawnee State University	AJ	Nursing Faculty
Rawls, Kristen, BSN, RN BSN- Galen College of Nursing AND- Galen College of Nursing	AJ	Nursing Faculty
Scott, Nadia, RN BSN- College of Central Florida ASN- Rasmussen University	AJ	Nursing Faculty

AA- College of Central Florida		
Spencer, Edna Faye, RN MSN-Jacksonville University BSN – Jacksonville University ASN- Central Florida Community College	AJ	Nursing Faculty
Thompson, Tiffany, RN MSN- Western Governors University BSN- Western Governors University ADN- Valencia College	AJ	Nursing Faculty
Voiles, Gayle, RN BSN-Indiana University	AJ	Nursing Faculty
White, Joni, RN ASN – NYC Technical College	AJ	Nursing Faculty
Williams, Kariyma, RN BSN-Chamberlain University ADN- Taylor College	AJ	Nursing Faculty

Full-time (FT), Part-time (PT) and Adjunct (AJ) faculty may change due to student enrollment or faculty availability. Published are the current faculty assignments as of this catalog revision.

Academic Calendar

Semester Terms – ADN

2026-2027				
Term	**Start Date**	**End Date**	**Holidays**	**Break**
Summer 2026	05/04/2026	08/14/2026	05/25/2026 Memorial Day 06/19/2026 Juneteenth 07/04/2026 Independence Day	08/17/2026-08/28/2026
Fall 2026	08/31/2026	12/11/2026	09/07/2026 Labor Day 11/26-27/2026 Thanksgiving	12/12/2026-01/01/2027
Spring 2027	01/04/2027	04/16/2027	01/18/2027 MLK 03/26/2027 Good Friday	4/17/2027-5/02/2027
Summer 2027	05/03/2027	08/13/2027	05/31/2027 Memorial Day 06/19/2027 Juneteenth 07/04/2027 Independence Day	08/14/2027-08/29/2027
Fall 2027	8/30/2027	12/10/2027	09/06/2027 Labor Day 11/25-26/2027 Thanksgiving	12/11/2027-01/02/2028

Quarter Terms – PN

2026-2027				
Term	**Start Date**	**End Date**	**Holidays**	**Break**
Summer 2026	07/08/2026	09/29/2026	09/07/2026 Labor Day	09/30/2026
Fall 2026	10/01/2026	12/23/2026	11/26-27/2026 Thanksgiving	12/24/2026-01/10/2027
Winter 2027	01/11/2027	04/02/2027	01/18/2027 MLK 03/26/2027 Good Friday	04/03/2027-04/11/2027
Spring 2027	04/12/2027	07/02/2027	05/31/2027 Memorial Day 06/19/2027 Juneteenth	07/03/2027-07/07/2027
Summer 2027	07/08/2027	09/29/2027	09/06/2027 Labor Day	09/30/2027-10/03/2027
Fall 2027	10/04/2027	12/23/2027	11/25-26/2027 Thanksgiving	12/24/2027-01/09/2028

Holidays and Breaks: School will not be held on the following holidays: New Year's Day, Martin Luther King Jr. Day, Student Spring Break, Memorial Day, Juneteenth, Independence Day, Student Summer Break, Labor Day, Thanksgiving and Student Winter Break. Additional holidays may be observed or added to this list at the discretion of the President.

***Schedule is subject to change at any time with or without notice.**

Modular Programs - Medical Assisting and After June 1, 2026- Phlebotomy, and Nursing Assistant

2026-2027				
Term	Start Date	End Date	Holidays	Breaks
July 2026	7/13/2026	8/23/2026	N/A	No Break
August 2026	8/24/2026	10/04/2026	9/7/2026 Labor Day	No Break
October 2026	10/05/2026	11/15/2026	N/A	No Break
November 2026	11/16/2026	12/27/2026	12/24-25/2026 Christmas 1/1/2027 New Year's Day	12/28/2026-1/3/2027
January 2027	1/4/2027	2/14/2027	1/18/2027 MLK	No Break
February 2027	2/15/2027	3/28/2027	03/26/2027	No Break
March 2027	3/29/2027	5/9/2027	N/A	No Break
May 2027	5/10/2027	6/20/2027	5/31/2027 Memorial Day 6/19/2027 Juneteenth	No Break
June 2027	6/21/2027	8/1/2027	7/4/2027 Independence Day	No Break
August 2027	8/2/2027	9/12/2027	9/6/2027 Labor Day	No Break
September 2027	9/13/2027	10/24/2027	N/A	No Break
October 2027	10/25/2027	12/05/2027	11/25-26/2027 Thanksgiving	No Break
December 2027	12/06/2027	1/23/2028	12/24-25/2027 Christmas 1/17/2028 MLK	12/20/2027-12/26/2027

Holidays and Breaks: Students (per their program) are to follow the above table for all holidays and breaks.

***Schedule is subject to change at any time with or without notice.**

Registration period: all class registration is completed by the Office of the Registrar, based on the student's program enrollment. Registration ends on the first day of the academic term.

Admissions

Taylor College reserves the right to use all information gathered, printed, or otherwise obtained during the admission process to determine an applicant's suitability for enrollment. Taylor College may deny admission or cancel a student's enrollment if information gathered includes conduct indicating an inability to meet program requirements, clinical requirements, licensure requirements, or institutional standards of professional behavior.

Non-Discrimination Policy

A candidate being considered for acceptance into a program at Taylor College will be reviewed and evaluated in a fair and unbiased manner. Taylor College will not refuse a qualified applicant on the basis of age, race, sex, gender identity (including gender expression), sexual orientation, disability, age, or national origin. Taylor College reserves the right to deny admission or cancel an enrollment if information is obtained which shows applicant conduct indicating an inability to meet program requirements, clinical requirements, licensure requirements, or institutional standards of professional behavior.

Early in 2017, the U.S. Department of Education rescinded its guidance relating to the treatment of transgender students in schools. Because Taylor College does not have any public gender-neutral bathrooms available for any transgender students, faculty, and staff, individuals can only use the bathroom of the gender on their birth certificate.

Information Sessions

Taylor College offers on-campus information sessions about specific programs on a continuous basis throughout the year. Sessions generally take one hour. Students receive information about the admission requirements, transferring-in credits, tuition and fees, financial aid application process, deadlines, and special requirements.

Orientation

Taylor College requires new students, and re-enrolling students attend orientation prior to starting classes. The orientation is designed to introduce students to the policies of the College. The students will be introduced to the staff and faculty members who will play an important part in their academic progress.

Guidelines for Readmission and Transferring into another Program

Former students wishing to re-enroll at Taylor College should contact the Student Services Department to begin the re-enrollment process. Students who have previously withdrawn or been withdrawn from the College and are determined eligible for re-enrollment will be required to submit a new application for admission, pay an application fee if their previous application fee was paid more than 12 months prior, and pay tuition for contracted hours at the current tuition rate. All re-enrolling students will be evaluated by the Admissions Committee to determine eligibility and appropriate placement. Students returning after an absence of more than 12 months must meet all current admissions requirements. Please contact the Student Services Department to initiate the re-enrollment process.

Any student who wants to transfer to another program at Taylor College should contact the Student Services Department. All program transfer students will be required to re-apply according to the Admissions Requirement for the new program and will be evaluated by the Admissions Committee for placement. This will include a revaluation of any transfer of credit and/or credits earned in the previous program in accordance with the criteria of the Transferring in Credits policy in this catalog. Taylor College

reserves the right to accept or deny transferring of credit.

Background Checks

Applicants for admission must successfully pass a Level II Background check for eligibility for licensure or entry into an occupation or profession for which education and training are offered. Any person wishing to apply to a program who has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statues, Chapter 456 and Chapter 456.03 regarding licensure.

High School Transcripts from Outside the United States or U.S. Territories

Students must have an English translation, at students' expense, by a member of the National Association of Credential Evaluation Services (NACES) for verification that the education level received is equivalent to U.S. standard high school diploma.

Admissions Checklist for All Programs:

- ☐ Appointment with an Admissions Representative
- ☐ Complete Admissions Testing (see program acceptance criteria below)
- ☐ Completed Enrollment Application and paid a non-refundable Application Fee ($50 for Professional and Practical Nursing; $25 for Medical Assisting, Nursing Assistant, and Phlebotomy).
- ☐ Copy of Driver's License (at least 18 years old) or a state issued identification
- ☐ Official High School Transcripts and/or Official GED Transcripts
- ☐ Transcripts from all prior colleges/universities attended (if applicable)
    - Official Transcripts required for students requesting transfer credit evaluation
- ☐ *Level II Criminal Background check (must be valid upon start date of the program)
- ☐ Medical Assisting students will need their background completed six weeks prior to their assigned externship.

*The Application Fee for the Professional Nursing program will be waived for a Taylor College Practical Nursing graduate who passed the PN-NCLEX and has an active Licensed Practical Nurse, LPN, license.

Additional Requirements for Nursing Programs:

- ☐ Applicants to the Practical Nursing Program and Professional Nursing Program must have a minimum cumulative GPA of 2.0 on either their high school or college transcript.
- ☐ The Practical Nursing Program and the Professional Nursing Program are expected to have a waiting list.
- ☐ All applicants will participate in a written interview with the nursing programs director. This written interview is scored and is included in the overall admissions scoring. Once all requirements are turned in, applicants will be considered for acceptance by the admissions review committee. Accepted applicants will be notified and must complete the remainder of any requirements prior to Orientation to be allowed to start classes. Accepted

applicants who do not complete all requirements will be moved to the bottom of the waiting list and another qualified applicant will be chosen.

Additional Requirements for Professional Nursing Transfer Credit Opportunity:

- ☐ Active license to practice as a Licensed Practical Nurse
- ☐ Practical Nurse education transcripts
- ☐ Skills check off during the admissions process

Acceptance Criteria:

- ☐ Possess a high school diploma, General Equivalency Diploma (GED), or higher education credential (earned associate degree or higher)
- ☐ Must show aptitude of On-Line Learning
- ☐ Passing Admissions Testing
  - Nursing Assistant: Wonderlic SLE/SLE-Q minimum score of 12.
  - Phlebotomy: Wonderlic SLE/SLE-Q minimum score of 12.
  - Medical Assisting: Wonderlic SLE/SLE-Q minimum score of 14; **or** ATI Test of Essential Academic Skills (TEAS) overall minimum score of 41%; **or** Health Education Systems Inc (HESI) score of 60. *
  - Practical Nursing: ATI Test of Essential Academic Skills (TEAS) overall minimum score of 50%; **or** Health Education Systems Inc (HESI) score of 60%; **or** Pre-Admission Exam (PAX) score of 105. (All Entrance Exams cannot be older than 3 years) **
  - Professional Nursing: ATI Test of Essential Academic Skills (TEAS) overall minimum score of 62%; **or** Health Education Systems Inc (HESI) score of 70%; **or** Pre-Admission Exam (PAX) score of 118. (All Entrance Exams cannot be older than 3 years)

* A Taylor College Medical Assisting graduate who graduates with a 3.0 GPA or better within the last 5 years, will not be required to take the entrance exam for the Practical Nursing Program.

**A Taylor College Practical Nursing graduate who passed the PN-NCLEX, currently has an active Licensed Practical Nurse license and graduated within the last 5 years will not be required to retake the entrance exam for the Professional Nursing program.

Applicants taking the Wonderlic Scholastic Level entrance assessment will be permitted two retests per enrollment cycle, for a total of three attempts. When retesting, the applicant will be administered a different version of the assessment. The test score will remain in effect and valid for a period of two (2) years from the test date.

Applicants taking the Health Education Systems Incorporated (HESI) will be permitted only two retest per enrollment cycle, for a total of three attempts. When retesting, the applicant will be administered a different version of the assessment. The test score will remain in effect and valid for a period of three (3) years from the test date.

Taylor College accepts only TEAS exam scores from assessments that are proctored in person. For HESI Admission Assessment exams, only the average score of the Reading

Comprehension and Mathematics sections will be considered for admission purposes. Other HESI section scores will not be included in the admission score calculation.

Special Note: Any person wishing to apply who has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statues, Chapter 464 regarding licensure for the Professional and Practical Nursing programs and certification for the Nursing Assistant program.

Tuition, fees, and financial information is available in the Tuition, Fee, and other cost section of the catalog.

Trial Period

All students participate in a trial period during the first week of their first term of a diploma or degree program and will be conditionally admitted if they meet admission requirements for the program of their choice. Students will not incur program charges and are ineligible for Title IV funds during the trial period. If a student continues attendance beyond the first week, the student will be enrolled as an active student. The student will then be assessed with program charges, and an otherwise eligible student becomes eligible for Title IV funds from the beginning of the payment period to include the first week. If the student decides not to continue their enrollment within the first week, they must notify the registrar in writing prior to completing attendance in the second week of the term. Students who do not continue enrollment will not be eligible for Title IV funds during the first week of the term. Attendance in the second week is considered confirmation of the student's intent to continue in the program as an active student.

Blended Course Offering

Online classes are not easy substitutions for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specific number of times per week and attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts towards final grades.

Student Orientation to Online Users

All new and returning students must attend a New Student Orientation. During orientation, students meet with faculty and administration to review the program's expectations, media resources, financial aid, accounting, student services, class schedules, online platform and user capability, program handbook, and other relevant material to their program and the College.

Online Platform

Online courses are offered through multiple on-line platforms; students will have the ability to communicate with the course instructor and other classmates, post discussions, respond to questions, take exams, view grades and course progress, submit assignments, view Power Points and videos, and download course content including the course syllabus and other course materials. Course progress is tracked through the Taylor portal.

Log-In

During the first-class meeting, the instructor will guide the students through the blended (on-line) course and syllabus.

Class Meetings

Students may be required to attend class meetings on campus for each online class; therefore, Florida residency is required. Additional class meetings may be added at the discretion of the instructor. Students are required to attend the first day of class on campus. The mid-terms and/or final exams will be in person depending on the term schedule.

Communication and Interaction

In some classes, students are able to communicate with their instructor and classmates by using online posting. Students can start new discussions or comment on other students' discussions. Students can also communicate individually with another student or Instructor by logging into the course. Students will also receive the instructor's email address and can communicate by email or phone. Other interactions can include online lectures, e-mail, document sharing, and interactive synchronized chats (audio/visual).
Traditional methods of communication are also available, including phone, fax, and office visits.

Grading

Students will be required to complete assignments for online classes. Each instructor will explain the grading system in each class and how assignments must be submitted. Grades are readily available in the gradebook of the LMS. Each student should check their grade weekly to know their current progress. Grades are also recorded in the student portal (Campus Cloud) at the end of the term.

Student Services

Student services are provided in three convenient ways: telephone, email, or in person. Adequate personnel are available to meet student service needs. Distance learning students receive the same services as on-campus students. Additional information can be found in the Student Services section in this catalog.

Learning Resources

Distance learners have access to the same learning resources as on-campus students. Additionally, information can be found in the Learning Resources section in this catalog.

Attendance for Academic Related Activity in Distance Education and Blended Course Policy

(FSA Title IV policy 34 CFR 668.22 and 600.2)

Attendance for academic related activity in blended courses is more than documenting a student has logged into an online class, as this is not sufficient to demonstrate academic attendance by the student. When students are enrolled in distance education courses, attendance is documented by the student participating in class or is otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. These stipulations mean a student must log into the online software or web host daily/weekly at a minimum to reflect academic participation. Students may interact with the instructors via telephone, email, web, or in person at their availability.

Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education program include:

- submission of an academic assignment
- submission of an exam

- documented student participation in an interactive tutorial or computer-assisted instruction
- a posting by the student showing the student's participation in an online study group assigned by the course instructor
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

Attendance for blended courses will be equal to the standard classroom/theory/lab attendance policy, as one policy. (Reference: Attendance). Students scheduled for any course with a Lab and/or Clinical, or Externship must attend all in-person scheduled days.

System Requirements

In order to be successful, all students must have the following computer requirements:

Operating Systems

- MS Windows 10, MS Windows 11 or newer
- Mac OSX 10.9 – Mavericks, Mac OSX 10.10 – Yosemite, Mac OSX 10.11 – El Capitan, Mac OSX 10.12-Sierra

Browsers

- Firefox 35+
- IE11+
- Window Edge Browser
- Chrome 40+
- Safari 8.x+ (Mac)

Plug-ins

- Flash 11+*Please Note: Math assignments require Chrome 31+, Firefox 25, Safari 6+ and IE10 due to advanced formatting needs.

Distance Education Technical Support Information – McGraw Hill

Phone Support: 800-331-5094

Monday – Thursday 9:00am – 12:00pm EST Friday 9:00am – 7:00pm EST

Saturday 11:00am – 5:00pm EST Sunday 1:00pm - 7:00pm EST

Chat Support: https://mpss.mhhe.com/

E-mail Support : https://mhhe.com/support_Home (force.com)

System Requirements for McGraw-Hill : https://mhedu.force.com/CXG/s/article/McGraw-Hill- System- Requirements-HigherEd

Tuition and Fee Information

The Tuition expense includes any related lab kits and other lab costs. The costs associated with the individual programs are included in this catalog. Tuition charges are subject to change at the school's discretion.

Disclosure: Transfer or proficiency credits may reduce the cost of this program. Repeating a course or courses will increase the cost of this program. Tuition and Fee charges are subject to an increase for all programs annually each summer term and are subject to change at the College's discretion. Taylor College's institutional policy is to give thirty (30) days' written notice to students prior to any other tuition increase. The written notice will be emailed to the students' Taylor College email. The enrollment agreement gives the Taylor College student the best-projected cost for the program as of the date of signing.

Other expenses, which the student must calculate into the cost of his/her program include, but are not limited to, room and board, personal expenses, textbooks, uniforms, academic supplies, and transportation. Students are responsible for providing their own transportation for all learning experiences associated with the curriculum.

Nursing Assistant

Application Fee	$25.00	Non-refundable
Tuition Charge	$2,500.00	
Estimated Book Cost	$50.00	
Sales Tax (estimate)	$3.75	
Total Program Cost	**$2,578.75**	

Phlebotomy

Application Fee	$25.00	Non-refundable
Tuition Charge	$2,500.00	
Total Program Cost	**$2,525.00**	

Medical Assisting

Application Fee	$25.00	Non-refundable
Tuition Charge	$15,318.00	
Estimated Book Cost	$606.35	
Sales Tax (estimate)	$45.48	
Total Program Cost	**$15,994.83**	

Professional Nursing – **Starts January 1 – December 31, 2026**

Entrance Testing	$51.00	Non-Refundable
Application Fee	$50.00	Non-refundable
Background/Drug Screening	$65.00	Non-refundable
*ATI Fee	$4,172.00	Non-refundable
Tuition Charge	$41,950.08	
Estimated Book Cost	$1,316.00	
Sales Tax Estimate	$98.72	
Total Program Cost	**$47.072.80**	

Professional Nursing – **Starts after January 1, 2027**

Entrance Testing	$53.00	Non-Refundable

Application Fee	$50.00	Non-refundable
Background/Drug Screening	$65.00	Non-refundable
*ATI Fee	$4,172.00	Non-Refundable
Tuition Charge	$38,454.24	
Estimated Book Cost	$1,179.00	
Sales Tax Estimate	$88.43	
Total Program Cost	**$44,061.67**	

Practical Nursing – **Starts After January 1, 2026**

Entrance Testing	$53.00	Non-refundable
Application Fee	$50.00	Non-refundable
Background/Drug Screening	$65.00	Non-refundable
*ATI Fee	$2,637.00	Non-refundable
Tuition Charge	$20,359.50	
Estimated Book Cost	$874.00	
Sales Tax Estimate	$65.56	
Total Program Cost	**$24,104.06**	

Cost per Credit/Clock Hour

Credit Hour – Medical Assisting Diploma Program $ 222.00 Credit Hour – Practical Nursing Diploma Program $ 277.00

Credit Hour – Professional Nursing Program $ 582.64

*ATI (Assessment Technologies Institute) Additional ATI fees may apply for any repeat course(s)

General School Cost:

Non-Institutional Fees: Return Check Fee $ 30.00

Repeating any course due to failure, incomplete, or withdrawal may require associated fees along with the relevant tuition charge.

Licensing fees may be required for certain programs; these costs are determined by independent regulatory agencies.

Enrolled students may purchase textbooks directly through Taylor College and have the costs billed to their student account; or they may purchase textbooks from a vendor of their choice. Students who drop or withdraw from a course or a program may return unopened and unused textbooks purchased through Taylor College within the first two (2) weeks of the term in which the student is registered for the course or courses. No textbooks will be accepted for return after the end of the second week. Textbooks purchased through Taylor College will only be accepted if they are unopened and unused. Textbooks are to be returned for inspection and return acceptance. Return credits will be posted to the student's account by the end of week four. Purchasing textbooks through Taylor College is optional. Students may opt out of purchasing textbooks by contacting the Business Office. A textbook list for the program, stating the title of the textbook along with the current edition and ISBN number, will be available so the student may purchase textbooks where they choose. Students are advised to purchase textbooks only for the currently enrolled courses as textbooks may change on a term basis. Questions regarding purchasing, returning, opting out, or ISBNs of textbooks should be addressed to the Business Office.

Cancellation and Refund Policy

Refunds will be made according to Taylor College's Cancellation and Refund policy for those students who cancel and/or are terminated for any reason. All cancellation requests must be submitted in writing and delivered in person or mailed by certified mail. A full refund will be made for those applicants not accepted by the College or who cancel within three (3) business days after signing the Student Enrollment Agreement. Students who cancel after 3 business days of signing the Student Enrollment Agreement will adhere to the following:

Tuition Refund Policy

A student wishing to withdraw officially should inform Taylor College in writing at least three (3) calendar days, but no more than thirty (30) calendar days, in advance of withdrawal. A student who returns to Taylor College after withdrawing must sign a new Enrollment Agreement and will be subject to the then- current price of tuition. A student's last date of attendance, as documented by Taylor College, will be used to calculate any money the student owes and to calculate any refund the student is due.

If a student withdraws from a course(s) or program, the student's refund amount will be calculated as follows:

Proportion of Term Attended	**Refund Percentage:**
20% or less	Pro-Rata
20.1 % up to and including 29.9%	70%
30% up to and including 39.9%	60%
40% up to and including 49.9%	50%
50% up to and including 59.9%	40%
60% and above	No Refund

ATI Fees are non-refundable and charged when a student begins a term where the fee is applicable.

Phlebotomy and Nursing Assistant tuition and fees are non-refundable.

Refunds are made **within 30 days** after the institution has determined the student withdrew.

Non-credits Courses, Testing or Continuing Education

No refund will be given for continuing education, professional development, non-credit courses, application fee, or entrance testing.

Cancellation of a course or program by Taylor College

Individuals are given the option of enrolling in the next available class/ program or a full refund.

Financial Aid Information

The Financial Aid office maintains a staff of financial aid professionals to assist students in navigating the application process for federal, state, local, and institutional funding programs. The staff participate in routine training sessions and conferences provided by federal, state, and local funding agencies to ensure they have a full understanding of policy and regulatory updates.

The primary purpose of financial aid is to help students who otherwise might not be able to attend a post- secondary institution meet the cost of higher education. The basic responsibility for financing the student's education lies with the student and their family.

Grants and Loans may be awarded if a student is determined to have financial need based on the Free Application for Federal Student Aid (FAFSA). The application can be completed by going to the following website: https://studentaid.gov/h/apply-for-aid/fafsa.

Title IV Program Information

Federal Pell Grant Program

Type of Award: The Pell Grant is considered a need-based aid that students must qualify for eligibility as determined by the Department of Education in order to receive aid. This Grant is generally awarded to only undergraduate students and is not repaid by the student.

Amount per Academic Year (2026-2027) $740.00 -
$7395.00 Application: FAFSA

The William D. Ford Federal Direct Loan Program

The Federal Direct Loan program allows students to borrow loans from the Department of Education with no credit history needed. These loans are repayable with interest after the student graduates. Students must be enrolled at a minimum of half-time to be eligible for the loans. An Entrance Counseling Agreement and a Master Promissory Note must be completed and signed before Direct Loans are awarded.

Type of Award: Direct Loans including the following:

Direct Subsidized Stafford Loan

The Direct Subsidized Stafford loan is considered to be a need-based aid. The loan is long-term with a fixed interest rate. The U.S. Department of Education pays the interest on a Direct Subsidized loan while the student is in school at least half-time, for the first six months after the student leaves school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

Grade Level Progression

A student's grade level **for annual loan limit purposes** is set according to the school's academic standards. The student's degree level is not an indicator of the student's annual loan limits. Grade level progression takes place as defined by the institution's academic year definition.

Professional Nursing

24 Semester Credits (12 credits per term) and 30 Weeks (15 weeks per

term) Student aid will be packaged according to the following grade level

progression:

- First-Year Undergraduate 0-23 successfully completed credits
- Second-Year Undergraduate 24successfully completed credits and above.

Practical Nursing, Medical Assisting

36 Quarter Credits (12 credits per term) and 36 Weeks (12 weeks per term)

- First-Year Undergraduate.

Unsubsidized Stafford Loan

The Unsubsidized Stafford Loan is not a need-based loan. This loan is long-term with a fixed interest rate. The student-borrower is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If the student-borrower chooses not to pay interest while in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (meaning, the interest will be added to the principal amount of the loan).

The following chart shows the annual limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	$5,500—No more than $3,500 of this amount may be in subsidized loans.	$9,500—No more than $3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	$6,500—No more than $4,500 of this amount may be in subsidized loans.	$10,500—No more than $4,500 of this amount may be in subsidized loans.

Direct Parent Plus Loans

Type of Award: Eligibility for the Direct Plus Loan is determined based upon the parent's credit history. This loan is for parents of graduate or professional students enrolled at least half-time at an eligible school in a program leading to a graduate or professional degree or certificate, or to parents of a dependent undergraduate student enrolled at least half-time at an eligible school. The parent is in full responsibility of
the loan borrowed and repaid. The Plus loan has a fixed interest rate. Repayment of the loan begins after the loan has been fully disbursed. To apply for this loan, go to the following website: https://studentaid.gov/ to complete the Direct Plus Loan Application and Master Promissory Note.

Eligible Award per Academic Year: Based upon the college's cost of attendance.

Additional Applications for Direct Loans:

Master Promissory Note (MPN) and Entrance Counseling Agreement: These informational applications explain the terms and conditions of borrowing the loan. The MPN is a legal binding agreement to repay student loans to the Department of Education. These applications can be electronically completed and signed on the following website: https://studentaid.gov/.

Financial Aid Counseling Requirements

For any student obtaining federal loans, specific counseling requirements are mandatory prior to funds being disbursed. When deciding to accept a loan offered by the school, students will be required to complete a signed Electronic Master Promissory Note (MPN) and Entrance Counseling Forms online. These forms are mandated by the federal government, not by the

school, and are required before any federal direct loans will be processed.

When a student completes or withdraws from a program of interest, the student will be required to complete a signed Exit Counseling Form online. This form is mandated by the federal government, not by the school, and is required before re-enrolling into another or same school. To complete the mandatory required forms, visit: https://studentaid.gov/

Loan Grace Period

A grace period occurs after a student leaves college or attends less than half-time and lasts for typically six months. After the grace period has been completed, the principal and interest payments for the student loan(s) are required to be paid on a monthly basis.

Return of Title IV Funding (R2T4)

If a student withdraws from all of their courses during the term, Taylor College is required to determine if any of the federal financial aid the student received should be returned. Federal financial aid is based on the length of time a student is in classes; if a student does not attend the entire term, the College may be required to return all, or a portion of, the aid the student received. The repayment percentage is determined by the number of days remaining in the term from the student's last date of attendance.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds. Repayment of part of a student's federal financial aid does not release the student from the satisfactory academic progress requirement discussed in this catalog.

Taylor College will use the federal policy to determine the amount which must be returned by the College and/or the student to Title IV programs. The procedure is:

1. Determine appropriate withdrawal date
2. Determine amount of earned Title IV Aid
3. Determine amount of unearned Title IV Aid
4. Determine Title IV Aid to be disbursed
5. Determine Title IV Aid disbursed
6. Determine Title IV Aid to be returned
7. Calculate the School's responsibility
8. Determine amount school returns by program
9. Determine student's responsibility
10. Determine amount student returns by program

Examples of the calculations used to determine the amount of earned and unearned Title IV Aid, Title IV Aid to be disbursed, Title IV Aid to be Returned, Taylor College's responsibility, student's responsibility, and amount returned to programs are available from the Financial Aid Office on a case-by-case basis.

Students who withdraw from ALL classes prior to completing more than 60% of the term will

have their eligibility for aid recalculated based on the percentage of the term completed. For example, a student who withdraws after completing only 20% of the term will have "earned" only 20% of any Title IV aid received. The remaining 80% of Title IV funds received is considered as unearned aid and must be returned by Taylor College and/or the student.
The Return to Title IV policy shall apply to all students who withdraw, dropout, fail all classes, or are dismissed from Taylor College.

A student's withdrawal date is determined based on the following:

- The date the student officially withdraws from class
- The student's last date of attendance at a documented academically related activity

The Return to Title IV rules is federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned. If a student withdraws on or before the 60% point of the enrollment period, defined as the TERM, the percentage of aid earned is equal to the percentage of time completed. Taylor College must return all ineligible amounts of received Title IV funds to each respective Title IV program within 45 days of the date that the school determined the student withdrew. A student who remains enrolled beyond the 60% point of the enrollment period has earned 100% of the aid for that period.

The Percentage of Title IV Aid Earned Shall Be Calculated as Follows:
Number of days completed divided by the total number of days in the term enrolled = % of aid earned. Using this formula, the percentage of the term completed is considered as the percentage of aid earned. The amount of financial aid earned will be applied towards your tuition and fees.
Unearned Title IV aid shall be returned to the following Programs in the following order:

- Direct Stafford Loan (Unsubsidized)
- Direct Stafford Loan (Subsidized)
- Direct PLUS (Parent) Loan
- Pell Grant
- FSEOG

Before withdrawing from class, all students are encouraged to stop by the Financial Aid Office for advisement. After withdrawal, Taylor College Financial Aid Office will:

- Determine the number of calendar days the student attended classes, (Calendar Day does not include scheduled breaks of at least five consecutive days or more)
- Calculate the percentage of Title IV Aid earned and unearned,
- Calculate the amount of institutional charges,
- Determine the amount that must be returned to each Title IV program,
- Calculate the student's and school's responsibility to the grant and loan programs,
- Return funds to the programs according to regulatory requirements,
- Collect grant overpayment or follows the overpayment procedures.

Students cannot earn all of their financial aid unless they attend and participate in class for more than 60% of their scheduled term. A student earns his or her financial aid award in proportion

to the number of days in the term completed prior to the student's complete withdrawal. When a student completely withdraws from Taylor College prior to completing more than 60% of any given term, a portion of the Title IV financial aid grant and loan funds received (excluding Federal Work-Study) is considered to be an overpayment and must be returned to their respective federal financial aid programs.

Taylor College must determine the amount the student has earned and the amount of federal financial aid that must be returned to the Department of Education. The College is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds to the DOE within 45 days of the date of determination.

The institutional charges (tuition and fees) incurred by the student are considered to be paid by Title IV funds for the purpose of the formula, even if the institutional charges were directly paid by a source other than Title IV funds. Students can repay the student portion of federal loans under the terms and conditions of the master promissory note (MPN) for the loan. However, the unearned potion of the loans that Taylor College must return is posted as a charge to the student account and must be repaid. If the student owes unearned Title IV funds from the Federal Direct Loan Programs, the money must be returned to the program directly.

NOTE: The Return to Title IV policy is a separate calculation of eligibility that is in ADDITION to the determination obligation to Taylor College upon completion of the Return to Title IV process. Any changes in a student's scheduled course credits or clock hours WILL impact a student's eligibility upon withdrawal. All students must have a Return to Title IV calculation even if they had separated from academic study at Taylor College prior to the receipt of any scheduled or awarded FSA Title IV funds. Students who are eligible for FSA Title IV funds upon separation from academic study will be provided an opportunity to receive those funds as a Post-Withdrawal Disbursement

FAFSA Verification Process

During the Financial Aid process, students are selected at random by the Department of Education for verification. This process is to determine if the FAFSA was completed with the correct information. The Financial Aid Office will notify selected students of the required documentation they must provide to the College. The Financial Aid Administrator will make any required corrections to the FAFSA based on the
documentation provided. If the corrections change a student's eligibility for aid, an updated award letter will be provided to the student. Taylor College may also select a student's application for verification if there is conflicting information in the file documents and/or student records. Financial Aid will not be awarded until verification has been finalized and any corrections are made, if needed.

General Title IV Student Eligibility Requirements

- Be enrolled as a regular student in an eligible program.
- Be enrolled in an eligible institution and sign an enrollment agreement
- Not be enrolled simultaneously in two postsecondary schools without a consortium or

contractual agreement

- Meet one of the following academic criteria:
  - Have a high school diploma or its recognized equivalent (e.g., a GED)
  - Be home schooled:
    a) Obtain a secondary school completion credential for home schooling provided by the student's home state, if one is offered
    b) Have completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law
- Have a valid Social Security Number with the Social Security Administration.
- Be a U.S. citizen or eligible non-citizen
- Sign a Statement of Educational Purpose, which certifies that he or she will use federal student financial aid only to pay educational costs
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements
- Not owe a refund (overpayment) on any Title IV grants, or state grant previously received from any postsecondary institution
- Make satisfactory academic progress toward the completion of the degree or certificate as required by the institution, state agencies and the Department of Education
- Complete an error free FAFSA (Free Application for Federal Student Aid) and have a valid ISIR (Institutional Student Information Record)
- Any required verification must be completed prior to disbursements

Non-Title IV Financial Aid Information

Outside Scholarships

Many organizations offer scholarships to college students who meet their standard requirements. The Financial Aid Office has information about where students can find free internet scholarship search services. If students belong to any social, civic, ethnic, religious, professional, or service groups, they could contact them regarding any available scholarships that they offer. The student must notify the Financial Aid Office of any scholarships they have been awarded.

Employer Assistance

The school participates with students who have the opportunity to use the Employer/Reimbursement Assistance. The student will need to communicate with the employer to verify the assistance available to

pay for their educational cost. The student will need to notify the financial aid office that they are eligible to receive the assistance. If an invoicing process is necessary, the student will be directed to the accounting office to begin the invoicing process for the assistance program.

Florida Pre-Paid College Plan

Students who plan on using their Florida Pre-Paid College Plan need to provide the Financial Aid and Bursar's Office with a copy of a current FPP Student Identification Card. The student must

contact Florida Pre-Paid and fill out a transfer form to have them send Taylor College a Third-Party Billing Notice (preferred unrestricted). The student must notify the Financial Aid Office that they are eligible to receive benefits.

State Scholarship and Grant Programs

Taylor College is eligible to participate in the following State Scholarship and Grant Programs:

- Dual Enrollment Scholarship Program
- Florida Bright Futures Scholarship Program
- Florida Postsecondary Student Assistance Grant Program
- Honorably Discharged Graduate Assistance Program
- Jose Marti Scholarship Challenge Grant
- Scholarships for Children/Spouses of Deceased or Disabled Veterans

Descriptions and eligibility requirements for each of the programs can be found by accessing the State Scholarship and Grants Program's homepage
http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm

Vocational Rehabilitation Assistance

Taylor College is approved by the State of Florida as a vendor to provide educational training for persons approved for Vocational Rehabilitation Educational Assistance. Individuals with handicaps or disabilities can find more information and assistance concerning Vocational Rehabilitation Benefits at this web site, www.rehabworks.org/. Students who request Vocational Rehabilitation Educational Assistance must notify the Financial Aid Department.

Veterans Benefits

Taylor College programs are approved by the Florida Department of Veteran's Affairs for training. Students who are eligible for educational assistance from the federal Department of Veteran's Affairs may use these benefits towards their education. The educational assistance includes various chapters covered by the following VA programs:

- The Post-9/11 GI Bill ® "G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."
- Montgomery GI Bill ®- Active Duty (MGIB-AD)
- Montgomery GI Bill ®- Selected Reserve (MGIB-SR)
- Reserve Educational Assistance Program (REAP)
- Veterans Educational Assistance Program (VEAP)
- Survivors' and Dependents' Educational Assistance Program (DEA)
- Students who plan to use VA Benefits at Taylor College must notify the Financial Aid Department. A Financial Aid Representative will assist the student in completing the appropriate documents required to receive benefits. The following documents will be voluntarily requested to begin the claim process.
- DD-214
- VA Certificate of Eligibility

Students with questions about their education assistance and eligibility may visit the VA's

website for free education and vocational counseling services available to service members and veterans at https://www.va.gov/

In accordance with Title 38 US Code § 3679 subsection (e), Taylor College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33), Veterans Readiness & Employment (Ch. 31) or Survivors' and Dependents' Educational Assistance (DEA) program (CH 35) of title 38 or Montgomery GI Bill® Selected Reserve (MGIB-SR) program (CH1606) of Title 10 benefits, while payment to the institution is pending from the VA. **Within 90 days** of the date when Taylor College certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility,

Taylor College will not

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to provide the College with:

- A copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or an Electronic Authorization from the VR&E.

Tuition Payment Plan

Tuition and Fee payments are due at the beginning of each term. However, the School does offer 0% interest payment plan. Tuition and fee payments may be made directly to Taylor College by check, money order, debit or credit card. Online payments are available through the Taylor College website.

Student payments can be made in Student Accounts. Failure to make payment as agreed upon may result in the student being unable to register for future classes. **Any questions should be directed to the Financial Planning Department.**

Student Tax Forms and Information

1098T Tax Forms

The 1098 tax forms for tuition billed (box 2) are mailed to the student's current address on file on or before January 31st. The tuition billed is calculated on a calendar year basis.

Educational Tax Credits, Student Loan Interest Deduction, and Tuition and Fees Deduction

When you file your federal tax return, these tax credits may be available for certain college expenses. For information, contact the Internal Revenue Service or your tax advisor.

Questions regarding student accounts should be addressed to the Business Office Manager.

Academic Affairs

All academic policies, rules, and regulations are located here within the catalog. These policies may also be further clarified in the Student Handbook.

Academic Divisions

Phlebotomy Technician Program

Diploma	Phlebotomy Technician (PT)

Medical Assisting Program

Diploma	Medical Assisting (MA)

Nursing

Nursing Assistant Program

Diploma	Nursing Assistant (NA)

Practical Nursing Program

Diploma	Practical Nurse (PN)

Professional Nursing Program

Associate of Science Degree	Professional Nursing (ADN)

Educational Delivery

Programs at Taylor College are delivered in either a residential (on ground) or hybrid format. On ground lectures are delivered by experienced instructors in the traditional classroom with the assistance of text materials and internet materials with high-speed internet access and computer projection devices. Online activities are completed either on Canvas or on publisher-related platforms. Core course labs are delivered in well-equipped traditional laboratories under instructor supervision. Clinical and external volunteer experiences are delivered at area health facilities in Florida. In online/hybrid courses, students communicate with instructors through email, phone, video teleconferencing, or by choosing to meet in person on campus.

Taylor College's Course Numbering System

Courses offered by Taylor College are identified by a unique code system. The prefixes used are to identify the program the course is in. The digits are to identify the courses within the program in numerical order.

Student/Instructor Ratio-Typical Class Size

Professional Nursing, Practical Nursing, and Nursing Assistant programs: 24 to 1 Classroom; 12 to 1 per Nursing Lab; 6-10 to 1 Nursing Clinical Site; Preceptorship 1 to 1.

Definition for a Unit of Credit - Credits for Associate Degree programs

Taylor College awards semester credits for its Professional Nursing Program. One semester credit is equivalent to the following: 15 clock hours in theory, or 30 clock hours in lab, or 45 clock hours in externship/clinical.

Taylor College awards quarter credits for its Medical Assisting diploma program and Practical Nursing Program. One quarter credit is equivalent to the following: 10 clock hours in lecture, or 20 clock hours in lab, or 30 clock hours in externship/clinical. A "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

The Practical Nursing and Medical Assisting programs comply with Title IV regulatory conversion formula. The school participates in the Federal student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, which are administered by the U.S. Department of Education (ED). The school has the appropriate policies and procedures in place to ensure its assignment of credit hours conforms to the definition of a credit hour for Federal purposes.

Students are also expected to complete additional hours of outside preparation. For General Education and Professional Nursing courses the following calculations are used:

- For each one (1) hour of classroom or direct faculty instruction, a minimum of two (2) clock hours of outside preparation for homework or out of class hours for academic purposes.
- For one (1) hour of laboratory work and other academic work leading to award of credit hours, a minimum of one (1) hour of outside preparation.
-

Practical Nursing core courses outside preparation hours:

- 7.5 outside hours for each semester credit hour of lecture/laboratory
- 5.0 outside hours for each quarter credit hour of lecture/laboratory

Students are expected to complete homework outside the classroom in addition to classroom requirements. The minimum outside clock hours is stated on each course syllabus and documented in each course description in the catalog. Additional outside clock hours may be, but not limited to, required written assignments, written reports, required reading and homework assignments, oral presentation activities, hands-on practice sessions, etc. Grading for the outside preparation hours is published on each syllabus on a course-by-course basis.

Student Classification

Active Student: Any student taking credit-bearing courses, being charged/funded, and matriculating in an approved program. These students may be full or part-time.

Active Non-Earning Student: Is a student taking credit-bearing courses but not being charged/funded for the term.

Non-Matriculating Student: Students who enroll for single courses or those paying for courses

but not wishing to enroll in a program of study. These students are not eligible for federal or state aid.

Auditing Student: Students taking previously passed courses for improving skills or knowledge. Audited courses receive a grade of AU and do not count toward Satisfactory Academic Progress or cumulative grade point average.

Withdrawal: Student involuntarily or voluntarily withdrawn.

Student's Physical Location

The state in which a student is located is determined at the time of enrollment and is entered into Taylor College student information system. A student should notify Taylor College within 14 calendar days of a change in the student's location. Relocation to another state after enrollment may adversely impact the student's ability to complete the program. All laboratory assignments require in-person attendance; clinical and externships sites are within the geographical location of Taylor College.

Attendance Policy

Students are expected to attend every class session for which they are registered. Attendance is taken by instructors, recorded, and maintained for each course by the Registrar. Students with excessive absenteeism may receive a reduced or failing grade for the course and/or be withdrawn from their program. In the event of any absences from class, the student assumes responsibility of immediately notifying the school and for arranging with the individual instructor for work missed. Students missing fourteen (14) consecutive calendar days may be withdrawn from their program of study by the school. If a student believes he/she has circumstances warranting special consideration, a written appeal may be submitted to the Program Director for review and final determination.

Tardiness/Early Departure - Students are required to be on time and stay for the duration of the class session. The student assumes responsibility for arranging with the individual instructor for work missed resulting from being late for class or leaving early. Time missed in class due to a student's tardiness or leaving early is recorded.

Late Work and Make-Up Work - For documented absences (military orders, medical and legal), arrangements to turn in late work and/or make-up assignments, tests and homework missed during the documented absences must be made up within 7 calendar days of returning to class.

Arrangements to turn in late work and/or make-up assignments, projects, tests, and homework missed because of absence must be made with the approval of the instructor following the policy on the syllabus.

Attendance for Distance Learning Education and Hybrid/Online Courses will be equal to the **standard classroom/theory/lab attendance policy, as one and the same policy**. Students are required to log into the online software or webhost **weekly at a minimum** to reflect academic participation in the assigned course. Students may interact with the hybrid/online

instructors via telephone, email, web, or in person at the instructor's availability. Students scheduled for any course with a Lab and/or Clinical, or Externship must attend all in-person scheduled days.

Leave of Absence

Taylor College does not grant Leaves of Absences (LOAs); however, students currently enlisted in the military service of the United States or the National Guard and who are currently in active-duty status, as defined in FLA. STAT. 115.07, may receive exceptions to this policy. Students requesting such a leave, must do so in writing, and must submit their request to the Director of Education or Campus President.

Upon verification of active-duty status, Taylor College will grant the student a military LOA for the time they are in active-duty status and for up to one (1) year after the conclusion of their service. During the time the student is on military LOA, the student shall incur no academic or financial penalties.

Withdrawal

Students who want to discontinue their training for any reason must make every attempt to schedule a meeting with the Director of Education and/or Program Director. This meeting may help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the program can be resolved during this session.

Students who have attended a class but withdraw or stop attending classes before the 50% point will receive a grade of "W" for the purposes of calculating maximum timeframe and SAP. The course will count as credits attempted but not earned. Students withdrawing from a term after the mid-term point in a term will receive a "WP grade, if at the time of withdrawal, the student was passing or "WF grade if student was failing at the time of withdrawal. This grade is part of a student's grade point average calculation unless the course is retaken, and a higher grade is earned. The credits attempted will be counted toward determining maximum timeframe and SAP.

NOTE: Students who are contemplating withdrawing from a course should understand:

- the entire scheduled length of the course in which they are currently enrolled is counted in maximum timeframe.
- they may have to wait for the appropriate module / course to be offered.
- their graduation date will change.
- they must repeat all courses from which they elected to withdraw prior to receiving a final passing grade.
- their Financial Aid and/or tuition costs may be impacted; and
- there may not be seats available in the class upon their return.

Involuntary Withdrawal

The school is committed to helping every student successfully complete their education; every consideration will be given to assist students in completing their programs. However, a student may be placed on warning or withdrawn for unsatisfactory progress, poor attendance, academic

misconduct, violation of school policies, or failure to pay tuition.

Any of the following shall immediately impact a student's enrollment at the school:

- Any student exceeding the fourteen (14) day attendance policy.
- Any student exceeding the 150% maximum timeframe for completing the program.

Course Withdrawals

Students should meet with the Director of Education and/or Program Director before dropping any courses to review repercussions to schedule changes. Students may also be asked to meet with the Financial Planning Department to review financial implications. Dropping a course should be done prior to the first day of classes.

Withdrawal Due to Military Leave or National Emergency

Students who must withdraw due to military leave or national emergencies are entitled to a refund of all tuition and fees for any unfinished term(s). Credit will not be given for any unfinished courses; however, unfinished courses will not impact the student's Satisfactory Academic Progress. If the student is deployed or impacted by a national emergency at the end of a term and does complete all courses, tuition will not be refunded, credit will be earned, and SAP will reflect those credits. These students, however, will not receive any further financial obligations for future terms and may reapply in the future. Students impacted by either military leave or national emergency should confirm their request in writing and provide any supporting documentation as requested (may include official orders and/or letter from a superior). Impacted students, as well as spouses and dependents, include active-duty military serving during a war, military operation, or national emergency; members of the National Guard performing a qualifying duty; and people residing in or employed in an area declared a disaster by federal, state, or local officials.

Re-Admission Policy (Re-Start)

Students may apply to be readmitted to the school after voluntarily withdrawing or being involuntarily withdrawn and will need to meet current admissions requirements. In some cases, students may not be eligible for financial aid and may incur additional charges to be readmitted into school. Students requesting to return to school will need to meet with the Director of Education and/or Program Director concerning associated coursework, plans for remediation of skills, and demonstration of required competencies or hands-on required skills. Failure to complete the necessary competency demonstration and/or remediation, if required, will result in a denial for readmission to the program or a requirement to repeat a previously passed course to ensure safe practice. For more information, please contact the Admissions Department.

Graduation Requirements for all Programs:

- Complete all courses within the program requirements,
- Complete all program requirements within 150% of the published program length in credit hours,
- Overall cumulative grade point average of 2.0 or better,
- No failing (F) grades in any courses. Courses with "F" grades must be repeated,

- Complete a financial aid exit interview,
- Complete a career service exit interview, and
- Complete all financial obligations.

Credentials Awarded and Completion requirements

Phlebotomy Technician	Diploma	Successful completion of 100 clock hours and all institutional graduation requirements.
Nursing Assistant	Diploma	Successful completion of 120 clock hours and all institutional graduation requirements.
Medical Assisting	Diploma	Successful completion of 69 quarter credits and all institutional graduation requirements.
Practical Nursing	Diploma	Successful completion of 73.5 quarter credits and all institutional graduation requirements.
Professional Nursing	A.S. Degree	Successful completion of 66 semester credits and all institutional graduation requirements.

Upon satisfactory completion of the required curriculum and institutional graduation requirements, Taylor College awards the credential identified for the student's program of study.

Comprehensive National Council Licensure Examination (NCLEX) Review

Nursing students are required to participate in a comprehensive capstone review course while enrolled in the program; the on-line coursework will start the first term and include on-campus study groups, modular study, assessments, tutorials, and active learning remediation. Students must complete all assigned course work in the documented timeline utilizing resources designed to enhance student academic and NCLEX success.

Students who are not progressing satisfactorily in this comprehensive review may, at the discretion of the Instructor or Director, be assigned additional coursework/homework to be completed prior to program completion.

Honors Distinction

The following cumulative grade point averages will be used at the end of the last term of enrollment to determine honors distinctions:

Cum Laude – 3.5 - 3.74

Magna Cum Laude – 3.75 - 3.89

Summa Cum Laude – 3.9 - 4.0

Students receiving honors distinction will have honor cords that can be worn during their graduation ceremony. Cords will also be distributed to veterans to wear to acknowledge their service.

Grading Scale

The grading policy will be given to students at the beginning of each class, including the following grading scale. At the end of the term, a final grade will be assigned and recorded as part of the student's permanent record. Final grades are not rounded up.

All General Education classes use the following grading scale:

Letter Grade	Average Value	Interpretation	Grade Point Value
A	100 - 92	Excellent	4
B	91 - 83	Above Average	3
C	82 - 75	Average	2
F	Below 75	Failing	0
W	Not Calculated	Withdrawn prior to the mid-term of the term	
WP	Not Calculated	Withdrawn passing - withdrawal from a course after the mid-term of a term	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a term	0
P	Not Calculated	Passing (Clinical Courses Only)	
*	Not Calculated	Allocated LPN credits for the Professional Nursing program – Transfer Credit Option	
TR	Not Calculated	Transfer in of credit only	
CW	Not Calculated	Course Waived (Eligible Only for the Current Licensed Practical Nurse enrolled for the Professional Nursing Program with a Transfer Credit or Bi-Level Entry Option)	
AU	Not Calculated	Course Audit	
I	Calculated	Incomplete	0

All Nursing Program (PN/NUR) classes use the following grading scale:

Letter Grade	Average Value	Interpretation	Grade Point Value
A	100 - 92	Excellent	4
B	91 - 83	Above Average	3
C	82 - 78	Average	2
F	Below 78	Failing	0
W	Not Calculated	Withdrawn prior to the mid-term of the term	
WP	Not Calculated	Withdrawn passing - withdrawal from a course after the mid-term of a term	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a term	0
P	Not Calculated	Passing (Clinical Courses Only)	
*	Not Calculated	Allocated LPN credits for the Professional Nursing program – Transfer Credit Option	
TR	Not Calculated	Transfer in of credit only	
CW	Not Calculated	Course Waived (Eligible Only for the Current Licensed Practical Nurse enrolled for the Professional Nursing Program with a Transfer Credit or Bi-Level Entry Option)	
AU	Not Calculated	Course Audit	
I	Calculated	Incomplete	0

All Nursing Assistant, Phlebotomy Technician, and Medical Assistant Program classes use the following grading scale:			
Letter Grade	**Average Value**	**Interpretation**	**Grade Point Value**
A	100 - 90	Excellent	4
B	89 - 80	Above Average	3
C	79 - 70	Average	2
F	Below 69	Failing	0
W	Not Calculated	Withdrawn prior to the mid-term of the term	
WP	Not Calculated	Withdrawn passing - withdrawal from a course after the mid-term of a term	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a term	0
I	Calculated	Incomplete	0

When a student repeats a course, the highest grade is calculated in the CGPA. The lower grade will be designated with an "R" to show the course was repeated and not being calculated.

Transferring in Credits

A student who has earned credits and wishes to have these credits transferred into Taylor College or have credits from a program transferred to another program within Taylor College must meet the criteria below. Taylor College reserves the right to accept or deny transferring of credit.

The school will count all transfer hours that apply toward the student's current program in determining Satisfactory Academic Progress. All transfer hours will be counted as both hours attempted and hours completed. The grade TR will be entered for all transfer credits and will not be reflected in the Cumulative Grade Point Average (CGPA). Only grades earned at Taylor College will be calculated for CGPA.

- Students requesting transfer of credits must submit official transcript(s) from all previously attended institutions to the Admissions Department for review at least **10 days** prior to the start of the program. The school reserves the right to review transcripts for late-enrolling students after the 10 days but prior to the start of the program.
- NO transfer credits will be awarded during active enrollment.
- Transferring of credits must have been earned from an accredited institution recognized by the United States Department of Education.
- No more than **50%** of any program may be transferred into Taylor College.
- Any student who has completed general education courses can apply to transfer in the courses on a course-by-course basis. Students must have earned a "C" or higher in the course to be considered for transfer of credit. General education courses will be considered if they meet the areas in Mathematics, Social Science, and Communication; credits cannot be older than 6 years.
- Science courses such as Human Anatomy and Physiology I and II and Introduction to Microbiology cannot be any older than 3 years and must have a B (80%) grade to transfer. Students seeking to transfer Human Anatomy and Physiology must be eligible to transfer both Human Anatomy and Physiology I and II, as partial transfer credit for

these courses will not be accepted.

- Science course credits completed as part of a Taylor College program are valid for six (6) years from the date of completion. Students returning to enroll in another program after this six-year period must audit and successfully complete any required science course(s) with a minimum grade of B prior to re-enrollment.
- Taylor College will not accept any core nursing courses.
- Taylor College does not accept any credits for experiential learning.

Taylor College recognizes the following college equivalencies:

- CLEP examinations administered by the College Board with a score of 50 (equivalent to a "C" grade) on an appropriated College-Level Examination Program, CLEP Examinations for any Nursing core courses will **NOT** be accepted.
- Advanced Placement (AP) examinations administered by The College Board; A score of 3 or higher is required. Applicable to General Education coursework only, i.e., English, Mathematics or Social Studies. Official transcripts must be received from Advance Placement.
- Advanced International Certificate of Education (AICE) examinations administered by Cambridge University. A score of A-E is required. Applicable to General Education coursework only.
- International Baccalaureate (IB); a score of 4 or higher is required. (Applicable to General Education coursework only.)
- College credit for military service may be awarded upon review of a military transcript. Information on how to order military transcript can be found at: http://www.acenet.edu/news- room/Pages/Transcripts-for-Military-Personnel.aspx

Credits requesting to be transferred in must at least be equal to those offered at Taylor College.

- Remedial courses will not be considered for transfer credit.
- Transcripts will be thoroughly evaluated by the Director of Education
- Students will receive notification regarding the transfer credit evaluation.
- Courses accepted for transfer credit will be noted on the Official Transcript from Taylor College as TR.

Appeal Process for Transferring of Credits

Students wishing to appeal transfer credit decisions must complete an appeal form. The following supplemental information must be attached with the appeal form and submitted within **5 days** of the original transfer of credit evaluation:

- Course syllabus
- Course objectives
- Course description
- Course textbooks and required materials
- Other relevant information

The information for appeals will be reviewed by the Director of Education , Program Director and/or along with an appropriate faculty member.

The student will receive in writing the outcome, and all decisions will be final.

Coursework from International Postsecondary Institutions

Students who desire to have postsecondary coursework from a non-U.S. college or university

considered for transfer to Taylor College must submit official postsecondary transcripts to any National Association of Credential Evaluation Services (NACES). Select one from the Current Members listed with NACES

www.naces.org . Listed below are NACES members students may consider using:

Academic Evaluation Services, Inc.
(www.aes-edu.org) World Education
Services Inc. (www.wes.org)
Josef Silny & Associates (www.jsilny.com)
Span Tran: Educational Services (www.spantran-edu.org)

- These documents must be submitted in English prior to the first term of enrollment, complete with a course-by-course translation. Students may be required to include translated course descriptions for the courses they want to have considered for transfer.
- Taylor College will perform an evaluation based on the course-by-course evaluation report received directly from the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions.
- Students will not be awarded English Gordon Rule writing credit for English courses taken outside the United States unless Taylor College can determine that the course matches a U.S. institution course.

Transferring Credits to another Institution

A student wishing to transfer credits earned from Taylor College to another institution is advised to consult with the receiving institution on the credits that will be accepted towards the student's education at another institution. Acceptance of transfer of credits is based upon the receiving institution regardless of program, State, or accreditation status.

Transcript Requests

Official Transcripts can be requested by completing and submitting the online form at https://taylorcollege.edu/transcript-request/ .

Transcripts are processed within one week of receiving the Transcript Request Form.

NOTE: Transcripts can only be mailed or picked up from campus. Faxing transcripts is prohibited and there is no method for digital processing.

Document Requests

Students may request the following items using the Document Request Form: Admission Test Results, Background Check, and Immunizations. Not all of these items may be available and/or current. Students can find Taylor College forms at the following link: https://taylorcollege.edu/student-forms.php

Family Educational Rights and Privacy Act (FERPA)

Taylor College complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. The President reserves the right to allow any instructor associated with the training program to review student records.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights

with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Taylor College ("School") receives a request for access. A student should submit to the President, Financial Aid Director, Registrar, or other appropriate official, a written request identifying the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school 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 school decides not to amend the record as requested, the school 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.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school 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 Taylor College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Taylor College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 in order to fulfill his or her professional responsibilities for Taylor College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   From the Department of Education website at:
   https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

FERPA requires that the College, with certain exceptions, obtain student written consent prior

to the disclosure of personally identifiable information from education records. However, the College may disclose appropriately designated directory information without written or authorized electronic consent, unless the student has advised the College to the contrary in accordance with College procedures. Taylor College has designated the following information as directory information:

Student name	Participation in officially recognized activities
Address	Telephone listing
E-mail address	Photograph
Degrees, honors and awards received	Place of birth
Major Field of study	Dates of
Attendance Enrollment status	

Requests to have directory information withheld should be in writing and submitted to the Registrar's Office: Registrar@TaylorCollege.edu

Health & Safety Exemption Requirement

Taylor College adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Taylor College is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

Academic Advising and Tutoring

Academic advisement is available to all students throughout the school year. Each student is assigned to a Program Director. A student who does not maintain the necessary level of performance in each course must meet with the Program Director to formulate a plan for remediation. All faculty assist students in meeting curriculum requirements by being available for advisement and individual help. Students are urged to take the initiative in seeking advisement. The student is responsible for maintaining satisfactory academic status and meeting school requirements. Each student is responsible for scheduling an appointment with his/her Program Director, as needed. When students present problems not within the realm of academic advisement, appropriate referrals are made. Information for counseling services is available, and student's confidentiality is maintained.

Students may also seek assistance through the Student Services department.

Students with Disabilities

The school complies with the Americans with Disabilities Act (ADA). Applicants or students who present documentation of a disability will have their case reviewed by the school's Section 504 Coordinator and the ADA Research Committee, and if applicable, reasonable

accommodation will be given for the documented disability. The student is responsible for informing the school prior to needing reasonable accommodation (academic adjustment) in the classroom/lab/clinical. The school is not required to identify the applicant or student as having a disability or assess the student's needs.

The Section 504 Coordinator is the Director of Education. The Section 504 Coordinator and the ADA Research Committee are responsible for the development of a reasonable accommodation plan for the student. The Director of Education, along with the appropriate Program Director, Student Services Coordinator, and the Campus President, form the ADA Research Committee; this committee will review the documented disability and the request for accommodation.

Applicants requesting academic adjustments and auxiliary aids and services should complete the following steps during their admissions process so that a Plan of Action (POA) can be completed prior to their first day of class. However, already **enrolled students** may request academic adjustments and should do so at least ten (10) days prior to the needed academic adjustment. Once accommodation is approved, they are not retroactive.

Complete **Accommodation Request Form**. This form may be obtained by contacting their Admissions Representative. Along with the request form, all documentation of disability and any documents supporting the disability or assisting with the academic adjustments and auxiliary aids and services must be submitted. Supporting documentation must be dated within the last three (3) years.

The ADA Research Committee will review documentation and schedule a meeting with the student within five (5)
business days of the request to discuss the student's disability. The committee may request additional documentation
from the student or applicant. The committee will verify all documentation presented for authenticity.

If approved, the ADA Research Committee will develop a Plan of Action provided to the student on a timely basis but no longer than ten (10) days of the request. Appropriate faculty will receive notification of the accommodations for which the student has been approved.

The ADA Research Committee shall update and include in the student's file the date(s) of request(s) for adjustments of services, the nature of each request and supporting documentation, the reason(s) for any denials, and a summary of the process that occurred between the school and the student.
If the student believes he or she has been discriminated against, or otherwise wishes to challenge any denial of his or her requests for academic adjustments or services, said applicants and or student shall follow the Student Grievance Policy.

Student Computer Use

Unauthorized use of computing resources is prohibited. This includes using the school's computing resources for personal or financial gain; allowing unauthorized non-school personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing

images or text in use of the school's computers; or modifying or copying records or data belonging to the school.

The student is responsible for checking with his/her Program Director for policies concerning the specific lab the student is using. Instructors may adopt a more restrictive policy for their areas but may not adopt a policy less restrictive. The computers are property of Taylor College and are operated under Taylor
College's supervision. Therefore, the student should have no expectation of privacy. Taylor College Computer Services can monitor activity on all Taylor College computers. Students need to be aware that network administrators record all student computer activities. Use of the Taylor College computers MUST be related to approved coursework or other instructor-authorized tasks.

Unauthorized tasks may include the following:

- Making changes to the configuration of the computer, including desktop backgrounds and screensavers, and installing or uninstalling software, unless authorized and supervised by an instructor in a classroom activity;
- Attempting to counter security measures for any purpose or to hack passwords to gain unauthorized access to a device or to data resources; and
- Installing or using peer-to-peer file sharing software. (Examples include the following: Kazaa, Napster, IMesh, BearShare, streaming video, and Internet radio).

Library

Electronic Library

https://proxy.lirn.net/TaylorCollegehttps://proxy.lirn.net/TaylorCollegemailto:TaylorCollege@lirn.net

Students have access 24/7 to TC's's electronic library sponsored through the Library and Information Resources Network (LIRN). Students log in through the LMS or single sign on (SSO) in the student Microsoft platform. LIRN is a third party Library and Librarian Solution whom Taylor College partners with to provide comprehensive library resources and librarians to ensure that all faculty and staff are knowledgeable about library resources. LIRN has numerous online resources from a wide variety of vendors (inclusive of databases containing articles from periodicals [peer reviewed, academic and trade], eBook collections, video collections, or interactive applications. Taylor College has selected resources relevant to specific areas of study at our institution. All of LIRNs resources are intended for use in higher education to promote academic study, research and growth, including all areas of General Education. Taylor College is supported by a team of LIRN Librarians who have earned a master's degree in library science (MLS), Librarianship, or Library and Information Studies (MLIS) from a program accredited by the American Library Association (ALA). LIRN's librarians are not faculty and/or staff of the subscriber institution. LIRN Librarians provide library support for 118 hours of support each week. Monday through Friday, 6am to Midnight EST and Saturday and Sunday 10am to Midnight EST.

College Email Account

Upon enrollment, students enrolled in a Diploma or Associate Degree program are given a college-issued email account. Students are required to use this email in a manner appropriate to

the role of a student and a responsible member of society. The College reserves the right to deny access or delete any college-issued email at any time and without cause. All classwork/homework correspondence will be communicated through this email address only.

Mobile Computer Lab

During class, Students have access to a mobile computer lab and are able to conduct research on the internet and use Microsoft Office products. Students have access to web versions of Microsoft Word, Excel, PowerPoint, Outlook, and OneNote. Students will have online storage to hold school related documents and pictures and the ability to set up groups, live chats, or instant messaging between students and/or faculty members to enhance the communication and collaboration among the College community.

Community Service Activities

Throughout the year, activities encouraging school spirit and developing student leadership may be offered. Taylor College believes participation in these activities is an important part of the education process, and student involvement is encouraged.

Trips and Guest Speakers

Taylor College believes training is enriched by observing real-life applications and/or hearing from industry professionals. When appropriate, visits may be arranged to professional locations, or guest speakers may come into the classroom.

Clinical Site Requirements/Considerations

Prior to attending a clinical location, the clinical site may require the following:

- Level II Criminal Background checks are required at various stages of the program and are at the student's expense.
- **Ten (10) panel drug testing is required before any clinical** and is at the discretion of the supervised practice site and is at the student's expense.
- Physical Exam at the student's expense
- Travel to and from supervised sites is at the student's expense.

Students enrolled into programs requiring clinical rotation experience will be required to travel to a clinical site which may be located in Marion or surrounding counties. Clinical locations will vary, and some may be a significant distance from the College campus. Students are responsible for their own transportation to and from the clinical sites. All clinical hours must be attended in Florida.

Clinical affiliations may, at their discretion. request a drug screen from students prior to or during clinical rotation; students must comply with this request to successfully complete the assigned clinical rotation experience and satisfy the requirements of the program. Students who refuse a drug test when requested by the College or a clinical facility may be dismissed from the program for refusal. If requested to take a drug test, the test must be completed within twenty-four hours. Students may be required to complete an additional level II background check **prior to participating in the clinical experience**. All required background checks and drug screening will be conducted at the student's expense.

Students are responsible for completing and submitting their clinical paperwork. Documentation must be submitted to the Nursing Administrative Assistant and uploading the required documents to the specified clinical website (information on specific website will be given during the Clinical Orientation).

Students must complete all required clinical documentation and upload the documents to the designated clinical websites at least fifteen (15) working days prior to the start of the term. **Failure to complete all paperwork will result in a clinical absence in the course for every week that the student misses**. Per the Student Handbook policy, two (2) clinical absences in any course will result in clinical failure.

Nursing education programs are mandated by boards of nursing as well as accreditors to provide students with clinical experiences. They are not obligated to provide substitute or alternate clinical experiences
based on a student's request or vaccine preference.

Student Immunization

As part of clinical requirements, students are required to submit documentation showing immunizations are up to date. Required immunizations include:

- Tuberculosis
- *Hepatitis B
- Measles/Mumps/Rubella
- Tetanus/Diphtheria and Varicella

Verification of Flu vaccinations may be required, and documentation must be given to the Program Administrative Assistant prior to attending any program clinical schedule. Failure to provide this information will prevent a student from attending and will result in an absence for each day missed.
*Students are encouraged to start the two (2) series or three (3) series Hepatitis B immunization as soon as possible. The series Hepatitis B immunization takes months to complete.

Verification of Health Insurance

An assigned clinical site may require the student to provide verification of health insurance. If a student cannot or refuses to submit a verification of health insurance to an assigned clinical site, the student may not attend the clinical site and will be marked absent. In this situation, Taylor College is not responsible for seeking an alternate clinical site, and the student may be prevented from completing the program/course.

****For further clinical requirements, please see Student Handbook.**

Student Code of Conduct

Students are expected to follow behavior and dress code policies in addition to those academic policies such as attendance and academic performance. Students are expected to be professional, courteous, and always show respect for persons, learning, and the learning environment.

Hazing in any form is strictly prohibited. Hazing is any intentional, knowing, or reckless act directed against a student or group of students for the purpose of initiation into, affiliation with, maintenance of membership in, or continued membership in any organization, activity, or group that endangers the physical health, mental health, safety, or welfare of a student.

Expectations

Academic Misconduct

All work submitted by a student is expected to be the student's own work. All students are preparing for careers, and most will be required to pass a certification or licensing exam to practice in their chosen career fields. Instructors must accurately assess students' skills and knowledge to ensure all students are well-prepared. Additionally, there are ethical implications if students submit work not their own.

The following are some examples of Academic Dishonesty:

- Cheating on tests/quizzes/assessments – Cheating will not be tolerated. Cheating occurs when a student copies another student's work, uses notes during an assessment without approval of the instructor, takes a picture of an assessment, uses a picture of an assessment provided by someone else, or in any other way has assistance on an assessment not authorized by the instructor.
- Plagiarism – Plagiarism is the use of another's work without giving proper credit to that source, including cutting and pasting information from the Internet without properly citing the work. If a student needs assistance with proper citing of sources, the student should seek guidance from an Instructor, Program Director, or the Librarian.
- Unauthorized collaboration – All work submitted by a student is expected to be completed by the student alone, unless the instructor expressly indicates the assignment is a group project.
- Students are strictly prohibited from possessing, accessing, or using any electronic, digital, or assistive device during an assessment unless expressly authorized by the instructor. Devices capable of storing data, transmitting information, receiving external communication, or generating AI-assisted responses are not permitted.
- Other acts of dishonesty, including but not limited to the following:

    - Interference with the teaching and learning process
    - Furnishing false information to any College official, faculty member, or any entity of the College
    - Forgery, alteration, or misuse of any College document, record, or instrument of identification
    - Using ATI information of another student

An occurrence of any of the above items constitutes a violation of the Academic Honesty Policy. Additionally, a student who assists another student in committing any kind of Academic Dishonesty is subject to the same consequences as the student who violates the policy directly.

- Violating the College's Social Media Policy.

Sanctions / Penalties

The Student Code of Conduct helps ensure the learning process and learning environment are safe and supportive for students. In the event a violation of the Student Code of Conduct occurs, the school will impose fair and progressive sanctions. However, if a violation is severe, the school may impose the strictest sanctions on a student up to and including expulsion. The sanctions are described below. **Students may be sent home from a class/clinical session for a day by an instructor while the Program Director and Director of Education review for additional disciplinary sanctions.**

If the student is found to be in violation of unprofessional conduct/behavior, the instructor or staff member will communicate and identify the problem to the student, in writing, using the Code of Conduct Violation Form. The form will be reviewed by the Program Director for further disciplinary review.

Warning: A warning is an official conversation between the student and the instructor. The conversation will be documented in the Student Information System but does not become a part of the student's permanent record. Further misconduct may result in more severe disciplinary sanctions.

Students who are found to be cheating or plagiarizing will first meet with the instructor and/or Program Director. Students found in violation will receive a zero (0) for the impacted activity involved in the infraction.

Written Reprimand: A reprimand is the official written notification by the Instructor and/or Program Director, of unacceptable behavior and becomes a part of the student's permanent record. The student must sign the document. Further misconduct may result in more severe disciplinary sanctions.

Suspension: A suspension is the official loss of campus privileges for a specific period not to exceed 14 calendar days. During this time, the student is not allowed on campus, at campus functions, or on externship/clinical and will be marked as absent for any missed class sessions. Suspended students will not be allowed to attend any make-up labs, tests, exams, or competencies missed. Further misconduct may result in more severe disciplinary sanctions.

Expulsion: An expulsion is the official, permanent loss of campus privileges and results in the student being withdrawn from the institution and unable to complete the program of study. Students who are expelled receive a grade of W (withdrawal) for any courses in which they are currently enrolled.

*Violent, sexual, or drug-related incidents may be handled at the strictest sanction, expulsion, at the discretion of campus leadership.

Student Grievance Policy and Procedures

This policy allows the student to seek resolution to a conflict with their program, classmate, or instructor. The student must try to resolve the issue as soon as possible. **Students have 14 days after dismissal from the program or from the date of incident to file a grievance.** If students are unable to resolve the issue on their own, the following steps must be taken:

1. Initial Screening of the Complaint, Comment, Suggestion, or Idea:
    a. Any student that makes an inquiry about filing an oral or written complaint, comment, suggestion, or idea about a program will be recorded as it is received by the College.
    b. The student should discuss the issue with the course Instructor and the Instructor will discuss the issue with their Program Director.
    c. An informal resolution will be attempted by the College.
    d. If the student is not satisfied with the resolution by the Appeal Committee, the student can request in writing a meeting with the Director of Education.
        i. All written submissions must be submitted to the Director of Education or mailed to the following:
            Director of
            Education
            Taylor College
            2531 Silver
            Springs Blvd.
            Ocala, FL
            34470
        ii. The Program Director will respond to all comments within 10 business days to further discuss and resolve the issue. If an acceptable resolution has not been achieved within the given time frame, a written appeal may be made to the Director of Education.
    e. If such inquiries are received by other faculty or staff members, they will be referred to the Program Director or Director of Education.
2. The Campus President will not become involved until all actions to resolve the issue with the Program Director have been exhausted (unless the comment is directly related to the Program Director).
    a. Any issues involving the Program Director may be sent directly to the Director of Education for initial resolution within 10 business days of receiving the inquiry.
3. If the student is not satisfied with the resolution, the student can submit the grievance in writing to the Camus President. After the written grievance has been submitted, the Campus President will schedule a meeting with the Grievance Committee (comprised of two Advisory Board members and a neutral member of the Taylor College staff).
    a. Records of all communication, meetings, and final resolution will be confidentially filed and kept by the College President for three (3) years.
    b. Recommendations from the Grievance Committee will be submitted to the President.
    c. The President will inform the student of the results of the Grievance Committee.
    d. The decision of the Grievance committee is final.
    e. If a student does not feel the school has adequately addressed a complaint

or concern, the student may refer their grievance if unresolved to the following addresses:

COMMISION FOR INDEPENDENT EDUCATION, CIE

325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, Fax: 850-245-3238 E-mail: cieinfo@fldoe.org

ABHES COMPLAINT PROCEDURE

Schools accredited by the Accrediting Bureau of Health Education Schools must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ABHES Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:
Accrediting Bureau of Health Education Schools, 6116 Executive Boulevard, Suite 730, North Bethesda, MD, 20852

A copy of the ABHES Complaint Form is available at the school and may be obtained by contacting school administration or online at www.abhes.org.

Student Surveys and Suggestions

Students will evaluate instructors and courses for which they are registered at the end of each term. The Director of Education and/or Program Director will review these surveys and follow up with students and/or instructors as needed.

Students will also complete Student Satisfaction Surveys covering the student's total experience at the school. This survey is meant to assess student satisfaction with all services offered by the campus, plus that of individual departments, staff, and administration. Ultimately, the results from this survey are used to assist with annual evaluations of the school and programs.

Students may also turn in suggestions or complaints by emailing campus leadership.

Arbitration/No Class Action

1) The Student and the Institute agree that all controversies, disputes, or claims arising out of or relating to this Agreement and any other disputes or claims of any kind or nature that in any way arise out of or relate to enrollment and/or attendance at the Institute, that are not first resolved through the Institute's internal student complaint process, shall be resolved by means of binding arbitration administered by the American Arbitration Association in accordance with its then existing Commercial Arbitration Rules.

(a) We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits

concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

2) Claims shall be heard by a panel of three arbitrators who shall be a practicing attorney or retired judge with at least 15 total years of working experience as such.

3) Each arbitration shall involve only a single student, unless otherwise agreed to by the parties. There shall be no class actions or any other type of claim asserted on behalf of more than a single student.

(a) We agree that this agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

4) The arbitration shall be held in Ocala, Florida, unless otherwise agreed to by the parties. The arbitration shall be governed by the laws of the State of Florida, to the extent that the Federal Arbitration Act does not apply and control.

5) Each party shall pay its own attorney's fees, costs, and expenses and an equal share of the arbitrators' and administrative fees of arbitration, unless otherwise ordered by a court of law or by an arbitrator.

6) A party may apply to the arbitrator seeking injunctive relief until an arbitration award is rendered or the dispute is otherwise resolved. A party also may, without waiving any other remedy, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights of that party pending the arbitrator's appointment or decision on the merits of the dispute.

7) No demand for arbitration may be made after the date when the institution of legal or equitable proceedings based on such claim or dispute would be barred by the applicable statute of limitations.

8) Judgment upon the arbitrator's award may be entered in any court having jurisdiction. The arbitrator is not authorized to award punitive or other damages not measured by the prevailing party's actual damages.

9) The arbitration proceedings and arbitrator's award shall be maintained by the parties as strictly confidential, except as is otherwise required by court order or for disclosure in confidence to the parties' respective attorneys, tax advisors, and senior management and to family members of a party who is an individual.

Copyright Policy

Copyright infringement is a violation of federal law and subject to severe penalties and sanctions. It can also be a violation of federal criminal law. Under Federal Copyright Law, Copyrighted works may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

School Policies for Violating Copyright

Employees and students thought to be in violation of copyright law through illegal downloading or copying peer-to-peer file sharing while using the school network may be subject to disciplinary action under the employee or student code of conduct.

Social Media Policy

The College welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to our broader community. Our rich and diverse use of social media also allows us to share, in a public way, the many qualities and strengths of our academic institution. From that perspective, the College intentionally uses social media to advance the institution and build relationships with important constituencies like prospective and current students, and alumni.
Through these venues, we can communicate important information and engage others in areas of mutual interest.

The College also recognizes the open nature of social media which is often used for both personal and professional purposes. Social media can also create a sense of role ambiguity. A person that makes a post

on social media may not always be permitted to comment on behalf of the College, share facts, or share personal/professional opinions. Social networks are often not the best forums for raising grievances that might be better addressed in other venues or handled privately.

The following policy is designed to help our employees and students navigate through any ambiguity and clarify responsibilities when posting material online. Remember, we are all subject to the same laws, professional expectations, and guidelines when interacting online as

we would in-person with fellow students and staff of the College.

- Do not post confidential or proprietary information about the College, its students, employees, or alumni. All persons must follow the applicable federal requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act). Students and staff must adhere to all applicable institutional and legal privacy, confidentiality, and property policies and laws.
- Postings which are potentially slanderous, libelous, or defame the integrity, character, and conduct of other students, administrative staff, or faculty attending the College are prohibited.
- Postings which include profanity, racist, sexist, or derogatory remarks, content that incites hate or disrespect for other students, administrative staff, or faculty, will be considered detrimental to the interest of the College.
- Such postings can have the effect of demeaning students who are in the process of being successful in their educational goals and therefore such postings, even if posted on websites, blogs, or other social media outside the College will not be tolerated and can be grounds for disciplinary action, including dismissal.
- Similarly, postings which are potentially slanderous, libelous, or defame the College, staff, or faculty impugning the quality of education or the operation of the College are prohibited. Postings which include profanity, racist, sexist, or derogatory remarks, content that incites hate or encourages unethical or illegal activities, comments on litigation involving the College, spam, and off-topic remarks will be considered detrimental to the interest of the College. Such postings can have the effect of minimizing the goals of the College in meeting the needs of its students. Postings placed on

  websites, blogs, or other social media outside the College will not be tolerated and can be grounds for disciplinary action, including termination.
- No user may establish social networking sites using the College logo or other intellectual properties such as photography, video, artwork, and publications copyrighted to the College without authorization from the College. Representing the institution without authorization is also a violation of this policy.
- No postings relating to other students, clinical sites, or activities witnessed at any clinical site are allowed.
- Students should consider their particular audience, message, and group goals and have a strategy for keeping information on their social media sites up-to-date and accurate.

Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters, contact information, experiences at any clinical site, or discussions in the classroom.

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic progress (SAP) Policy applies to all students enrolled in an approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance or self-pay.

The School's Satisfactory Academic Progress (SAP) standards measure each student's progress toward the completion of the student's program of study. SAP standards determine a student's

eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, SAP standards are applied to all students and represent a minimum standard of academic achievement required by the School for continued enrollment in addition to eligibility for federal financial aid programs. Satisfactory Academic Progress (SAP) is required for all programs and all students, regardless of financial aid or full-time enrollment statuses.

The relevant SAP policies are summarized below. All students must maintain Satisfactory Academic Progress according to the following standards to continue enrollment. Satisfactory Academic Progress will be evaluated and measured at the end of each term (financial aid payment period) and will be checked prior to disbursement of aid.

Title IV Eligible Programs:

The following programs are approved for Title IV aid:

- Associate of Science, Professional Nursing
- Diploma, Practical Nursing
- Diploma, Medical Assisting

Academic Progress

GPA Requirement: A Cumulative Grade Point Average (CGPA) equal to or greater than 2.0 is required for graduation. In addition, students must have a CGPA equal to or greater than 2.0 to be making satisfactory academic progress at each evaluation point, at the end of each payment period. A student who does not have a 2.0 CGPA or greater will be placed on Financial Aid Warning for one term, or payment period, while repeating a course.

1. Successful completion of a class is defined as earning a grade of "C" or better. The grading policy will be given to students at the beginning of each class in the syllabus, which will include the following grading scale. At the end of the term, a final grade will be assigned and recorded as part of the student's permanent record.
2. When a student repeats a course, the highest grade is calculated in the CGPA. The lower grade will be designated with an "R" to show the course was repeated and not being calculated.

Grade Scale (General Education Classes)

Letter Grade	Average Value	Interpretation	Grade Point Value
A	100 - 92	Excellent	4
B	91 - 83	Above Average	3
C	82 - 75	Average	2
F	Below 75	Failing	0
W	Not Calculated	Withdrawn prior to the mid-term of each term	
WP	Not Calculated	Withdrawn passing - withdrawal from a course after the mid-term of each term	

WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of each term	0
P	Not Calculated	Passing (Clinical Courses Only)	
*	Not Calculated	Allocated LPN credits for the Professional Nursing program – Bridge Entry Option	
TR	Not Calculated	Transfer in of Credit Only	
CW	Not Calculated	Course Waived (Eligible Only for the Current Licensed Practical Nurse enrolled for the Professional Nursing Program with a Bridge or Bi-Level Entry Option)	
AU	Not Calculated	Course Audit	
I	Calculated	Incomplete	0

Nursing Program Courses (PN/NUR)

Letter Grade	Average Value	Interpretation	Grade Point Value
A	100 - 92	Excellent	4
B	91 - 83	Above Average	3
C	82 - 78	Average	2
F	Below 78	Failing	0
W	Not Calculated	Withdrawn prior to the mid-term of the term	
WP	Not Calculated	Withdrawn passing - withdrawal from a course after the mid-term of a term	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a term	0
P	Not Calculated	Passing (Clinical Courses Only)	
*	Not Calculated	Allocated LPN credits for the Professional Nursing program – Transfer Credit Option	
TR	Not Calculated	Transfer in of credit only	
CW	Not Calculated	Course Waived (Eligible Only for the Current Licensed Practical Nurse enrolled for the Professional Nursing Program with a Transfer Credit or Bi-Level Entry Option)	
AU	Not Calculated	Course Audit	
I	Calculated	Incomplete	0

Pace Requirement: Students are required to complete their educational programs in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum timeframe of one and one-half (1 ½) times the length of the program as stated in the enrollment agreement.

Example: 72 credit hours must be completed within 108 scheduled credits (72 x 150% = 108)

1. ALL scheduled courses of academic study in which a student records at least one [1] day of attendance will count towards attempted credits. If a student exceeds the maximum timeframe, he or she will be dismissed from school.
2. Students meeting the minimum requirements for cumulative GPA and pace requirements at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

Evaluating Pace Requirement

The school calculates the pace at which a student is progressing by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. A pace calculation greater than or equal to 66.67% at each evaluation will indicate the student will graduate within the maximum timeframe allowed. The following is used to evaluate a student's progress:

> Grades are available to each student through the student portal as they are posted after each term exam to make students aware of their progress toward making SAP. Examinations are given in all subjects. Grades and pace of completion are reviewed by the Program Director and with the Financial Aid Office at the end of the term.

Financial Aid Warning:

If a student's CGPA falls below a 2.0 or the student does not complete the required pace requirement, the student is placed on **Financial Aid WARNING** during the subsequent term. After advising, the student signs an agreement to the conditions of the **Financial Aid WARNING period**. The student on Financial Aid Warning for a payment period may not receive funding for the subsequent period unless the student makes SAP. During the Financial Aid WARNING period, eligibility for financial aid continues. The following will not be considered as credits successfully completed: W and I. If at the end of the Financial Aid Warning period, the student has still not met both the cumulative GPA and pace requirements, he/she will become ineligible to receive Title IV funds. See "Appeal Procedure" below and "Financial Aid Probation" status described thereafter.

Appeal Procedure:

A student who loses their financial aid eligibility due to not making SAP at the end of a Financial Aid Warning period has the right to file an appeal regarding their SAP Evaluations. A student who wishes to appeal a decision made in reference to the SAP policy must submit a typed letter to the Director of Education. This letter must contain information about the student's reason regarding the action and /or decision and reasons why the student is wishing to appeal. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Students must provide supporting documentation along with their letter in order to defend their position and any mitigating circumstances that may have existed. The Director of Education will hear any student who disagrees with an SAP decision on an appointment basis only.

The student will be notified by the Director of Education within ten (10) calendar days following the receipt of the student's appeal letter. Additional time may be taken to thoroughly review the student's appeal. The appeal and decision documents will be retained in the student file.
If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and Federal Financial Aid will be reinstated, if applicable. Students who successfully appeal will be placed on Financial Aid Probation status.

Financial Aid Probation

Students who fail to meet minimum cumulative GPA and pace requirements after the Financial Aid Warning period will be placed on Financial Aid Probation. Only students who can meet the

Satisfactory Academic Progress policy standards by the end of the following evaluation period may be placed on Financial Aid Probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

- Agree to a written academic plan specifying how the student will regain SAP. The plan may include, but is not limited to, tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
- Sign the academic plan (a copy will be kept in the student's file).

Students who regain SAP at the next evaluation period will have regained full eligibility for the Federal Financial Aid and will be removed from Financial Aid Probation status. Those who are not making SAP will be **ineligible** to receive Title IV funds without the option to appeal and will be withdrawn from the College.

Reinstatement of Title IV, Financial Aid

Reinstatement of aid is limited to the period under evaluation, the next payment period. Students making SAP by the conclusion of the Financial Aid Warning or Financial Aid Probation status will be removed from the status and will regain eligibility for Federal Financial Aid.

Interruptions, Course Incompletes, Withdrawals

Each attempt at a course for completion will count towards the maximum number of attempted credit hours allowed for a program of study. All recorded grades of Failing, Incomplete, and Withdrawal will be replaced with grades attained after repeating the specific class/course. Students are allowed to attempt a course for credit twice without appeal. Due to course sequencing, a student who fails a course may have to withdraw and apply for re-enrollment according to the Admissions Requirement. Taylor College reserves the right to dismiss a student after one-course failure. Students are prohibited from receiving Federal Financial Aid funds for attempting a course twice within the same term.

A student who chooses to transfer from one program to another will have only the grades and credits applying to the new program applied to the students' Cumulative Grade Point Average (CGPA) and quantitative requirements whether those attempts are successful or not.

By the approval of the Program Director, an incomplete grade (I) may be issued at the end of the grading period for a course. Approval will be considered only if the student has completed 75% of the coursework and the circumstances that have compelled the student to request the *Incomplete* must be exceptional, such as illness, natural disaster, or some other emergency beyond the student's control. The student has two weeks from the time the grade is issued to resolve the incomplete. If after two weeks there is not a satisfactory resolution to the incomplete grade, the grade will be updated to a failing grade (F) and the student will be required to repeat the course if approved by the Program Director.

Notification and Records

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in this Catalog.

Reinstatement after 180 Days

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided with the school's re-enrollment policy and will be evaluated by the Program Director for placement. No core Practical or Professional Nursing courses may be transferred. All core courses must be repeated.

Students applying for re-entry will be required, as a condition of re-enrollment, to pay in full any prior student balances.

Re-enrollment

Students who have been withdrawn or withdrew from school and re-enroll (if determined eligible) will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be required to re-apply according to the Admissions Requirements and will be evaluated by the Admissions Committee for placement.

Career Services

Employment Assistance

Taylor College's goal is to have each graduate obtain employment in a career field related to his or her field of study**. Taylor College does not, however, promise or guarantee students a job upon enrollment or graduation.** At Taylor College, we know that success isn't just gained through time in the classrooms and labs. Taylor's Career Services Department teaches graduates self-directed job searching skills and assists graduates with finding employment opportunities. * Networking with prospective employers, Taylor Career Service Specialists strive to match businesses that have employment needs with Taylor graduates suited for those positions.

**Employment is not guaranteed.*

Professional Development

All Taylor College programs have valuable professional development skills built into the curriculum, including:

- Resume Writing Workshops
- Job Search Methods/Current Trends in the Job Market
- Using the Internet for your Job Search/Job Search Engines (Indeed, LinkedIn, etc.)
- Successful Interviewing Techniques/Appropriate Dress for Interviews
- Personal Development (Presenting a Professional Image)
- Evaluating Employment Offers
- Mock Interviews with Employers/Professionals

For individual assistance, students may schedule an appointment with Career Services at any

time during their educational experience with Taylor College.

Clinical Hours
For our Nursing Assistant, Phlebotomy, Medical Assisting, Professional Nursing, and Practical Nursing programs, part of your curriculum includes hands-on experience in an actual clinical setting to help you gain practical on-the-job experience. This clinical training also provides access to valuable contacts that could help lead to a full-time position.

The professional skills that you develop at Taylor College will continue to serve you throughout your career!

Taylor College supports all students in the pursuit of entry-level jobs in their new professions. The Career Services Department will assist each student in learning and applying step-by-step, specific strategies for a successful job search, including:

- Providing opportunities for on-campus interviewing and interview preparation,
- Locating, identifying, and posting employment opportunities

Students are responsible for working with the Career Services Department during their job search. Students can ensure success while working with their Career Services Associate by making their resume and cover letter unique, proactively using the job search techniques taught in class, and/or being open to moving for work or driving further to work. The greatest tool available to students for employment success is constant communication with the Career Services office. Students who keep in contact with their Career Services Associate, return phone calls, and keep appointments are the most successful during the job search.

Employment Disclosure

Although Career services assistance is available to students and graduates, Taylor College cannot promise or guarantee employment or a specific salary to any student or graduate.

Employment Opportunities

The ***Medical Assisting*** (MA) and ***Phlebotomy Technician*** (PT) graduates qualify to work in facilities including but not limited to hospitals, clinics, doctors' offices, insurance offices or transcription offices.

The ***Nursing Assistant*** (NA), ***Practical Nursing*** (PN), and ***Professional Nursing (ADN)*** employment opportunities for CNAs, LPNs, and RNs are in a variety of facilities. Some of these settings consist of, but are not limited to long-term care facilities, skilled care facilities, hospitals and medical centers, outpatient clinics, occupational health care centers, community mental health centers, rehabilitation centers, hospices, doctors' offices, and private duty nursing.

The school does not guarantee any employment or minimum starting salary. To find the most current employment trends for all programs, go to the following websites: www.bls.gov and www.onetonline.org.

Job Fairs

Taylor hosts job fairs on campus with prospective employers. Career Fairs are a great way to

learn about potential employers, network with employer contacts and obtain helpful career information. Additionally, career services coordinate employer meet and greet events with students during their last term before graduation.

Student Services and Resources

Academic Advising

A student can get academic advising from the Program Director, Director of Education, Student Services Coordinator or designee regarding information about programs and the College.

Financial Aid Advising

Students can receive financial aid advisement concerning the different types of educational aid offered by financial aid programs in which the College participates. Advisement includes eligible awards, mandatory entrance counseling requirements to receive qualifying aid, guidance to borrowing federal loans, mandatory exit counseling to repay federal loans, scholarship information, VA certifications, and guidance for prior student loan payment delinquencies, including deferment and forbearance options. Financial aid advisement is given only by those appropriately trained in the rules, regulations, and policies referring to Title IV funding. Adequate educational tools for federal aid are available in the financial aid office.

Tutoring

Students have access to tutoring sessions on campus. Students interested in tutoring sessions should contact their instructor or Program Director.

Student Services

Taylor College offers a Student Services representative to support students throughout their program of study to ensure that they may achieve their educational goals. In addition to monitoring students' attendance and participation, the Student Services team provides personal advisement and guides students in crisis situations as how to contact providers of childcare, emergency shelter and crisis intervention assistance, or other services when appropriate.

Programs of Study

Phlebotomy Technician

100 Clock Hours

Diploma Program

Program Description

A Phlebotomy Technician is a trained medical professional who draws blood for purposes such as tests, research, or donations. This diploma program prepares the student, upon graduation, to sit for the National Healthcareer Association (NHA) Phlebotomy Technician certification exam. Students are required to participate in a clinical learning experience at an approved medical facility under the supervision of an instructor.

Standard Program Length: 6 weeks
Program Delivery: Residential

Course Code	Delivery	Course Name	Academic Credits	Course Clock Hours
PHL110	Residential	Phlebotomy Technician Theory and Skills	0	60
PHL210	Residential	Phlebotomy Technician Clinical	0	40
			0	**100**

Estimated Outside Work is approximately 10 hours per class per week

Goals and Objectives for the Phlebotomy Technician program

- To provide a Phlebotomy program from which graduates are prepared to perform the duties of an entry-level phlebotomist, including blood collection, specimen handling, and patient interaction.
- To provide a positive, innovative learning environment with instruction that remains current with the demands and standards of the profession.
- To encourage participation in continuing education courses, workshops, and seminars to maintain competency and support professional growth within the field.
- To provide guidelines on patient confidentiality in accordance with HIPAA regulations when handling patient information and interacting with patients.
- To prepare graduates to sit for phlebotomy certification exams, if required by employers or desired by the individual.

Medical Assisting

69 Credit Hours

Diploma Program

Program Description

The successful graduate will be eligible to sit for the registry examinations to become a Certified Clinical Medical Assistant (CCMA), Registered Medical Assistant (RMA), and/or a Certified Medical Assistant (CMA) and will be able to perform both clerical and clinical office duties, including insurance form preparation, basic computer operations, electronic health records and all the clinical skills utilized in any general medicine or specialty office. Medical Assistants may also be eligible to sit for the National Health Career Association examinations to become a Certified Phlebotomy Technician (CPT). Approval to take the examination is not automatic. Additional requirements may be necessary for credentialing.

Standard Program Length: 36 weeks
Program Delivery: Hybrid (On-ground and Distance Education)

Estimated Outside Work is approximately 5.0 hours per class, per week

Goals and Objectives for the Medical Assisting program

- To provide a Medical Assisting program from which graduates are prepared to perform the functions of an entry level medical assistant in both the clinical and administrative areas.
- To provide a positive, innovative learning environment with instruction keeping current with the demands of the profession.
- To encourage the participation in continuing educations courses, workshops, and seminars to keep updated in the profession as well as working to advance the level of professional achievement to a higher degree if desired.
- To provide guidelines on patient confidentiality as stated in HIPAA guidelines when reviewing all patient records and dealing with patients one-on-one.
- To prepare the medical assistant to sit for certification exams, if required by the employer or desired by the individual.

Medical Assisting Curriculum Sequence - Day

All courses are offered in six (6) week modules. Half the courses will be offered in each part of the quarter and students will take 2-3 courses at a time. Rotation of courses may change.

Course Code	Delivery Mode	Course Title	Credits	Lecture hours	Lab hours	Clinical hours	Prerequisite /Concurrent
1st Quarter							
COM1100	Online	Professional Communications	5.0	50	0	0	none
MED1100	Online	Medical Terminology	5.0	50	0	0	none
MED1150	Blended	Introduction to Medical Billing and Coding	4.0	30	20	0	none
MED1110	Online	Anatomy and Physiology Foundations	5.0	50	0	0	none

CAR1100	Blended	Career Readiness	1.5	10	10	0	none
MED1120	Blended	Introduction to Medical Assisting	4.0	30	20	0	none
2nd Quarter							
MED1211	Online	Pathophysiology	5.0	50	0	0	none
MED1220	Blended	Clinical Examination Procedures	4.0	30	20	0	none
MED1230	Blended	Medical Office Procedures	4.0	30	20	0	none
MED2220	Blended	Clinical Laboratory Procedures	7.0	40	60	0	none
MED1240	Blended	Electronic Health Records	4.0	30	20	0	none
3rd Quarter							
MED1300	Online	Medical Law and Ethics	5.0	50	0	0	none
MED2330	Blended	Capstone	4.0	30	20	0	none
MED2311	Online	Pharmacology Principles	5.0	50	0	0	none
MED2321	Blended	Medical Assisting Externship	6.5	10	10	160	none
Total Program Credits/Hours			69	540	200	160	

Nursing Assistant

120 Clock Hours

Diploma Program

Program Description

Standard Program Length: 6 weeks
Program Delivery: Residential

Course Code	Delivery	Course Name	Academic Credits	Course Clock Hours
NA0110	Residential	Nursing Assistant Theory and Skills	0	80
NA0210	Residential	Nursing Assistant Externship	0	40
			0	**120**

Estimated Outside Work is approximately 10 hours per class per week

Goals and Objectives for the Nursing Assistant program

- To provide a Nursing Assistant program from which graduates are prepared to perform the duties of an entry-level nursing assistant, including basic patient care, vital signs monitoring, and assisting with activities of daily living.
- To provide a positive, innovative learning environment with instruction that remains current with the demands and standards of the profession.
- To encourage participation in continuing education courses, workshops, and seminars to maintain competency and support professional growth within the field.
- To provide guidelines on patient confidentiality in accordance with HIPAA regulations when handling patient information and interacting with patients.
- To prepare graduates to sit for nursing assistant certification or competency examinations, if required by the state or desired by the individual.

Practical Nursing

73.5 Quarter Credit Hours
Diploma program

Program Description

The Practical Nursing Program is designed to prepare the student for entry-level employment as a Licensed Practical Nurse by providing the theoretical knowledge and clinical competence to obtain licensure. The entire program is delivered over four (4) 12-week quarters.

This program has received approval from the Florida Board of Nursing and graduates of this program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Licensure is required for employment as a Licensed Practical Nurse.

Program Objective

The Practical Nursing program is designed to prepare competent and caring practical nursing graduates for entry-level positions under the direction of a Registered Nurse, Physician, Nurse Practitioner or Physician's Assistant. They provide care within their scope of practice to diverse populations across the lifespan at various health care settings including skilled nursing facilities, clinics, doctor's offices, and other qualified facilities.

Standard Program Length: 4 Quarters, 48 weeks
Program Delivery: Blended (Residential and Hybrid Distance Education)

Course Code	Delivery Mode	Course Title	Credits	Lecture hours	Lab hours	Clinical hours	Prerequisite /Concurrent
1st Quarter							
BSC1095C	Blended	Human Anatomy and Physiology I	4.5	30	30		None
BSC1096C	Blended	Human Anatomy and Physiology II	4.5	30	30		None
HSC1100	Blended	Healthcare Foundations	4.5	45			None
HUN2202	Blended	Human Nutrition	4.5	45			None
2nd Quarter							
PN1123C	Blended	Fundamentals of Nursing Skills	10.5	60	60	45	Quarter 1
PN1126	Blended	Introduction to Mental Health Nursing	6	45		45	Quarter 1
3rd Quarter							
NUR1143	Blended	Pharmacology Principles in Nursing I	4.5	45			Quarters 1 & 2
PN1124C	Blended	Medical Surgical I	9	60		90	Quarters 1 & 2
PN1125C	Blended	Maternal Health Nursing	4.5	30		45	Quarters 1 & 2
4th Quarter							
DEP2005	Blended	Lifespan Development	4.5	45			Quarters 1-3
PN1127	Blended	Medical Surgical II	7.5	45		90	Quarters 1-3
PN1201	Blended	Capstone	4.5	45			Quarters 1-3
PN1129C	Blended	Care of Children	4.5	30		45	Quarters 1-3
Total Program Credits/hours			**73.5**	555	120	360	

Professional Nursing (enrollment after January 1, 2027)

66 Semester Credit Hours (1410 clock hours)
Associate of Science Degree

Program Description

The Professional Nursing program is designed to provide the knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Upon successful completion of the program, the graduate will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a Registered Nurse.

Program Objective

The Professional Nursing program is designed to prepare competent and caring nursing graduates for practice as entry-level registered nurses under the direction of a Physician, Nurse Practitioner or Physician's Assistant. They provide care within their scope of practice to diverse populations across the lifespan at various health care settings including hospitals, rehabilitation hospitals, home healthcare agencies, skilled nursing facilities, clinics, doctor's offices, and other qualified facilities.

Standard Program Length: 5 Semesters, 75 weeks Day/Evening

Program Delivery: Blended (Residential and Hybrid Distance Education)

Enrollment Status: at Least Half-Time. Recommended Course Sequence is listed below:

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite /Concurrent
BSC1085C	Blended	Human Anatomy & Physiology I	4	45	30		None
ENC1101	Blended	English Composition	3	45			None
BSC1086C	Blended	Human Anatomy & Physiology II	4	45	30		None
PSY1012	Blended	Psychology	3	45			None
2nd semester							
NUR2718C	Residential	Mental Health	4	45		45	PSY1012
NUR1020C	Residential	Fundamentals of Nursing	6	45	30	90	BSC1085C, BSC1086C, NUR1120 and concurrent with NUR1035C
MCB2011C	Blended	Introduction to Microbiology	4	45	30		None
3rd semester							
NUR1221C	Residential	Adult Health Nursing I	7	60	30	90	NUR1030 & NUR1035C
NUR1142	Blended	Pharmacology Principles in Nursing	3	45			BSC1085C, BSC1086C
NUR2461C	Residential	Maternal and Newborn Nursing	4	45		45	NUR1221C
4th semester							
MAT1201	Blended	General College Mathematics	3	45			None
NUR2750C	Residential	Adult Health Nursing II	7	60	30	90	NUR1221C
NUR2467C	Residential	Pediatric Nursing	4	45		45	NUR2461 and NUR2750C
5th semester							
NUR2901	Residential	Capstone	6	90			All required courses in the Professional program; OR concurrent with NUR2831C or NUR2467C
NUR2831C	Residential	Nursing Leadership and MGMT	4	30		90	All required courses in the Professional program; OR concurrent with NUR2900 or NUR2467C
Total Program Credits			66	735	180	495	

Professional Nursing

72 Semester Credit Hours (1500 clock hours)
Associate of Science Degree

Program Description

The Professional Nursing program is designed to provide the knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Upon successful completion of the program, the graduate will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a Registered Nurse.

Program Objective

The Professional Nursing program is designed to prepare competent and caring nursing graduates for practice as entry-level registered nurses under the direction of a Physician, Nurse Practitioner or Physician's Assistant. They provide care within their scope of practice to diverse populations across the lifespan at various health care settings including hospitals, rehabilitation hospitals, home healthcare agencies, skilled nursing facilities, clinics, doctor's offices, and other qualified facilities.

Standard Program Length: 6 Semesters, 90 weeks Day/Evening
Program Delivery: Blended (Residential and Hybrid Distance Education)
Enrollment Status: at Least Half-Time. Recommended Course Sequence is listed below:
Prior to August 2026

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite /Concurrent
BSC1085C	Blended	Human Anatomy & Physiology I	4	45	30		None
ENC1101	Blended	English Composition	3	45			None
HUN2201	Blended	Human Nutrition	3	45			None
PSY1012	Blended	Psychology	3	45			None
2nd semester							
BSC1086C	Blended	Human Anatomy & Physiology II	4	45	30		None
MAT1201	Blended	General College Mathematics	3	45			None
MCB2011C	Blended	Introduction to Microbiology	4	45	30		None
NUR1120	Residential	Introduction to Nursing	3	45			None
3rd semester							
NUR2718C	Residential	Mental Health	4	45		45	PSY1012
NUR1030	Residential	Fundamentals of Nursing I	3	45			BSC1085C, BSC1086C, NUR1120 and concurrent with NUR1035C
NUR1035C	Residential	Fundamentals of Nursing II	3	0	30	90	Concurrent with NUR1030
4th semester							
DEP2004	Blended	Lifespan Development	3	45			None
NUR1221C	Residential	Adult Health Nursing I	7	60	30	90	NUR1030 & NUR1035C
NUR1142	Residential	Pharmacology Principles in Nursing	3	45			BSC1085C, BSC1086C
5th semester							
NUR2461C	Residential	Maternal and Newborn Nursing	4	45	---	45	NUR1221C
NUR2750C	Residential	Adult Health Nursing II	7	60	30	90	NUR1221C
6th semester							
NUR2467C	Residential	Pediatric Nursing	4	45	---	45	NUR2461 and NUR2750C
NUR2900	Residential	Capstone	3	45			All required courses in the Professional program; OR concurrent with NUR2831C or NUR2467C
NUR2831C	Residential	Nursing Leadership and MGMT	4	30		90	All required courses in the Professional program; OR concurrent with NUR2900 or NUR2467C
Total Program Credits			72	825	180	495	

After Aug 2026

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite /Concurrent
BSC1085C	Blended	Human Anatomy & Physiology I	4	45	30		None
ENC1101	Blended	English Composition	3	45			None
HUN2201	Blended	Human Nutrition	3	45			None
PSY1012	Blended	Psychology	3	45			None
2nd semester							
BSC1086C	Blended	Human Anatomy & Physiology II	4	45	30		None
MAT1201	Blended	General College Mathematics	3	45			None
MCB2011C	Blended	Introduction to Microbiology	4	45	30		None
HSC2100	Blended	Healthcare Foundations	3	45			None
3rd semester							
NUR2718C	Residential	Mental Health	4	45		45	PSY1012
NUR1020C	Residential	Fundamentals of Nursing	6	45	30	90	BSC1085C, BSC1086C, NUR1120 and concurrent with NUR1035C
4th semester							
DEP2004	Blended	Lifespan Development	3	45			None
NUR1221C	Residential	Adult Health Nursing I	7	60	30	90	NUR1030 & NUR1035C
NUR1142	Residential	Pharmacology Principles in Nursing	3	45			BSC1085C, BSC1086C
5th semester							
NUR2461C	Residential	Maternal and Newborn Nursing	4	45	---	45	NUR1221C
NUR2750C	Residential	Adult Health Nursing II	7	60	30	90	NUR1221C
6th semester							
NUR2467C	Residential	Pediatric Nursing	4	45	---	45	NUR2461 and NUR2750C
NUR2900	Residential	Capstone	3	45			All required courses in the Professional program; OR concurrent with NUR2831C or NUR2467C
NUR2831C	Residential	Nursing Leadership and MGMT	4	30		90	All required courses in the Professional program; OR concurrent with NUR2900 or NUR2467C
Total Program Credits			72	825	180	495	

For transfer and re-entry students, the above schedule of course sequence may be modified to a customized schedule with approval.

LPN to RN Transfer Credit Opportunity

A student currently practicing and licensed as a Licensed Practical Nurse whose license is clear of any disciplinary or administrative action will have his/her credentials reviewed. When the licensing credential has been approved, a nursing skills test will be given. If the skills test is performed successfully without assistance from the examiner, the student course requirements for NUR 1022C Fundamentals of Nursing will be waived. A Course waived (CW) grade will appear on the student's transcript. If the student fails the skills test, the student will be required to take NUR 1022C Fundamentals of Nursing .

Course Descriptions - General Education

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
DEP2004	Lifespan Development	3	45	0	0	90	None
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development. *Offered as a Blended course.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
DEP2005	Lifespan Development	4.5	45	0	0	90	None
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development. *Offered as a Blended course.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
ENC1101	English Composition	3	45	0	0	90	None
This course in college composition designed to develop skills in writing multi-paragraph essays with emphasis on exposition, including the selection, restriction, organization and development of topics. Students examine selected writing samples as models of form and sources of ideas for their own writing. This course is in compliance with 6E-1.003(38), F.A.C) *Offered as a Blended course.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
HSC1100	Healthcare Foundations	4.5	45	0	0	90	None
This course is an introduction to healthcare, preparing students whose professional focus is on patient care. In this course students will learn and apply medical terminology, gain a foundation of patient care skills, which include professional communication skills, ethics, cultural awareness skills, critical thinking, clinical reasoning, clinical judgement and problem-solving skills.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
HSC2100	Healthcare Foundations	3	45	0	0	90	None
This course is an introduction to healthcare, preparing students whose professional focus is on patient care. In this course students will learn and apply medical terminology, gain a foundation of patient care skills, which include professional communication skills, ethics, cultural awareness skills, critical thinking, clinical reasoning, clinical judgement and problem-solving skills.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
HUN2201	Human Nutrition	3	45	0	0	90	None
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas. *Offered as a Blended course.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
HUN2202	Human Nutrition	4.5	45	0	0	90	None
This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas. *Offered as a Blended course.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
MAT1201	General College Mathematics	3	45	0	0	90	None

This course exposes students to a variety of independent topics that span the range of mathematical tools. Topics include statistics as a performance measurement tool, quality control mathematics, quality outcomes measurement, risk management, data flow for staffing patterns and resource management optimization. This module also includes basic concepts in mathematics, including whole numbers, fractions, decimals, percentage, estimation, ratios, and proportions, systems of numeration, signed numbers, rational numbers, graphs and elementary logic. (This course is in compliance with 6E-1.003(38), F.A.C) *Offered as a Blended course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
PSY1012	Psychology	3	45	0	0	90	None

The field of psychology has changed dramatically over the past century. Psychological "truths" of twenty-five years ago are considered misguided, even erroneous, today. Yet, many of the fundamental questions of psychology remain the same. What does it mean to perceive? What do our brains do? Why do people act differently in groups than when they are alone? How does memory work? What's going on in my child's mind? This course will tackle these and other questions by surveying the work of classical and contemporary psychologists. Students will be encouraged to think about the theoretical bases of this work and to consider how such work can be relevant to everyday life. (This course complies with 6E-1.003(38), F.A.C) *Offered as a Blended course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
BSC1085C	Human Anatomy and Physiology I	4	45	30	0	120	None

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous, and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. *Offered as a Blended course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
BSC1095C	Human Anatomy and Physiology I	4.5	30	30	0	90	None

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous, and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. *Offered as a Blended course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
BSC1086C	Human Anatomy and Physiology II	4	45	30	0	120	None

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic, and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. *Offered as a Blended course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
BSC1096C	Human Anatomy and Physiology II	4.5	30	30	0	90	None

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic, and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. *Offered as a Blended course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
MCB2011C	Introduction to Microbiology	4	45	30	0	120	None
This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Laboratory exercises, coordinated with class content, including techniques for the cultivation, study, and control of microorganisms are included in this course. *Offered as a Blended course.							

Course Descriptions - Programmatic

All Allied Health courses are offered fully residential, hybrid, and online.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
PHL110	Phlebotomy Technician Theory and Skills	0	30	30	0	10	None

The purpose of this course is to prepare the student for a career as a phlebotomy technician. The course content includes responsibilities designed to provide basic administrative and clinical competency, combined with background knowledge of anatomy and physiology in the health care system. It promotes communication skills, legal, ethical issues. Safety measures, emergencies, and disease and wellness are discussed. Infection control is covered including blood borne diseases including HIV, AIDS and infection control procedures.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
PHL210	Phlebotomy Technician Clinical Externship	0	0	0	40	0	PHL110

This course introduces the clinical portion of the Phlebotomy Technician. The student will implement basic phlebotomy and laboratory skills in a lab setting. The course introduces the importance of safety and compliance, while allowing the student to practice proper technique.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
CAR1100	Career Readiness	1.5	10	10	0	7.5	None

This course covers job readiness skills. Students practice job seeking skills including: cover letters, resumes, references, employment applications, and job interview skills. Students will work through scenario's to sharpen the use of soft skills while in a patient setting. Students will begin to look at updated OSHA regulations along with discussion on Hepatitis B and the HIV virus.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
COM1100	Professional Communications	5	50	0	0	25	None

This course teaches students the basics of written and oral communication while utilizing the fundamentals of psychology as the content by which students practice communication skills. Students will review basic writing concepts including grammar, punctuation, and word usage. Students will practice oral communication skills through presentations. Students will be introduced to psychology concepts relevant to aspects of life, specifically linked to individual and group behavior, and how these impact stress, coping, and health in their personal and professional lives.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1100	Medical Terminology	5	50	0	0	25	None

This course covers basic techniques of medical word building, including basic medical concepts and terms and structures of all body systems. This course concentrates on building a basic foundation and framework of the language of medicine. Through memorization and practice in spelling and pronunciation of medical root words and the prefixes and suffixes presented, the student will be able to analyze numerous medical terms; gain a solid base on which to build a larger vocabulary; spell medical terms correctly; recognize these terms in dictation; and understand the context in which that word will be applied.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1110	Anatomy & Physiology Foundations	5	50	0	0	25	None
This course presents the study of body systems including the structure, function and diseases of each system. Presented in the course are chapters on the body, cells, tissues, integumentary system, musculoskeletal system, senses, nerves, and sense organs. A foundation of nutrition principles is introduced, and the application of those principles in daily dietary practice is explored.							

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1120	Introduction to Medical Assisting	4	30	20	0	20	None
This course introduces students to the theory, skills, and tasks performed by a Medical Assistant. Students will gain an understanding of infection control, medical/surgical asepsis, and the importance of Universal Precautions. Students will learn how to create and maintain a medical record and how to properly document the patient assessment and interview process into the medical record. In addition, students will learn to accurately obtain and record vital signs, symptoms, and mensuration. Students will also learn to assist the physician with physical examination as well as maintaining the examination room.							

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1150	Introduction to Medical Billing and Coding	4	30	20	0	20	None
This course presents a basic knowledge of the theory and principles of ICD-10 and CPT coding. Students will be introduced to insurance terminology and regulations and will learn about the various types of health insurance offered in the United States. Students will learn the official coding rules and guidelines and apply those rules when assigning valid diagnostic and/or procedure codes.							

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1211	Pathophysiology	5	50	0	0	25	None
This course is designed to identify abnormal pathologic changes that occur within the human body. Students will be provided with a basic introduction of the cause of common diseases and disorders that effect each body system. An emphasis will be placed on etiology, signs and symptoms, diagnosis and treatment.							

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1220	Clinical Examination Procedures	4	30	20	0	20	None
This course exposes the student to skills, tasks, and procedures performed by the Medical Assistant. An emphasis will be placed on the preparation and assistance needed by the physician for various office examinations including: ophthalmology and otolaryngology, pediatrics, minor office surgery, cardiopulmonary procedures, and the administration of medication.							

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1230	Medical Office Procedures	4	30	20	0	20	None

This course presents general alphabetizing rules and computer operation using medical computer software. The student will learn to perform many administrative tasks of the medical office, including: scheduling appointments, creating patient charts, utilizing a basic knowledge of patient's charges and payments, and practicing correct telephone procedures and etiquette. This course also simulates a medical office with the keeping of a manual appointment book, patient files, and answering incoming patient calls. Student will also obtain a firm grasp of the daily duties including: time management, professional expectations, and the importance of good communication between the office staff, the doctor, and the patient. A section is taught on basic calculations using a fee schedule, ROA (received on account) payments, NSF (non-sufficient funds) entries, insurance adjustments, professional courtesy, refunds, and write-offs. Instruction is given on how to complete weekly payroll cards: calculating gross income and federal deductions such as FICA and state taxes.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1240	Electronic Health Records	4	30	20	0	20	None

This course contains real-life examples of how electronic health record systems are being used to improve healthcare and how they might be used in the future. In this course, students discuss common issues often arising during the conversion of paper to electronic health records. Students will also explore issues of security and patient privacy as pertained to EHR systems. Students will learn how to enter data into an EMR through hands-on assignments utilizing electronic simulations. The course will also focus on both the electronic health record and the administrative procedures used.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED1300	Medical Law and Ethics	5	50	0	0	25	None

This course introduces students to the legal principles and ethical issues affecting all healthcare professionals in the United States. Issues covered in this course include: the importance of personnel having knowledge of the law, what constitutes a standard of care, parameters of responsibility, and functioning within the legal system. Medical malpractice, divisions between criminal and civil law, formation of a contract, breach of contract and how to terminate a contract, as well as negligence of malpractice, informed consent, practicing preventive medicine and malpractice insurance are covered in this course. This course also discusses the responsibilities of practice and what constitutes privacy, confidentiality, and privileged communication.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED2220	Clinical Laboratory Procedures	7	40	60	0	35	None

This course acquaints students to the duties performed in the clinical laboratory by Medical Assistants. Topics will include: lab safety, quality control, collecting and processing specimens, and performing CLIA waived tests as well as procedures related to colon, obstetric, and gynecology. Guidelines for handling, transporting, and recording of lab specimens will be reviewed. Students will learn the venipuncture procedure, along with basic hematology testing. An overview of Occupational Safety and Health Administration (OSHA) and Clinical Laboratory Improvement Amendments (CLIA) regulations will be discussed. The basics of hematology, blood and urine chemistries, and microbiology will be introduced.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
MED2311	Pharmacology Principles	5	50	0	0	25	None

This course is designed to provide students with an understanding of pharmacology principles. Drugs will be explained according to their effect on the human body. Topics to be covered include; drug names, laws, categories, sources, forms, classifications, immunizations, abuse and misuse of substances. An emphasis will be placed on the fifty most prescribed medications. * Blended

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre- requisite /Concurrent
MED2321	MA Externship	6.5	10	10	160	32.5	Final Term or Permission of PD

Students are placed in a healthcare facility to practice clerical and clinical skills for a total of 160 hours. Students have oversight from both a campus and externship site representative, including the evaluation of the student on site. Students do not receive remuneration for externship/clinical, as this experience is a part of their education and cannot be used in place of a staff member on site. Students also prepare for their certification exams through practice tests and review. The student will review updated OSHA regulations along with discussion on Hepatitis B and HIV virus. Prerequisite: Final Term

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre- requisite /Concurrent
MED2330	Capstone	4	30	20	0	20	None

This course applies knowledge learned throughout the program by reviewing case studies and completing projects whereby students show understanding of healthcare concepts. Students also prepare for their certification exams through practice tests and review. Students practice critical thinking skills and complete a research project covering current healthcare topics.

Course Descriptions – Nursing Core Courses

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NA0110	Nursing Assistant Theory and Skills	0	40	40	0	10	None

This course is designed to provide the student with the necessary skills and training to be a Nursing Assistant/Home Health Aide emphasizing on the emotional, mental, and physical well-being of patients and their families. The theory and skills cover essential topics including: basic anatomy and physiology, medical terminology, infection control, safety and emergency procedures, personal care, patients' rights, medical law and ethics, professional development in the healthcare field, and basic nursing principles.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NA0210	Nursing Assistant Clinical Externship	0	0	0	40	0	NA0110 and BLS

This course introduces the clinical portion of the nursing assistant. The student will implement basic nursing care to geriatric residents at a nursing and rehabilitation center. The course introduces the importance of rehabilitation and restorative care, as well as care of the confused or aging resident.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR1142	Pharmacology Principles in Nursing	3	45	0	0	90	BSC1085C and BSC1086C

This course introduces the student to the basic pharmacologic concepts and principles related to drug actions and interaction, distribution, metabolism, and toxicity. It is designed to facilitate the student's understanding of the mechanisms of drug actions that is needed to provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes. The course also focuses on legal aspects of drug discovery and clinical trials. Legal responsibilities related to handling of drugs are also discussed in this course. This course also introduces the student to basic dosage calculation; Students are expected to review basic mathematic principles.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR1143	Pharmacology Principles in Nursing	4.5	45	0	0	90	BSC1095C, BSC1096C, & HSC1100

This course introduces the student to the basic pharmacologic concepts and principles related to drug actions and interaction, distribution, metabolism, and toxicity. It is designed to facilitate the student's understanding of the mechanisms of drug actions that is needed to provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes. The course also focuses on legal aspects of drug discovery and clinical trials. Legal responsibilities related to handling of drugs are also discussed in this course. This course also introduces the student to basic dosage calculation; Students are expected to review basic mathematic principles.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR1120	Introduction to Nursing	3	45	0	0	90	None

The focus of this nursing course is on the introduction to nursing practice preparing the student for the role of nursing. In this course students will learn medical terminology, student professional behavior, developing critical thinking, basic dosage calculations, nursing history, ethics, learn the concepts related to the Quality and Safety for Nursing Education (QSEN) competencies, introduction to the nursing process, and understanding of the basics of nursing practice.

***This course is required prior to entering any other nursing courses**

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR1030	Fundamentals of Nursing I	3	45	0	0	90	NUR1120, BSC 1085C & BSC1086C; concurrent with NUR 1035C

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, manager of care and member of the nursing profession in incorporated into the course content.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR1035C	Fundamentals of Nursing II	3	0	30	90	30	Concurrent with NUR 1030

This course is a continuation of the nursing process and nursing care where the theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological, and social sciences.

- NUR1030 & NUR1035C are taken simultaneously. Failure of one requires both to be retaken

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR1020C	Fundamentals of Nursing	6	45	30	90	120	HSC2100, BSC1085C and BSC1086C

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, manager of care and member of the nursing profession incorporated into this course.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR1142	Pharmacology Principles in Nursing I	3	45	0	0	150	NUR1120, BSC1085C & BSC1086C

This course introduces the student to the basic pharmacologic concepts and principles related to drug actions and interaction, distribution, metabolism and toxicity. It is designed to facilitate the student's understanding of the mechanisms of drug actions that is needed to provide a safe approach to drug administration. Students learn major drug classifications ad selected prototypes. The curse also focuses on legal aspects of drug discovery and clinical trials. Legal responsibilities related to handling of drugs are also discussed in this course. This course also introduces the student to basic dosage calculation; Students are expected to review basic mathematic principles.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR1221C	Adult Health Nursing I	7	60	30	90	150	Semesters 1-3 & Concurrent with NUR1142

In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR2461C	Maternal and Newborn Nursing	4	45		45	90	Semesters 1-4 & Concurrent with NUR2750C

In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, infants, and families in meeting their basic needs in a variety of settings. Emphasis is placed on knowledge and skills relating to prenatal care, childbirth, and postpartum needs. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation in and childbearing settings. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR2467C	Pediatric Nursing	4	45		45	90	Semesters 1-5 & Concurrent with NUR2831C & NUR2900C

This course introduces students to the specialized needs of pediatric patients and their families. Through theory and evidence-based practice, this course will prepare students to provide safe and competent nursing care related to physical assessment, growth and development, safety concerns, and common alterations in body systems in children from infancy through adolescence. Clinical experiences will be provided in both a nursing simulation laboratory and pediatric health care facilities under faculty supervision.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
NUR2718C	Mental Health	4	45	0	45	90	PSY1012

The focus of this nursing course is on clients with altered mental health states in acute and chronic psychiatric settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with mental and cognitive alterations. Emphasis is placed on knowledge and skills relating to psychiatric settings. Principles of nutrition and pharmacology are continuous throughout the course. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR2750C	Adult Health Nursing II	7	60	30	90	150	Semesters 1-4 & Concurrent with NUR2461C

The focus of this adult-health nursing course is on the care of adults with altered health states is acute care settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR2831C	Nursing Leadership and Management	4	30	0	90	60	All required courses in the Professional program & concurrent with NUR2900C or NUR2467C

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student's transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients. Prerequisite: To be completed in the last semester. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Each student will be required to satisfactorily complete ninety hours (90) of preceptorship or (90) hours of clinical hours.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR2901	Capstone	6	90	0	0	180	All required courses in the Professional program & concurrent with NUR2831C or NUR2467C

This course integrates and synthesizes concepts from the nursing curriculum to prepare students for entry-level registered nursing practice and NCLEX-RN success. Emphasis is placed on evidence-based nursing care, health promotion, nutrition, patient safety, communication, leadership, professional practice, interdisciplinary collaboration, quality improvement, and clinical judgment across the lifespan. Comprehensive review activities and assessments are used to identify learning needs and support readiness for graduation and licensure.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
NUR2900	Capstone	3	45	0	0	90	All required courses in the Professional program & concurrent with NUR2831C or NUR2467C
This course is designed to serve as a cumulative review of critical concepts in nursing practice and theory. The course focuses on the preparation of the student for graduation readiness. Students will attend weekly lectures covering a variety of key topics that have been learned throughout the program based on established program outcomes. Students will be assessed on safe practice to enter the field as well as the requisite foundational knowledge necessary to serve in the role of a registered nurse. The course will include a three-day ATI Live-Review for NCLEX-RN preparation.							

*Semester 1, Semester 2, etc. is to assist with identifying prerequisite courses and is not a part of the course title or description.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
PN1123C	Fundamentals of Nursing Skills	10.5	60	60	45	45	All quarter 1 courses
This course provides student with information to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner. The Students are introduced to the QSEN competencies as the program's theoretical framework used to teach students clinical reasoning and decision making. The role of the Practical Nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, and nursing history. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining patient safety along with skills needed in therapeutic interventions. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.							

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
PN1124C	Medical Surgical I	9	60	0	90	30	All quarter 1-2 courses
This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the cardio-vascular, muscular-skeletal, nervous, skin and sensory systems including the management, needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. The clinical experience provides the student with the opportunity to participate in the planning, administering, and evaluating care of patients with complicated disorders of all systems of the body. Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.							
Course Code	**Course Title**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Clinical Hours**	**Outside Hours**	**Pre-requisite(s) /Concurrent**
PN1125C	Maternal Health Nursing	4.5	30	0	45	15	All quarter 1-2 courses

This course provides the student with information regarding progress and care of both normal and complicated pregnancies including labor and delivery and immediate care of the newborn. Signs and symptoms, diagnostic tests, and treatment for each condition are also covered. Principles of nutrition and pharmacology are integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Emphasis is placed on the development of confidence in performing nursing skills within the Practical Nurse scope of practice, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
PN1126	Introduction to Mental Health Nursing	6	45	0	45	22.5	All quarter 1 courses

This course introduces the Practical Nurse student to the mental health needs of individuals and families across the life span within a cultural context. The focus is on communication skills, common mental health disorders, disorders associated with aging and various treatment modalities. The changing professional, legal, and ethical issues of practical nursing in the mental health settings are also explored. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. This course included a clinical component to assist students in the knowledge, skills, and attitude need to provide quality patient care and to function collaboratively in mental health settings. The student will be required to implement mental health theories and evidence-based practices in the clinical setting.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
PN1127	Medical Surgical II	7.5	45	0	90	22.5	All quarter 1-3 courses

This course provides the student with information regarding common acute and Chronic medical and surgical conditions relating to the Respiratory, reproductive, urinary, digestive and endocrine systems including the management, needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition covered. Principles of nutrition and pharmacology integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. The clinical experience provides the student with the opportunity to learn to plan, administer, and evaluate the nursing care of patients with complicated disorders of all systems of the body. Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Course Code	Course Title	Academic Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite /Concurrent
PN1129C	Care of Children	4.5	30	0	45	15	All quarter 1-3 courses

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with infant and child health. Students will explore the concepts of health promotion, disease prevention and alterations in health related to children. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings to include nursing in the community.

Information regarding growth and development and disorders of all of the body systems from infant through adolescence. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology are integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Emphasis is placed on the development of confidence in performing nursing skills within the Practical Nurse scope of practice, skills in group planning for pediatric care, and the utilization of all available hospital and community resources for meeting the total needs of the patient and family, variety of culturally diverse settings to include nursing in the community.

Course Code	Course Title	Quarter Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours	Pre-requisite(s) /Concurrent
PN1201	Capstone	4.5	45	0	0	90	All quarter 1-3 courses
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, manager of care and member of the nursing profession incorporated into the course content.							