

Department of Vocational Nursing



STUDENT HANDBOOK

Grand Prairie & Dallas

CAMPUSES

The Catalog takes precedence over the Student Handbook. in the event there is conflicting content between the two documents, whereas the Catalog language is stricter than the handbook, the Catalog language will be followed. Please contact your Director of Nursing Education with any questions or concerns.

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Welcome Letter from the Director of Nursing

Welcome new and current students! Whether you are new to the program or re-entering for another term, we are happy you are here.

You are taking steps to join an exciting and diverse field with unlimited opportunities. At Concorde Career College, we have a rich tradition of educating new nurses and we are excited to help you along this journey.

The nursing education program is demanding but also gratifying. As you work through the program, you will likely face some large and many small life choices. Like every great undertaking, there will also be sacrifices regarding your life and your time. Make these choices with the understanding that every choice you make while in this program is a choice about what kind of nurse you will become.

As a nursing student, you will learn that nursing is both an art and a science. You will learn to apply the values of empathy and caring along with the nursing profession's expectations of competent, ethical, and professional behavior to your everyday practice. This is a journey that enhances your perception of human interaction as you learn and develop towards becoming an entry-level vocational nurse. Successfully completing the nursing program is both an exciting and rewarding experience.

We encourage you to embrace the learning process, participate in campus activities, and be an active part of your own educational journey. Throughout the program, you will have the opportunity to develop both personally and professionally. Please remember that you are your own best advocate and communicate with the nursing faculty and staff about your challenges.

This Handbook is designed to be a useful resource as you navigate through the nursing education program at Concorde Career College. Please take time to read the Handbook thoroughly and refer to it as needed, as you are responsible for understanding and adhering to its content.

Another useful resource is the College Catalog. The Catalog, along with this Handbook, will be able to offer guidance with any questions or concerns you may encounter during your journey through the program.

Catalogs: [Grand Prairie](#) and [Dallas](#)

Thank you for choosing Concorde Career College to be part of this journey with you.

Best Wishes,

[SIGNATURE PICTURE]

Janna Fagan, MSN, RN
Director of Nursing Education

Our Mission Statement

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

This is Our Mission, our North Star, a guiding light that defines and illuminates the course to our future and for potential students, the path to a successful healthcare career. It defines our handshake with students and establishes the primacy of that covenant. We acknowledge their commitment, the financial and personal sacrifices they make to attend Concorde. We dedicate ourselves to making their sacrifices manageable, and we commit to truly preparing them for success in a gainful healthcare profession.

Our students have set very immediate goals for starting careers. The practical hands-on learning needed to attain their goals is foremost in their minds. We satisfy their expectations by modeling our faculty, facilities, equipment, and curriculum after the healthcare field they will enter.

We know that the ultimate judge of their preparation will be their future employers. Employers expect our students to have more than just knowledge and technical skills. They are looking for integrity, discipline, team play, and the drive that defines professionals, and we accept responsibility for modeling and instilling those values. We partner with employers to ensure our programs reflect real work expectations and settings through program advisory boards, externships, and clinical rotations. Once students have completed their training, we again call on our network of employer relationships to support students in securing a job in their chosen profession.

Throughout our students' preparation, we endeavor to meet the highest practicable standards, and our faculty, equipment, and facilities reflect that commitment. We strive for superior outcomes in student satisfaction, program completion and, most importantly, career placement.

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

We are Concorde Career College and this is Our Mission.

Values

The five core values at Concorde are:

- Integrity
- Respect for the Individual
- Customer Service
- Teamwork
- Achievement

Concorde Career College Values

INTEGRITY – Integrity is doing the right thing and doing things right every time; in an accurate, timely, complete fashion. Organizations with the highest integrity are the most respected and produce the best outcomes. Our commitment to integrity is reflected in actions. It is demonstrated by clearly defining expectations and commitments, keeping promises, upholding educational and business ethics, openly disclosing potential conflicts of interest, maintaining confidentiality of sensitive and proprietary information, avoiding gossip and upholding the laws and regulations of our communities.

RESPECT FOR THE INDIVIDUAL – At Concorde, respect is awarded to every person we encounter in our work lives. Respect for the individual is our expression of long-term interest in our associates. We are committed to attracting and retaining associates who are prepared to meet a challenge, grow, and contribute to the common good. Our goal is measurable associate satisfaction.

CUSTOMER SERVICE – A customer is anyone whose needs and expectations must be identified and satisfied if we are to achieve Our Mission. Customer satisfaction is achieved when there are trusting relationships based on aligned expectations, active listening, open and accurate communication, measurable commitments and timely execution. At every level of our organization we build trusting relationships with our customers. We all serve customers within Concorde whose needs must be addressed to achieve Our Mission. We strive to help each other be successful. Irrespective of our role or responsibility within Concorde, our goal is measurable customer satisfaction.

TEAMWORK – Our belief in teamwork is grounded in the knowledge that no one of us can achieve as much as all of us together. Team members have diverse perspectives and backgrounds, but they share a common goal - to achieve that goal they are prepared to set aside self-interest, adapt to specific roles, cooperate, practice and act. Team leaders exemplify our values, are organized and focused on the goal but remain open to the possibilities. Teamwork is the cornerstone of our decision-making process.

ACHIEVEMENT – Achievement is the attainment of an exemplary or exceptional result. Achievement is about exceeding the ever-escalating expectations of students, employers, accreditors, government agencies and our owners. We believe that these goals and superior financial performance are consonant, and that consonance is achieved through a disciplined commitment to Our Mission and Values.

Vocational Nursing

Diploma Program

Contact Hours: 1,319

Semester Credits: 52

Instructional Weeks – Full Time: 50

Instructional Weeks – Part Time: 80

Average Time to Complete – Full Time: 12 Months

Average Time to Complete – Part Time: 20 Months

Program Overview

The Vocational Nursing program teaches students the skills and abilities essential to the provision of nursing care to patients in hospitals and residents in long-term-care facilities. Graduates will be able to communicate and interact effectively with patients and assist patients in attaining and maintaining maximum functional independence while observing patient rights. They will learn various disease processes, nursing goals and priorities, patient teaching, critical thinking skills, and how to follow infection control measures. Students learn medication administration, IV therapy, proper body mechanics and basic patient care, which includes taking vital signs, bed making, and lifting and turning patients.

Graduates of this program may find entry-level employment in long-term-care facilities, acute-care facilities, and hospitals. This intensive, one-year program provides education and practical training in basic nursing care. The content is holistic in relation to the variety of nursing experience and in relation to the multiple needs in patient care. Graduates are prepared to function as a member of the healthcare team in providing basic nursing care. A diploma will be issued upon successful completion of the program. Meeting all state requirements, graduates are prepared for their state licensing examination.

Registration and certification requirements for taking and passing this examination are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take this exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

Program Purpose

The purpose of the Vocational Nursing program at Concorde Career College is to prepare high-caliber, professionally competent Vocational Nurses for today, tomorrow, and the future.

Program Mission

Concorde Career College Practical Nursing Program ensures the healthcare community of competent graduates who are capable and productive entry-level practitioners. These individuals espouse professionalism, and adhere to established standards of care and ethical practice

Program Philosophy

The Vocational Nursing program is founded on beliefs that are consistent with the parent organization and the community at large. The faculty of the Vocational Nursing program hold the following beliefs about the individual, nursing, health, and nursing education.

Practical/Vocational Nursing

Nursing is practiced at various levels of complexity. Vocational Nursing represents one such level and is characterized by specific knowledge, technical skills, and complexity derived from the entire domain of nursing. Vocational Nursing is practiced in a variety of healthcare settings in collaboration with the registered nurse and/or other healthcare providers.

Individual

Each individual has value, worth, dignity, and right. Each individual is unique, and his or her uniqueness is manifested in a highly complex, ever-changing system of biological, sociological, psychological, cultural, and spiritual factors. Because of the interrelationship of these factors, it is imperative that each of these components be taken into

consideration in order to address the wholeness of the individual. Each individual, to the extent that he or she is capable of making free choices, should be given the right to make free, informed choices, with the understanding that he or she is at the same time accountable for those decisions. Individuals seek healthcare in a variety of settings.

Nursing

Nursing is the art of caring, which is concerned with assisting individuals, families, and other groups in coping with and responding to actual or potential health problems. Nursing is best carried out in an organized, systematic manner in order to enhance the quality of human life that each individual is capable of attaining.

Health

Health is the status or position of an individual on the wellness-illness continuum. The health status is a dynamic state and is based on the interrelationship of biological, sociological, psychological, cultural, and spiritual factors of the individual.

Nursing Education

Nursing education occurs in both classroom and clinical settings. Nursing education involves the development of problem-solving and decision-making skills based upon the acquisition of knowledge, psychomotor skills, and values. Vocational Nursing education focuses on providing safe, competent nursing service to individuals of all age groups who are experiencing commonly occurring compromises in their health status with predictable outcomes. Vocational Nursing education is based upon scientific principles and provides a foundation of competencies upon which the Vocational Nurse may build in the future.

Education is an active process of both teaching and learning. Learning occurs best when the individual perceives a need or desire to learn. Learning is evidenced by a change in behavior. Learning is facilitated through a positive and supportive environment throughout the entire educational process. Teaching is both an art and a science. The purpose of teaching is to facilitate learning in a logical manner with optimal utility and relevance for the learner.

Program Conceptual Framework

The curriculum of the Vocational Nursing program is based on concepts described below. These concepts are integrated through the didactic and clinical components of the program and are implemented as horizontal and vertical threads.

Individual:

A person, families, a group of persons, or a community.

Biological, Sociological, Psychological, Cultural, and Spiritual Factors:

Components of an individual's uniqueness affecting his or her health status.

Teaching and Learning:

Exchange of information for the purpose of creating a change of behavior in the students. Key strategies for the organization and presentation of information essential to teaching and learning are:

Simple to complex—evidenced by curriculum content and level of thinking skills required in the accomplishment of each objective;

Concrete to abstract—in terms of curriculum content;

Repetition strengthens learning—in content related to didactic, clinical, and post-conference and practice of basic nursing skills.

Needs:

Identified problems or deficits that affect or have the potential to affect an individual's optimal health status. These are prioritized according to Maslow's hierarchy of needs.

Scope of Nursing:

The diagnosis and treatment of an individual's response to actual and/or potential health problems or deficits.

Vocational Nursing:

A component of the entire scope of the nursing practice. When the care of an individual is guided by a written plan, Vocational Nursing is manifested through clinical practice that involves assistance with:

Collection of data contributing to the formulation of nursing diagnoses;

Development of the care plan; Evaluation of the individual's response to interventions.

End of Program Student Learning Outcomes

This intensive, one-year full time program provides education and practical training in basic nursing care. The content is holistic in relation to the variety of nursing experience and in relation to the multiple need in patient care. Concorde Vocational Nursing graduates will:

1. Provide safe, caring and compassionate nursing care to diverse patients across the lifespan in various healthcare settings using evidenced based practice to improve outcomes.
2. Function as a competent, entry-level healthcare provider applying leadership and management skills and embracing ethical and legal principles in the provision of culturally appropriate nursing care.
3. Collaborate with members of the inter-professional healthcare team to provide optimal care for diverse patients and their families.
4. Communicate effectively through verbal, nonverbal and technological methods with patients, families and members of the inter-professional healthcare team.

A diploma will be issued upon successful completion of the program. Upon meeting all state requirements graduates will be prepared to sit for their state licensing examination.

Term 1

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PNVN1201	Foundations of Nursing		PNVN1319	60			2.5
PNVN1202	College Mathematics			45			2
PNVN1203	Fundamentals of Anatomy & Physiology			45			2
PNVN1319	Clinical Practice I		PNVN1201		100		3.5
Subtotal				150	100		10

Term 2

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PNVN1204	Pharmacology	All Term 1 Courses		45	12		2.5
PNVN1429	Clinical Practice II	All Term 1 Courses	PNVN1522			120	4
PNVN1522	Introduction to Medical-Surgical Nursing	All Term 1 Courses	PNVN1429	124			5.5
Subtotal				169	12	120	12

Term 3

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
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PNVN1439	Clinical Practice III	All Term 2 Courses	PNVN1631		135	4.5
PNVN1631	Medical-Surgical Nursing I	All Term 2 Courses	PNVN1439	141		6.5
Subtotal				141	135	11

Term 4

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PNVN1449	Clinical Practice IV	All Term 3 Courses	PNVN1541			135	4.5
PNVN1541	Medical-Surgical Nursing II	All Term 3 Courses	PNVN1449	111			5
Subtotal				111		135	9.5

Term 5

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PNVN1205	Transition to Practice	All Term 4 Courses	PNVN1359 PNVN1451	46			2
PNVN1359	Clinical Practice V	All Term 4 Courses	PNVN1205 PNVN1451			100	3.5
PNVN1451	Family Health Nursing	All Term 4 Courses	PNVN1205 PNVN1359	60	40		4
Subtotal				106	40	100	9.5
Total				677	152	490	52

Accreditations, Approvals & Memberships

Institutional Accreditations

- Institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accreditor recognized by the U.S. Department of Education.
- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
- Legally authorized to grant degrees, grant credits toward degrees, and to use certain protected academic terms in the State of Texas. Specifically, the school has qualified for an exemption as defined in Chapter 7.3 of the Texas Higher Education Coordinating Board's rules.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- Approved for the use of VA Educational Benefits for those who are eligible.
- Member of the Dallas Area Chamber of Commerce.

Programmatic Accreditations

Dental Hygiene Program

The Dental Hygiene program is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of approval with reporting requirements. CODA is a specialized accrediting body recognized by the United States Department of Education. Commission on Dental Accreditation: 211 East Chicago Avenue, Chicago, IL 60611; 312-440-4653; <https://coda.ada.org/>.

Neurodiagnostic Technology Program

The Neurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street N., #7709, Seminole, FL 33775-7709; 727-210-2350; www.caahep.org, as recommended by the Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT), 355 Hartford Avenue West Uxbridge, MA 01569; 978-338-6300; www.coa-ndt.org.

Polysomnographic Technology Program

The Polysomnographic Technology program has been awarded continuing accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th N., #7709, Seminole, FL 33775-7709; Phone: 727-210- 2350; www.caahep.org, as recommended by the Committee on Accreditation for Education in Polysomnographic Technology (CoA-PSG), 1711 Frank Avenue, New Bern, NC 28560; Phone: 252-626-3238; www.coapsg.org.

Surgical Technology Program

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street N., #7709, Seminole, FL 33775-7709; 727-210-2350; www.caahep.org, as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; 303-694-9262; www.arcstsa.org.

Vocational Nursing Program

The Vocational Nursing program has been granted full approval with warning by the Texas Board of Nursing (BON). Texas Board of Nursing: 333 Guadalupe Street, Suite 3-460, Austin, TX 78701; 512-305-7400; www.bon.texas.gov.

Entrance Requirements

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admissions requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

General Admissions Requirements

The following items must be successfully completed prior to enrollment and prior to being eligible to sit in class:

- Personal interview and campus tour
- Completion of all admissions documentation, including but not limited to the Enrollment Agreement and disclosures
- Completion and passage of applicable entrance assessments
- Completion of Online Readiness Assessment
- Acceptable proof of graduation, which includes one of the following ⁽¹⁾:
- Copy of high school diploma or transcript (must be a standard high school diploma not including special diploma, certificate of completion or other diplomas that do not meet the standards or regular high school requirements)
- Home school transcripts
- Copy of a General Education Diploma (GED) or other high school equivalency exam (e.g. HiSET)
- Copy of official transcripts of a conferred Associate, Bachelor's, Master's or Doctoral degree from an accredited postsecondary institution recognized by the U.S. Department of Education.
 - In accordance with Federal regulations, to be a recognized equivalent of a proof of high school diploma, the following are acceptable:
 1. Successful completion of an associate degree program;
 2. Success completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that did not result in the awarding of an associate degree, but that are acceptable for full credit toward a bachelor's degree at any institution; or
 3. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- Foreign transcripts (high school or college) accompanied by foreign evaluation report and translation (if applicable).

⁽¹⁾Acceptable documentation of high school graduation must be received by the Institution prior to the student's first scheduled class of the program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be needed to support the validity of the documentation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and his or her program of study.

All applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation no later than the first scheduled day of class.

Admission to Concorde is open to all applicants who will be 18 years of age at the time the clinical/externship portion of their program begins (as applicable). A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement for applicants under 18.

A health certificate, immunization records, and the results of certain tests may be required for some programs. Applicants must be able to read, speak, and write in English.

Please refer to the "Financial Information" section of this catalog for information on additional requirements applicable to tuition financing.

Social Security Number

Applicants for admission must possess a valid social security number. Documentation must be provided upon request. A valid social security number is required to be registered and/or certified by appropriate boards. Other documents may be required by some licensing agencies.

Foreign Transcripts

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma.

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Concorde only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE), which charge applicants directly for these services. Listings of approved agencies can be found at:

- www.naces.org
- www.aice-eval.org

Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the Institution and will not be returned to the prospective student. The student will not be considered for admission.

If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or
- If the forged document was used to gain transfer credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.

Personal Interview

The school requires a personal, on-campus interview with each applicant prior to acceptance into any program. The school encourages parents or spouses to attend the interview. This gives applicants and their families the opportunity to see the campus's equipment and facilities and to ask specific questions relating to the school, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude. Certain programs may also require an interview with the program director prior to enrollment.

Acceptance by the School

For Dental Assistant and Medical Assistant programs, available seats are filled on a first-come-first-served basis once all entrance requirements have been fulfilled.

For all other programs, once all entrance requirements have been completed, the applicant will be placed on a waitlist.

Student Orientation

Prior to beginning classes, all new students attend an orientation program. Orientation facilitates a successful transition into Concorde; therefore, attendance for new students is imperative regardless of prior college experience. At orientation, students are acquainted with the campus, administrative staff, faculty and their peers. Administrative

departments explain ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, Student Affairs will meet with the student during the first week of class to ensure all relevant information is reviewed with him/her.

Waitlists

Concorde limits the number of students who are accepted for admission to its programs to maintain optimum faculty to student ratios and ensure appropriate clinical opportunity for all students. Once all applicants are processed, those placed on the waitlist will be ranked using a rubric. The rubric is a points-based assessment, with points awarded based on applicant success in the following components: Online Readiness Assessment, clinical entrance assessment, interview with department personnel, and financial readiness.

Alternates

Depending on circumstances, students may be conditionally accepted into certain programs as an Alternate Student. Alternates are chosen based on the rank order of the waitlist. Waitlist applicants selected as an alternate must attend orientation and all classes scheduled in the first seven calendar days. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code, and classroom assignments.

Should space become available within the seven days, alternates have the opportunity to be accepted as regular students. If not formally accepted as regular students during the seven days, alternates will not be able to attend further classes. If not accepted as regular students, alternates will not incur any tuition charges. Alternates may be charged for books and equipment not returned in accordance with the requirements of the school catalog and the Enrollment Agreement. Alternates not accepted as regular students have the option of transferring their enrollment to a future start date or canceling it.

Retesting for Waitlist Students

Prospective students who are placed on a waitlist for any program may retest for a higher score at their own expense. Contact the Director of Admissions for further information.

Distance Education

Currently, the school offers General Education classes and certain core classes through online delivery. The online courses are offered through a consortium agreement with Concorde Career College, Kansas City, Mo. Certain courses may only be offered in a distance education format; therefore, all students must meet the requirements outlined in the "Distance Education/Online" section of this catalog.

In addition to the Entrance Assessment Requirements below, all students must take an Online Readiness Assessment (ORA) immediately following the first attempt of the Wonderlic. A passing score on the Wonderlic does not preclude the requirement for the applicant to complete the ORA. The ORA is used for assessing the applicant's readiness for online coursework and to identify any obstacles where he or she may need extra support or guidance.

Vocational Nursing Entrance Assessment Requirements

Prospective students applying for admission who are high school graduates or hold a GED must meet the minimum assessment scores as follows:

Kansas City Professional Nursing Entrance Examination Requirements	
Examination	Minimum Eligible Score
Wonderlic	17
HESI A2	70 Composite

Applicants for all programs may attempt the Wonderlic a total of three times (only twice on the same day) and, when required, the Health Education Systems, Inc. (HESI) A2 entrance assessment a total of two times. If the minimum score is not met, the applicant must wait six (6) months before retesting.

Nursing Program Candidates must meet the minimum overall HESI A2 assessment score listed above. In addition, any candidate who does not meet the minimum overall score on their first attempt must repeat the entire exam. Attempt of individual HESI exam sections is not permitted for Nursing Program Candidates. A candidate is permitted a total of three attempts to successfully complete the HESI A2 exam at no cost. Each additional attempt at the exam will be charged to the candidate at \$50 per attempt.

All students must complete the Online Readiness Assessment.

All previously completed HESI assessments from Concorde, or another institution will be accepted at Concorde's approved acceptable minimum scores if completed within two years of enrollment. In addition, assessments from other institutions must not have been taken within 30 days of enrollment.

The Wonderlic SLE requirement may be waived upon receipt of documentation of any of the following:

- SAT score of 1000 or above achieved within five years of the date of application to Concorde.
- ACT score of 19 or above achieved within five years of the date of application to Concorde.
- Official proof of successfully passing the Wonderlic SLE within the last two years at the current required score.
- All core applicants and reentry students are exempt from Wonderlic SLE testing if they can provide a copy or unofficial transcripts of earning an Associate's or higher degree that was taught in the English language.

The HESI A2 requirement may be waived:

- The student is applying to a program for which the HESI A2 is not required for waitlist rankings.
- The student provides a copy or unofficial transcripts of earning an Associate's or higher degree that was taught in the English language. Applicants with an approved HESI A2 waiver must still take the Wonderlic SLE and meet the minimum score.

Criminal Background Check

It is Concorde's policy to ensure that enrolling students are aware of the potential effect and consequences of past criminal behaviors. Externship/clinical sites, employers or state/national licensing agencies have requirements that could prevent a student from completing the program or finding employment in his/her chosen field. Consent to perform a criminal background check must be completed and received as part of the admissions process. Results will be evaluated immediately upon receipt, but no later than the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug-related, fraud-based, or other serious crimes will disqualify a prospective student from remaining actively enrolled: s/he will be unregistered from all courses and the Institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the Institution.

If a potential applicant believes that the results of the background check are incorrect, the Institution will provide the student with the contact information to appeal the Institution's decision. However, the application process will not move forward until the appeal is complete, and the student may need to reapply for a future class if the appeal is accepted.

Many states, employers, and agencies impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. Facilities and institutions that accept Concorde students for clinical rotation and/or externships, as well as potential employers, may require an additional criminal and/or personal background check and may reject a student based on criteria different from those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the Institution.

Concorde cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

Vocational Nursing

Applicants seeking licensure in Texas are required to submit a complete and legible set of fingerprints for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations [Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code]. Upon acceptance, the student will receive instructions on how to proceed with the fingerprinting process.

Students with any criminal background will be required to complete the Declaratory Order process with the Texas Board of Nursing prior to their first clinical experience. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a Nursing or Vocational Nursing program. Students who do not obtain one of the following:

- a. Blue Clearance Card
- b. Operations Outcome Letter
- c. Enforcement Outcome Letter
- d. Eligibility Order

will not be allowed to proceed to the clinical portion of the program and will be withdrawn from the program.

Criminal backgrounds may prevent completion of a nursing program and/or prevent the student from taking the licensure examination. Declaratory Order information may be requested from the Board of Nursing at 512-305-7400. In addition, some clinical agencies require additional background checks or information to meet their specific facility requirements.

Drug Screening

Effective: 11/22/2023

Applicants are advised that the cost of the background check/drug screen is an out-of-pocket expense. Current and future students may contact an admissions representative and/or program director of the program of interest for more information regarding these requirements.

Externship and clinical facilities may require the school to follow drug-screening requirements including unannounced screening prior to working with patients. Concorde reserves the right to conduct random drug screening at any time throughout the program. Drug Screening results are confidential, and are evaluated on a pass/fail basis. Students failing the **final** screening **that is reviewed by the Medical Review Officer** will immediately be withdrawn from the school. A student may request a retest at his or her own expense if **they** believe the screening resulted in a false positive. The rescreening must consist of an observed urine test within **48** hours at a facility directed by Concorde. If the retest is negative the student may remain in school. If the results of the retest are diluted, adulterated, and/or a substituted reading, it will be considered "flagged" and will be considered a failed test.

A student withdrawn for a failed drug screening has one opportunity to be eligible to apply for readmission into the school and program of study under the following conditions: Prior to readmission, a drug screening must be taken at the direction of the school and paid for by the student. If the drug screening is negative and the student meets all conditions of the Readmission section of this catalog, then the student **may** be approved to re-enter into the school and program. If the drug screening is positive, the student will be prohibited from reentering the school and program at any time in the future. Any subsequent violation of the drug policy after readmission will result in immediate dismissal.

Students should be advised that Concorde is governed by federal law in matters regarding the possession and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law.

Additionally, clinical sites may require drug testing as a condition of participation. Concorde does not accommodate student requests to be exempt from placement at clinical/extern sites that require drug testing.

Accidents and Incidents

Health Services

The school does not provide health services on campus.

- Immunizations: Vocational Nursing requires various vaccinations before attending externships or clinical. The immunization requirements are based on the clinical facility requirements and may change without notice.
- Health Insurance Coverage: The clinical sites do not provide health insurance coverage for students. All students are covered by accident and liability insurance policies while in school or on clinical rotation. This policy does not automatically pay for all medical expenses due to school-related accidents. It is designed to work together with any insurance the student may already have. A student is required to meet with the Program Director regarding the processing of a claim. None of the programs provide health insurance as part of the tuition fee. Health insurance is the sole responsibility of the student.
- Health Conditions: It is the responsibility of the student to inform the appropriate instructor(s) of any physical or mental condition that could interfere with the safety of the student and/or patient while at the externship/clinical site. While ill, it is the responsibility of the student to notify the Program Director and the clinical site. Students are not permitted to attend class or clinical with a communicable disease.

BLOOD OR BODY FLUID EXPOSURE

In addition to the steps outlined above for Accidents/Incident, these additional precautions must be followed if a student has been exposed to blood or body fluids. The CDC defines exposure as:

1. A needle stick or cut caused by a needle or any sharp object that was actually or potentially contaminated with blood or body fluids (urine, saliva, sputum, vomit, feces).
2. A contaminant splash to mucous membranes (e.g. eyes, nose, mouth) with blood or body fluids.
3. Prolonged skin contact or exposure to blood or body fluids – especially when the skin is chapped, abraded, or afflicted with dermatitis or somehow otherwise not intact.

NOTE: If the exposure takes place at a clinical site, the site's policy for exposure incidents supersedes this action plan. It is the responsibility of the students to learn the clinical site's policy and emergency plan as part of their clinical orientation.

Should an adverse event involving blood or body fluids occur, the student must adhere to the following steps:

1. Immediately notify the faculty of the incident. Prompt reporting of exposures is crucial to ensure proper medical evaluation and treatment, if necessary.
2. Unless extraordinary circumstances are present, the faculty will assist the student in removing contaminated clothing, wiping/washing off visible blood and/or body fluids, and disinfecting the area exposed using warm water and a skin-approved bactericidal. Care should be taken not to use abrasive cleaners that will damage the skin. If blood or fluids get into the eye or come in contact with the mucous membranes, flush the area vigorously with running water.
3. Faculty will inform the Program Chair within 60 minutes of the exposure.
4. Lead and clinical faculty will assist student in making arrangements for evaluation, testing and prophylactic treatment at the clinical site. If the site is unable or unwilling to assist, the student will be treated and tested at a designated healthcare facility or the nearest emergency medical facility.
5. Lead and clinical faculty also will work with the clinical site to provide information that facilitates the obtaining of consent and make arrangements to test the source individual for HIV, HBV, and HCV infectivity.
6. If warranted after initial prophylactic treatment, the student will be provided information regarding arrangements for continued prophylactic treatment, follow-up testing and counseling.

Dress Code

Effective date: 07/29/2022

Students are preparing for careers and should develop the habit of wearing appropriate attire. Students are required to wear the designated school uniform in class and on externship or clinical experience unless directed otherwise. Clinical/externship sites may require students to wear white shoes. Students are responsible for meeting dress code requirements for the site.

A student's personal appearance must be appropriate at all times when the student is in school uniform. The general requirements are as follows:

- Uniforms will vary by program.
- Uniforms or scrubs must be clean, wrinkle-free and well-fitted. Pants and dresses must be proper length.
- No outerwear is permitted in the classroom except for a lab coat or sweater as established by school/program standards.
- Shoes must be leather or vinyl, closed-toed, and closed heel. Students must keep their shoes clean and polished.
- Underclothing is to be worn while in uniform. Undergarments must not be visible.
- The ID badge is part of the uniform and must be visible at all times.
- College-approved lab coats may be worn over the regulation uniform. T-shirts or turtlenecks may be worn under scrubs, but they must be tucked in. T-shirts or turtlenecks must be removed in the lab if they become a safety hazard.
- Jewelry may not be worn with the uniform, except for one pair of small stud earrings, one ring (e.g., wedding and/or engagement ring, class ring) and a watch. Dangling earrings, hoop earrings, or multiple earrings will not be permitted. A single necklace that does not dangle may also be worn. For safety reasons, no jewelry may be worn under protective gloves. Jewelry used in body/tongue piercing other than the earlobe is not acceptable. Medical identification worn as a bracelet or necklace is acceptable.
- Hair must be of a natural hue, neatly combed, clean, and pulled away from the face, so that it does not hang in the face when bending over during lab/clinical activities. No head covers, including beads or jewels interwoven into the hair are to be worn. All religious head coverings must be approved by the Academic Dean.
- Fingernails must be kept short, clean, and neatly manicured. No polish, acrylic nails, overlays, or any synthetic enhancements to the natural nails.
- Proper daily hygiene, including the use of antiperspirant and mouthwash, is essential because students work very closely with others. Cologne and perfume should not be worn.
- Many healthcare facilities mandate coverage of tattoos, and students may be asked to leave a clinical or externship site if tattoos are visible. In order to ensure we are preparing you for the work environment of your chosen field, Concorde requires that students make a reasonable attempt to cover all tattoos.
- **Eyelash extensions are prohibited.**

Failure to comply with the above expectations may result in dismissal from the classroom, externship, and/or clinical site.

Attendance Policy

General

Effective: 03/11/2021

Regular attendance in scheduled ground classes, clinical and externship experiences, and frequent and full participation in online activities is expected of all students. It is expected that students will complete all assigned work, both online and on ground, and complete all homework to receive the full benefit of the program. When a student enrolls, that student accepts the responsibility of participating fully in all coursework. Attendance is recorded for all appropriate online and on-ground activities and becomes part of the student's permanent record with the school.

Concorde recognizes, however, that unforeseen situations do occur in students' lives. For this reason, Concorde allows for specific Attendance Warning and Attendance Probation periods.

In all cases, a student will be withdrawn on the first business day following 14 consecutive calendar days of nonattendance online or on ground, excluding holidays published in the school catalog.

Blended Programs (exclusive of externship & clinical)

Effective: 03/11/2021

Attendance for blended programs/courses may consist of the following:

Ground Attendance(GA) is time awarded for classes scheduled at specific times on campus. Students are scheduled for these classes and any time absent will be recorded. This attendance includes on-campus lecture or lab activities. Students are expected to attend all GA activities within a term.

Online Attendance(OA) are academic activities that a student completes online on his or her own schedule. These would include assignments, projects, simulation, and other academically related non-homework activities. Students will be awarded attendance based on the online completion and/or submission of activities.

Homeworkis incorporated into many classes and is to be completed on the students' own time. Attendance is never awarded for activities identified as homework.

Sample Online Assignments Identified as "Homework"

Excessive Absences

Effective: 03/11/2021

Excessive absences will prevent a student from achieving course and program outcomes. For the purposes of this policy, excessive absences are defined as:

·Missing more than 20 percent of total scheduled Ground Attendance hours within a module for programs on four-week modules.

·Missing more than 10 percent of total scheduled Ground Attendance hours within a term for programs on 10-week or longer terms.

The Vocational Nursing attendance policy only has been revised to provide a temporary amendment revising how "excessive absences" are defined during the COVID-19 pandemic. The revised definition will temporarily allow the percentage of excessive absences be increased.

Excessive Absences are to be defined as: Missing more than 10 percent of total scheduled didactic time and 20 percent of total scheduled clinical time within a grading period for the Vocational Nursing Program that include clinical hours.

Attendance Warning

Effective: 03/11/2021

A student will be advised of their attendance performance and placed on Attendance Warning at the end of the first module or term during which the student has excessive absences. The student will remain on Attendance Warning until the end of the next term or module.

Attendance Probation

Effective: 03/11/2021

A student who is already in an Attendance Warning status will be advised of possible withdrawal and placed on Attendance Probation at the end of an Attendance Warning term or module during which the student has excessive absences. A student already on Attendance Probation will be withdrawn immediately upon having excessive absences during the term or module. A student who does not have excessive absences will remain on Attendance Probation until the end of the following term or module.

Return to Good Standing

Effective: 03/11/2021

A student in an Attendance Warning or Attendance Probation status who does not have excessive absences at the end of a term or module will be notified and returned to good standing.

Externship Courses

Effective: 03/11/2021

A student must complete all hours designated as externship within the time allotted to pass the externship course. Externship experiences are scheduled in partnership with the externship site. Students must plan sufficiently in advance to attend every day of the scheduled externship experience. In the event a student will be absent from, or will arrive late to a site, the student must contact the site and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergency, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.

Clinical Classes

Effective: 03/11/2021

Clinical participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled clinical experience.

·Many programs require full clinical attendance. In these programs, a student must complete 100% of published clinical hours by the last day of the term to pass the class. A student who does not complete all clinical hours in these programs will fail and be required to repeat the clinical class.

·For programs that do not require full clinical attendance, a student may not miss more than 10% of published clinical hours. A student who is absent more than 10% of the scheduled clinical hours on the last day of the term will fail and be required to repeat the clinical class.

·Some programs' clinical experiences are measured in cases or competencies. For these programs, a student may not miss more than 10% of published clinical hours. A student who is absent more than 10% of the scheduled clinical hours on the last day of the term will fail and be required to repeat the clinical class, *even if all clinical cases or competencies are met.*

If, for any reason, a student will be late or absent for a clinical shift, the student must notify the instructor or other designated Concorde individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time or arriving more than 30 minutes late to a scheduled clinical shift may result in disciplinary actions up to and including withdrawal from the program. Some clinical facilities may have additional or stricter attendance requirements for students. In this case, students are required to follow the attendance policy in place at the clinical facility.

Students who have any absence or absences that result in not completing the required clinical hours, lab competencies, or required cases shall fail the course. Clinical make-up sessions may be provided; however, the program's ability to provide make-up hours is dependent upon scheduling and other factors that may prohibit the availability of clinical make-up hours.

In addition, in Texas only, a student will be withdrawn immediately upon missing more than 20 percent of approved program hours. A student withdrawn for unsatisfactory attendance will be required to remain in a withdrawn status a minimum of one complete grading period.

Online Courses and Programs

Students taking online courses should refer to the Distance Education/Online section of the catalog for specific attendance requirements.

Make-Up Work

All graded work or performed competencies (letter grade or pass/fail) not completed by the due date, or missed due to absence, including being tardy or leaving early, will not be eligible for a grade. Students will receive a zero (0) for missed work or an "F" for missed competencies. Instructors may make case-by-case exceptions if a significant, documentable, and infrequent situation caused a student to miss a submission deadline. Instructors will ensure that all students receive equitable consideration when granting extensions.

Student Code of Conduct

Effective: 06/19/2020

Concorde believes strongly in promoting the development of personal, professional and social responsibility. Concorde also believes in a humanistic approach to discipline conducive to academic pursuits. However, Concorde recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process, is unacceptable and may lead to sanctions up to and including dismissal from the school. Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the federal, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Concorde and of the student body.

Concorde's administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, and the health or safety of students, faculty and staff.

Concorde reserves the right to discipline and/or dismiss a student, visitor, or employee for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug law violations; electronic or social media violations; or failure to comply with the policies and procedures of Concorde.

The list of examples is not intended to be all-inclusive, and Concorde reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the Institution. The Campus President reserves the right to take any action(s) deemed appropriate to ensure the immediate safety and well-being of any or all students, faculty, and staff.

Students are encouraged to share personal experiences while participating in classes at Concorde. However, students must be aware that should they disclose to any Concorde faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Academic Dean, Director of Student Affairs, or Campus President.

Every student is subject to federal and state law and respective county and city ordinances. A student who is convicted of any criminal offense which interferes with the orderly operation of the school or which the administration feels would endanger members of the Concorde community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Concorde Academic Dean, Director of Student Affairs, and Campus President. Students have the right to request further review in accordance with the school's "Student Complaint & Grievance Policy" as outlined in this catalog.

If a student is dismissed from the Vocational Nursing program at either the Grand Prairie, TX or Dallas, TX campus for any reason they will not be eligible for readmission into the Vocational Nursing program at the other campus since it is viewed as one program by Board of Nursing.

Students who are dismissed for a conduct related violation are not eligible for readmission into any Concorde College/Institute campus.

Student Code of Conduct Offenses

Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.

2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons which is prohibited by law or court order.

Offenses Related to Property

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Concorde.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Concorde.
3. Obtains the property of another person by misrepresentation or deceptive means.
4. Enters or uses the facilities or property of another person or Concorde without consent or authorization.
5. Commits a computer-related offense, including, but not limited to, use of a Concorde computer to access graphically prurient or sexually explicit images of persons and/or children.

Offenses Related to the Operation of Concorde

An offense related to the operation of Concorde is committed when a student:

1. Engages in illegal, obscene or indecent conduct on Concorde property or at Concorde-sponsored events.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Concorde officials.
3. Fails without just cause to comply with the lawful order of a Concorde official acting in the performance of his/her duties and authority.
4. Engages in solicitation in or on Concorde property or involving the use of campus property unless such solicitation is approved by appropriate Concorde officials.
5. Operation of any audio or video recording device without prior approval.
6. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Concorde.

Offenses Related to Welfare, Health or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without Concorde authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Concorde property.
3. Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated.
4. Fails to leave a building, streets, walks, driveways or other facilities of Concorde when directed to do so by an official of the campus having just cause to so order.
5. Uses, possesses, distributes, sells, purchases or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances.

Confidentiality Statement

The Health Insurance Portability and Accountability Act (HIPAA) is the law that applies to physicians regarding the completely confidential nature of patient information and applies to all Concorde students and employees. Except where necessary in the regular course of business, the discussion, transmission, or narration in any form of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the student's schooling or employment is strictly forbidden. Any violation of this professional rule shall constitute grounds for severe disciplinary action, including possible termination of the enrollment contract and dismissal from the College.

Official Letter Grading Scale

Effective for all Terms starting on or after April 17th, 2023

Records of grades are maintained by the Registrar. Students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student's cumulative grade point average (CGPA) will be determined.

Incomplete Grades

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President. The student will then have seven calendar days (excluding published holidays) in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or withdrawal/dismissal) will be executed immediately.

When the "I" is replaced with a letter grade, Satisfactory Academic Progress will be recalculated based on the letter grade and the credits earned.

Incompletes, although a temporary grade, will be included as attempted credits.

Course Co-Requisites

Effective for all Terms starting on or after November 28th, 2022

Some programs require courses to be taken concurrently. These courses are identified as co-requisite courses. A student who fails a lecture course will also receive a failing grade (F) for any lab or clinical course identified as a co-requisite to the failed course(s) regardless of the grade earned for the clinical/lab course. A student who fails a clinical or lab course but passes the/all co-requisite lecture course(s) is required to repeat only the failed clinical or lab course. If a course is co-requisite with one or more other courses, that requirement is listed in each course description or in the program matrix in this catalog.

Grading Scale Key

Modifier	Description	Meaning
1	Superscripted 1 with letter grade	Course must be repeated
2	Superscripted 2 with letter grade	This course does not impact GPA but does count toward rate of progress
3	Superscripted 3 with letter grade	This course does not impact CGPA and is not assigned credits, attempted, or earned credit hours
4	Superscripted 4 with letter grade	Applicable to military withdrawals only
5	Superscripted 5 with letter grade	A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "WI"(withdrawn but incomplete) and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
N/E	In the GPA column	No effect on grade point average (GPA)

General Education Courses & Core Programs

This is the official letter grading scale for all non-nursing general education courses and core program courses. Core program courses are those that are taught in four-week modules.

Letter Grade	Numerical %	Description	GPA
A	90-100	Highly Competent	4.00

B	80–89	Fully Competent	3.00
C	70–79	Competent	2.00
F ¹	0–69	Not Competent	0.00
T ³	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
IM ⁴	N/A	Incomplete (Military)	N/E
W ²	N/A	Withdrawn from Course	N/E
WI ⁵	N/A	Withdrawn Incomplete	N/E

Clinical Program Content Courses

The official letter grading scale for technical courses in all programs taught in ten-week academic terms (except Nursing programs) is as follows:

Letter Grade	Numerical %	Description	GPA
A	90–100	Highly Competent	4.00
B	80–89	Fully Competent	3.00
C	75–79	Competent	2.00
F ¹	0–74	Not Competent	0.00
T ³	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
IM ⁴	N/A	Incomplete (Military)	N/E
W ²	N/A	Withdrawn from Course	N/E
WI ⁵	N/A	Withdrawn Incomplete	N/E

Vocational Nursing Courses

The official letter grading scale for all courses in the Vocational Nursing program is as follows:

Letter Grade	Numerical %	Description	GPA
A	93–100	Highly Competent	4.00
B	85–92	Fully Competent	3.00
C	78–84	Competent	2.00
F ¹	0–77	Not Competent	0.00
T ³	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
IM ⁴	N/A	Incomplete (Military)	N/E
W ²	N/A	Withdrawn from Course	N/E
WI ⁵	N/A	Withdrawn Incomplete	N/E

Pass/Fail Courses

The following grading scale will be used for courses identified as pass/fail. These courses do not impact GPA, but they do count toward rate of progress.

Letter Grade	Numerical %	Description	GPA
P	N/A	Successful completion of a Pass/Fail course	N/E
F ^{1,2}	N/A	Failure of a Pass/Fail course	N/E
IM ⁴	N/A	Incomplete (Military)	N/E
W ²	N/A	Withdrawn from Course	N/E

W1 ⁵	N/A	Withdrawn Incomplete	N/E
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Scholastic Honesty

Effective: 04/17/2023

It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of "F" and may because for suspension and/or withdrawal from school. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person **or any artificial intelligence (AI)** as one's own. Plagiarism also includes using personal papers submitted for a prior class, a repeated class, or even work submitted at a different institution.

Students are prohibited from operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Campus President or Academic Dean. Prohibited items include, but are not limited to: video cameras, telephones with audio or video recording capability, computers, electronic tablets, or watches with audio or video recording capability. This is not an all-inclusive list. Violations of this policy may lead to disciplinary actions up to and including dismissal from school.

Reading and Homework Assignments

It is the student's responsibility to read all assignments and complete assigned activities prior to class. Students are expected to participate actively during the lecture and or classroom activities.

Cell Phones

Students may not use cell phones in classroom or in clinical areas unless specifically instructed to do so by the nursing faculty as part of the learning climate. Students may use cell phones in the student lounge, outside the building, or in other designated cell phone areas. Violation of the cell phone usage policy will be considered misconduct and subject to the same disciplinary actions.

Test Taking Environment

Exams are the property of Concorde Career Colleges and must be administered under the direction of the nursing faculty or designee. Exams may not be removed from the testing environment. Failure to adhere to testing guidelines/instructions may be considered academic misconduct. The instructor reserves the right to request immediate submission of the test or exam by any student suspected of cheating. That student will be asked to leave the classroom immediately. The student will be contacted by administration pending further investigation.

Testing Etiquette

The following testing guidelines are used to decrease unnecessary distractions and to promote an accurate measurement of individual learning:

1. All personal belongings will be placed at the front of the room before the exam is administered.
2. Only sharpened pencils and the test materials are permitted on the desk. If a calculator is required, we will provide one.
3. No baseball caps, other hats, hooded sweaters/sweatshirts, or sunglasses are allowed.
4. Cell phones and smart watches must be turned off and left at the front of the room during examinations. A grade of zero (0) may be given to any student talking or texting during an examination.
5. The instructor may make any other arrangements they deem prudent to maintain test security, such as change seating assignments.
6. Taking/copying/photographing exam questions or answers are prohibited, both during the exam and during the review period. All "scrap paper" must be returned to instructor at end of test.
7. Any student suspected of cheating (exchanging body gestures, vocal responses, exchanging exams with classmates, using external resources) during the exam may receive an automatic grade of zero for the exam and may face further consequences.
8. Students are to remain silent at all times during the exam. If there is a question during the exam students must raise their hand and wait to be acknowledged by the proctor to address their concerns.
9. Additional time to complete the exam will not be given for late arrivals.
10. Upon completion of the exam students must return all testing forms and answer sheets for grading and then silently leave the room.
11. Students may return to the room after the last student has completed the exam or at a designated time decided by the instructor.

Classroom and Laboratory Conduct

Safety: Because of the health hazards inherent in the healthcare field, safety, health, fire prevention, and proper procedures for handling materials and equipment are stressed in every healthcare class. Rules and safety procedures are posted in each lab.

Breakage: Although no laboratory breakage is charged, payment may be charged for any deliberate and intentional breakage of equipment.

Eating: No food or beverages are allowed in laboratories. No food or beverages are allowed in classrooms except bottled water with a top.

Cleanliness: Students are evaluated as to how they care for and maintain equipment. Housekeeping duties will be required of all students. Students are responsible for keeping facilities and equipment clean and neat at all times.

Homework: Required homework assignments are to be turned in when due. Each student should be prepared to devote time daily to home study.

Lecture Notes: Students are required to take adequate lecture notes daily.

Clinical Assignments

Nursing instructors are responsible for assigning patient care to students. Assignments are made based on the clinical objective, acuity level of the patient and the skill level of the student.

Students must follow the direction of the Clinical Instructor at all times, unless these instructions are:

1. Unsafe
2. Unethical
3. Illegal

Students who fail to follow the instruction of the Clinical Instructor will be considered unsafe. They will be sent home, receive a zero for the clinical day, and may receive discipline up to and including dismissal from the program.

Medication Administration in the Clinical Setting

Students will adhere to the following policies regarding medication administration in the clinical settings:

- Injection practice is completed in the lab on equipment prior to performance in the clinical setting.
- **All medication administration performed by the student must be observed by the nursing instructor.**
Students and instructors will be familiar with and adhere to the clinical agency's policies. If a discrepancy exists between agency policy/procedure and what is taught at Concorde Career College, the more stringent policy will be observed.
- All medications given by students will be checked by the instructor (and agency staff as required). All medication preparation, (drawing, pouring, counting, etc.,) must be observed by the instructor.
- Students may give nutritional supplements by mouth only, any other route must have direct supervision.
- Student may not perform any dressing changes that require medication without direct supervision of the clinical instructor.
- Insulin may be prepared by the student, but must be checked/verified by the instructor and, if applicable another licensed nurse.
- Students may not administer oxytocic drugs for the purpose of inducing labor in a maternity patient.
- Neither students nor Nursing Instructors will administer medications into an epidural catheter.
- Only the nursing instructor may access an area where controlled substances are kept. A student will not have access to a controlled substance without direct supervision of the nursing instructor. If a computer password is used to access controlled substances, only the instructor will have access to the password.

Failure to follow this policy is considered unsafe clinical practice and will result in clinical failure.

Peer Review

The Nursing Peer Review process is how the Nursing Program ensures ongoing evaluation of nursing services, the qualifications of a nurse, the quality of patient care rendered by a nurse, the merits of a complaint concerning a nurse or nursing care, and a determination or recommendation regarding a complaint including:

1. the evaluation of the accuracy of a nursing assessment and observation and the appropriateness and quality of the care rendered by a nurse;
2. a report made to a nursing peer review committee concerning an activity under the committee's review authority;
3. a report made by a nursing peer review committee to another committee or to the Board of Nursing (Board) as permitted or required by law;
4. implementation of a duty of a nursing peer review committee by a member, an agent, or an employee of the committee; and
5. the provision of information, advice, and assistance to nurses and other persons relating to:
 - the rights and obligations of and protections for nurses who raise care concerns or report under Chapter 301 of the Texas Occupations Code or other state or federal law;
 - the rights and obligations of and protections for nurses who request nursing peer review under this chapter;
 - nursing practice and patient care concerns; and
 - the resolution of workplace and practice questions relating to nursing and patient care.

When addressing a report of an unsafe condition:

1. **Incident-based nursing peer review**, which focuses on determining if a nurse's action, should be reported to the Board, or if the nurse's conduct does not require reporting because the conduct constitutes a minor incident that can be remediated at the school level. The review includes whether external factors beyond the nurse's control may have contributed to any deficiency in care by the nurse, and to report such findings to the Director of Nursing Education as applicable.
2. **Safe harbor nursing peer review**, a process that protects a nurse from employer retaliation, suspension, termination, discipline, discrimination, and licensure sanction when a nurse makes a good faith request for nursing peer review of an assignment or conduct the nurse is requested to perform and that the nurse believes could result in a violation of the Nursing Practice Act (NPA) or Board rules. Safe harbor must be invoked prior to engaging in the conductor assignment for which nursing peer review is requested and may be invoked at any time during the work period when the initial assignment changes.

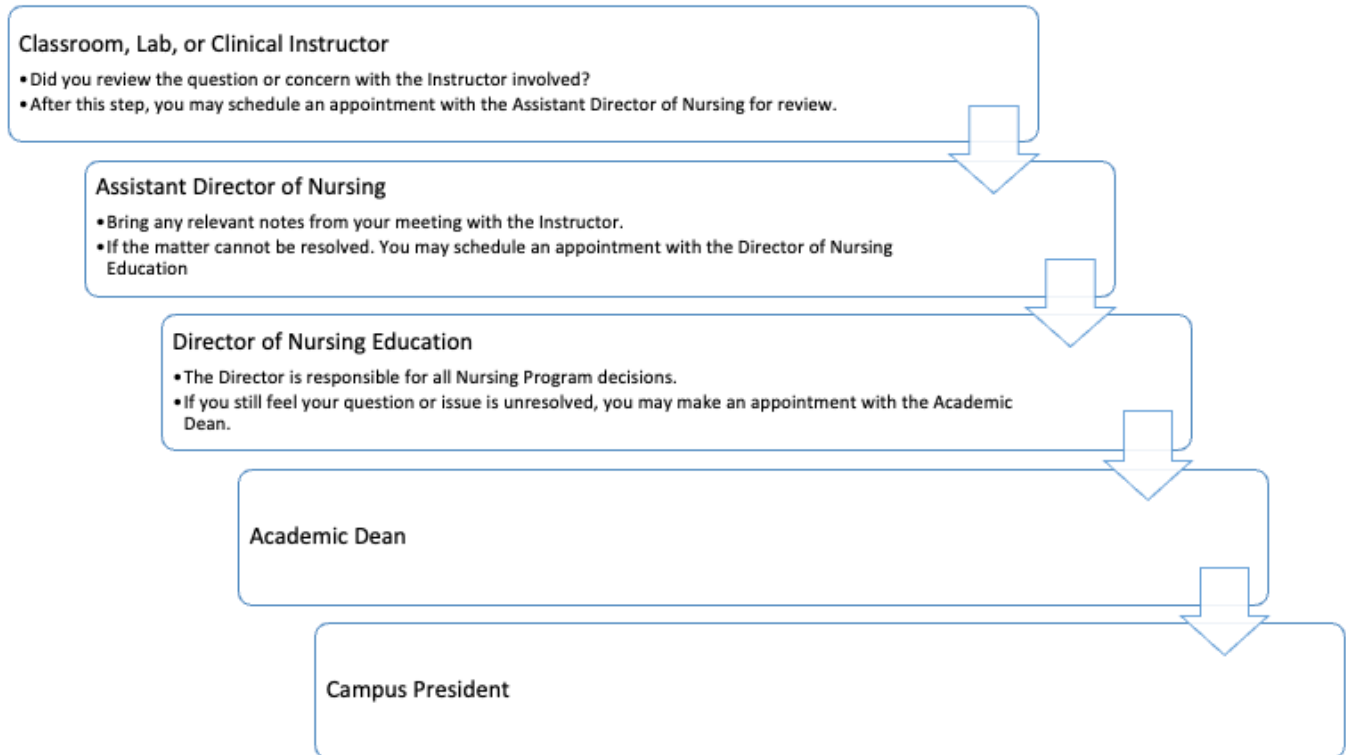
A review committee will be made up of at least three professional nurses, consist of at least 75 percent licensed nurses, and will be designated by the Director of Nursing Education. This committee may be empaneled to respond to incidents or for systemic review. The committee's recommendation shall be provided to the Director of Nursing Education.

This committee will keep meeting minutes. However, all proceedings of the nursing peer review committee are confidential and all communications made to the committee are privileged. A member, agent, or employee of a nursing peer review committee or a participant in a proceeding before the committee may not disclose or be required to disclose a communication made to the committee or a record or proceeding of the committee. A person who attends a nursing peer review committee proceeding may not disclose or be required to disclose information acquired in connection with the proceeding or an opinion, recommendation, or evaluation of the committee or a committee member. A nursing peer review committee member and a person who provides information to the committee may not be questioned about testimony before the committee or an opinion formed as a result of the committee proceedings. All information made confidential is not subject to subpoena or discovery in any civil matter, is not admissible as evidence in any judicial or administrative proceeding and may not be introduced into evidence in a nursing liability suit arising out of the provision of, or failure to provide, nursing services.

Chain-of-Command

Chain of command is a formal, structured communication technique utilized by the Nursing profession and used to resolve issues. Through this technique, nurses may escalate a concern through leadership levels until a resolution is reached.

Nursing students are expected to follow the chain-of-command in the academic and clinical settings. This is expected as follows:



Communication and Conflict Resolution Expectations

In the Nursing profession, you are expected to always communicate in a professional manner. This includes all verbal, non-verbal, and written communication with peers, clinical partners, college staff, college faculty, and college administration.

When a conflict arises, it is the expectation that the student will first address the concern with the other party in a professional manner, and if there is no resolution, they will then follow the chain of command.

Student Government

Each cohort will elect a Student Representative, and Alternate Student Representative, and a Class Historian during the second term of the program. To be eligible for office, the student must be in good standing with no prior disciplinary action.

Student Representative: this student will represent the cohort at faculty meetings. They will provide a student perspective on issues discussed in the meetings and will communicate back to their cohort information they learned in the meetings.

Alternate Student Representative: this student will represent the cohort at faculty meetings if the Student Representative is unable to attend. This student will become the Student Representative if the office is vacated.

Class Historian: this student will gather pictures and media throughout the program to be used at commencement and pinning.

These offices will be recognized at the pinning ceremony.

Program Awards

These awards are determined by the Nursing Program faculty, staff, and administration, and are awarded at the pinning ceremony.

Clinical Professionalism:

Professionalism in nursing always includes healing the sick, nurturing the wounded, placing patients first, and providing holistic care. Our award winner must display these qualities and excel in communicating clearly, being self-reflective, and consistently modeling responsibility, respect, and advocacy.

Clinical Achievement:

This award recognizes the students who showed the highest skill throughout the program in the clinical setting. This recipient displayed a high level of clinical judgement and critical thinking partnered with compassion, great communication skills, and a true understanding of how the nurse-patient relationship impacts the outcomes for the patient.

Nightingale Award:

The recipient of this award has demonstrated the principles of nursing exhibited by Florence Nightingale. This student has demonstrated superior critical thinking skill, knowledge of nursing practice, compassionate bedside care, and an understanding of true nursing leadership. This student has truly transitioned into a novice nurse. Not only have they carried a high academic standard, but they have also been noted by clinical nursing faculty as resourceful in the clinical setting, receiving continuous praise from on-site nursing staff and patients.

Graduation

Upon completion of the program students will qualify to participate in the commencement ceremony. Students must complete the exiting process which includes completion of the "petition to graduate". Students must attend all exiting session to assure readiness for participation.

Pinning

The nursing pinning ceremony is a sacred rite of passage, upon completing the nursing program students will be able to participate in this process. During this ceremony student will be pinned with the official Concorde Nursing pin and the privilege of reciting the Florence Nightingale Pledge.

The Florence Nightingale Pledge

I solemnly pledge myself before God and presence of this assembly; To pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.