



CENTRA

College



# CENTRA COLLEGE

ACADEMIC CATALOG

2025-2026

**Primary Location:**

Centra College  
905 Lakeside Drive, Suite A  
Lynchburg, VA 24501  
Phone: 434.200.3070  
Fax: 434.200.55055  
[www.centracollege.edu](http://www.centracollege.edu)

**Branch Locations:**

Centra College (Nurse Aide Education Program)  
Bedford Memorial Hospital  
1613 Oakwood Street  
Bedford, VA 24523  
Phone: 434-200-3070

Centra College (Nurse Aide Education Program)  
CVCC Appomattox Center  
136 Carver Lane  
Appomattox, VA 24522  
Phone: 434-200-3070

This Academic Catalog is designed to provide students with information about the programs of study at Centra College (“the College”) and outlines the general operations of the College. However, the College reserves the right to change policies and procedures at any time without prior notice. This Catalog is not intended to serve as a contract between the College and any student or individual. Students are responsible for familiarizing themselves with the information contained in the Catalog, and failure to read or comply with it will not exempt them from accountability. Any changes will be communicated through the website and the Learning Management System (LMS).

Revised: July 2025

## Table of Contents

<b>Accreditation, Approval, Certification, &amp; Membership</b>	Pg. 5
<b>Welcome from the Dean</b>	Pg. 6
<b>Administration &amp; Faculty</b>	Pg. 7
<b>Centra Overview and Information about the College</b>	Pg. 10
Centra Board of Directors	Pg. 10
Centra College Organizational Structure	Pg. 10
History of Centra College	Pg. 11
Mission, Vision, and Values	Pg. 11
Student Rights, Privileges, and Responsibilities	Pg. 13
Program Completion, Licensure, and Career Placement Rates	Pg. 13
Educational Environment	Pg. 14
Instructional Delivery	Pg. 14
<b>Admissions</b>	Pg. 15
Application Dates	Pg. 15
Eligibility for Admission	Pg. 16
Essential Qualifications for Student Admission, Continuation, and Graduation	Pg. 16
Enrollment Process	Pg. 18
<b>Student Financial Information</b>	Pg. 20
Tuition and Fees	Pg. 20
Payment Policy	Pg. 23
Payment Plans	Pg. 23
Tuition Refund Policy	Pg. 24
Financial Aid	Pg. 27
Satisfactory Academic Progress (SAP)	Pg. 30
Veterans Education Benefits	Pg. 31
<b>Program Specific Policies</b>	
Registered Nurse to Bachelor of Science in Nursing	Pg. 33
Associate Degree in Nursing Program	Pg. 41
Practical Nursing Program	Pg. 51
Nurse Aide Education Program	Pg. 60
<b>Course Descriptions and Outcomes</b>	Pg. 65
<b>Academic Policies</b>	Pg. 78

Transfer of Courses into Centra College	Pg. 78
Corequisite Requirements Policy	Pg. 78
Program Progression Policy	Pg. 79
Drop Policy	Pg. 79
Withdraw Policy	Pg. 80
Veterans Leave of Absence, Withdraw, Readmissions, and Deferral of Enrollment Policy	Pg. 81
<b>Grading Policies and Procedures</b>	Pg. 82
Academic Grading	Pg. 82
Grade Requirements	Pg. 83
Issuing of Grades	Pg. 84
Incomplete Grade	Pg. 84
Grade Appeal Policy	Pg. 84
Repeated Courses	Pg. 86
Program Completion Time	Pg. 86
Leave of Absence	Pg. 86
Readmission Policy for Students Who Withdraw in Good Academic Standing	Pg. 87
Readmission Policy for Students Dismissed from the College	Pg. 87
Academic Standards Petition	Pg. 88
Graduation	Pg. 89
Licensure Eligibility	Pg. 91
Transfer of Credits from Centra College	Pg. 91
Program Termination	Pg. 91
Record Retention and Release Policy	Pg. 91
Family Educational Rights and Privacy Act (FERPA)	Pg. 92

## Accreditation, Approval, Certification & Membership

***Centra College holds institutional accreditation through the:***

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314  
North Falls Church, VA 22043  
703.917.4109  
[www.abhes.org](http://www.abhes.org)

***Centra College is certified to operate through the:***

State Council of Higher Education for Virginia (SCHEV)  
10th Floor, James Monroe Building  
101 N. 14th Street  
Richmond, VA 23219  
804.225.2600  
[www.schev.edu](http://www.schev.edu)

***The Associate Degree, Practical Nursing, and Nurse Aide Education programs are approved by:***

Virginia Board of Nursing  
Commonwealth of Virginia Department of Health Professions  
9960 Mayland Drive, Suite 300  
Perimeter Center  
Richmond, VA 23230-1712  
804.367.4515  
<https://www.dhp.virginia.gov/>

***The Registered Nurse to Bachelor of Science, Associate Degree in Nursing, and Practical Nursing programs hold programmatic accreditation by:***

National League for Nursing Commission Nursing Education Accreditation  
The Watergate  
2600 Virginia Avenue, NW  
Washington, D.C. 20037  
800.669.1656  
[www.nln.org](http://www.nln.org)

***Centra College is a Member of:***

Virginia Association of Collegiate Registrars and Admissions Officers (VACRAO)  
[www.VACRAO.org](http://www.VACRAO.org)

***The Associate Degree in Nursing program is a member of:***

National Organization for Associate Degree Nursing (N-OADN)  
7794 Grow Drive  
Pensacola, FL 32519  
850.484.6948  
877.966.6236  
Fax 850.484.8762

Dear Student,

***Congratulations and Welcome to Centra College!***

You are joining a very distinguished group of nursing students. We know you have many options to prepare you for a nursing career. Your choice to attend Centra College is perhaps the wisest choice for your education. You are to be congratulated on the personal and academic achievements that have brought you this far on your path to a career in healthcare.

You will receive a unique, specialized, hands-on experience from highly knowledgeable and skilled faculty and preceptors that will challenge you to meet the demands of our exciting and thriving profession. Your ads with all members of the healthcare team will prepare you for the dynamic and ever-changing landscape of healthcare.

We are proud of the achievements of our graduates, and we look forward to helping you realize your professional goals and become one of our distinguished alumni.

Sincerely,



**Dr. Sara Turpel, PhD, RN**

Dean

## Administration & Faculty

Administration	
<p><b>Turpel, Sara</b>  <i>Dean</i>            BSN, Florida International University            MSN, University of Phoenix            PhD, University of Phoenix</p>	<p><b>Reynolds, Holly</b>  <i>Academic Director: Nurse Aide, Practical Nursing, Associate Degree in Nursing Programs</i>            BSN, American Sentinel University            MSN, American Sentinel University            MBA, American Sentinel University</p>
<p><b>Huffer, Sarah</b>  <i>Director of Curriculum &amp; Instruction</i>  <i>Academic Director: RN-BSN Program</i>            BSN, Radford University            MSN, Western Governor's University</p>	<p><b>Eden, Megan</b>  <i>Director of Experiential Learning</i>            BSN, Radford University            MSN, Walden University</p>
<p><b>Dolan, Heather</b>  <i>Institutional Effectiveness Coordinator</i>            BS, Longwood University            MEd, Lynchburg College</p>	<p><b>Cross, Jazmyn</b>  <i>Executive Assistant</i>            BS, Old Dominion University</p>
<p><b>Jennings, Carolyn</b>  <i>Bursar &amp; Student Account Manager</i>            AA &amp; S, Central Virginia Community College</p>	<p><b>Klous, Guin</b>  <i>Financial Aid Compliance Officer</i>            BS, Liberty University            MBA, Liberty University</p>
<p><b>Pettinger, Brett</b>  <i>Enrollment Coordinator</i>            MAR, Liberty University</p>	<p><b>Stearns, Sarah</b>  <i>Registrar</i>            BS, Liberty University            MA, Liberty University            EdS, Liberty University</p>
<p><b>Stump, Niki</b>  <i>Administrative Assistant</i></p>	<p><b>Rothgeb, Pam</b>  <i>Administrative Assistant - Limbo</i></p>
Faculty	
<p><b>Camm, Ashley – PN &amp; ADN Programs</b>            BSN, Hampton University            MSN, Aspen University</p>	<p><b>Campbell, Laura - ADN Program – Part-Time</b>            BSN, Liberty University            MSN, Liberty University</p>
<p><b>Carmody, Kelly - ADN Program</b>            BSN, Jefferson College of Health Sciences            MSN, Liberty University</p>	<p><b>Clark, Chas - PN Program</b>            LPN, Southside School of Practical Nursing            ADN, Southside Community College            BSN, Centra College</p>
<p><b>Hamilton, Alexis - ADN Program</b>            ADN, Centra College            BSN, American Sentinel University            MSN, American Sentinel            DNP Candidate, Post University</p>	<p><b>Huebner, Ben - ADN Program</b>            BSN, Liberty University            MSN Candidate, Post University</p>
<p><b>Martin, Haley - PN Program</b>            BSN, Radford University            MSN, Western Governor's University</p>	<p><b>Martin, Susan - PN Program</b>            BSN, University of Virginia            MSN, Western Governors University</p>
<p><b>Morton, Cheyenne - ADN Program</b>            BSN, Clarkson College            MSN, Western Governor's University            DNP/FNP Candidate, Liberty University</p>	<p><b>Nash, Samantha - PN Program</b>            BSN, Lynchburg College            MSN, Western Governor's University</p>
<p><b>Overstreet, Elise - ADN Program</b>            Diploma, Watts School of Nursing</p>	<p><b>Roach, Vanessa - ADN Program and Student Success Coach</b>            BSN, Liberty University</p>

ADN, University of Mount Olive BSN, University of Mount Olive MSN, University of Mount Olive	MSN, Liberty University DNP Candidate, Post University
<b>Rogers, Cheryl</b> - <i>ADN Program – Part Time</i> Diploma, Mercy School of Nursing BSN, University of North Carolina MSN, Walden University	<b>Sanchez, Leeanne</b> - <i>ADN Program</i> Diploma, Lynchburg General School of Nursing BSN, Chamberlain University MSN, Walden University
<b>Shargots, Kristin</b> - <i>ADN Program</i> BSN, Waynesboro University MSN, Lynchburg College DNP, Post University	<b>Tweedy, Brandy</b> - <i>PN &amp; ADN Programs</i> BSN, University of Maryland MS, Towson University
<b>Wade, Samantha</b> – <i>Nurse Aide Program</i> BSN, Capella University	<b>Wildt, Nate</b> - <i>PN Program</i> BSN, Johns Hopkins University BA, University of Mary Washington
<b>Williams, Jewell</b> - <i>ADN Program</i> Diploma, LGH School of Nursing BSN, Western Governors University MSN, Western Governors University	<b>Wilmer, Alisa</b> - <i>PN Program – Part Time</i> ADN, Lynchburg General School of Nursing BSN, Centra College
<b>Yancey, Stefanie</b> - <i>ADN Program</i> Diploma, LGH School of Nursing BSN, Liberty University MSN, Walden University	
<b>Adjunct Faculty</b>	
<b>Alcorn, Jennifer</b> - <i>Clinical Adjunct Faculty</i> ADN, Crouse Hospital School of Nursing BA, University of Northern Colorado BSN, Western Governor’s University	<b>Anderson, Jennifer</b> - <i>Clinical Adjunct Faculty</i> Diploma, LGH School of Nursing BSN, University of Virginia
<b>Austen, Kristin</b> - <i>Clinical Adjunct Faculty</i> BSN, Jefferson College of Health Sciences BS, Lynchburg College	<b>Bevington, Reba</b> - <i>Clinical Adjunct Faculty</i> BSN, Liberty University
<b>Bryant, Katie</b> - <i>Clinical Adjunct Faculty</i> BSN, Liberty University	<b>Campbell, Victoria</b> - <i>Clinical Adjunct Faculty</i> BSN, Liberty University
<b>Carta, Renee</b> - <i>Clinical Adjunct Faculty</i> BSN, Centra College MSN, Grand Canyon University	<b>Daniels, Neil</b> - <i>Clinical Adjunct Faculty</i> BSN, Lynchburg College
<b>Davis, Joy “LeeAnn”</b> - <i>Clinical Adjunct Faculty</i> BSN, Methodist University	<b>Davis, Kemira</b> - <i>Clinical Adjunct Faculty</i> ADN, Centra College BSN, Centra College
<b>Engel, Staci</b> - <i>Clinical Adjunct Faculty</i> BSN, Baylor University MSN, Walden University	<b>Ewers, Anne</b> - <i>Clinical Adjunct Faculty</i> ADN, Lynchburg General Hospital School of Nursing BSN, Walden University MSN, Walden University
<b>Goin, Rebecca</b> - <i>Clinical Adjunct Faculty</i> BSN, Chamberlain College of Nursing	<b>Grocholl, Amy</b> - <i>Clinical Adjunct Faculty</i> PN, Centra College ADN, Centra College BSN, Centra College

<b>Harris, Leah</b> - <i>Clinical Adjunct Faculty</i> BSN, Pensacola Christian College	<b>Hartless, Jennifer</b> - <i>Clinical Adjunct Faculty</i> BSN, The George Washington University
<b>Harvey, Aimee</b> - <i>Clinical Adjunct Faculty</i> ADN, Centra College BSN, Centra College	<b>Helfrich, Cindy</b> - <i>Clinical Adjunct Faculty</i> BSN, University of Phoenix
<b>Hunt, Haywood</b> - <i>Clinical Adjunct Faculty</i> ADN, Centra College BSN, Capella University MSN, Capella University	<b>Kelso, Coleen</b> - <i>Clinical Adjunct Faculty</i> ADN, Piedmont Virginia Community College BSN, Western Governors University
<b>Lutz, Brady</b> - <i>Clinical Adjunct Faculty</i> BSN, Jefferson College of Health Sciences MSN, Capella University	<b>Mann, Renee</b> - <i>Clinical Adjunct Faculty</i> Diploma, Lynchburg General School of Nursing BSN, Liberty University MSN, Capella University DNP, Liberty University
<b>McDaniels, Joanna</b> - <i>Clinical Adjunct Faculty</i> ADN, Centra College BSN, American Sentinel	<b>Metzger, Ruby</b> - <i>Clinical Adjunct Faculty</i> BSN, Centra College
<b>Milton, Kimberly</b> - <i>Clinical Adjunct Faculty</i> ADN, Northern Virginia Community College BSN, Capella University	<b>Mosby, Taneisha</b> - <i>Clinical Adjunct Faculty</i> BSN, Capella University MSN, Capella University
<b>Pigg, Jennifer</b> - <i>Clinical Adjunct Faculty</i> ADN, Craven Community College BSN, East Carolina University	<b>Rodgers, Lyndsie</b> - <i>Clinical Adjunct Faculty</i> BSN, University of Louisville MSN, University of Louisville
<b>Sharpe, Kyle</b> - <i>Clinical Adjunct Faculty</i> ADN, Virginia Peninsula Community College BA, Virginia Tech BSN, Western Governors University	<b>Shepherd, Amy</b> - <i>Clinical Adjunct Faculty</i> BSN, Capella University
<b>Short, Christy</b> - <i>Clinical Adjunct Faculty</i> BSN, Liberty University	<b>Sloan, TaQuoya</b> - <i>Clinical Adjunct Faculty</i> ADN, Centra College MSN, Capella University
<b>Wheeler, Alba</b> - <i>Clinical Adjunct Faculty</i> BSN, Liberty University	<b>Woodley, Allison</b> - <i>Clinical Adjunct Faculty</i> BSN, Longwood University
<b>Yuille, Molly</b> - <i>Clinical Adjunct Faculty</i> Diploma, LGH School of Nursing MSN, Walden University	

# CENTRA HEALTH OVERVIEW & COLLEGE INFORMATION

## CENTRA BOARD OF DIRECTORS

The Centra Board of Directors is responsible and accountable to the public at large. It is also the vital link between Centra and the community at large. The Board is responsible for seeing that the organization develops and follows a mission that serves community interests and that is consistent with the purposes stated in the Articles of Incorporation. This involves the development and oversight of policy in four vital areas:

- Quality and performance improvement
- Financial performance
- Effective planning
- Effective management performance

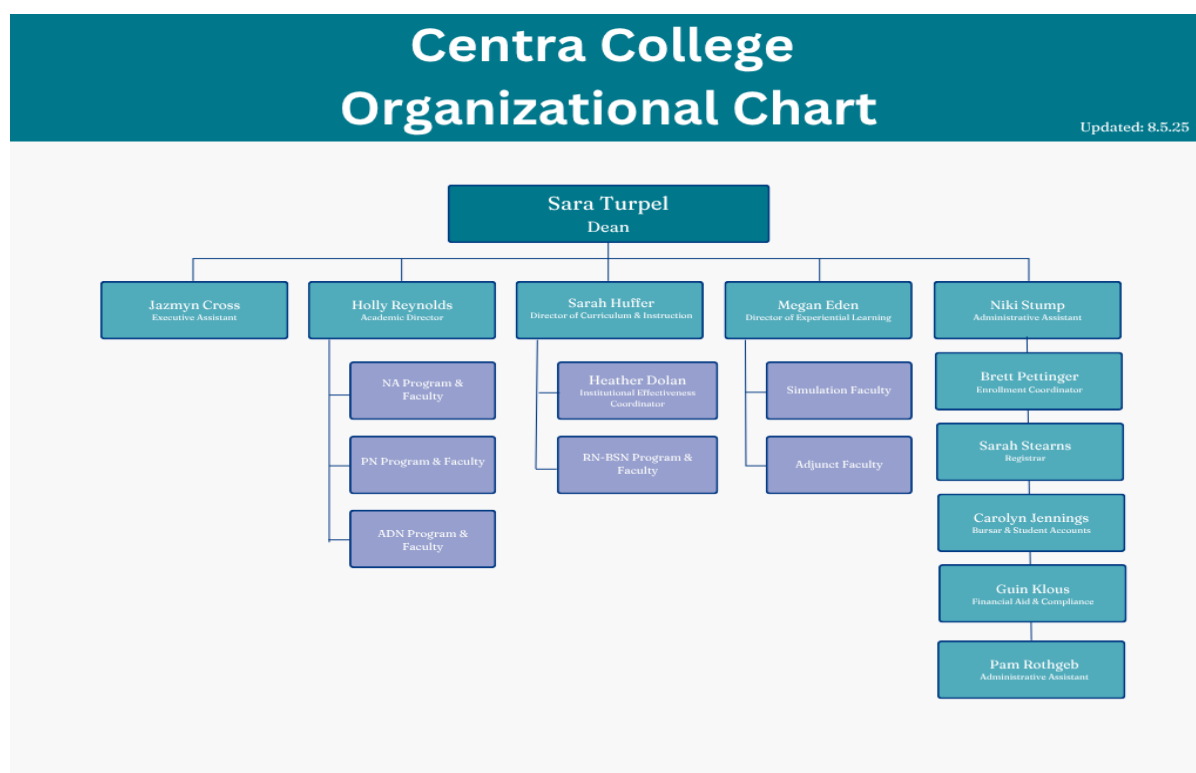
To accomplish these responsibilities, the board:

- Establishes policy guidelines for mission implementation and achievement, as well as mission evaluation;
- Evaluates proposals to ensure that they are consistent with the mission;
- Monitors existing programs and activities of the hospital to ensure that they are consistent with the mission;
- Periodically reviews and, if necessary, revises the mission to ensure that it is relevant to the changing environment

**The members of the Board of Directors for Centra Health, overseeing Centra College, are identified on the Centra Health website, found at <https://www.centrahealth.com/about-centra>.**

## CENTRA COLLEGE ORGANIZATIONAL STRUCTURE

The organization chart for the college shows the direct line of responsibility of all personnel in the college. Faculty have direct line responsibility to the Dean. All faculty share in the governance and operation of the college by means of the Faculty Organization. Coordinating, cooperative, and collegial relationships exist across levels and across administrative and faculty titles.



## HISTORY OF CENTRA COLLEGE

The Diploma in Nursing program was established in 1912 to meet a vital community need for professional nurses in Lynchburg and the surrounding area. A 33-month educational program led to a diploma in nursing. The final class was admitted in August 2010 and graduated in 2013. The Diploma in Nursing program closed in 2013.

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program was approved by the Centra Senior Executive Team as the Centra College RN-BSN bridge baccalaureate program in September 2015. The first RN-BSN cohort began on January 8, 2017. The college accepts RN-BSN students to the program two times per year, in January and August. The program currently offers a 3-semester educational program (after completion of prerequisite credits) via full distance education platform which leads to a Bachelor of Science in Nursing Degree. The college maintains a commitment to a high level of excellence in nursing education.

The Associate Degree in Nursing (ADN) program was approved by the Centra Board of Directors in July 2010. The program entered the first class in August 2011, with graduation being May 2013. ADN admission is two times per year, August and January. The program offers a 5-semester educational program (including prerequisites) which leads to an Associate Degree in Nursing.

The Practical Nursing program (PN), which is 17-months in length, was established in January 1989. Like the RN-BSN and ADN Programs, the PN program admits students two times per year in August and January. This program offers a 4-semester educational program which leads to a Practical Nursing Certificate. The focus of the program is to prepare practical nursing students to care for individuals in acute care, long term, ambulatory, rehabilitation, community settings, and similar institutions as well as residents of extended care facilities.

The Centra Nurse Aide Education Program was established in 2012 to meet a vital community need for nurse aides in Lynchburg and the surrounding area. Centra College adopted the program in January 2018 and accepts Nurse Aide students to the program various times throughout the year at the main campus at Centra College of Nursing and at the branch campus at Bedford Memorial Hospital. This 8-week educational program includes a wide variety of clinical experiences provided at Centra facilities for both long-term and acute care. With the addition of this program offered at Centra College, a true academic progression in the profession of nursing is exhibited.

Nursing courses are offered at Centra College and students may also be enrolled at Central Virginia Community College (CVCC) or any other college to complete general education credits. CVCC is fully accredited by, and is a member of, the Southern Association of Colleges and Schools. The college has held a Consortium Agreement with CVCC since 2011.

A wide variety of clinical laboratory experiences are provided at Centra Health facilities. Other community agencies are also used as clinical sites for each educational program.

## MISSION, VISION, AND VALUES

Centra Health, Inc.	Centra College
<p><b>Centra's Mission &amp; Vision</b></p> <p>To improve the health and quality of life for the communities we serve.</p> <p>Pursue Excellence. Inspire Hope. Advance Health and Healing.</p>	<p><b>Centra College's Mission:</b></p> <p>Educating future caregivers to positively impact the health of communities.</p> <hr/> <p><b>Centra College's Vision:</b></p>

	Pursue academic excellence. Inspire scholastic achievement. Impact community wellness
<p><b>Centra's Values:</b></p> <ol style="list-style-type: none"> <li>1. Respect &amp; Kindness</li> <li>2. Equity &amp; Inclusion</li> <li>3. Stewardship</li> <li>4. Integrity</li> <li>5. Teamwork</li> <li>6. Excellence</li> </ol>	<p><b>Centra College Values:</b></p> <ol style="list-style-type: none"> <li>1. Respect &amp; Kindness</li> <li>2. Equity &amp; Inclusion</li> <li>3. Servant Leadership</li> <li>4. Integrity</li> <li>5. Teamwork &amp; Collaboration</li> <li>6. Excellence</li> </ol>
<p><b>Centra's Core Commitment/Goals:</b></p> <p>Centra nurses' Professional Practice Model is based on:</p> <ol style="list-style-type: none"> <li>1. Patient, family, community-centered care.</li> <li>2. Professional Practice Model to encompass professional development, communication, collaboration, service excellence, professional standards, outcomes management, and shared governance.</li> <li>3. This model is based on professional autonomy, accountability, competency, and professional standards.</li> </ol>	<p><b>Program Outcomes/Goals</b></p> <p>The program outcomes for the Centra College, Registered Nurse to Bachelor of Science in Nursing program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Model professional practice as a Baccalaureate-prepared nurse across the healthcare continuum.</li> <li>2. Apply evidence-based to the delivery of coordinated care for the client, family, and community.</li> <li>3. Advocate for the transformation of healthcare through professional identity.</li> </ol> <p>The program outcomes for Centra College, Associate Degree program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Obtain licensure to practice as a Registered Nurse through successful completion of the NCLEX-RN Examination.</li> <li>2. Model professional practice as a novice nurse across the healthcare continuum.</li> <li>3. Apply evidence-based to the delivery of coordinated care for the client, family, and community.</li> </ol> <p>The program outcomes for the Centra College, Practical Nursing program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Obtain licensure to practice as a Licensed Practical Nurse through successful completion of the NCLEX-PN Examination</li> </ol>

	<ol style="list-style-type: none"> <li>2. Model professional practice as a novice nurse across the healthcare continuum.</li> <li>3. Apply evidence-based practice to the delivery of coordinated care for the client, family, and community.</li> </ol> <p>The program outcomes of the Nurse Aide Education program are to prepare the graduate to:</p> <ol style="list-style-type: none"> <li>1. Obtain licensure as a Certified Nurse Aide through successful completion of the NNAAP exam.</li> <li>2. Function within the scope of practice for a Nurse Aide in the state of Virginia within hospitals, long term care facilities, or home settings.</li> <li>3. Accurately report changes in condition and responses to plan of care to appropriate staff.</li> <li>4. Acknowledge the importance of continuing education by maintaining knowledge of current events affecting the role of Nurse Aide.</li> </ol>
--	---

***STUDENT RIGHTS, PRIVILEGES, RESPONSIBILITIES***

Students at Centra College have the right to a fair and transparent academic experience, including the ability to appeal final grades and accusations of academic dishonesty through a formal Grade Appeal process. Students may also file complaints regarding unfair or discriminatory treatment and request consideration for exceptions to academic progression policies through the Academic Standards Petition process. These avenues ensure that student voices are heard, and that decisions are reviewed with due process.

In turn, students are expected to uphold high standards of personal and academic integrity, as outlined in the Honor Code and Code of Conduct. This includes refraining from dishonesty, respecting others, maintaining professionalism, and complying with behavioral, clinical, and academic regulations. Violations may result in disciplinary action, up to and including dismissal.

As members of the Centra College community, students are privileged to study in an environment that supports learning, fairness, and personal responsibility, and are responsible for conducting themselves in a manner that reflects the values of the college and the nursing profession.

Students have access to the detailed policies associated with these rights, privileges, and responsibilities in the Academic Catalog and Student Handbook.

***PROGRAM COMPLETION, LICENSURE, AND CAREER PLACEMENT RATES***

Program completion, licensure, and career placement rates are maintained. This information is provided to applicants on the website.

## **EDUCATIONAL ENVIRONMENT**

Centra College's main campus is located at 905 Lakeside Drive, Suite A in Lynchburg, VA. The education building is handicapped accessible and is equipped with lounges, learning labs with simulation models, and computer resources for student use. There are two large classrooms, each with the ability to separate into smaller classrooms by a movable divider, and four smaller classrooms, a study room, a student lounge, one computer lab, and four skills labs. The College is adjacent to the Central Virginia Center for Simulation and Virtual Learning.

Centra College has two branch campuses, one located in Bedford, VA, and one located in Appomattox, VA. The Bedford, VA campus is located at Bedford Memorial Hospital, 1613 Oakwood Street, 45 minutes from the main campus. The Appomattox, VA campus is located at CVCC Appomattox Center, 136 Carver Lane, 40 minutes from the main campus. Both locations are used as a site for the Nurse Aide Education program to strengthen the nurse aide workforce in both Bedford and Appomattox, respectively. Both facilities are ADA compliant and have a classroom equipped with desks, chairs, and an area for hands-on patient care skills, including a patient bed, bedside table, sick, wheelchair, and laundry bin. The faculty instructor's desk is located within the classroom.

Lynchburg General Hospital Health Sciences Library provides a comprehensive source of medical and nursing resources for students, and online resources are also available. The Health Sciences Librarian has set hours on campus. Students may also use the Central Virginia Community College library. Centra's food services.

The College has access to the Security Department of Lynchburg General Hospital. The Security Department makes rounds through the college campus and coordinates with local, state, and federal law enforcement agencies when violations occur. The Federal Campus Security Act of 1990 requires disclosure of annual campus crime statistics and security policies. This report is available to applicants, students, and prospective employees of Centra upon request to the Financial Aid Office. Statistics are available at <http://ope.ed.gov/security/index.asp>.

## **INSTRUCTIONAL DELIVERY**

### ***RN-BSN Program***

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program at Centra College will provide a uniquely flexible approach to learning for the working professional. The RN-BSN Program will serve 100% as full distance education utilizing an online learning platform. The learning platform is based on strong pedagogical principles, providing a private learning space to complete online courses with flexible content and collaborative activities so students are constantly receiving feedback.

### ***ADN and PN Programs***

The Associate Degree of Nursing and Practical Nursing programs will serve as residential, traditional classroom delivery for all nursing courses with clinical hours off campus; courses completed outside Centra College may be taken through a variety of instructional methods.

### ***Nurse Aide Program***

The Nurse Aide Program is delivered in a hybrid format with online content and in-person lab and clinical experiences.

## ADMISSIONS

It is the intent of Centra College to accept applicants who demonstrate the potential for academic success and are of good character. The admission process is competitive. Therefore, Centra College reserves the right to accept the most highly qualified applicants. It is the policy of Centra College, in compliance with applicable federal, state and local laws, not to discriminate against any applicant or to tolerate harassment because of race, color, religion, age, sex, national origin or ancestry, genetic make-up, marital status, veteran's status, genetic information, physical or mental handicap unrelated in nature and extent to an individual's ability to be successful in an academic setting or any other prohibitive factor.

Cohorts for the ADN & RN-BSN programs start twice a year, in August and January. Cohorts for the PN programs start three times a year, in August, January, and May. Applicants who are offered admission to the College must complete all required enrollment requirements and pay any associated enrollment fees to be eligible to start classes at Centra College. Applicants may request to defer their admission to the next available term if they are not able to attend by submitting a written request to the Office of Admissions. This request must be received no later than the date of the in-person orientation for the cohort to which the applicant was initially admitted. Deferrals are granted solely for the next offered term and are not permitted for subsequent terms. Approval of deferral requests is at the discretion of the Office of Admissions. Admitted students who do not successfully complete their enrollment requirements and pay associated enrollment fees or have an approved deferral request within the deadline stated in the enrollment packet will be required to reapply for a future term, and readmission is not guaranteed. Admitted students who are approved to defer to the following term but do not successfully complete their enrollment requirements and pay associated enrollment fees for that term will be required to reapply, and readmission is not guaranteed.

### *Nurse Aide Education Program*

The Nurse Aide Education program admits students in multiple cohorts throughout the academic year for the three program locations: Lynchburg, Bedford, and Appomattox. An application for admission is accepted and evaluated based on cohort availability. If a cohort is full at the time of application, the applicant will be considered for the next scheduled cohort. Applicants may request to defer their admission to the next available cohort if they are not able to attend by submitting a written request to the Office of Admissions. Deferrals are granted solely for the next offered term and are not permitted for subsequent terms. Approval of deferral requests is at the discretion of the Office of Admissions..

The RN-BSN, ADN, PN, and Nurse Aide Education programs are very competitive and challenging. Meeting the minimum admission criteria does not guarantee acceptance into a program.

## APPLICATION DATES

Applications for the PN and ADN programs can be found via NursingCAS (<https://nursingcas.org>). All applicants must create a NursingCAS account before beginning an application. The application for the Nurse Aide Program can be found on the Centra College website ([Nurse Aide Program | Centra Health](#)). The application for the RN-BSN Program can be found on the Centra College website ([RN-BSN Program | Centra Health](#)). Completed applications must be received by the admission deadline. Applications that are incomplete by the application deadline will not be considered. Please see the section for your program in the catalog for specific admission and enrollment requirements.

<b>Fall Entry Term</b>	<b>Application Opens</b>	<b>Application Deadline</b>	<b>Classes Start</b>
PN program	September 1st	March 31st	August
ADN program	September 1st	March 31st	August
RN-BSN program	Always Open	June 30th	August
<b>Spring Entry Term</b>			

PN program	April 1st	August 31st	January
ADN program	April 1st	August 31st	January
RN-BSN program	Always Open	October 31st	January
<b>Summer Entry Term</b>			
PN program	September 1st	January 15th	May
<b>Nurse Aide Program</b>	Always Open	Rolling Admission	9 cohorts per year

## **ELIGIBILITY FOR ADMISSION**

Prospective students interested in applying to Centra College should review the following general eligibility requirements. Additionally, applicants must consult the specific admission criteria for the program they wish to pursue.

- Applicants who have been previously dismissed from another nursing program may be required to participate in an admission interview to assess their eligibility for application consideration. Participation in the interview does not guarantee acceptance into the program.
- Applicants who are classified as “Ability-to-Benefit” students are not eligible for admission.
- Centra College is not certified under the Student and Exchange Visitor Program (SEVP) and is therefore not authorized to admit F or M nonimmigrant students.
- Applicants who are listed as ineligible for rehire by Centra or any of Centra College’s clinical affiliate sites may face restrictions in completing required clinical placements, which could hinder their progress in the program. Centra College reserves the right to deny admission based on this condition and is not liable for students who fail to disclose this information prior to admission.
- Centra College does not offer distance education to students residing outside the state of Virginia. If an enrolled student relocates outside Virginia before completing the program, it may impact their ability to finish the program or obtain employment in the field.
- Applicants whose address on the application is out of state must provide proof of Virginia residency prior to the program’s start date. Acceptable proof of Virginia residency includes a valid Virginia driver’s license in the applicant’s name, along with one of the following:
  - A current lease agreement in the applicant’s name with a Virginia address.
  - A current Virginia voter registration card in the applicant’s name with a Virginia address.
  - A current automobile registration in the applicant’s name with a Virginia address.
  - A recent official document (e.g., utility bill, telephone bill, or billing statement) in the applicant’s name, showing a Virginia address and dated within three months of the program start date.

## **ESSENTIAL QUALIFICATIONS FOR STUDENT ADMISSION, CONTINUATION, AND GRADUATION**

In order to be admitted to Centra College and to progress through the curriculum, students must possess the functional ability to perform the duties required of a nurse. Admission and progression may be denied if a student is unable to demonstrate the essential qualifications below with or without reasonable accommodations.

If a student employed by Centra Health, inc. is terminated and has restricted access to clinical settings, the Academic Director of the program in which they are enrolled must be notified within forty-eight (48) hours. The student’s progression in the program will be evaluated by Academic Director and Dean.

This list of essential qualifications, adopted by American Association of Colleges of Nursing, is delineated below and is necessary for Centra College’s admission, progression, and graduation and for the provision of safe and effective nursing

care. The nursing program reserves the right to amend the essential qualifications as deemed necessary. The essential qualifications include but are not limited to:

**Sensory Perception:**

Essential Qualifications	Behaviors
<b>Visual:</b>	<ul style="list-style-type: none"> <li>• Observe and discern subtle changes in physical conditions and the environment</li> <li>• Visualize different color spectrums and color changes</li> <li>• Read fine print in varying levels of light</li> <li>• Read for prolonged periods of time</li> <li>• Read cursive writing</li> <li>• Read at varying distances</li> <li>• Read data/information displayed on monitors/equipment</li> </ul>
<b>Auditory:</b>	<ul style="list-style-type: none"> <li>• Interpret monitoring devices</li> <li>• Distinguish muffled sounds heard through a stethoscope</li> <li>• Hear and distinguish high and low frequency sounds produced by the body and the environment</li> <li>• Effectively hear to communicate with others</li> </ul>
<b>Tactile:</b>	<ul style="list-style-type: none"> <li>• Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics</li> </ul>
<b>Olfactory:</b>	<ul style="list-style-type: none"> <li>• Discern body odors and odors in the environment</li> </ul>

**Communication/Interpersonal Relationships:**

Behaviors
<ul style="list-style-type: none"> <li>• Verbally and in writing engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds</li> <li>• Work effectively in groups and independently</li> <li>• Discern and interpret nonverbal communication</li> <li>• Express one’s ideas and feelings clearly</li> <li>• Communicate with others accurately in a timely manner</li> <li>• Obtain communications from a computer</li> </ul>

**Cognitive/Critical Thinking:**

Behaviors
<ul style="list-style-type: none"> <li>• Effectively read, write, and comprehend the English language</li> <li>• Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings</li> <li>• Perform deductive and inductive thinking, which includes transferring knowledge from one situation to another, processing information, problem solving, evaluating outcomes, prioritizing tasks, and using short term and long term memory</li> <li>• Arithmetic ability to include reading and understanding columns of writing, reading graphic printouts and digital displays, calibrating equipment, converting numbers to and/or from the Metric System, measuring time, counting rates, using measuring tools, reading measurement marks, computing fractions and using a calculator</li> </ul>

**Motor Function:**

## Behaviors

- Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- Move, position, turn, transfer, assist with lifting or lift and carry patients/clients without injury to patients/clients, self or others
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to patient/client, self or others
- Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the patient/client, self or others
- Walk without a cane, walker or crutches
- Function with hands free for nursing care and transporting items
- Transport self and patient/client without the use of electrical devices
- Flex, abduct and rotate all joints freely
- Respond rapidly to emergency situations
- Perform daily care functions for the patient/client
- Coordinate fine and gross motor hand movements to provide safe effective nursing care
- Calibrate/use equipment
- Execute movement required to provide nursing care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

### *Professional/Emotional Behavior:*

## Behaviors

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- Demonstrate sensitivity to individuals, families, and groups respecting social, cultural and spiritual diversity
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the patient/client and others
- Demonstrate emotional stability sufficient to assume responsibility/accountability for actions
- Handle multiple tasks concurrently
- Perform safe, effective nursing care for patients/clients in a caring context
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to self or others is unacceptable and subjects one to discipline
- Meet qualifications for licensure by examination as stipulated by the Virginia Board of Nursing
- Function effectively in situations of uncertainty and stress inherent in providing nursing care
- Adapt to changing environments and situations
- Perform multiple responsibilities concurrently
- Handle strong emotions

## **ENROLLMENT PROCESS**

### *Requirements:*

- All accepted applicants will be required to participate in an online enrollment orientation course. Failure to complete the enrollment orientation course may result in having your admission decision being rescinded.
  - Students in the Nurse Aide, PN, and ADN programs will also be required to attend an in-person orientation course. In person orientation is mandatory.

- Extenuating circumstances must be discussed with and approved by the appropriate Academic Director.
- Students must submit the required enrollment documents as outlined in the enrollment packet and in the enrollment orientation course.
- Clinical affiliate requirements should be completed by the provided deadline.
- All accepted students will be required to have a laptop that meets Centra College requirements and will be used for orientation and throughout each program. Please see your program section for specific requirements.
- Students are required to order their Centra College scrubs and shoes by the provided deadline, as applicable per the information provided in Enrollment Orientation.
- Admitted students who choose to enroll at Centra College and do not successfully complete their enrollment requirements and pay associated enrollment fees within the deadline(s) stated in the enrollment packet may have their offer of admission rescinded. Students whose admission has been rescinded will be required to reapply for a future term, and readmission is not guaranteed.

Please see the section for the program you have been accepted into for additional admission and enrollment requirements, program information, and policies.

## STUDENT FINANCIAL INFORMATION

### TUITION AND FEES

Tuition and fees are determined each academic year and are posted on the Centra College website for each corresponding program. Centra College reserves the right to make changes in tuition and other fees as deemed necessary without prior notice. Any change will apply to new and currently enrolled students. Tuition and fees for the **2025-2026 academic year** are listed below, along with other estimated required costs for each program and total estimated program costs.

#### Practical Nursing (PN), Associate Degree in Nursing (ADN), and RN-BSN Programs

Admissions Requirements			
	PN	ADN	RN-BSN
CastleBranch - Background Check, Drug Screen, and Compliance Tracker*	\$185	\$185	NA

Tuition and Fee Schedule**			
	PN	ADN	RN-BSN
<b>Semester Fees</b>			
Tuition (per credit hour)	\$285	\$535	\$285
Activity Fee	\$25	\$25	NA
Technology Fee	\$300	\$300	\$200
Course Materials Fee	\$150	\$150	NA
NCLEX Resource Learning System	\$779†	\$917	NA
ATI Launch†	\$250	\$250	NA
<b>One-Time Fees</b>			
Student Nursing Kit (First Semester (ADN); Second Semester (LPN))	\$200	\$200	NA
Graduation Fee (Final Semester)	\$150	\$150	\$150

Total Estimated Required Program Costs			
	PN	ADN	RN-BSN
Total Estimated Tuition and Fees**	<b>\$13,827</b>	<b>\$27,568</b>	<b>\$9,300</b>
<b>Other Estimated Required Costs*</b>			
CastleBranch - Background Check, Drug Screen, and Compliance Tracker	\$185	\$185	
BridgesEXP – Clinical Scheduler	\$80	\$80	
Textbooks	\$110	\$1,180	\$400
Centra College Additional 6 Elective Credits for Non-Alumni	NA	NA	\$1,710
CVCC Tuition (In-State)	\$2,742	\$1,587	\$4,233
Other Required Supplies (Laptop, Uniforms, Watch, Shoes)	\$736	\$736	\$600
<b>Total Other Estimated Required Costs</b>	<b>\$4,109</b>	<b>\$3,768</b>	<b>\$6,943</b>
<b>TOTAL ESTIMATED PROGRAM COST</b>	<b>\$17,936</b>	<b>\$31,336</b>	<b>\$16,243</b>

\* CastleBranch, Bridges EXP, and other estimated required costs are not paid directly to the College and do not include other discretionary educational and living expenses factored into the annual Cost of Attendance (housing, food, transportation, miscellaneous

expenses, etc.). All other required costs are estimates for the entire program. CVCC Tuition is an estimate based on CVCC credit hour rates for corequisite courses required for graduation. Bridges EXP is paid on an annual basis starting in the first semester of enrollment.

\*\* Tuition and Fees are paid directly to the college and are subject to change. The tuition rate is per credit hour. Semester fees are charged each semester unless otherwise noted. One-time fees are charged once during the period indicated. Non-refundable fees include Activity, Technology, Course Material, Student Nursing Kit, NCLEX Resource Learning System, ATI Launch, and Graduation Fees.

† ATI Launch is charged in the first semester of the ADN Program and the second semester of the PN Program. NCLEX Resource Learning System is charged for the PN Program starting with the second semester for a total of three semesters.

## Nurse Aide Education Program

Total Estimated Required Program Cost	
<b>Admissions Requirements*</b>	
Background Check	\$20
Drug Screen	\$50
TB Test	\$30
Flu Vaccine (Required During Flu Season)	\$42
Basic Life Support (BLS)	\$65
Total Admission Cost	\$207
<b>Tuition and Fees*</b>	
Tuition	\$1,000
Technology Fee	\$100
Bridges EXP (Clinical Scheduler)	\$40
Total Tuition and Fees	\$1,140
<b>Other Estimated Required Costs**</b>	
NNAAP Exam Fee	\$140
Uniform Costs	\$110
Total Other Estimated Required Costs	\$250
<b>Total Tuition, Fees, and Estimated Program Costs</b>	<b>\$1,597</b>

\* Tuition, Fees, and Admissions Requirements are paid directly to Centra College and are subject to change. Non-refundable fees include Background Check, Drug Screen, TB Test, Flu Vaccine, and BLS.

\*\* Other estimated required costs are incurred by the student and not paid directly to Centra College.

### **COST OF ATTENDANCE**

The annual Cost of Attendance (COA) is the total estimated cost for a student to attend Centra College for one year and is used for the purpose of determining federal financial aid eligibility. The COA includes direct and indirect costs. Direct costs are paid directly to Centra College (e.g., tuition and fees), while indirect costs are other estimated expenses not paid directly to the College. (e.g., books, supplies, food, housing, travel, etc.).

The estimated COA listed below for each program is based on standard nursing course enrollment as provided on the program curriculum guides and does not include costs for co-requisite courses taken at other institutions.

## 2025-2026 Cost of Attendance Breakdown by Program

Program*	PN		ADN		RN-BSN	
	Off Campus	With Parent	Off Campus	With Parent	Off Campus	With Parent
Tuition and Fees	\$13,430	\$13,430	\$13,659	\$13,659	\$11,010	\$11,010
Living Expenses (Food and Housing)	\$11,687	\$5,755	\$8,311	\$4,093	\$11,687	\$5,755
Books, Course Material, Supplies, and Equipment	\$1,047	\$1,047	\$1,320	\$1,320	\$1,373	\$1,373
Transportation	\$6,285	\$6,285	\$4,469	\$4,469	\$866	\$866
Miscellaneous Personal Expenses	\$5,450	\$5,450	\$3,700	\$3,700	\$5,350	\$5,350
Federal Loan Fee	\$66	\$66	\$66	\$66	\$66	\$66
<b>Total</b>	<b>\$37,965</b>	<b>\$32,033</b>	<b>\$31,525</b>	<b>\$27,307</b>	<b>\$30,352</b>	<b>\$24,420</b>

\* The Nurse Aide Education Program is not eligible for federal financial aid and is not included in the cost of attendance calculations.

### Cost of Attendance Allowance Definitions

**Tuition and fees:** An amount normally assessed to a student carrying the same academic workload, as determined by the institution.

**Living expenses:** An allowance for food and housing costs, as determined by the institution, to be incurred by the student attending the institution on at least a half-time basis, including:

- A standard food allowance that provides the equivalent of three meals each day.
- Housing allowances for students living off-campus must include rent or other housing costs.
- For dependent students living at home with parents, institutions must include a reasonable standard allowance for living expenses that are not zero.
- For students living in housing on a military base or for which they receive a basic allowance under section 403(b) of title 37, United States Code, institutions must include a reasonable allowance for food off-campus but cannot include housing costs.
- For all other students, institutions must include a reasonable allowance based on expenses incurred by such students.

**Books, course materials, supplies, and equipment:** An allowance for books, course materials, and equipment, which must include all such costs required of all students in the same course of study, including a reasonable allowance for the rental or upfront purchase of a personal computer, as determined by the institution.

**Transportation:** An allowance, as determined by the institution, which may include transportation between campus, residences, and place of work.

**Miscellaneous personal expenses:** An allowance, as determined by the institution, for a student attending the institution on at least a half-time basis.

**Loan Fee:** An allowance for the cost of any Federal student loan fee, origination fee, or insurance premium charged to the student or the parent of the student. The allowance may be actual or average costs, as appropriate; and may not include the cost associated with non-Federal loans.

## **PAYMENT POLICY**

Payment arrangements are due by the established deadline prior to the start of classes each semester. Students who have not confirmed payment arrangements by the deadline each semester will be charged a late fee of fifty dollars (\$50.00) and will not be permitted to start courses until payment arrangements have been made. Students who have not confirmed payment arrangements by the end of the first week of courses will not be allowed to continue for the term.

Payment arrangements are considered confirmed when one of the following applies:

- The student has paid their entire balance in full,
- The student has enough authorized and accepted financial aid on their account to cover the remaining balance in full, or
- The student has submitted a payment plan application and has not received a denial for a payment plan.

Students who fail to meet their financial obligations to the College or to make appropriate payment arrangements for an outstanding balance may not be permitted to continue in coursework at Centra College. Transcripts and references may not be issued until all financial obligations to the College are met.

**Note:** Financial aid may not cover all unpaid institutional charges due to the college upon a student's withdrawal. Dissatisfaction with or non-receipt of the educational services being offered by Centra College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at Centra College.

## **PAYMENT PLANS**

### **Purpose**

The purpose of the Centra College Payment Plan is to assist students in paying their tuition and fees over an extended period of time by providing them with flexible payment options.

### **Eligibility**

Payment plans are applied for and approved on a semester basis. Centra College students must apply for a payment plan for each semester they would like to participate. Applying a payment plan does not guarantee approval. Students who have been approved for a payment plan will be sent a Payment Plan Agreement with terms and conditions of the agreement that must be completed, signed, and returned as outlined below. A Payment Plan Agreement is not valid until approved by the Office of Student Accounts.

Students must be registered for the term and be in good financial standing to be eligible for a payment plan. Students who have an outstanding balance from a previous semester or who participated in a payment plan for a previous semester and did not make on time payments will not be approved for a payment plan.

### **Application**

To apply for a payment plan, the student must complete an online payment plan application located on the Centra College website under the Student Accounts Payment and Refund page. If approved, a twenty-five dollar (\$25.00), non-refundable application fee will be applied to the student's account, and the student will be sent a Payment Plan Agreement to be signed and returned to the Office of Student Accounts with the initial payment notated on the Payment Plan Agreement.

Partial initial payments will not be accepted. A schedule of future payments will be included in the Payment Plan Agreement.

Minors under the age of 18, with the exception of emancipated minors, must have a parent or legal guardian co-sign the Payment Plan Agreement.

For students who have financial aid, the total amount of authorized aid will be deducted from the total fees when determining the payment plan amounts. When changes occur to authorized aid after establishing a payment plan, the student is responsible for contacting the Office of Student Accounts to make the necessary adjustments to the payment plan.

### **Making Payments**

Students are obligated to make on-time payments according to the schedule on the Payment Plan Agreement. A student's statement balance can be viewed, and payments can be made online through the Student Portal under "My Ledger."

If a student fails to make on-time payments according to the schedule notated on the Payment Plan Agreement, the following actions may be taken by Centra College:

- Student access to courses may be restricted.
- The student may be prohibited from registering for future courses.
- Centra College may not honor requests for official transcripts or records.
- Centra College may prohibit the use of the payment plan for subsequent semesters.
- Centra College may initiate collection procedures.

## **TUITION REFUND POLICY**

### **Cancellations**

- Three (3) Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days of signing the Enrollment Agreement with Centra College is entitled to a refund of all monies paid to the College.
- Other Cancellations:** An applicant requesting cancellation more than three (3) days after executing the enrollment agreement, but prior to the first day of class, is entitled to a refund of all tuition and fees paid, excluding the ATI Launch Fee.
- Ten (10) day drop period (Not Applicable for Nurse Aide Program):** A new student will have a consecutive ten (10) day drop period, including weekends, beginning on the first day of the semester in which the student may request in writing to drop from the program and be entitled to a refund of all tuition and fees paid, excluding the ATI Launch Fee.

**Cancellations** must be requested in writing, either by mail or email, and state that the applicant or new student no longer wishes to be bound by the Enrollment Agreement. Letters can be dropped off in person, by mail addressed to 905 Lakeside Drive, Suite A, Lynchburg, VA 24501, or by email addressed to [admissions@centracollege.edu](mailto:admissions@centracollege.edu). The date of Resposibilityieslation will be based on the postmark or email date.

## Tuition Refunds

A student who withdraws or is dismissed from Centra College after beginning classes and prior to completion of a course may receive a partial refund of tuition paid for the course, excluding non-refundable fees, based the amount of the course semester completed. The dates used to determine the amount of the tuition refund are the start and end dates published on the academic calendar and the withdrawal date. Refund amounts are based on the total charges incurred, not the amount paid.

RN-BSN, ADN, and PN Program Tuition Refund Schedule:

- A student who drops within the first ten (10) consecutive days of the course, including weekends and holidays, will be entitled to a refund of all tuition charges for the course and fees, excluding the Student Nursing Kit and ATI Launch fees.
- A student who withdraws after the first ten (10) consecutive days of the course and within the first quarter (25%) of the course is entitled to a 50% tuition refund for the course, excluding non-refundable fees.
- A student who withdraws after the first quarter (25%) of the course and within the first half (50%) of the course is entitled to a 25% tuition refund for the course, excluding non-refundable fees.
- A student who withdraws after the first half (50%) of the course is not entitled to a tuition refund for the course.

\*Non-refundable fees for the ADN and PN programs include activity, technology, course material, graduation, student nursing kit, ATI Launch fee, and NCLEX Learning Resource fees billed by the college. Non-refundable fees billed by the college for the RN-BSN program include technology and graduation fees. See the **Fees Policy** for an explanation of fees.

Nurse Aide Program Tuition Refund Schedule:

- A student who withdraws during the first quarter (25%) of the program is entitled to a 50% tuition refund for the program, excluding non-refundable fees.
- A student who withdraws after the first quarter (25%) of the program and within the first half (50%) of the program is entitled to a 25% tuition refund for the program, excluding non-refundable fees.
- A student who withdraws after the first half (50%) of the program is not entitled to a tuition refund for the program.

\*Non-refundable fees for the Nurse Aide program include Background Check, Drug screening, TB Test, BLS, Flu Vaccine (required during Flu Season), and technology fee.

Refunds will be issued within forty-five (45) days of the withdrawal date or the date that the college determines the student withdrew, whichever is later. For more information regarding withdrawals, see **Withdraw Policy** in the Catalog.

Any credit resulting from a tuition refund will first be applied to any balance owed to the College. Transcripts and student records will not be issued for a student who owes money to Centra College for any reason.

## Fees Policy

This policy outlines the purpose and payment expectations of all fees associated with enrollment at Centra College. It aims to ensure transparency and consistency in fee assessment and collection. These fees support a wide range of programs and services for Centra College students.

Mandatory fees are required and billed per semester, unless noted as a one-time fee, based on the program. All the fee explanations are listed below in accordance with the program type. Mandatory Fee amounts can be viewed for each academic year on the Student Accounts Tuition & Fees section on the Centra College webpage (<https://www.centrahealth.com/college/student-resources/student-accounts/tuition-and-fees>).

In addition to the fee list below, there is a **Payment Plan Fee (IPP Fee) of \$25** for students who apply to participate in a payment plan and a student account will be charged a **Payment Arrangement Late Fee of \$50** if adequate payment arrangements are not made each semester by the Payment Arrangement Due Date.

#### **RN-BSN Program**

- **Technology Fee** supports and enhances the use of various technologies in the academic setting related to classroom technology, learning management system (LMS), online library resources, maintaining networks and computer lab printers/computers, funding software licenses for educational software, research tools and student support systems.
- **Graduation Fee** covers administrative costs associated with the graduation process, including but not limited to the conferring of the degree, ordering of the diploma, diploma covers, nursing pins, and the graduation ceremony.
- After the official **Drop Date** of each semester, the following fees become non-refundable: Technology Fee and Graduation Fee.

#### **ADN and PN Programs**

- **Activity Fee** supports various activities, programs, or services provided to the student body by the various college student organizations.
- **Technology Fee** supports and enhances the use of various technologies in the academic setting related to classroom technology, learning management system (LMS), online library resources, maintaining networks and computer lab printers/computers, funding software licenses for educational software, research tools, and student support systems.
- **Course Material Fee** covers the cost associated with supplies, tools, or equipment needed for courses that are used by faculty and students, such as skills lab supplies and tools.
- **Graduation Fee** covers administrative costs associated with the graduation process, including but not limited to the conferring of the degree, ordering of the diploma, diploma covers, nursing pins, and the graduation ceremony.
- **Student Nursing Kit Fee** covers the cost of the custom student skills lab kit used by a student in nursing skills labs.
- **ATI Launch Fee** covers the cost of nursing academic readiness resources and helps prepare first-year nursing students for a stronger academic foundation and success.
- **NCLEX Resource Learning System Fee** covers the cost of NCLEX preparation programs, providing pre-licensure students with testing and learning resources that are integrated into nursing courses that closely reflect the format and content of the actual NCLEX exam.

#### **Important Notes for ADN and PN Programs:**

- The **ATI Launch Fee** becomes non-refundable three (3) days after the Enrollment Agreement is signed. *(Not applicable to the RN-BSN and Nurse Aide programs.)*

- The **Student Nursing Kit Fee** is non-refundable if the kit has been opened after the first day of classes. *(Not applicable to the RN-BSN and Nurse Aide programs.)*
- After the official **Drop Date** of each semester, the following fees become non-refundable: Activity Fee, Technology Fee, Course Material Fee, NCLEX Resource Learning System Fee, and Graduation Fee.

### **Nurse Aide Program**

The following fees are not refundable after they have been charged to a student's account.

- Background Check Fee covers the cost associated with the required Virginia State SP-167 Criminal History & Sex Offender background check for the nurse aide program.
- Drug Screening Fee covers the cost of drug testing required for participation in clinical rotations within the nurse aide program.
- TB Test required by clinical sites.
- Basic Life Support (BLS) Certification is required by clinical sites.
- Flu Vaccine *(required during flu season)* is required by clinical sites.

The following fee is only refundable up until the 3<sup>rd</sup> day after the start of the course.

- **Technology Fee** supports and enhances the use of various technologies in the academic setting related to classroom technology, learning management system (LMS), online library resources, maintaining networks and computer lab printers/computers, funding software licenses for educational software, research tools, and student support systems.

## **FINANCIAL AID**

### **Philosophy**

The Office of Financial Aid at Centra College exists to assist students with funding their education through a variety of financial aid options, including Title IV funding and other institutional and outside funding sources. Students must maintain Satisfactory Academic Progress (SAP) each semester to maintain financial aid eligibility. The Financial Aid Office is committed to serving students with clear communication and accurate and timely aid processing, while maintaining compliance with all federal, state, and institutional regulations. The policies and procedures of the Financial Aid Office exist to protect student rights and privacy. The Financial Aid Office maintains regular office hours weekly and accepts individual appointments.

Students at Centra College are not excluded from participation in a program of financial aid on grounds of race, color, religion, age, sex, national origin or ancestry, marital status, veteran's status, genetic information, physical or mental handicap unrelated in nature and extent to an individual's ability to be successful in an academic setting or any other prohibited factor.

### **Eligibility**

For federal student aid, a student must be a U.S. citizen or an eligible non-citizen as defined by the U.S. Department of Education. Students must be making Satisfactory Academic Progress (SAP) as defined by the College. A student is not eligible for federal student aid if he or she is in default on any previous federal student loans, owes a refund on a Pell Grant or SEOG, has exceeded the lifetime eligibility for Pell Grants, or has exceeded federal Stafford loan aggregate limits. A student must be enrolled at least half-time at the College for most programs of financial assistance. The Nurse Aide Education program is not eligible for federal financial aid.

Students who wish to receive federal financial aid should complete the Free Application for Federal Student Aid (FAFSA) annually at [www.studentaid.gov](http://www.studentaid.gov) using the Centra College school code (015347). Upon completion of the FAFSA, the Department of Education or the College may select the student for a process called "verification." If selected, the student will be required to submit documentation verifying information provided on the FAFSA. This may include documents such as IRS tax return transcripts, W-2 forms, statements from agencies such as the Social Security Administration, and other documentation as needed. Students who do not provide the required documentation will not be eligible to receive aid from the U.S. Department of Education and may not receive aid from other sources. This documentation must be provided in a timely manner. A valid FAFSA must be received no later than the last day of enrollment or June 30 of the academic year (whichever comes first) in order to receive federal financial aid.

Students who are planning on using Federal Direct Loans must complete federal Entrance Counseling (EC) and a Master Promissory Note (MPN) at [www.studentaid.gov](http://www.studentaid.gov) prior to their first disbursement at Centra College. Students with a valid EC and MPN on file who have already received a disbursement of aid at Centra College do not need to recomplete these items again for future disbursements. The FAFSA, however, is required annually.

All financial aid requirements must be completed and submitted at least two weeks prior to the established payment deadlines each semester in order for aid to be processed in time for the deadline. Failure to submit required financial aid documents in a timely manner will result in full payment being due by the established deadline for the semester. Entering and continuing students are encouraged to complete all financial aid requirements at least three months prior to the start of courses each academic year. Students are responsible for all expenses not covered by financial aid.

Upon graduation or withdraw from Centra College, all students who have been recipients of student loans while attending Centra College are required to complete federal Exit Counseling at [www.studentaid.gov](http://www.studentaid.gov).

### ***Federal Aid Repeat Policy***

Federal regulations limit the number of times a student may repeat a course and receive federal aid for that course. Once a student has taken a course and received a grade of 'D' or higher, the student may repeat the course only one additional time. Any subsequent repeats of that course will be considered ineligible attempts, and the course will be excluded from counting in the student's enrollment for federal aid purposes. This rule applies whether or not the student received federal aid for earlier enrollments in the course.

The Financial Aid Office does not determine if a student may repeat a class, only whether a student may be eligible for financial aid for a repeat class. For details on repeating courses, please refer to the **Repeated Courses** policy

### ***Cost of Attendance***

Standard budgets, also known as the "Cost of Attendance" (COA), are determined by the College within guidelines established by the U.S. Department of Education. The COA includes allowances for tuition, fees, housing, food, books, supplies, educational materials, personal/miscellaneous expenses, child care where appropriate, and other costs directly related to attending school. The established COA sets a limit on the amount of student aid a student can receive during the academic year. Students receiving aid in excess of their established COA will be required to return funds to the appropriate

source according to guidelines set by the U.S. Department of Education. Students must report all offers of financial assistance to the Financial Aid Office to be counted toward the student's annual eligibility. For a breakdown of annual COA allowances for each program, see **Cost of Attendance** under the **Tuition and Fees**.

### *Return to Title IV (R2T4) – Financial Aid Recipients*

Federal law requires colleges to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws
- Stops attending before completing the term
- Takes a leave of absence
- Does not complete all modules (courses which are not scheduled for the entire term) for which the student has registered at the time those modules began

Colleges are required by federal statute to determine how much financial aid was earned by students (earned aid) who withdraws from the semester or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws from the semester after the 60% point, there is no unearned aid. However, a college must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

For a program offered in modules (i.e., RN-BSN), the following withdrawal exemptions apply:

- A student successfully completes module(s) that include 49 percent or more of the number of days in the payment period (excluding breaks of 5 or more days), or
- A student successfully completes coursework equal to or greater than the coursework required for a half-time student for the payment period.

The payment period for most students is the entire term. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered. If a student, enrolled in modular courses, ceases attendance at any point prior to completing the payment period, the student must submit written confirmation with intent to attend modules that begins later in the same payment period to remain enrolled in the subsequent modules for the term. If written confirmation of future attendance is not received or it is received from the student, but the student does not return as scheduled, the student is considered to have withdrawn from the payment period.

Aid is returned to the appropriate aid program based on the percentage of unearned aid. If a student earned less aid than was disbursed, the college would be required to return a portion of the aid. As a result, the student borrower may owe a balance to the college when Title IV aid is returned. Any credit balance that remains on the student's account will be refunded to the student within 14 days of the date of the R2T4 calculation.

If a student or parent earned more aid than was disbursed, the college would notify the student or parent of eligibility for a post-withdrawal disbursement within 30 days to be paid within 45 days of the date that the college determined that the student withdrew from the college. If notified of eligibility from a Direct Loan, the student or parent must accept the funds within 14 days to receive the post-withdrawal disbursement. If the student or parent does not respond within 14 days, then the disbursement will be cancelled.

The College must return the amount of Title IV aid for which it is responsible no later than 45 days after the withdraw date or the date the college has determined that the student withdrew, whichever is later.

For a student who withdraws from the college without providing notification to the college, the college must determine the withdrawal date no later than 30 days after the end of the earliest of the payment period, the academic year, or the educational program. (For more information regarding determination of withdrawal dates and the withdrawal process, see **Withdrawal Policy**).

Aid is returned in the following order, as established by Congress, up to the net amount disbursed from each source:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for which a return of aid is required
- Other Title IV assistance for which the return of aid is required
- Other federal, state, private or institutional financial assistance for which return of aid is required

A student may have an outstanding balance with the college due to the Return of Title IV aid. A hold will be placed on the student's account until repayment has been made in full. This hold will prevent a student from obtaining an academic transcript.

Students who wish to withdraw from one or more courses are encouraged to meet with the Financial Aid Office prior to withdrawing for information on how a withdrawal may impact their financial aid.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress (SAP) must be maintained by all students using financial aid at Centra College. The SAP policy is for financial aid purposes and operates independently from the Academic Standing requirements for each program. For the purpose of SAP, a student's progress is measured quantitatively (time frame) and qualitatively (grade) and is evaluated at the end of each semester. Failure to meet any SAP standard will result in the student being placed on financial aid warning for the subsequent term, during which time the student will remain eligible for Title IV funding. A student on financial aid warning will have one semester to reestablish SAP before being placed on financial aid suspension. A student on financial aid suspension will not be eligible for Title IV funds for any subsequent semesters until SAP is reestablished or by obtaining a granted SAP appeal.

The student will receive written notification of financial aid warning and suspension. If a student who is placed on financial aid suspension wishes to appeal the decision, the student should reach out to the Office of Financial Aid to officially request an appeal. The student will be required to submit a signed and dated statement of appeal, including the reason for failure to meet SAP (e.g., health issues, accident, death in the family, etc.), a detailed plan of action for regaining SAP, and any requested supporting documentation. If approved, the student will be placed on financial aid probation and the student's aid eligibility will be reinstated from the date of the granted appeal until the date of the next SAP evaluation. While on probation, the student must maintain a 75% completion rate or better and a GPA of .25 above the standard requirement for the program. If the student fails to meet these standards while on probation, the student will be placed back on financial aid suspension and will not be eligible for Title IV funding. If the student regains SAP at a subsequent evaluation, the student will be placed on good standing and will regain Title IV eligibility.

The following standards are used for verification of Satisfactory Academic Progress:

### 1. Cumulative grade point average (GPA)

Students must maintain a cumulative GPA of 3.0 or higher for Centra College courses. If the GPA falls below a 3.0 at the end of the payment period, the student will be placed on financial aid warning for the following payment period. If the cumulative GPA is less than 3.0 after the subsequent payment period the student will be placed on financial aid suspension and will not be eligible for Title IV funds. When a course is repeated, only the most recent course grade will be used to calculate the cumulative GPA. For more on repeated courses, please refer to the “Non-Punitive / Repeated Courses” policy.

### 2. Completion rate

Students must maintain a 67% completion rate for all cumulatively attempted credits for the program (including transfer credits). If at any time the student does not achieve a 67% completion rate, the student will be placed on financial aid warning for the following payment period. If the student does not achieve a 67% cumulative completion rate after the financial aid warning period, the student will be placed on financial aid suspension for subsequent payment periods and will not be eligible for Title IV funds. Grades of C, D, F, Unsatisfactory (U), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP) or Incomplete (I) are considered attempted, unearned credits and are counted against the completion rate. All repeated courses count toward the overall completion rate.

### 3. Maximum allowable time frame for program completion

Students must complete all academic requirements within 150% of the published length of the program. The length of the program is determined by the number of credit hours it takes to graduate from the program. Transfer credits accepted toward completion of the program and credits attempted while enrolled at the College, including repeated courses, will count toward the 150% of the program length. Should a student exceed 150% of the program credits required for completion, the student will not be eligible for Title IV funds.

Qualitative and quantitative standards are used to judge a student’s academic progress. This evaluation is cumulative and must include all periods of the student’s enrollment, even periods in which the student did not receive federal financial aid. In accordance with federal regulations, Centra College uses the cumulative grade point average as a qualitative measure. In addition, quantitative measures include the percent of credits completed and the maximum number of allowable credit hours required to complete a degree or certificate program.

### *Minimum Standards of Satisfactory Academic Progress*

Program	Total Semester Credit Hours Needed for Graduation (with prerequisites and corequisites)	Maximum Number of Attempted Credit Hours (Including prerequisites and corequisites)	Minimum Required Cumulative Grade Point Average
RN to BSN	120	180	3.0
ADN	67	100	3.0
PN	50	75	3.0

## **VETERANS EDUCATION BENEFITS**

Any individual who is entitled to educational assistance under chapter 30, Montgomery GI Bill, chapter 31, Veteran Readiness and Employment, chapter 33, Post-9/11 GI Bill (or Fry Scholarship), chapter 35, Survivors’ and Dependents’ Educational Assistance, or chapter 1606, Select Reserve GI Bill benefits must provide a certificate of eligibility for entitlement to education assistance no later than their first day of a course education. A certificate of eligibility can also include a statement of benefits obtained from the Department of Veterans Affairs’ website - eBenefits or VAF28-1905 form

for chapter 31 authorization purposes. Alongside the certificate of eligibility must be a written request to use the entitlement. Centra College ensures that there will be no penalty or late fees, denial of access to classes, libraries, or other institutional facilities, nor will Centra College require a covered student borrow additional funds, or any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under the chapters listed above. Finally, students are only charged in-state tuition costs along with their 15% military discount (if eligible). "This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency" "The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via e-mail at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)."

***\*GI 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 U.S. government website at <https://www.benefits.va.gov/gibill>.***

This institution also partners with the [My Career Advancement Account \(MyCAA\)](#) Scholarship Program. If you are a spouse of an active-duty service member or National Guard and reserve service member, you might be eligible for the MyCAA Scholarship. Additional information, qualifications, FAQs, and more can be found on the [MyCAA Resources page](#). To get started, contact the [Financial Aid Office](#).

## PROGRAM-SPECIFIC POLICIES

### REGISTERED NURSE TO BACHELOR OF SCIENCE IN NURSING

These policies and requirements are specific to the Registered Nursing to Bachelor of Science in Nursing program. Students are required to review the full catalog and handbook for additional policies and requirements that apply to all students enrolled at Centra College

#### Admissions Requirements

- Applicants must submit official college transcript(s) from all regionally accredited U.S. (and U.S. territories) institution(s) attended.
  - Transcripts must be no more than three (3) years from the date printed.
- Applicants must submit proof of a current unrestricted license to practice as a Registered Nurse within 120 days of the start of the program.
- Completion of prerequisite courses with a minimum grade of a "C" is required.
- A minimum curricular GPA of 2.0 in prerequisite courses is required.
- Transfer students refer to **Transfer of Courses into Centra College** policy.
- Applicants will receive an admission decision via e-mail. If an applicant would like to be reconsidered for admission for another term, they must reapply and pay any associated application fees.

#### Prerequisites for the Registered Nurse to Bachelor of Science in Nursing Program

Official collegiate transcripts showing successful completion of prerequisite courses are required to be submitted on or before the application deadline. All prerequisites must be completed and official transcripts submitted by the established deadline provided in the Enrollment packet. Required prerequisite courses include:

HLT 230: Principles of Nutrition and Human Development (3 cr hrs)
ENG 111: College Composition I (3 cr hrs)
BIO 141: Anatomy & Physiology I (4 cr hrs)
BIO 142: Anatomy & Physiology II (4 cr hrs)
PSY 230: Developmental Psychology (3 cr hrs)
PSY Elective 200 or Higher (3 cr hrs)
Valid RN License (a copy must be provided within 120 days of starting the program)

#### COMPUTER/DEVICE REQUIREMENTS

An approved device is required for all class activities at Centra College. Students may use any personal device that meets the minimum requirements.

	Minimum Requirements
<b>Operating System</b>	Windows 10/11 (64-bit), macOS 12+ (Monterey)
<b>Processor (CPU)</b>	Dual-core (Intel i3, AMD equivalent)
<b>Memory (RAM)</b>	8 GB
<b>Storage</b>	128 GB SSD or higher

<b>Screen Size</b>	13" minimum, 1280 x 720 resolution			
<b>USB Ports</b>	At least 1 functional USB port			
<b>Webcam</b>	720p resolution			
<b>Microphone</b>	Built-in or external mic			
<b>Battery Life</b>	6 hours minimum (always bring a charger for exams)			
	<b>Windows Laptops</b>	<b>MacBooks</b>	<b>iPads</b>	<b>Chromebook/ Tablets</b>
<b>Moodle</b>	✔ Supported	✔ Supported	⚠ <i>Browser only, some features may be limited</i>	⚠ <i>Browser only, some features may be limited</i>

- For Windows devices, S mode must be disabled or turned off.
- Chromebooks and tablets are not acceptable for official use. These devices do not meet the technical requirements for testing and are not compatible with some college applications.
- Windows laptops are the primary recommended devices for full compatibility across all systems. While MacBooks and iPads are generally supported, some features may function differently or have limitations depending on the platform or exam settings.
- Students are responsible for keeping their personal devices updated and in working condition.
- Please note that while the Centra College IT Department offers basic support for application access and setup, we do not provide hardware repairs or advanced diagnostics for student-owned devices.

### Definition of Centra College Collegiate Semester Hour

Centra College will adhere to the following definitions and use the following formula in calculating semester credit hours.

Semester-minimum of 13 weeks in length. One semester credit is equal to:

1. One hour of lecture per week for a semester or the equivalent number of hours.
2. Two hours of lab per week for a semester or the equivalent number of hours.
3. Three hours of practicum per week for a semester or the equivalent number of hours.

**A clock hour (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.**

The US Department of Education defines credit hours in terms of the amount of time in which a student is engaged in academic activity as follows:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit.
2. At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internal clinical experiences, clinical externships, and other academic work leading to the award of credit hours; or

3. Institutionally established reasonable equivalencies for the amount of work required in paragraph (1) of this definition for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement.

## ACADEMIC LOAD

The minimum full-time load is twelve credit hours. Students taking nine credit hours are considered three-quarter time, and those with six credit hours are half-time. Academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per term. Prerequisite, electives, and proficiency credits are equal to eighty-one (84) credit hours. Students who have unmet elective requirements are responsible for ensuring they register to complete these courses while also enrolled in their nursing courses at Centra College.

## Enrollment Status

Students in the RN-BSN program may choose to enroll as either full-time or part-time students after being admitted. To make this choice, students must submit the **Initial Enrollment Status Request form**, provided by the Registrar's office. If students fail to submit the form by the initial deadline, they will automatically be enrolled as full-time students.

Students will have until the first drop deadline of their first enrollment to submit the form.

Once a form is submitted and approved, students must use the **Enrollment Status Change Request form** to make any future changes to their enrollment status.

Students can change their enrollment status **once** after the initial request period by submitting the **Enrollment Status Change Request form**.

Enrollment status changes will not be allowed in the middle of the semester. Any forms submitted during the current semester will not take effect until the following semester. Exceptions may be made if a request is submitted before the end of the first 8-week term of the current semester. It is at the discretion of the Registrar to deny any requests if the student is not in good academic standing.

## Sequencing of Courses

The RN-BSN program is delivered in a fully distance learning format and is intentionally designed to ensure alignment with program outcomes. Each course within the curriculum evaluates student performance and achievement of these outcomes. The curriculum was developed using feedback from key stakeholders, including faculty, students, and community partners. It is grounded in the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and adheres to the Virginia Board of Nursing Regulations Governing the Practice of Nursing to ensure high-quality and standards-based instruction.

The RN-BSN program may be completed in as little as 2.5 semesters (40 weeks) for students enrolled in the full-time track. A part-time track is available for those who prefer a slower pace, allowing completion within 5 semesters (80 weeks). The maximum amount of time for program completion is 3 years.

The program requires a total of 120 credit hours, which includes:

- 20 credits of prerequisite coursework
- 30 credits of core RN-BSN nursing courses
- 6 credits of nursing electives

- 24 credits of additional general electives
- 40 proficiency credits awarded for a valid, unencumbered nursing license

### **Student Learning Outcomes**

The faculty of the RN-BSN program are committed to ensuring that the curriculum is grounded in current professional standards, guidelines, and competencies that reflect contemporary nursing practice. To support this commitment, a comprehensive review of current literature on nursing practice and education was conducted. These findings, along with an analysis of the evolving healthcare landscape in the Lynchburg region, informed the development of the program’s student learning outcomes.

The student learning outcomes were developed with guidance from the National League for Nursing (NLN) and are aligned with the NLN competencies for graduates of nursing programs. These outcomes represent the expected knowledge, skills, and professional behaviors of RN-BSN graduates and serve as the foundation for curriculum design.

They are used to structure the educational experience, guide the delivery of instruction, and inform the evaluation of student progress. Through these outcomes, the program prepares graduates to meet the complex demands of modern nursing practice and contribute meaningfully to patient care, healthcare systems, and professional advancement.

#### **Registered Nurse to Bachelor of Science in Nursing Student Learning Outcomes**

**Human Flourishing: Advocate for the health, dignity, and well-being of individuals, families, and diverse populations by delivering patient-centered, compassionate, and culturally responsive nursing care that promotes human flourishing across the lifespan.**

**Nursing Judgement: Apply critical thinking, clinical reasoning, and evidence-based decision making to ensure safe, high-quality nursing care while integrating best practices, informatics, and emerging healthcare technologies to enhance patient and population outcomes.**

**Professional Identity: Demonstrate leadership, professionalism, and ethical responsibility in nursing practice by engaging in collaborative, interdisciplinary communication, advocating for health equity, and upholding the values of integrity, lifelong learning, and continuous professional development.**

**Spirit of Inquiry: Exhibit a commitment to scholarly inquiry by evaluating healthcare policies, financial considerations, and system efficiencies while designing and implementing evidence-based projects to improve healthcare quality, safety, and patient outcomes.**

### **Program Schedule**

The academic year is structured by semesters, each consisting of two 8-week subterms. Semesters are typically 16 weeks in length. The RN-BSN program offers both full-time and part-time pathways, with flexible scheduling to support working nurses.

Students in the full-time track can complete the program in as little as 2.5 semesters or 40 total weeks of instruction. Students in the part-time track can complete the program in as little as 5 semesters or 80 total weeks of instruction. The maximum timeframe for program completion is 3 years.

Nursing courses are scaffolded to support progressive learning. NUR 310: BSN Essentials for the Practicing RN is required in the first semester, serving as a transition into the baccalaureate-level nursing role. NUR 485: RN-BSN Capstone is required in the final semester and serves as a comprehensive culmination of the program. All other nursing courses may be taken in various sequences, subject to program requirements and course availability in each 8-week subterm.

The RN-BSN program consists of 120 credit hours and 1,830 total clock hours, which include prerequisite coursework, proficiency credit for a valid RN license, and upper division nursing courses.

- Full-time status is defined as enrollment in 12 credit hours per semester
- Part-time status is defined as enrollment in 6 credit hours per semester

This sequencing structure applies to all RN-BSN students and is designed to promote academic success and timely progression through the curriculum.

## CURRICULUM



# Centra College RN-BSN Program 2025-2026

RN-BSN CURRICULUM PLAN	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	CLINICAL HOURS 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
<b>Prerequisites<sup>1</sup></b>					
HLT 230: Principles of Nutrition	45	0	0	45	3
ENG 111: College Composition I	45	0	0	45	3
BIO 141: Human Anatomy & Physiology I	45	30	0	75	4
BIO 142: Human Anatomy & Physiology II	45	30	0	75	4
PSY 230: Developmental Psychology	45	0	0	45	3
PSY Elective Level 200 or Higher	45	0	0	45	3
<b>Total for Prerequisites</b>	<b>270</b>	<b>60</b>	<b>0</b>	<b>330</b>	<b>20</b>
<b>Nursing Courses<sup>2</sup></b>					
NUR 310: BSN Essentials for the Practicing RN	45	0	0	45	3
NUR 325: Trends & Innovations in Professional Nursing	45	0	0	45	3
NUR 335: Informatics in Nursing Practice	45	0	0	45	3
NUR 350: Evidence-based Practice & Research in Nursing	45	0	0	45	3
NUR 365: Healthcare Policy, Finance, and Advocacy	45	0	0	45	3
NUR 425: Integrating Community and Population Health Perspectives	60	0	0	60	4
NUR 440: Advancing Quality and Safety in Nursing Practice	45	0	0	45	3
NUR 460: Nursing Leadership & Management	60	0	0	60	4
NUR 485: RN-BSN Capstone	60	0	0	60	4
<b>Total for Nursing Courses</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>30</b>
<b>Nursing Electives<sup>4</sup></b>					
NUR 455: Introduction to Pathophysiology	45	0	0	45	3
NUR 475: Management of Illness and Disease Processes	45	0	0	45	3
<b>Total for Nursing Electives</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>90</b>	<b>6</b>
<b>Additional Electives<sup>1</sup></b>					
MTH 155: Statistical Reasoning	45	0	0	45	3
Humanities/Social Science	90	0	0	90	6
Nurse Residency/Transition to Practice Program <sup>3</sup>	90	0	0	90	6
General Electives	135	0	0	135	9
<b>Additional Elective Totals</b>	<b>360</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>24</b>
<b>Proficiency Credits<sup>5</sup></b>					
Valid Virginia Registered Nurse License	600	0	0	600	40
<b>Proficiency Credit Totals</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>40</b>
<b>Total Program Hours and Credits</b>	<b>1770</b>	<b>60</b>	<b>0</b>	<b>1830</b>	<b>120</b>

<sup>1</sup>Prerequisite and elective courses must be completed with a grade of C or higher. These courses are indicated by the grey highlight and are offered through the Virginia Community College System.

<sup>2</sup>Nursing courses are offered at Centra College and must be completed with a grade of B or higher. NUR 310 must be completed in the first semester of enrollment and NUR 485 in the last.

<sup>3</sup>Students who have not completed an approved Nurse Residency or Transition to Practice program will be required to complete an additional 6 hours of General Elective Credit.

<sup>4</sup>Students who have completed their ADN program at Centra College will receive credit for NUR 455 and NUR 475.

<sup>5</sup>Students must earn their RN license within 120 days of beginning in the program

Please see the student resources course in Moodle for the Part-Time option for the Practical Nursing program and for a printable version of both plans.

### **Graduation Requirements**

To earn a Bachelor of Science in Nursing Degree from Centra College, a student must

1. Complete a minimum of 120 credits;
2. Complete all Centra College general education requirements;
3. Complete all Centra College nursing education requirements;
4. Earn a 3.00 minimum grade point average on all coursework taken at Centra College;
5. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation; and
6. Satisfy all financial obligations to the College
7. Complete an Application for Graduation

### **TELECOMMUNICATIONS/DISTANCE EDUCATION**

The main campus for Centra College is physically located at 905 Lakeside Drive, Suite A, in Lynchburg, Virginia, and regular business hours occur on Monday through Friday from 8:00 AM until 4:30 PM.

This physical location offers administrative and student service assistance, such as admissions, financial aid, student records, information technology, and advising. The Academic Director of the program provides academic advising, guidance, and counseling when necessary for the RN-BSN program. All administrative and management operations and decisions occur at the main campus located in Lynchburg, Virginia.

Administrative and support staff employed at the main campus are sufficient in number and expertise to support operations and institutional enrollment for all four programs, including the RN-BSN distance program.

Centra College provides a uniquely flexible approach to learning for the working professional. The RN-BSN Program serves 100% as full distance education utilizing the learning platform. Classroom delivery does not occur on-site. The learning platform is based on strong pedagogical principles, providing a private learning space to design online courses with flexible content and collaborative activities so students are constantly receiving feedback. The RN-BSN program is comparable in content, faculty, and resources similar to the other programs offered in the residential setting. Distance education programs are consistent with campus-based programs and courses by the evaluation of educational effectiveness, including assessments of student learning outcomes, student retention, and student satisfaction. The educational objectives are clearly defined and stated on each course syllabus in the learning management system as well as the Academic Catalog and Student Handbook, that is retrievable on the learning management system. Each objective is achievable by the completion of the program. The integrity of student work is continually monitored by the faculty member teaching the upper division courses as well as the Academic Director of the RN-BSN program.

Within Centra College's, RN-BSN distance learning program, timely and appropriate interaction between students and faculty and among students is provided in all upper division nursing courses. Students have 24/7 access to their grades and current average in each upper division nursing course. The Dean of the college and the Academic Director of the RN-BSN program oversees the distance education platform Moodle© and ensures the best practices are offered in all on-line courses. Distance technology will be appropriate to the nature and objectives of the RN-BSN program and courses. Course objectives and faculty expectations concerning the use of such technology are clearly communicated to students. All upper division nursing course materials, feedback, grades, and other pertinent items are posted in a timely manner.

Centra College provides appropriate support services (Library Resources and Technology Assistance) for students and faculty. Faculty who are teaching distance learning courses receive appropriate training and support from Centra College

for the learning management system. Students applying for distance learning programs will be required to meet the same standards as all other students attending the college but will also be fully informed of special equipment (computer) and requirements (access to internet) to be successful in on-line courses. Student-to-student interaction is vital to building community in an on-line environment, which supports productive and satisfying learning, and helps students develop problem-solving and critical thinking skills. All students in the RN-BSN program are expected to actively participate in weekly discussion boards and other class/ group assignments. Students are responsible for responding to both faculty and other student's feedback in virtual on-line discussion boards. Faculty and student interaction occurs on a regular weekly basis among on-line discussion boards, e-mails, messages, and via telephone when necessary. Each faculty provides office hours in which student is able to contact the faculty member via telephone for any reason. At times throughout a course, a faculty may request the student call them during his or her office hours for further discussion on a paper or project.

The verification of a student's identity begins at the time of admission or initial course registration. Procedures related to student identity verification include registration, advising and transcript procedures as well as generation of a unique ID for each student. When a student is initially registered, a unique login and password is created that provides access to the secure college distance learning platform and that information is emailed to the student. If a student does not receive or misplaces this information, they are required to provide photo identification to the Educational Tech Specialist and/or Centra Health, Inc. Help Desk. Student access to the learning management system requires the use of this login and password. Data transmission of login information is secured and private using standard encryption technology. For testing and quizzes, a resource known as ExamSoft is being implemented to ensure a higher security takes place to incorporate facial integration to ensure the student's identity is verified prior to taking the test or quiz.

The administrative team of Centra College (senior officials) have knowledge and understanding of the approval process for states offering distance education. Currently, Centra College RN-BSN program is only approved for offering distance education services in the state of Virginia and the College only targets students within the state of Virginia at this time. In the event that the College would like to expand to incorporate prospective students from other states via distance education, a State Authorization Reciprocity Agreement (SARA) will need to be submitted for each additional state. SCHEV will need to approve any new program that wishes to offer distance education for any institution.

Prior to enrollment, an assessment of skills and competencies for the prospective student takes place in the RN-BSN program to determine success in the distance learning platform. These include:

- Prior online learning experience
- Level of computer skills and competencies
- Proficiency and confidence with technology
- Consistent access to computers and the Internet
- Experience with the learning platform Moodle©
- Technology experience in problem solving, checking email, and accomplishing basic tasks
- Previous GPA

A new student orientation assignment is provided to the distance education learners of the RN-BSN program to acclimate them to specific learning methodologies and technologies prior to the start of class. An orientation document is provided to the student via Moodle© and must be completed and e-mailed to the instructor within the first few days of beginning the RN-BSN curriculum. The RN-BSN program requires that students complete the Moodle© orientation. Each student is required to submit completion of the orientation by answering various questions that confirms their knowledge and

understanding of the distance-education platform. In addition, each student must access the incoming RN-BSN students' course on the learning management system to gain an understanding of what is expected of each of them for the distance-education program including: Student Catalog/Handbook (student policies), curriculum plan, electronic library guidance, student e-mail, student accounts and tuition, technical requirements, textbook requirements, and student forms required. Technological support is available to all distance education learners via each RN-BSN course homepage and the homepage of the learning management system. The Educational Tech Specialist, Centra IT help desk, and Moodle© help desk support services are available in the event a distance learning student has technological difficulties in the RN-BSN distance learning environment. Each enrolled student is an active Registered Nurse, which specifies their knowledge and background to be successful in the online distance program.

### **Attendance Policy**

Students enrolled in the RN-BSN program must participate in the course on a weekly basis. Participation is defined as submitting an assignment eligible for grading (e.g., exams, papers, projects, discussion board posts, or other academic tasks), or contacting the professor with a question related to the course material during the official course dates.

If a student is unable to participate due to extenuating circumstances, they must inform their faculty member. The faculty may request documentation to support any requests for assignment extensions.

- **Initial Participation Requirement:** Students who do not participate within the first 10 days of the course (including weekends) will be administratively dropped. If a student wishes to re-enter the course, they must submit a request to the registrar's office within 3 days of being notified of the drop. Re-engagement in the course is subject to faculty approval, and the faculty may determine whether missed assignments can be made up.
- **Ongoing Participation Requirement:** Students who fail to participate for 10 consecutive days (including weekends) will be administratively withdrawn from the course and will not have the opportunity to re-engage.

### **ACADEMIC STANDING POLICY**

Students must maintain good academic standing in order to remain enrolled in Centra College. The academic standing policy operates independently from the Satisfactory Academic Progress (SAP) policy for financial aid. Academic standing is evaluated through a variety of metrics, including but not limited to academic and/or clinical performance, time to complete program, professional behavior, and upholding policies and procedures. These metrics includes:

- Successful completion of nursing courses with a 80% or higher. (Refer to **Grade Requirements Policy**)
- Successful completion of elective courses with a 70% or higher. (Refer to **Grade Requirements Policy**)
- Successful completion of clinical requirements with a satisfactory performance. (Refer to **Grade Requirements Policy**)
- Completion of program within the allotted 150% timeframe.
- Maintaining all professional and behavioral expectation throughout all courses and program curriculum. Please see the Behavioral Expectation Policy.
- Upholding Centra College and Centra Health, inc. policies and procedures

Students who are unsuccessful in two Centra College courses will be dismissed from the program. For readmitted students, one course failure at Centra College will result in dismissal from the program. (Refer to **Grade Requirements Policy**)

Co-requisite courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. (Refer to **Program Curriculum Plans**)

## **ASSOCIATE DEGREE IN NURSING PROGRAM**

These policies and requirements are specific to the Associate Degree in Nursing program. Students are encouraged to review the full catalog and handbook for additional policies and requirements that apply to all students enrolled at Centra College

### **Admission Requirements for Associate Degree Program**

- Applicants must submit an official final high school transcript or GED indicating that the applicant has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received. Official final high school transcripts or GED must be received within 30 days of starting courses at Centra College.
  - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian's signature.
    1. "I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."
  - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
- National Association of Credential Evaluation Services (NACES)
- Association of International Credentials Evaluators (AICE)
  - If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- Completion of prerequisite courses with a minimum grade of a "C" is required.
- A minimum curricular GPA of 2.7 in prerequisite courses is required.
- Applicants must submit official college transcripts from all regionally accredited U.S. (and U.S. territories) institution(s) attended.
  - Transcripts must be no more than three (3) years from the date printed.
- Applicants must submit either
  - An official ATI TEAS Entrance Exam score(s) on or before the application deadline.
    1. Applicants must receive an overall test score of **55** or better to be considered for admission into the Associate Degree in Nursing Program.
    2. Test scores should be no older than one (1) year from the application deadline of the term for which the applicant is applying.
    3. If more than one TEAS score is submitted, the highest overall score will be considered with the completed application, **or**
  - Proof of working for at least one year in a clinical setting within the last two years from the date of the application deadline.
- Applicants who were enrolled in another nursing program within the past 5 years, but did not graduate, may be required to provide a letter of good standing from the school to which they were attending.
  - In the event that an applicant is not in good standing or is unable to obtain a letter from their previous school of nursing, an interview with Centra College administration may be required.
- Transfer students refer to the **Transfer of Courses into Centra College** policy.

Applicants will receive an admission decision via e-mail.

### *Prerequisites for the Associate Degree in Nursing Program*

Official collegiate transcripts showing successful completion of prerequisite courses are required to be submitted on or before the application deadline. All prerequisites must be completed and official transcripts submitted by the established deadline provided in the Enrollment packet. Health and Science courses must be no more than 10 years old to be considered for admission. Required prerequisite courses include:

BIO 141: Anatomy & Physiology I (4 cr hrs)
BIO 142: Anatomy & Physiology II (4 cr hrs)
HLT 143: Medical Terminology I (3 cr hrs)
PSY 230: Developmental Psychology (3 cr hrs)
HLT 230: Principles of Nutrition and Human Development (3 cr hrs)
*SDV 101: Orientation to Health Professions (1 cr hr)

\*The SDV 100 requirement will be waived for those who are an LPN, have completed 60 undergraduate credit hours, or have earned a college degree (associate's or higher)

### *Advanced Placement (Licensed Practical Nurses)*

Applicants for the Associate Degree in Nursing program who are current Licensed Practical Nurses have the opportunity to test out of several courses of the ADN program outlined below. Interested applicants must complete the online application for the Associate Degree in Nursing program and submit all required documents in addition to the following:

- Submit an official transcript from a state-approved school of practical nursing.
- Submit proof of a current unrestricted license to practice as a Licensed Practical Nurse.
  - Students who have successfully completed a PN course of study but are not licensed are considered on a case-by-case basis, and an interview may be required before test out is offered.
- In addition to the required ADN prerequisite courses, applicants must also complete PSY Elective 200 or Higher with a minimum grade of "C" to be eligible to enroll in the second-semester ADN nursing courses.

Licensed Practical Nurses may receive credit for NUR 150, NUR 165, NUR 170, and/or NUR 175 (see below).

- **NUR 150 Introduction of Nursing Concepts:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Fundamentals test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date. In addition, a Dosage Calculation Test and Medication Skills Assessment will be given at the College at various times during the year. The student is required to score an 80% or better on the Dosage Calculation Test and to pass the Medication Skills Assessment.
- **NUR 165 Health Promotions and Assessment:** To receive credit for this course, applicants must satisfactorily complete a full head-to-toe assessment. The assessment will be scheduled at the College and supervised by a full-time or adjunct faculty member. The student is required to supply all materials needed for the assessment.
- **NUR 170 Professional Nursing Concepts I:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Nursing Leadership test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date.
- **NUR 175 Health Care Participant:** To receive credit for this course, applicants must successfully complete the ATI RN Specialty Community Health test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date.

### **CASTELBRANCH DOCUMENTATION**

Prior to enrollment, students must provide proof of the following completed items in CastleBranch:

- Tetanus immunization

- COVID vaccine series (2)
  - All students must upload a completed vaccine card or religious/medical exemption forms
    - Exemption forms can be found on Moodle on the Student Resources page
  - All students must complete the COVID Booster question found in the Clinical Requirements in CastleBranch
  - Breastfeeding and pregnancy are no longer acceptable medical exemptions
- Documentation of positive titers or completed immunizations for rubella, measles (rubeola), mumps, and varicella
- Tuberculin test
  - Tests required annually
- Hepatitis B vaccination series
  - All students must receive the Hepatitis B vaccination or sign a declination statement if they are unable to receive the vaccine for medical reasons.
  - Students are required to have at least 1 vaccine completed by the enrollment orientation deadline for the 3-vaccine series.
- Flu vaccine
  - Students who do not receive the vaccine may be required to wear a mask when in the clinical area.
- CPR Certification through the American Heart Association (AHA).

These requirements are subject to change based on Joint Commission accreditation standards, clinical sites, and affiliates' requirements. Details related to these requirements are provided to students via their Castle Branch account upon purchase.

## BACKGROUND CHECK

- In order to comply with the Joint Commission accreditation standards, clinical sites, and affiliates require background checks on all students following acceptance. Refusal of, failure to complete, failure to disclose information, or an unacceptable report may result in revocation of acceptance. Background checks will require the following:
  - FBI fingerprint-based criminal history check
  - Virginia Child Abuse and Neglect Central Registry check
  - Virginia State Police criminal history check
  - National FBI background record review

These requirements are subject to change based on Joint Commission accreditation standards, clinical sites, and affiliates' requirements. Details related to these requirements are provided to students via their Castle Branch account upon purchase.
- Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain healthcare settings.
- The following link <http://law.justia.com/codes/virginia/2013/title-18.2/> provides information for persons interested in becoming a Certified Nurse Aide (CNA), a Licensed Practical Nurse (LPN), or Registered Nurse (RN). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities, and identifies barrier crimes.
- If you were criminally convicted of any of the barrier crimes, it may result in denial of admission or rescinding acceptance to Centra College. Students are responsible for notifying the College Administration (Academic Directors of Nursing Programs) within 48 hours of any arrests and/or convictions. Action by the college will depend on the nature of the arrest/conviction. Failure to notify within the noted time period will result in dismissal from the college. All background checks will be conducted in accordance with the Fair Credit Reporting Act.

## CHANGES TO BACKGROUND CHECKS

- Students are responsible for notifying, in writing, the Academic Director of the program in which they are enrolled of any arrests and/or convictions within forty-eight hours (48) of the arrest and/or conviction. Action by the College will depend on the nature of the arrest/conviction and may result in dismissal from the College. Failure to notify within the noted time period will result in dismissal from the College.

## DRUG SCREENING

- Accepted students will be required to complete a drug screen prior to initial enrollment. Centra College utilizes CastleBranch to assist students with meeting this requirement. All drug screens must be completed by the date provided with acceptance and enrollment information. If there is an extenuating circumstance that delays a drug screen, it must be discussed with and approved by the Academic Director prior to the due date.
- Students who refuse to submit to a drug screen or test positive for any illegal substance may have their admission to the College rescinded.
- For admitted students, CastleBranch will post results of the drug screen in the student's CastleBranch account. If positive, a CastleBranch Medical Review Officer (MRO) may request additional information from the student. Those with positive results of prescription medication(s) must show proof of valid prescription(s) as requested by the CastleBranch MRO.
- Students whose admission is rescinded based on their drug screen will be eligible to reapply for admission in a future semester. A new drug screen will be required if the student is readmitted.

## COMPUTER/DEVICE REQUIREMENTS

An approved device is required for all class, clinical, lab, and simulation activities at Centra College. Students may use any personal device that meets the minimum requirements. Students may choose to follow the recommended requirements for enhanced performance and long-term usability.

	<b>Minimum Requirements</b>		<b>Recommended Requirements</b>	
<b>Operating System</b>	Windows 10/11 (64-bit), macOS 12+ (Monterey)		Latest version of Windows 10/11 or macOS (fully updated)	
<b>Processor (CPU)</b>	Dual-core (Intel i3, AMD equivalent)		Quad-core or higher (Intel i5/i7 or AMD Ryzen 5/7/M1/M2/M3)	
<b>Memory (RAM)</b>	8 GB		16 GB or more	
<b>Storage</b>	128 GB SSD or higher		512 GB SSD or higher	
<b>Screen Size</b>	13" minimum, 1280 x 720 resolution		14" or larger, 1920 x 1080 (Full HD) or higher	
<b>USB Ports</b>	At least 1 functional USB port		2 or more USB ports (USB-A and/or USB-C)	
<b>Webcam</b>	720p resolution		1080p resolution (especially for proctored or Zoom-based sessions)	
<b>Microphone</b>	Built-in or external mic		High-quality built-in or USB headset mic	
<b>Battery Life</b>	6 hours minimum (always bring a charger for exams)		8+ hours (always bring a charger for exams)	
	<b>Windows Laptops</b>	<b>MacBooks</b>	<b>iPads</b>	<b>Chromebook/ Tablets</b>
<b>Exemplify</b>	✔ Supported	✔ Supported	✔ Supported (if permitted by exam settings)	✘ Not supported

<b>ATI Testing</b>	✔ Supported	✔ Supported	⚠ <i>Browser only, some features may be limited</i>	✘ Not supported
<b>Moodle</b>	✔ Supported	✔ Supported	⚠ <i>Browser only, some features may be limited</i>	⚠ <i>Browser only, some features may be limited</i>

- For Windows devices, S mode must be disabled or turned off.
- Chromebooks and tablets are not acceptable for official use. These devices do not meet the technical requirements for testing and are not compatible with some college applications.
- Windows laptops are the primary recommended devices for full compatibility across all systems. While MacBooks and iPads are generally supported, some features may function differently or have limitations depending on the platform or exam settings.
- Students are responsible for keeping their personal devices updated and in working condition.
- Please note that while the Centra College IT Department offers basic support for application access and setup, we do not provide hardware repairs or advanced diagnostics for student-owned devices.

### Definition of Centra College Collegiate Semester Hour (ADN)

Centra College will adhere to the following definitions and use the following formula in calculating semester credit hours.

Semester- minimum of 13 weeks in length. One semester credit is equal to:

1. One hour of lecture per week for a semester or the equivalent number of hours.
2. Two hours of lab per week for a semester or the equivalent number of hours.
3. Three hours of externship/clinical per week for a semester or the equivalent number of hours.

**A clock hour (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.**

The US Department of Education defines credit hours in terms of the amount of time in which a student is engaged in academic activity as follows:

4. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit.
5. At least an equivalent amount of work as required in the #1 above for other academic activities, including laboratory work, internal clinical experiences, clinical externships, and other academic work leading to the award of credit hours; or
6. Institutionally established reasonable equivalencies for the amount of work required in paragraph (1) of this definition for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement.

### ACADEMIC LOAD

Students may complete required corequisite courses prior to the semester outlined in the curriculum plan (see the **Corequisite Requirements Policy**). Transfer students refer to the **Transfer of Credits into Centra College Policy**. The minimum full-time load is twelve credit hours. Students taking nine credit hours are considered three-quarter time, and

those with six credit hours are half-time. Academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per semester. Prerequisite and corequisite courses are comprised of twenty-seven (27) credit hours.

### **Enrollment Status**

Students may choose to enroll as either full-time or part-time students after being admitted. To make this choice, new students must submit the **Initial Enrollment Status Request form**, provided by the Registrar's office. If students fail to submit the form by the initial deadline, they will automatically be enrolled as full-time students.

Students will have until the first drop deadline of their first enrollment to submit the form.

Students must meet with the Student Accounts and Financial Aid offices if they are electing to enroll as a part-time student and/or changing their enrollment from full-time to part-time status. Part-time enrollment may impact on a student's ability to pay their balance due to potential changes to their financial aid eligibility.

Once the Initial Enrollment Status request has been submitted and approved, students must use the **Enrollment Status Change Request form** to make any future changes to their enrollment status.

Students can change their enrollment status **once** during the duration of their program after the initial request period by submitting the **Enrollment Status Change Request form**.

Enrollment status changes will not be allowed in the middle of the semester. Any forms submitted during the current semester will not take effect until the following semester. It is at the discretion of the Registrar to deny any requests if the student is not in good academic standing.

Students will have 2 business days after the approval of their request to rescind their enrollment status request. All requests for rescission must be submitted via email to the Registrar.

### **Sequencing of Courses**

The program is designed to culminate in six student learning outcomes. Therefore, each course is leveled based on these outcomes as well as the populations of patients. The sequencing of courses reflects higher cognitive levels, a different patient population, or more complexity in patient care provided in a variety of healthcare settings. Patricia Benner's Model of Novice to Expert is used in the development of the professional nurse. Courses build to assist students with their journey to advanced beginner by graduation, prepared to become competent nurses as they experience their first two years of practice. Standardized tests are administered to students periodically throughout the curriculum. Results are reviewed with students to provide information about their mastery of nursing concepts.

### **Student Learning Outcomes**

Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the end of program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Lynchburg area. These program student learning outcomes along with their related competencies reflect the expected behaviors of the graduates of Centra College, Associate Degree in Nursing program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

## Associate Degree in Nursing Student Learning Outcomes

**Provide quality, safe, patient-centered nursing care through evidence-based practice.**

**Participate in collaborative relationships with members of the interdisciplinary team to provide and improve patient care.**

**Engage in critical thinking skills and develop clinical judgement necessary to provide quality patient care.**

**Initiate leadership in a variety of healthcare settings for diverse patient populations.**

**Integrate information technology to communicate, manage knowledge, mitigate error, and support decision making.**

**Function as a novice nurse assimilating all professional, ethical, and legal principles.**

### *Program Schedule*

The academic year is defined as semesters. Once prerequisites are completed, there are four semesters in the Associate Degree program. Semesters are generally 16 weeks in length. There are 67 semester credit hours awarded for the entire program with a total of 1425 class, lab, and clinical (clock) hours. These credit and clock hours include prerequisites. Full-time status is 12 credit hours of study per semester. This action is applied to all students.

The formula for semester credit hour conversion is:

1 semester credit = 15 lecture hours, 30 laboratory hours, and 45 clinical hours.



# Centra College ADN Program 2025-2026

ASSOCIATE DEGREE IN NURSING CURRICULUM PLAN	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	DIRECT PATIENT CARE CLINICAL HOURS	SIMULATION CLINICAL HOURS	TOTAL CLINICAL HOURS* 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
<b>Prerequisites<sup>1</sup></b>							
HLT 230: Principles of Nutrition	45	0	0	0	0	45	3
BIO 141: Human Anatomy & Physiology I	45	30	0	0	0	75	4
BIO 142: Human Anatomy & Physiology II	45	30	0	0	0	75	4
PSY 230: Developmental Psychology	45	0	0	0	0	45	3
HLT 143: Medical Terminology	45	0	0	0	0	45	3
SDV 101: Orientation to Healthcare Professions	15	0	0	0	0	15	1
<b>Totals for Prerequisite Courses</b>	<b>240</b>	<b>60</b>		<b>0</b>		<b>300</b>	<b>18</b>
<b>First Semester</b>							
PSY Elective Level 200 or Higher <sup>1 2</sup>	45	0	0	0	0	75	3
NUR 150: Introduction to Nursing Concepts	45	30	56	34	90	165	6
NUR 165: Health Promotion and Assessment	30	30	0	0	0	60	3
NUR 170: Professional Nursing Concepts I	30	0	0	0	0	30	2
<b>First Semester Totals</b>	<b>150</b>	<b>90</b>		<b>90</b>		<b>330</b>	<b>14</b>
<b>Second Semester</b>							
ENG 111: College Composition I <sup>1 2</sup>	45	0	0	0	0	45	3
NUR 175: Health Care Participant	45	0	34	11	45	90	4
NUR 180: Nursing Concepts I	45	0	78	12	90	135	5
<b>Second Semester Totals</b>	<b>135</b>	<b>0</b>		<b>135</b>		<b>270</b>	<b>12</b>
<b>Third Semester</b>							
ENG 112: College Composition I <sup>1 2</sup>	45	0	0	0	0	45	3
NUR 240: Nursing Concepts II	45	0	39	6	45	90	4
NUR 250: Nursing Concepts III	45	0	81	9	90	135	5
<b>Third Semester Totals</b>	<b>135</b>	<b>0</b>		<b>135</b>		<b>270</b>	<b>12</b>
<b>Fourth Semester</b>							
NUR 260: Nursing Concepts IV	45	0	36	9	45	90	4
NUR 270: Professional Nursing Concepts II	60	0	120	15	135	195	7
<b>Fourth Semester Totals</b>	<b>150</b>	<b>0</b>		<b>180</b>		<b>285</b>	<b>11</b>
<b>Total Nursing Course Credits</b>							<b>40</b>
<b>Total General Elective Credits</b>							<b>27</b>
<b>Total Program Hours and Credits<sup>3</sup></b>	<b>765</b>	<b>120</b>		<b>540</b>		<b>1425</b>	<b>67</b>

<sup>1</sup>Prerequisite & Corequisite Courses must be completed with a grade of C or higher. These courses are indicated by the grey highlight and are offered through the Virginia Community College System. These courses may also be completed at another regionally accredited college and are required for degree completion.

<sup>2</sup>Corequisite courses must be completed in the term to which they are assigned or prior to admission. A grade of C or higher is needed for the corequisite courses to be accepted for transfer credit.

<sup>3</sup>This total also includes General Elective Hours and Credits

\*Direct care clinical hours and simulation hours are already calculated into the total clinical hours and should not be calculated again for total clinical hours.

Nursing courses are offered at Centra College and must be completed with a grade of B or higher.

Please see the student resources course in Moodle for the Part-Time option for the Associate Degree in Nursing program and for a printable version of both plans.

## ***Graduation Requirements***

To earn an Associate Degree in Nursing from Centra College, a student must

1. Complete a minimum of 67 credits;
2. Complete all Centra College general education requirements;
3. Complete all Centra College nursing education requirements;
4. Earn a 3.00 minimum grade point average on all coursework taken at Centra College;
5. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation; and
6. Satisfy all financial obligations to the College
7. Complete an Application for Graduation

## ***Program Change***

Any student in the ADN program, who is in good standing, is eligible to request to change their program after they have matriculated. ADN students may request to change to the PN program.

Good standing is defined as having a current GPA of 3.0 or higher and/or currently passing all enrolled courses. Interested students should review the following information.

Prior to starting the program change process, students should reach out to the Registrar's office to determine eligibility and to request the Program Change form. It is also highly recommended that students meet with the offices of Student Accounts and Financial Aid to determine costs and financial assistance.

To be considered for a program change, students must meet the current admission requirements for the program they wish to change to.

Approval is based on the following factors:

1. Admissions Criteria
2. Space Availability

If approved, the Academic Director and the Registrar will determine where in the new program the student will begin.

Before the Program Change is approved, the registrar will send communication regarding program placement.

## ***ATTENDANCE POLICY***

The student is expected to take advantage of all learning opportunities by attending all classroom, laboratory, simulation, and clinical experiences. Appointments, work, vacations, or other personal experiences are not to be scheduled during these times. Any pre-arranged appointments that will interfere with the class schedule must be rescheduled. Any absence for more than five (5) consecutive business days will require a meeting with the Academic Director and may result in an administrative withdrawal from the course per the Withdraw Policy in the Student Handbook.

Any student absence where a physician or appropriate professional note is provided will be considered an excused absence. Any student absence where no appropriate documentation is provided within 24 hours will be considered an unexcused absence. All extenuating circumstances are evaluated on a case-by-case basis and approved by the Academic Director and/or designee.

### ***Classroom Attendance***

Participation in class is vital for student success. In the event of a class absence, the student is responsible for all missed content. It is not the responsibility of students who attend class to copy or collect notes for those who are absent. Testing attendance is strictly enforced and addressed within the Testing Policy in the Student Handbook.

### *Skills Laboratory Attendance*

Attendance at lab experiences is mandatory. Any missed skills laboratory hours must be made up in the semester in which they are assigned to earn credit for the course. Makeup dates within the same semester are not guaranteed. Missing lab experiences may necessitate the earning of an Incomplete grade, if eligible, and this may delay graduation or progression in the program.

It is mandatory to notify the instructor prior to lab start time if absent from the lab experience. Any unexcused absence from the skills laboratory will result in disciplinary action, found in the Disciplinary Action Policy. Any missed skills laboratory hours could result in inability to attend clinical.

### *Clinical Attendance*

Clinical hours are a combination of both simulation hours and direct patient care clinical hours. Clinical attendance encompasses both simulation experiences and direct patient care clinical experiences. Per the program curriculum plan, each student is required to have a total of 540 clinical hours. Attendance at clinical experiences is mandatory.

Any absence resulting in missed simulation or direct patient care clinical hours must be made up. Any missed clinical hours must be made up in the course in which they are assigned to earn credit for the course. Makeup dates within the same semester are not guaranteed. Missing clinical experiences may necessitate the earning of an Incomplete grade, if eligible, and this may delay graduation or progression in the program.

It is mandatory to notify the instructor prior to clinical start time if absent from the clinical experience. All unexcused absences will result in disciplinary action, as found in the Disciplinary Action Policy in the Student Handbook. If a makeup clinical or simulation is offered, it will be scheduled on any available day within the semester in which the hours were assigned.

1. Clinical absences (direct patient care and/or simulation) may be made up by:
  - a. Assigning students to any available make-up days
  - b. Assigning students to another clinical and/or simulation group that meets the appropriate learning objectives.
2. If make-up requirements cannot be accommodated by the procedure outlined above, the **student may fail the course if not eligible to earn a grade of Incomplete.**
3. If clinical or simulation days are missed due to a faculty member's absence, the procedure outlined above is followed to schedule a make-up experience

Students must notify the instructor prior to the experience if they will be late to clinical or simulation. Students who are tardy to clinical or simulation experiences may result in an inability to participate in the experience. Two or more instances of tardiness will result in disciplinary action per the Student Code of Conduct.

Any student dismissed before the scheduled end of an experience will be required to make-up the full experience using the procedure outlined above. Leaving early from a clinical experience can be considered excused or unexcused based on the student's situation.

Makeup opportunities for lab, clinical, or simulation hours within a semester are not guaranteed, even when an absence is excused. Missing lab, clinical, or simulation hours will likely delay completion of the program.

## **ACADEMIC STANDING POLICY**

Students must maintain good academic standing in order to remain enrolled in Centra College. The academic standing policy operates independently from the Satisfactory Academic Progress (SAP) policy for financial aid. Academic standing is evaluated through a variety of metrics, including but not limited to academic and/or clinical performance, time to complete program, professional behavior, and upholding policies and procedures. These metrics includes:

- Successful completion of nursing courses with a 80% or higher. (Refer to **Grade Requirements Policy**)
- Successful completion of co-requisite courses with a 70% or higher. (Refer to **Grade Requirements Policy**)
- Successful completion of clinical requirements with a satisfactory performance. (Refer to **Grade Requirements Policy**)
- Completion of program within the allotted 150% timeframe.
- Maintaining all professional and behavioral expectation throughout all courses and program curriculum. Please see the Behavioral Expectation Policy.
- Upholding Centra College and Centra Health, inc. policies and procedures

Students who are unsuccessful in two Centra College courses will be dismissed from the program. For readmitted students, one course failure at Centra College will result in dismissal from the program. (Refer to **Grade Requirements Policy**)

Co-requisite courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. (Refer to **Program Curriculum Plans**).

## **PRACTICAL NURSING PROGRAM**

These policies and requirements are specific to the Practical Nursing program. Students are encouraged to review the full catalog and handbook for additional policies and requirements that apply to all students enrolled at Centra College

### **Admission Requirements**

- Applicants must submit an official final high school transcript or GED indicating that the applicant has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received. Official final high school transcripts or GED must be received within 30 days of starting courses at Centra College.
  - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian's signature.
    1. "I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."
  - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.

1. [National Association of Credential Evaluation Services \(NACES\)](#)
  2. [Association of International Credentials Evaluators \(AICE\)](#)
- If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
  - Applicants must submit official college transcripts from all regionally accredited U.S. (and U.S. territories) institution(s) attended, if any.
    - Transcripts must be no more than three (3) years from the date printed.
  - Applicants must submit official ATI TEAS Entrance Exam score(s) on or before the application deadline.
    - Applicants must receive an overall test score of **50** or better to be considered for admission into the Practical Nursing Program.
    - Test scores should be no older than one (1) year from the application deadline of the term for which the applicant is applying.
    - If more than one TEAS score is submitted, the highest overall score will be considered with the completed application.
  - Applicants who were enrolled in another nursing program within the past 5 years, but did not graduate, may be required to provide a letter of good standing from the school to which they were attending.
    - In the event that an applicant is not in good standing or is unable to obtain a letter from their previous school of nursing, an interview with the Centra College Academic Director will be required.
  - Transfer students refer to **Transfer of Courses into Centra College** policy.
  - Applicants will receive an admission decision via e-mail. .

## CASTELBRANCH DOCUMENTATION

Prior to enrollment, students must provide proof of the following completed items in CastleBranch:

- Tetanus immunization
- COVID vaccine series (2)
  - All students must upload a completed vaccine card or religious/medical exemption forms
    - Exemption forms can be found on Moodle on the Student Resources page
  - All students must complete the COVID Booster question found in the Clinical Requirements in CastleBranch
  - Breastfeeding and pregnancy are no longer acceptable medical exemptions
- Documentation of positive titers or completed immunizations for rubella, measles (rubeola), mumps, and varicella
- Tuberculin test
  - Tests required annually
- Hepatitis B vaccination series
  - All students must receive the Hepatitis B vaccination or sign a declination statement if they are unable to receive the vaccine for medical reasons.
  - Students are required to have at least 1 vaccine completed by the enrollment orientation deadline for the 3-vaccine series.
- Flu vaccine
  - Students who do not receive the vaccine may be required to wear a mask when in the clinical area.
- CPR Certification through the American Heart Association (AHA).

These requirements are subject to change based on Joint Commission accreditation standards, clinical sites, and affiliates' requirements. Details related to these requirements are provided to students via their Castle Branch account upon purchase.

## BACKGROUND CHECK

- In order to comply with the Joint Commission accreditation standards, clinical sites, and affiliates require background checks on all students following acceptance. Refusal of, failure to complete, failure to disclose information, or an unacceptable report may result in revocation of acceptance. Background checks will require the following:
  - FBI fingerprint-based criminal history check
  - Virginia Child Abuse and Neglect Central Registry check
  - Virginia State Police criminal history check
  - National FBI background record review

These requirements are subject to change based on Joint Commission accreditation standards, clinical sites, and affiliates' requirements. Details related to these requirements are provided to students via their Castle Branch account upon purchase.

- Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain healthcare settings.
- The following link <http://law.justia.com/codes/virginia/2013/title-18.2/> provides information for persons interested in becoming a Certified Nurse Aide (CNA), a Licensed Practical Nurse (LPN), or Registered Nurse (RN). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities, and identifies barrier crimes.
- If you were criminally convicted of any of the barrier crimes, it may result in denial of admission or rescinding acceptance to Centra College. Students are responsible for notifying the College Administration (Academic Directors of Nursing Programs) within 48 hours of any arrests and/or convictions. Action by the college will depend on the nature of the arrest/conviction. Failure to notify within the noted time period will result in dismissal from the college. All background checks will be conducted in accordance with the Fair Credit Reporting Act.

## CHANGES TO BACKGROUND CHECKS

- Students are responsible for notifying, in writing, the Academic Director of the program in which they are enrolled of any arrests and/or convictions within forty-eight hours (48) of the arrest and/or conviction. Action by the College will depend on the nature of the arrest/conviction and may result in dismissal from the College. Failure to notify within the noted time period will result in dismissal from the College.

## DRUG SCREENING

- Applicants accepted for admission will be required to complete a drug screen prior to initial enrollment. Centra College utilizes CastleBranch to assist students with meeting this requirement. All drug screens must be completed by the date provided with acceptance and enrollment information. If there is an extenuating circumstance that delays a drug screen, it must be discussed with and approved by the Academic Director prior to the due date.
- Students who refuse to submit to a drug screen, or test positive for any illegal substance, may have their admission to the College rescinded.
- For admitted PN and ADN students, CastleBranch will post results of the drug screen in the student's CastleBranch account. If positive, a CastleBranch Medical Review Officer (MRO) may request additional information from the student. Those with positive results of prescription medication(s) must show proof of valid prescription(s) as requested by the CastleBranch MRO.
- Students whose admission is rescinded based on their drug screen will be eligible to reapply for admission in a future semester. A new drug screen will be required if the student is readmitted.

## COMPUTER/DEVICE REQUIREMENTS

An approved device is required for all class, clinical, lab, and simulation activities at Centra College. Students may use any personal device that meets the minimum requirements. Students may choose to follow the recommended requirements for enhanced performance and long-term usability.

	<b>Minimum Requirements</b>		<b>Recommended Requirements</b>	
<b>Operating System</b>	Windows 10/11 (64-bit), macOS 12+ (Monterey)		Latest version of Windows 10/11 or macOS (fully updated)	
<b>Processor (CPU)</b>	Dual-core (Intel i3, AMD equivalent)		Quad-core or higher (Intel i5/i7 or AMD Ryzen 5/7/M1/M2/M3)	
<b>Memory (RAM)</b>	8 GB		16 GB or more	
<b>Storage</b>	128 GB SSD or higher		512 GB SSD or higher	
<b>Screen Size</b>	13" minimum, 1280 x 720 resolution		14" or larger, 1920 x 1080 (Full HD) or higher	
<b>USB Ports</b>	At least 1 functional USB port		2 or more USB ports (USB-A and/or USB-C)	
<b>Webcam</b>	720p resolution		1080p resolution (especially for proctored or Zoom-based sessions)	
<b>Microphone</b>	Built-in or external mic		High-quality built-in or USB headset mic	
<b>Battery Life</b>	6 hours minimum (always bring a charger for exams)		8+ hours (always bring a charger for exams)	
	<b>Windows Laptops</b>	<b>MacBooks</b>	<b>iPads</b>	<b>Chromebook/ Tablets</b>
<b>Exemplify</b>	✔ Supported	✔ Supported	✔ Supported (if permitted by exam settings)	✘ Not supported
<b>ATI Testing</b>	✔ Supported	✔ Supported	⚠ Browser only, some features may be limited	✘ Not supported
<b>Moodle</b>	✔ Supported	✔ Supported	⚠ Browser only, some features may be limited	⚠ Browser only, some features may be limited

- For Windows devices, S mode must be disabled or turned off.
- Chromebooks and tablets are not acceptable for official use. These devices do not meet the technical requirements for testing and are not compatible with some college applications.
- Windows laptops are the primary recommended devices for full compatibility across all systems. While MacBooks and iPads are generally supported, some features may function differently or have limitations depending on the platform or exam settings.
- Students are responsible for keeping their personal devices updated and in working condition.
- Please note that while the Centra College IT Department offers basic support for application access and setup, we do not provide hardware repairs or advanced diagnostics for student-owned devices.

### Definition of Centra College Collegiate Semester Hour

Centra College will adhere to the following definitions and use the following formula in calculating semester credit hours.

Semester- minimum of 13 weeks in length. One semester credit is equal to:

4. One hour of lecture per week for a semester or the equivalent number of hours.

5. Two hours of lab per week for a semester or the equivalent number of hours.
6. Three hours of externship/clinical per week for a semester or the equivalent number of hours.

**A clock hour (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.**

The US Department of Education defines credit hours in terms of the amount of time in which a student is engaged in academic activity as follows:

7. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester of credit.
8. At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internal clinical experiences, clinical externships, and other academic work leading to the award of credit hours; or
9. Institutionally established reasonable equivalencies for the amount of work required in paragraph (1) of this definition for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement.

## **ACADEMIC LOAD**

Students may complete required corequisite courses prior to the semester outlined in the curriculum plan (see the Corequisite Requirements Policy). Transfer students refer to the Transfer of Credits into Centra College Policy. The minimum full-time load is twelve credit hours. Students taking nine credit hours are considered three-quarter time and those with six credit hours are half-time. The academic load for students ranges from twelve (12) credit hours to fifteen (15) credit hours per semester. Corequisite courses are comprised of twenty-two (22) credit hours.

## **Enrollment Status**

Students may choose to enroll as either full-time or part-time students after being admitted. To make this choice, new students must submit the **Initial Enrollment Status Request form**, provided by the Registrar's office. If students fail to submit the form by the initial deadline, they will automatically be enrolled as full-time students.

Students will have until the first drop deadline of their first enrollment to submit the form.

Students must meet with the Student Accounts and Financial Aid offices if they are electing to enroll as a part-time student and/or changing their enrollment from full-time to part-time status. Part-time enrollment may impact on a student's ability to pay their balance due to potential changes to their financial aid eligibility.

Once the Initial Enrollment Status request has been submitted and approved, students must use the **Enrollment Status Change Request form** to make any future changes to their enrollment status.

Students can change their enrollment status **once** during the duration of their program after the initial request period by submitting the **Enrollment Status Change Request form**.

Enrollment status changes will not be allowed in the middle of the semester. Any forms submitted during the current semester will not take effect until the following semester. It is at the discretion of the Registrar to deny any requests if the student is not in good academic standing.

Students will have 2 business days after the approval of their request to rescind their enrollment status request. All requests for rescission must be submitted via email to the Registrar.

### **Sequencing of Courses**

The program is designed to culminate in six student learning outcomes. Therefore, each course is leveled based on these outcomes as well as populations of patients. The sequencing of courses reflects higher cognitive levels, a different patient population, and more encompassing of the scope of practice of the Practical Nurse. This sequencing allows faculty to apply Dr. Benner’s theory of Novice to Expert (Benner, Tanner, & Chesla, 2009). Faculty understand novice learners are rule-driven. As they are challenged to apply critical thinking, they grow and are able to look at the bigger picture as they enter the stage of advanced beginner by completion of the program.

### **Student Learning Outcomes**

Faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. The program must reflect current nursing practice. To this end, a rigorous and thorough examination of the current literature on nursing practice and nursing education was conducted. These findings guided the development of the program student learning outcomes. Additionally, faculty examined the current healthcare environment in the Lynchburg area. These program student learning outcomes along with their related competencies, reflect the expected behaviors of the graduates of Centra College, Practical Nursing Program. Therefore, these program student learning outcomes are used to organize the curriculum, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

#### **Practical Nursing Student Learning Outcomes**

**Promote the dignity, autonomy, and well-being of diverse patients by engaging in compassionate, patient-centered care that fosters human flourishing within the healthcare environment.**

**Demonstrate nursing judgment through the use of critical thinking, evidence-based practice, and prioritized care planning to ensure patient safety and quality outcomes.**

**Exhibit professional behavior by upholding nursing values, adhering to ethical and legal standards, and advocating for quality patient care within the practical nurse role.**

**Cultivate a spirit of inquiry by reflecting on experiences, questioning routine practices, and seeking evidence-based approaches to improve patient care.**

### **Program Schedule**

The academic year is defined as semesters. There are four semesters in the Practical Nursing program. Semesters are a minimum of 13 weeks in length and a maximum of 16 weeks in length. Courses taken at the community college are up to 16 weeks in length. The Practical Nursing program is a maximum of 64 weeks in length. The Practical Nursing program has 1095 contact hours for the concept-based curriculum with 50 semester credits awarded for completion of the program.

Full-time status is 12 credit hours of study per semester. This action is applied to all students.

The formula for semester credit conversion is:

1 semester credit = 15 lecture hours, 30 laboratory hours, and 45 clinical hours



# Centra College PN Program 2025-2026

## Full-Time

PRACTICAL NURSING CURRICULUM PLAN	THEORY HOURS 15 HRS/CR	LAB HOURS 30 HRS/CR	DIRECT PATIENT CARE CLINICAL HOURS	SIMULATION CLINICAL HOURS	TOTAL CLINICAL HOURS* 45 HRS/CR	TOTAL HOURS	TOTAL CREDITS
<b>First Semester<sup>1</sup></b>							
BIO 145: Human Anatomy & Physiology for the Health Sciences <b>OR<sup>2</sup></b> BIO 142: Human Anatomy & Physiology II	45	30	0	0	0	75	4
PSY 230: Developmental Psychology	45	0	0	0	0	45	3
ENG 111: College Composition I	45	0	0	0	0	45	3
HLT 143: Medical Terminology	45	0	0	0	0	45	3
SDV 101: Orientation to Nursing	15	0	0	0	0	15	1
<b>First Semester Totals</b>	<b>195</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>225</b>	<b>14</b>
<b>Second Semester</b>							
HLT 230: Principles of Nutrition <sup>3</sup>	45	0	0	0	0	45	3
NUR 115: Introduction to Nursing Concepts	45	30	0	0	0	75	4
NUR 116: Health Promotion and Basic Assessment	30	30	72	18	90	150	5
<b>Second Semester Totals</b>	<b>120</b>	<b>60</b>	<b>72</b>	<b>18</b>	<b>90</b>	<b>270</b>	<b>12</b>
<b>Third Semester</b>							
NUR 125: Nursing Concepts I	75	0	68	22	90	165	7
NUR 126: Health Care Participant	60	0	36	9	45	105	5
<b>Third Semester Totals</b>	<b>135</b>	<b>0</b>	<b>104</b>	<b>31</b>	<b>135</b>	<b>270</b>	<b>12</b>
<b>Fourth Semester</b>							
NUR 135: Nursing Concepts II	60	0	74	16	90	150	6
NUR 136: Professional Nursing Concepts	45	0	100	35	135	180	6
<b>Fourth Semester Totals</b>	<b>105</b>	<b>0</b>	<b>174</b>	<b>51</b>	<b>225</b>	<b>330</b>	<b>12</b>
<b>Total Nursing Course Credits</b>							<b>33</b>
<b>Total General Elective Credits</b>	<b>240</b>	<b>30</b>			<b>0</b>	<b>270</b>	<b>17</b>
<b>Total Program Hours and Credits<sup>4</sup></b>	<b>555</b>	<b>90</b>		<b>450</b>		<b>1095</b>	<b>50</b>

<sup>1</sup>Students are required to have a minimum overall GPA of 2.5 or higher in the first semester courses of the curriculum plan.

<sup>2</sup> Students may choose to complete BIO 145 or BIO 142 to satisfy the Biology General Education requirement. Please note that the Virginia Community College System may have additional requirements for enrollment into these courses.

<sup>3</sup> Corequisite courses must be completed in the term to which they are assigned or prior to admission. A grade of C or higher is needed for the corequisite courses to be accepted for transfer credit. All courses highlighted in grey are offered through the Virginia Community College System. These courses may also be completed at another regionally accredited college and are required for degree completion. All Health Science courses must be completed within the last 10 years to be considered for transfer credit.

<sup>4</sup>This total also includes General Elective Hours and Credits.

\*Direct care clinical hours and simulation hours are already calculated into the total clinical hours and should not be calculated again for total clinical hours.

**Note:** Nursing courses are offered at Centra College and must be completed with a grade of B or higher.

Please see the student resources course in Moodle for the Part-Time option for the Practical Nursing program and for a printable version of both plans.

## *Graduation Requirements*

To earn a Certificate in Practical Nursing from Centra College, a student must

1. Complete a minimum of 50 credits;
2. Complete all Centra College general education requirements;
3. Complete all Centra College nursing education requirements;
4. Earn a 3.00 minimum grade point average on all coursework taken at Centra College;
5. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation;
6. Satisfy all financial obligations to the College; and
7. Complete an Application for Graduation

## *Program Change*

Any student in the ADN program, who is in good standing, is eligible to request to change their program after they have matriculated. ADN students may request to change to the PN program.

Good standing is defined as having a current GPA of 3.0 or higher and/or currently passing all enrolled courses. Interested students should review the following information.

Prior to starting the program change process, students should reach out to the Registrar's office to determine eligibility and to request the Program Change form. It is also highly recommended that students meet with the offices of Student Accounts and Financial Aid to determine costs and financial assistance.

To be considered for a program change, students must meet current admission requirements for the program they are wanting to change to.

Approval is based on the following factors:

1. Admissions Criteria
2. Space Availability

If approved, the Academic Director and the Registrar will determine where in the new program the student will begin

## *ATTENDANCE POLICY*

The student is expected to take advantage of all learning opportunities by attending all classroom, laboratory, simulation, and clinical experiences. Appointments, work, vacations, or other personal experiences are not to be scheduled during these times. Any pre-arranged appointments that will interfere with the class schedule must be rescheduled. Any absence for more than five (5) consecutive business days will require a meeting with the Academic Director and may result in an administrative withdrawal from the course per the Withdraw Policy in the Student Handbook.

Any student absence where a physician or appropriate professional note is provided will be considered an excused absence. Any student absence where no appropriate documentation is provided within 24 hours will be considered an unexcused absence. All extenuating circumstances are evaluated on a case-by-case basis and approved by the Academic Director and/or designee.

### *Classroom Attendance*

Participation in class is vital for student success. In the event of a class absence, the student is responsible for all missed content. It is not the responsibility of students who attend class to copy or collect notes for those who are absent. Testing attendance is strictly enforced and addressed within the Testing Policy in the Student Handbook.

### *Skills Laboratory Attendance*

Attendance at lab experiences is mandatory. Any missed skills laboratory hours must be made up in the semester in which they are assigned to earn credit for the course. Makeup dates within the same semester are not guaranteed. Missing lab experiences may necessitate the earning of an Incomplete grade, if eligible, and this may delay graduation or progression in the program.

It is mandatory to notify the instructor prior to lab start time if absent from the lab experience. Any unexcused absence from the skills laboratory will result in disciplinary action, found in the Disciplinary Action Policy. Any missed skills laboratory hours could result in inability to attend clinical.

### *Clinical Attendance*

Clinical hours are a combination of both simulation hours and direct patient care clinical hours. Clinical attendance encompasses both simulation experiences and direct patient care clinical experiences. Per the program curriculum plan, each student is required to have a total of 540 clinical hours. Attendance at clinical experiences is mandatory.

Any absence resulting in missed simulation or direct patient care clinical hours must be made up. Any missed clinical hours must be made up in the course in which they are assigned to earn credit for the course. Makeup dates within the same semester are not guaranteed. Missing clinical experiences may necessitate the earning of an Incomplete grade, if eligible, and this may delay graduation or progression in the program.

It is mandatory to notify the instructor prior to clinical start time if absent from the clinical experience. All unexcused absences will result in disciplinary action, found in the Disciplinary Action Policy in the Student Handbook. If a makeup clinical or simulation is offered, it will be scheduled on any available day within the semester in which the hours were assigned.

2. Clinical absences (direct patient care and/or simulation) may be made up by:
  - b. Assigning students to any available make-up days
  - c. Assigning students to another clinical and/or simulation group that meets the appropriate learning objectives.
3. If make-up requirements cannot be accommodated by the procedure outlined above, the **student may fail the course if not eligible to earn a grade of Incomplete.**
4. If clinical or simulation days are missed due to a faculty member's absence, the procedure outlined above is followed to schedule a make-up experience

Students must notify the instructor prior to the experience if they will be late to clinical or simulation. Students who are tardy to clinical or simulation experiences may result in an inability to participate in the experience. Two or more instances of tardiness will result in disciplinary action per the Student Code of Conduct.

Any student dismissed before the scheduled end of an experience will be required to make-up the full experience using the procedure outlined above. Leaving early from a clinical experience can be considered excused or unexcused based on the student's situation.

Makeup opportunities for lab, clinical, or simulation hours within a semester are not guaranteed, even when an absence is excused. Missing lab, clinical, or simulation hours will likely delay completion of the program.

## **ACADEMIC STANDING POLICY**

Students must maintain good academic standing in order to remain enrolled in Centra College. The academic standing policy operates independently from the Satisfactory Academic Progress (SAP) policy for financial aid. Academic standing is evaluated through a variety of metrics, including but not limited to academic and/or clinical performance, time to complete program, professional behavior, and upholding policies and procedures. These metrics includes:

- Successful completion of nursing courses with a 80% or higher. (Refer to **Grade Requirements Policy**)
- Successful completion of co-requisite courses with a 70% or higher. (Refer to **Grade Requirements Policy**)
- Successful completion of clinical requirements with a satisfactory performance. (Refer to **Grade Requirements Policy**)
- Completion of program within the allotted 150% timeframe.
- Maintaining all professional and behavioral expectation throughout all courses and program curriculum. Please see the Behavioral Expectation Policy.
- Upholding Centra College and Centra Health, inc. policies and procedures

Students who are unsuccessful in two Centra College courses will be dismissed from the program. For readmitted students, one course failure at Centra College will result in dismissal from the program. (Refer to **Grade Requirements Policy**)

Co-requisite courses must be completed in the semester to which they are assigned or prior to admission in order to progress to the next semester. (Refer to **Program Curriculum Plans**)

## **Nurse Aide Program**

These policies and requirements are specific to the Nurse Aide program. Students are encouraged to review the full catalog and handbook for additional policies and requirements that apply to all students enrolled at Centra College

## **APPLICATION REQUIREMENTS FOR NURSE AIDE EDUCATION PROGRAM**

- Applicants must submit an official high school transcript or GED. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
  - If a student attends or has graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, if applicable, and include the following statement with a parent/guardian's signature.
    1. "I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."
- Applicants must submit a completed application for the Nurse Aide Program.
- All admission-required documentation must be received by the deadline for the desired cohort.
- Applicants will receive an admission decision via e-mail.

## **BACKGROUND CHECK**

- In order to comply with the Joint Commission accreditation standards, clinical sites and affiliates require background checks on all students following acceptance. Refusal of, failure to complete, failure to disclose information, or an unacceptable report may result in revocation of acceptance. Background checks will require the completion of the Virginia Criminal History Record Name Search Request, which is a combination of criminal history & sex offender search
- These requirements are subject to change based on Joint Commission accreditation standards, clinical sites, and affiliates' requirements. Details related to these requirements are provided to students via their Castle Branch account upon purchase.
- Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain health care settings.
- The following link <http://law.justia.com/codes/virginia/2013/title-18.2/> provides information for persons interested in becoming a Certified Nurse Aide (CNA), a Licensed Practical Nurse (LPN), or Registered Nurse (RN). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities, and identifies barrier crimes.
- If you were criminally convicted of any of the barrier crimes, it may result in denial of admission or rescinding acceptance to Centra College. Students are responsible for notifying the College Administration (Academic Directors of Nursing Programs) within 48 hours of any arrests and/or convictions. Action by the college will depend on the nature of the arrest/conviction. Failure to notify within the noted time period will result in dismissal from the college. All background checks will be conducted in accordance with the Fair Credit Reporting Act.

## CHANGES TO BACKGROUND CHECKS

- Students are responsible for notifying, in writing, the Academic Director of the program in which they are enrolled of any arrests and/or convictions within forty-eight hours (48) of the arrest and/or conviction. Action by the College will depend on the nature of the arrest/conviction and may result in dismissal from the College. Failure to notify within the noted time period will result in dismissal from the College.

## DRUG SCREENING

- Accepted students will be required to complete a drug screening through HealthWorks. Students who refuse to submit a drug screen or test positive for any illegal substance may have their admission to the college rescinded. Those with positive results of prescription medication(s) must show proof of valid prescription(s).
- Students whose admission is rescinded based on their drug screen will be eligible to reapply for admission in a future semester. A new drug screen will be required if the student is readmitted.

## COMPUTER/DEVICE REQUIREMENTS

An approved device is required for all class activities at Centra College. Students may use any personal device that meets the minimum requirements.

	<b>Minimum Requirements</b>
<b>Operating System</b>	Windows 10/11 (64-bit), macOS 12+ (Monterey)
<b>Processor (CPU)</b>	Dual-core (Intel i3, AMD equivalent)
<b>Memory (RAM)</b>	8 GB
<b>Storage</b>	128 GB SSD or higher

<b>Screen Size</b>	13" minimum, 1280 x 720 resolution
<b>USB Ports</b>	At least 1 functional USB port
<b>Webcam</b>	720p resolution
<b>Microphone</b>	Built-in or external mic
<b>Battery Life</b>	6 hours minimum (always bring a charger for exams)

	<b>Windows Laptops</b>	<b>MacBooks</b>	<b>iPads</b>	<b>Chromebook/ Tablets</b>
<b>Moodle</b>	✔ Supported	✔ Supported	⚠ <i>Browser only, some features may be limited</i>	⚠ <i>Browser only, some features may be limited</i>

- For Windows devices, S mode must be disabled or turned off.
- Chromebooks and tablets are not acceptable for official use. These devices do not meet the technical requirements for testing and are not compatible with some college applications.
- Windows laptops are the primary recommended devices for full compatibility across all systems. While MacBooks and iPads are generally supported, some features may function differently or have limitations depending on the platform or exam settings.
- Students are responsible for keeping their personal devices updated and in working condition.
- Please note that while the Centra College IT Department offers basic support for application access and setup, we do not provide hardware repairs or advanced diagnostics for student-owned devices.

## COURSE DESCRIPTION

### NA 100: Nurse Aide Readiness (140 clock hours)

This 140-clock-hour course, regulated by the Virginia Board of Nursing, prepares students with the foundational knowledge and hands-on skills needed to provide safe, compassionate, and effective care in various healthcare settings. The course is structured into three components:

1. **Classroom Instruction (72 hours):** Delivered in an online hybrid format, this segment covers essential topics such as infection prevention, communication, patient safety, basic anatomy and physiology, and the principles of patient care utilizing the curriculum and objectives provided by the Virginia Board of Nursing. Students will engage in interactive learning modules, case studies, virtual discussions, and online testing designed to build a strong theoretical foundation.
2. **Skills Lab (26 hours):** Conducted in-person, this component emphasizes simulation and practice of Virginia Board of Nursing specified skills in a controlled, supportive environment. Students will learn and validate key nursing aide competencies, such as safety, infection control, bathing, dressing, transferring, feeding, and vital signs monitoring, using mannequins, peer practice, and real-world scenarios. Students will be validated on all required Virginia Board of Nursing skills using an individualized demonstration method for validation.
3. **Clinical Experience (42 hours):** Taking place in long-term care or acute care settings, the clinical segment allows students to apply their knowledge and skills under the supervision of a licensed instructor while working with the interdisciplinary health care team. This hands-on experience focuses on delivering patient-centered care, developing professional communication, and fostering confidence in a real healthcare environment. Students will demonstrate the skills practiced and validated in skills lab, receiving feedback and individualized instruction in the clinical setting.

By integrating classroom learning, simulation-based skill development, and direct patient care, this course equips students to succeed as nurse aides and provides the critical preparation needed to meet certification requirements.

Nurse Aide Program	Classroom Hours		Skills Lab Hours		Clinical Hours	
	Online	Residential	Online	Residential	Online	Residential
NA 100: Nurse Aide Readiness	70-130	2	0	26	0	42
<b>Program Total</b>					140	

### Course Objectives

1. Apply principles of safety, including proper body mechanics, recognizing changes in client condition, and adherence to infection prevention protocols, to protect clients and caregivers from harm.
2. Provide culturally competent and patient-centered care by assisting clients from diverse backgrounds with activities of daily living, including hygiene, grooming, feeding, and maintaining a safe and comfortable environment.
3. Demonstrate effective communication techniques with clients, families, caregivers, and healthcare professionals to ensure optimal client outcomes and interdisciplinary collaboration.
4. Accurately document client care and communicate observations or changes in condition following appropriate reporting protocols.
5. Perform foundational nurse aide skills as provided by Virginia Board of Nursing regulations, including obtaining vital signs, assisting with personal hygiene, mobility, and activities of daily living.
6. Demonstrate the knowledge and skills required to meet eligibility criteria for the NNAAP certification examination.

### Student Learning Outcomes

Nurse Aide Student Learning Outcomes
Provide quality, safe, patient-centered care through evidence-based practice.
Effectively communicate with members of the interdisciplinary team to provide and improve patient care in a variety of health care settings.
Engage in critical thinking skills and strategies, and clinical reasoning necessary to provide quality patient care.
Assist in the coordination and implementation of patient care in a variety of health care settings for diverse patient populations.
Use effective communication to manage knowledge, mitigate errors, and support decision making.
Function within the scope of practice for a novice nurse aide, incorporating ethical, legal, and regulatory frameworks for nurse aides in the state of Virginia.

### DEFINITION OF CENTRA COLLEGE COLLEGIATE SEMESTER HOUR

Centra College will adhere to the following definitions and use the following information in calculating semester clock hours.

The Nurse Aide Education Program is a non-credit program that requires a total of 140 clock hours, per the Virginia Board of Nursing. The program is 8-weeks in length and is provided in a hybrid (blended) format.

1. Didactic Instruction: 72 clock hours
2. Skills Lab Instruction: 26 hours

3. Clinical Hours: 42 hours

**A clock hour is defined as a minimum of 50 minutes of directed instruction in any 60-minute period. Care is taken in scheduling breaks.**

### **ACADEMIC LOAD**

The academic load for students is equivalent to 140 clock hours per cohort.

### **ATTENDANCE POLICY**

The Nurse Aide Education program is an eight (8) week program with a total of 40 clinical hours. Attendance at clinical experiences is mandatory, and opportunities for makeup clinical hours are limited. Students must notify the instructor of the Nurse Aide program of any missed class day in advance. One excused absence, providing a doctor's note, is allowed; however, if more than one (1) day is missed, the student will need to withdraw and reapply for the next scheduled class. There are only 2 make-up days per 8-week rotation to provide for such absences.

### **CLINICAL EVALUATION**

- The Nurse Aide faculty will provide daily progress to each student on their skill performances that will be noted on their Final Clinical Skill Evaluation
- If any student has a "Needs Improvement" for a skill, this is corrected the same clinical day and an advisory form will be completed by the faculty.
- If the student cannot successfully perform all 22 skills by the last clinical day, the student will be dismissed from the program and any advisory forms supporting this dismissal will be placed in the student's file.

## COURSE DESCRIPTIONS AND OUTCOMES

Please refer to the curriculum plan for each program to determine which courses apply to your program.

### NUR 115 — Introduction to Nursing Concepts

Semester-Credit Hours: 4

Class Hours: 45

Laboratory Hours: 30

This foundational nursing course introduces students to the roles, responsibilities, and core values of practical nursing. Emphasis is placed on the nursing process, clinical decision-making, patient-centered care, and professionalism in a variety of healthcare settings. Laboratory and simulation experiences support the development of basic nursing skills.

**Prerequisites:** BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101. **Corequisite:** NUR 116 & HLT 230.

### NUR 115 Course Outcomes

- Perform basic nursing care that supports the dignity and well-being of patients and families. (Human Flourishing)
- Utilize critical thinking and clinical judgment when planning and implementing safe client care. (Nursing Judgment)
- Describe the role of the practical nurse within the healthcare team, including ethical and legal responsibilities. (Professional Identity)
- Apply the nursing process to provide safe, evidence-based care for clients with a variety of common alterations in health. (Nursing Judgment)

### NUR 116 — Health Promotion and Basic Assessment

Semester-Credit Hours: 5

Class Hours: 30

Laboratory Hours: 30

Clinical Hours: 90

This course introduces health assessment and health promotion for individuals and families across the lifespan. Students learn to gather health histories and perform basic physical assessments while applying principles of development, communication, and cultural responsiveness. Emphasis is placed on patient safety, health promotion, and therapeutic communication. Supervised clinical and simulation experiences provide opportunities to apply assessment skills and promote human flourishing in diverse populations. **Prerequisites:** BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101.

**Corequisite:** NUR 115 & HLT 230.

### NUR 116 Course Outcomes

- Demonstrate competency in safe and effective assessment skills during clinical practice and simulated patient interactions. (Nursing Judgment)
- Demonstrate therapeutic communication and caring behaviors when interacting with patients, families, and the healthcare team. (Human Flourishing, Professional Identity)
- Recognize individual and family factors that affect health promotion, wellness, and disease prevention. (Human Flourishing)
- Identify normal and abnormal assessment findings and report them within the scope of practical nursing practice. (Nursing Judgment, Spirit of Inquiry)

### NUR 125 — Nursing Concepts I

Semester-Credit Hours: 7

Class Hours: 75

Clinical Hours: 90

This course focuses on the care of adult patients experiencing acute and chronic physiological health alterations in medical-surgical settings. Students utilize the nursing process and clinical judgment to provide safe, evidence-based nursing care. Emphasis is placed on teamwork, patient safety, and effective use of healthcare technology. Learning experiences include classroom instruction, simulation, and supervised clinical practice in cooperating healthcare agencies. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 115, NUR 116.* **Corequisite:** *NUR 126.*

#### **NUR 125 Course Outcomes**

- Assess adult patients with common and complex health alterations in acute care environments. (Nursing Judgment)
- Apply the nursing process to plan and implement care for adult patients with multiple needs. (Nursing Judgment)
- Incorporate safety strategies and evidence-based interventions to support optimal patient outcomes. (Spirit of Inquiry, Nursing Judgment)
- Collaborate effectively with the healthcare team to deliver coordinated, patient-centered care. (Professional Identity)
- Demonstrate competency and professionalism in nursing skills and assessment for simulation and clinical experiences. (Professional Identity, Nursing Judgment)

#### **NUR 126 — Health Care Participant (Individual, Family, Community)**

Semester-Credit Hours: 5

Class Hours: 60

Clinical Hours: 45

This course focuses on the nursing care of individuals and families across the lifespan in women's health, pediatric, and community/outpatient settings. Students learn to integrate health promotion, family-centered care, and cultural awareness into nursing practice. Emphasis is placed on collaborative care, therapeutic communication, and patient preferences. Learning takes place through classroom instruction, simulation, and supervised clinical experiences in community-based settings. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 115, NUR 116.* **Corequisite:** *NUR 125.*

#### **NUR 126 Course Outcomes**

- Deliver compassionate, developmentally appropriate care to women, children, and families in community and outpatient settings. (Human Flourishing)
- Apply the nursing process and clinical reasoning to address population-specific health needs. (Nursing Judgment)
- Respect and respond to patient and family values, beliefs, and preferences in care planning and delivery. (Professional Identity, Human Flourishing)
- Engage in interprofessional collaboration to promote health and manage illness in non-acute care environments. (Professional Identity)
- Utilize informatics and healthcare technology to support safe, effective care during clinical and simulation experiences. (Nursing Judgment, Spirit of Inquiry)

#### **NUR 135 — Nursing Concepts II: 6 Credits**

Semester-Credit Hours: 6

Class Hours: 60

Clinical Hours: 90

This course focuses on nursing care for patients across the lifespan experiencing complex physiological and psychological health alterations. Emphasis is placed on developing clinical judgment, prioritizing safety, and using the nursing process to deliver holistic, evidence-based care in medical-surgical and mental health settings. Learning experiences include classroom instruction, simulation, and supervised clinical practice in acute and behavioral health environments. **Prerequisites:** *BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 125, NUR 126.* **Corequisite:** *NUR 136.*

#### **NUR 135 Course Outcomes**

- Conduct assessments that address both physical and mental health components of patient care during clinical and simulation experiences. (Nursing Judgment, Human Flourishing)
- Prioritize nursing care based on patient complexity, clinical presentation, and interdisciplinary input. (Nursing Judgment)
- Apply evidence-based interventions that reflect best practices in both medical-surgical and psychiatric settings. (Spirit of Inquiry, Nursing Judgment)
- Demonstrate effective communication and documentation using healthcare technology. (Professional Identity, Nursing Judgment)
- Engage in collaborative care and reflective practice to support optimal outcomes in complex patient scenarios. (Spirit of Inquiry, Professional Identity)

### NUR 136 — Professional Nursing Concepts

Semester-Credit Hours: 6

Class Hours: 45

Clinical Hours: 135

This course supports the transition from student to practical nurse by exploring leadership, professional identity, and collaboration in the healthcare environment. Students examine legal and ethical responsibilities, current issues in nursing, and the role of the practical nurse within the interdisciplinary team. Emphasis is placed on clinical judgment, professionalism, and quality improvement. Learning is enhanced through classroom instruction, simulated experiences, and a supervised preceptorship that prepares students for entry into practice. **Prerequisites:** BIO 145 or BIO 142, PSY 230, ENG 111, HLT 143, SDV 101, HLT 230, NUR 115, NUR 116, NUR 125, NUR 126. **Corequisite:** NUR 135.

#### NUR 136 Course Outcomes

- Apply clinical judgment and decision-making skills in patient care during the preceptorship experience. (Nursing Judgment)
- Analyze ethical and legal principles as they relate to nursing practice and patient advocacy. (Professional Identity)
- Demonstrate leadership, accountability, and professional behaviors in a variety of healthcare settings. (Professional Identity)
- Incorporate evidence-based practice and informatics to improve patient care and outcomes. (Spirit of Inquiry, Nursing Judgment)
- Collaborate effectively with healthcare team members to promote safe, coordinated care. (Professional Identity, Human Flourishing)

### NUR 150 — Introduction to Nursing Concepts

Semester-Credit Hours: 6

Class Hours: 45

Lab Hours: 30

Clinical Hours: 90

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. **Prerequisites:** BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101. **Corequisites:** NUR 165, NUR 170, PSY 200 Elective or Higher.

#### NUR 150 Course Outcomes

1. Utilize therapeutic communication and caring behaviors to provide quality and safe patient care through the nursing process. (SLO: 1, 2, 6)
2. Utilize the nursing process to meet the basic needs of patients related to various concepts. (SLO: 1,3,6)
3. Recognize patient safety issues and risks in the healthcare setting. (SLO: 1,3,5,6)
4. Provide safe nursing care with guidance using the core concepts identified. (SLO: 1,3,5)

5. Summarize the components of clinical judgment, evidence-based practice, and the nursing process. (SLO: 1,3,4,5)
6. Demonstrate professionalism in the healthcare setting. (SLO: 1,2,5)
7. Recognize quality improvement and informatics principles used in patient care. (SLO: 5)
8. Identify the collaborative role of the nurse while working with members of the interdisciplinary team. (SLO: 2)

### NUR 165 — Health Promotion and Assessment

Semester-Credit Hours: 3

Class Hours: 30

Lab Hours: 30

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories and/or simulated environments. **Prerequisites:** BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101.

**Corequisites:** NUR 150, NUR 170, PSY 200 Elective or Higher.

#### NUR 165 Course Outcomes

1. Utilize therapeutic communication and caring behaviors to provide quality and safe patient care through the nursing process. (SLO: 1, 2, 6)
2. Perform a basic physical assessment within the scope of practice for a registered nurse. (SLO: 4, 6)
3. Identify differences in assessment techniques throughout the lifespan. (SLO: 3, 4)
4. Assess factors contributing to health promotion and lifestyle choices. (SLO: 4)
5. Recognize patient safety issues and risks. (SLO: 1,3,5,6)

### NUR 170 — Professional Nursing Concepts I

Semester-Credit Hours: 2

Class Hours: 30

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. **Prerequisites:** BIO 141, BIO 142, PSY 230, HLT 230, HLT 143, SDV 101. **Corequisites:** NUR 150, NUR 165, PSY 200 Elective or Higher.

#### NUR 170 Course Outcomes

1. Utilize principles of caring and advocacy when delivering patient-centered care. (SLO: 1,2,4,6)
2. Analyze ethical principles in patient care. (SLO: 1, 2, 3, 4)
3. Evaluate legal principles in patient care. (SLO: 1,2,3,4)
4. Delivers safe patient care using technology and information management tools. (SLO: 1, 2, 3, 4, 5)
5. Demonstrate professional behaviors in the healthcare environment. (SLO: 1, 3, 5)
6. Describe the roles of the health care team related to interdisciplinary function. (SLO: 2,4,5,6)

### NUR 175 — Health Care Participant (Individual, Family, Community)

Semester-Credit Hours: 4

Class Hours: 45

Clinical Hours: 45

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** BIO 141, BIO 142, PSY 230, PSY 200 Elective or Higher, HLT 230, HLT 143, SDV 101, NUR 150, NUR 165, NUR 170. **Corequisites:** NUR 180, ENG 111.

### NUR 175 Course Outcomes

1. Assess diverse client/family values, beliefs, and attitudes of the community (SLO: 1, 2, 3, 4)
2. Provide culturally competent care to patients in a community settings. (SLO: 1, 3, 4, 6)
3. Demonstrate use of the nursing process and evidence-based care related to nursing concepts (SLO: 1, 2, 3, 4)
4. Provide community-based care in areas of healthcare disparity. (SLO: 1, 2, 3, 4, 5)
5. Utilize epidemiological principles in the evaluation of diverse community settings. (SLO: 3, 4, 5)
6. Describe the use of informatics in community-based nursing care. (SLO: 1, 5)
7. Describe the roles of the health care team related to interdisciplinary function. (SLO: 2,4,5,6)

### NUR 180 — Nursing Concepts I

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, PSY 200 Elective or Higher, HLT 230, HLT 143, SDV 101, NUR 150, NUR 165, NUR 170.* **Corequisites:** *NUR 175, ENG 111 .*

### NUR 180 Course Outcomes

1. Demonstrate principles of patient-centered care across the lifespan. (SLO: 1, 3, 4)
2. Incorporate safety techniques for patients of diverse populations. (SLO: 1, 2, 3, 5)
3. Employ components of clinical judgement, evidence-based practice, and the nursing process, through a variety of concepts. 2) (SLO: 1, 3, 4, 5)
4. Recognize the role of informatics through quality improvement. (SLO:5)
5. Participate as a member of the health care team in the delivery of nursing care across the lifespan. (SLO: 1, 2, 3, 4)

### NUR 240 — Nursing Concepts II

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, ENG 111, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180.* **Corequisites:** *NUR 250, ENG 112.*

### NUR 240 Course Outcomes

1. Provide patient-centered care for individuals with complex health needs. (SLO: 1, 2, 3, 5, 6)
2. Demonstrate professional behaviors that encompass the legal/ethical framework. (SLO: 2, 4, 5, 6)
3. Use quality improvement processes, information technology, and clinical judgement to meet patient needs and support organizational outcomes. (SLO: 3, 4, 5)
4. Identify collaborative efforts among with the interdisciplinary team when caring for patients throughout the lifespan. (SLO: 2)

### NUR 250 — Nursing Concepts III

Semester-Credit Hours: 5

Class Hours: 45

Clinical Hours: 90

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, ENG 111, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180.* **Corequisites:** *NUR 240, ENG 12.*

#### **NUR 250 Course Outcomes**

1. Demonstrate principles of patient-centered care across the lifespan. (SLO: 1, 4, 6)
2. Incorporate patient safety techniques for clients across the lifespan. (SLO: 1, 3, 5, 6)
3. Employ components of clinical judgement, the nursing process, and evidence-based care through a variety of concepts. (SLO: 1, 2, 3, 6).
4. Analyze ethical principles in patient care. (SLO: 1, 2, 3, 4)
5. Evaluate legal principles in patient care. (SLO: 1,2,3,4)
6. Participate as a member of the healthcare team in the delivery of nursing care across the lifespan. (SLO: 1, 2, 4, 6).

#### **NUR 260 — Nursing Concepts IV**

Semester-Credit Hours: 6

Class Hours: 45

Clinical Hours: 135

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided through classroom learning, simulated environments and/or cooperating agencies. **Prerequisites:** *BIO 141, BIO 142, PSY 230, ENG 111, ENG 112, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180, NUR 240, NUR 250.* **Corequisites:** *NUR 270.*

#### **NUR 260 Course Outcomes**

1. Provide patient-centered care across the lifespan for diverse populations with complex health needs. (SLO: 1,2)
2. Incorporate safe nursing care across systems in a variety of settings (SLO: 1, 2, 3, 4)
3. Engage in clinical judgement and clinical reasoning necessary to care for multiple patients in various healthcare settings. (SLO: 1, 2, 3, 5, 6)
4. Manage patient care through quality improvement processes, information technology, and fiscal responsibility. (SLO: 2, 3, 4)
5. Integrate principles of collaborative practice within nursing and interdisciplinary teams. (SLO: 2, 3, 5, 6)
6. Foster mutual respect and shared decision-making to achieve optimal outcomes of care. (SLO: 2, 3, 5, 6)

#### **NUR 270 — Professional Nursing Concepts II**

Semester-Credit Hours: 4

Class Hours: 60

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. NCLEX-RN preparation is included as a focus of this course. **Prerequisites:** *BIO 141, BIO 142, PSY 230, ENG 111, ENG 112, HLT 230, HLT 143, SDV 101, PSY Elective 200 or Higher, NUR 150, NUR 165, NUR 170, NUR 175, NUR 180, NUR 240, NUR 250.* **Corequisites:** *NUR 260.*

#### **NUR 270 Course Outcomes**

1. Incorporate legal and ethical principles related to health care policy. (SLO: 3, 4, 6)
2. Apply quality in health care settings (SLO: 1, 2, 3, 4, 5, 6)

3. Analyze leadership and collaborative practice strategies that foster mutual respect and shared decision making. (SLO: 1, 2, 4, 6)
4. Examine care coordination related to episodic vs. continuous care across multiple settings. (SLO: 2, 3, 4, 5, 6)
5. Create a plan to enhance career and professional growth. (SLO: 6)

### NUR 310—BSN Essentials for the Practicing RN

Semester-Credit Hours: 3

Class Hours: 45

This course serves as a foundational transition for registered nurses advancing to the baccalaureate level. Students will explore professional nursing roles, evidence-based practice, interprofessional collaboration, and ethical considerations in healthcare. Emphasis will be placed on critical thinking, professional identity, leadership, and lifelong learning.

**Prerequisites:** BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.

#### NUR 310 Course Outcomes

1. Examine the evolution of professional nursing roles, responsibilities, and ethical standards in diverse healthcare environments. (Professional Identity, Human Flourishing)
2. Apply critical thinking and evidence-based practice to improve patient and population health outcomes. (Nursing Judgment, Spirit of Inquiry)
3. Demonstrate effective interprofessional collaboration and communication in healthcare settings. (Professional Identity, Nursing Judgment)
4. Reflect on the importance of lifelong learning and professional development in advancing nursing practice. (Professional Identity, Spirit of Inquiry)

### NUR 320--Theoretical & Conceptual Foundations

Semester-Credit Hours: 3

Class Hours: 45

This course provides an overview of the historical aspects of professional nursing with emphasis on the development of nursing research, legal & ethical principles, and their impact on current nursing practice. The role of communication and teaching/learning in nursing practice will be emphasized. It is designed to develop the critical reading, thinking, and writing skills necessary for a successful Baccalaureate-level study. **Prerequisites:** BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.

#### NUR 320 Course Outcomes

1. Develop an understanding of the historical and social foundations of professional nursing.
2. Identify the core values of professional nursing as reflected in Centra College
3. Explore the consequences of violations of the legal parameters of nursing practice.
4. Discuss generalist role expectations and scope of practice.
5. Document nursing practice in accordance with legal and ethical guidelines.

### NUR 325: Trends and Innovations in Professional Nursing

Semester Credit Hours: 3

Class Hours: 45

This course explores emerging trends and innovations shaping the nursing profession. Students will examine changes in healthcare delivery, technology integration, and professional development opportunities in modern nursing practice.

**Prerequisites:** BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.

#### NUR 325 Course Outcomes

1. Analyze current trends influencing nursing practice and healthcare delivery. (Spirit of Inquiry, Professional Identity)
2. Evaluate the impact of technology and innovation on patient care. (Nursing Judgment, Spirit of Inquiry)
3. Assess the role of professional development in career advancement and lifelong learning. (Professional Identity, Human Flourishing)

### **NUR 335--Informatics in Nursing Practice**

Semester-Credit Hours: 3

Class Hours: 45

This course explores the role of informatics in modern nursing practice, emphasizing data management, healthcare technology, patient safety, and electronic health records (EHRs). Students will develop strategies to enhance clinical decision-making and interdisciplinary communication through digital systems. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 335 Course Outcomes**

1. Analyze the role of nursing informatics in enhancing patient safety, quality of care, and clinical decision-making. (Nursing Judgment, Spirit of Inquiry)
2. Demonstrate competency in using healthcare technologies and electronic documentation to support patient-centered care. (Nursing Judgment, Human Flourishing)
3. Evaluate ethical, legal, and security considerations related to informatics and patient data privacy. (Professional Identity, Nursing Judgment)
4. Apply informatics principles to improve interdisciplinary communication and healthcare system efficiencies. (Professional Identity, Spirit of Inquiry)

### **NUR 350--Evidence-based Practice and Research in Nursing**

Semester-Credit Hours: 3

Class Hours: 45

This course focuses on integrating research and evidence-based practice (EBP) into clinical decision-making. Students will explore research methodologies, appraise current literature, and develop strategies for translating evidence into practice to improve patient outcomes. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 350 Course Outcomes**

5. Analyze the research process and its application to evidence-based nursing practice. (Spirit of Inquiry, Nursing Judgment)
6. Critically appraise research findings for relevance and applicability to clinical practice. (Spirit of Inquiry, Nursing Judgment)
7. Apply evidence-based decision-making to enhance patient care and nursing practice. (Spirit of Inquiry, Nursing Judgment)
8. Demonstrate an understanding of ethical considerations in nursing research and evidence-based practice. (Professional Identity, Nursing Judgment)

### **NUR 360—Advanced Health Assessment**

Semester-Credit Hours: 3

Class Hours: 45

This course focuses on the development of a body systems approach to health assessment of individuals, emphasizing normal growth and developmental responses across the lifespan. Content includes knowledge and skills of health assessment through a variety of methodologies in the virtual classroom. Students will demonstrate techniques in eliciting

comprehensive health histories and performing physical examinations by utilizing various online resources. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 360 Course Outcomes**

1. Assess body systems using the four modalities of the physical examination: inspection, palpation, percussion, and auscultation in proper sequence, using proper technique, in order to identify normal and abnormal findings.
2. Utilize his or her interviewing skills regarding health assessment data collection by employing effective communication, and interpretation of objective and subjective data.
3. Demonstrate use of current assessment equipment and assessment verification options.
4. Summarize legal responsibilities related to the physical assessment, including how to identify and locate appropriate patient referral contacts for issues that arise outside of the nursing scope of practice.
5. Evaluate the interactions among health, economic, social, and political status, as well as cultural differences, and the impact each one can have on healthcare.

#### **NUR 365: Healthcare Policy, Finance, and Advocacy**

Semester Credit Hours: 3

Class Hours: 45

This course explores the intersection of healthcare policy, financial systems, and nursing advocacy. Students will analyze policy formation, healthcare economics, and the role of nurses in influencing legislative and organizational change.

**Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 365 Course Outcomes**

9. Evaluate the impact of healthcare policies and financial structures on nursing practice and patient care. (Spirit of Inquiry, Professional Identity)
10. Analyze the role of nurses in shaping healthcare policy and advocating for equitable care. (Professional Identity, Human Flourishing)
11. Apply principles of healthcare economics to assess resource allocation and cost-effective care. (Spirit of Inquiry, Nursing Judgment)
12. Develop advocacy strategies to influence healthcare policy at local, state, and national levels. (Professional Identity, Human Flourishing)

#### **NUR 420--Community Health Perspectives**

Semester-Credit Hours: 4

Class Hours: 60

This course provides concepts of community/public health nursing practice. Primary, secondary, and tertiary levels of prevention will be reviewed for the health of the community as a whole. The public/community health nursing role as a partner with the community is emphasized through application of the nursing process, beginning with the assessment of the community's health, wellness needs, and available resources. Planning, organization and delivery of services for population at risk are in line with Healthy People 2020 objectives. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 420 Course Outcomes**

1. Analyze and evaluate the effectiveness of interactive relationships with family and population clients, interdisciplinary groups, and community organizations.
2. Apply critical thinking and decision-making to community contexts in relation to assessment, resource allocation, program development, and interventions with persons, families and populations to promote public health.
3. Integrate evidence-based guidelines for health promotion and disease prevention in the provision of nursing care to individuals/families and communities.

4. Consistently apply analysis of the interaction among global, cultural and socioeconomic factors to influence health and wellness.

### **NUR 425: Integrating Community and Population Health Perspectives**

Semester Credit Hours: 4

Class Hours: 60

This course examines community and population health nursing, public health principles, social determinants of health, epidemiology, and health promotion strategies. Students will explore community-based interventions, public health policies, and interdisciplinary collaboration to enhance population health outcomes. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 425 Course Outcomes**

1. Apply population health principles to assess and address community health needs. (Human Flourishing, Nursing Judgment)
2. Evaluate the impact of social determinants of health on individuals and populations. (Human Flourishing, Spirit of Inquiry)
3. Develop evidence-based strategies to promote health, prevent disease, and reduce disparities in communities. (Nursing Judgment, Spirit of Inquiry)
4. Collaborate with healthcare and community stakeholders to improve public health outcomes. (Professional Identity, Nursing Judgment)

### **NUR 430—Healthcare Policy**

Semester-Credit Hours: 2

Class Hours: 15

This course examines the organizational and societal context of healthcare delivery. Current healthcare policy and delivery systems will be explored, including legislation, organizations, health networks, professional disciplines, consumer needs and economics. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 430 Course Outcomes**

5. Examine procedures of how healthcare policy is developed at the federal and state levels in healthcare.
6. Analyze health policy implementation and influence on health outcomes and the nursing profession.
7. Compare and contrast existing health policies and policy formation in other countries compared to the United States.
8. Investigate current healthcare delivery systems and their influence on patient outcomes.

### **NUR 440: Advancing Quality and Safety in Nursing Practice**

Semester Credit Hours: 3

Class Hours: 45

This course emphasizes principles of quality improvement, patient safety, and risk management. Students will examine evidence-based strategies to enhance patient outcomes and healthcare system performance. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 440 Course Outcomes**

1. Apply quality improvement principles to enhance patient safety and healthcare outcomes. (Nursing Judgment, Spirit of Inquiry)
2. Analyze risk management strategies to prevent adverse events in clinical settings. (Nursing Judgment, Professional Identity)
3. Utilize evidence-based approaches to promote a culture of safety. (Nursing Judgment, Spirit of Inquiry)

- Evaluate the role of interprofessional collaboration in quality and safety initiatives. (Professional Identity, Nursing Judgment)

### **NUR 450--Population Health & Epidemiology**

Semester-Credit Hours: 3

Class Hours: 45

This course provides the student with the knowledge and skills to apply health promotion, prevention of disease complications, environmental and epidemiological concepts, and teaching/learning principles in working with diverse populations. Emphasis is placed on establishing community partnerships, community assessment strategies and implementation of nursing care programs to improve population health. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 450 Course Outcomes**

- Utilize epidemiologic data to develop and/or guide interventions in the management of care to vulnerable populations.
- Facilitate adoption of behaviors of persons/populations that will achieve and/or maintain an optimal level of health and wellness.
- Assist community-based clients with illness self-management education to maintain the highest possible level of health and wellness.
- Facilitate the health of populations in partnership with community members.
- Advocate for the health of persons and populations in public and policy arenas.

### **NUR 455—Introduction to Pathophysiology**

Semester- Credit Hours: 3

Class Hours: 45

Throughout this course, the RN-BSN student will examine physiological factors that affect individuals across the lifespan. Environmental factors, genetics, and lifestyle choices will be considered in their ability to lead to increased disease susceptibility. The student will continue to work on their Progressive Evidence-based Practice Project (PEPP). The completed PEPP will be presented via PowerPoint presentation and as a summative analysis in NUR 485: RN-BSN Capstone. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

#### **NUR 455 Course Outcomes**

- Differentiate physiological factors that impact individuals across the lifespan.
- Recognize factors (environmental, lifestyle, cultural) that contribute to increased disease susceptibility.
- Integrate organ system physiological content into nursing practice.
- Demonstrate the importance of scholarly nursing research and its relationship to evidence-based practice.
- Evaluate level of evidence, validity, reliability, and quality of review of literature.
- Prepare to present a Progressive Evidence-based Practice Project (PEPP) using 7<sup>th</sup> Ed. American Psychological Association (APA) citation format.

### **NUR 460--Nursing Leadership & Management**

Semester-Credit Hours: 4

Class Hours: 60

This course focuses on leadership and management principles essential for professional nursing practice. Students will explore team leadership, decision-making, healthcare systems, and conflict resolution in diverse healthcare settings. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

### NUR 460 Course Outcomes

1. Apply leadership and management theories to nursing practice. (Professional Identity, Nursing Judgment)
2. Demonstrate effective communication and teamwork strategies in healthcare environments. (Professional Identity, Nursing Judgment)
3. Analyze healthcare systems and the nurse's role in quality improvement and patient safety. (Professional Identity, Spirit of Inquiry)
4. Utilize decision-making and conflict resolution skills to address challenges in nursing practice. (Professional Identity, Nursing Judgment)

### NUR 470—Aging, Health & Longevity

Semester-Credit Hours: 2

Class Hours: 30

This course provides the student with a perspective on concepts of aging. The RN-BSN student will gain the knowledge on the common expected aging changes as well as health related problems. Health promotion and risk reduction will be emphasized in this course. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

### NUR 470 Course Outcomes

1. Discuss various aging health related concerns and problems.
2. Evaluate preventative methods and health promotion interventions for the aging individual.
3. Apply primary, secondary, and tertiary prevention methods to promote patient outcomes in the aging individual.
4. Integrate concepts of aging into nursing practice.
5. Recognize gender roles and cultural differences among the aging individual.

### NUR 480—Management of Illness & Disease Processes

Semester-Credit Hours: 2

Class Hours: 30

This course builds on the knowledge gained in NUR 455: Introduction to Pathophysiology. Within this course, the RN-BSN student will be expected to demonstrate an understanding of normal physiology, pathophysiology, and specific disorders. Diagnostics and pharmacological management interventions will be explored. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License.*

### NUR 480 Course Outcomes

1. Discuss treatment modalities for various disease processes that impact individuals across the lifespan.
2. Evaluate nursing interventions that increase patient outcomes.
3. Recognize diagnostic and pharmacological management of various illnesses and disease processes throughout the lifespan.

### NUR 485-- RN-BSN Capstone

Semester-Credit Hours: 4

Class Hours: 60

This course allows students to integrate knowledge and skills acquired throughout the RN to BSN program by completing a project that addresses a real-world healthcare issue. **Prerequisites:** *BIO 141, BIO 142, ENG 111, PSY Elective Level 200 or Higher, PSY 230, HLT 230, RN License, NUR 320, NUR 335, NUR 350, NUR 360, NUR 420, NUR 430, NUR 450, NUR 455.*

### NUR 485 Course Outcomes

1. Synthesize nursing knowledge to address a complex healthcare challenge. (Spirit of Inquiry, Nursing Judgment)
2. Develop and implement a project that demonstrates leadership and evidence-based practice. (Professional Identity, Spirit of Inquiry)
3. Evaluate the impact of the capstone project on patient care, nursing practice, or healthcare systems. (Nursing Judgment, Spirit of Inquiry)
4. Reflect on professional growth and future contributions to the nursing profession. (Professional Identity, Human Flourishing)

### **Required Courses Not Offered at Centra College**

Course descriptions for required prerequisite and corequisite courses taken at Central Virginia Community College (CVCC) can be found at [https://catalog.centralvirginia.edu/search\\_advanced.php?catoid=4](https://catalog.centralvirginia.edu/search_advanced.php?catoid=4). Please note that CVCC course titles and descriptions may change. Students are encouraged to review information on CVCC's website for any changes and updates to their courses. Students taking prerequisite or corequisite courses at any institution other than CVCC should reference the course catalog at their institution. Students should refer to the curriculum plan for their program to determine which of the following courses they are required to complete

- BIO 141 – Anatomy & Physiology I
- BIO 142 – Anatomy & Physiology II
- BIO 145 – Hum Anatomy & Physiology for the Health Sciences
- HLT 143 – Medical Terminology
- HLT 230 – Principles of Nutrition
- PSY 230 – Development of Psychology
- SDV 101 – Orientation to Healthcare Professions
- PSY Elective Level 200 or Higher
- ENG 111 – College Composition I
- ENG 112 – College Composition II
- MTH 155: Statistical Reasoning
- Humanities Elective
- Social Sciences Elective

# Academic Policies

## **TRANSFER OF COURSES INTO CENTRA COLLEGE**

The Registrar's Office at Centra College determines the transferability of courses and the appropriate placement within the curriculum for all students. The official transfer of courses is processed after a student has been accepted into Centra College as a part of the enrollment process. Students may view accepted transfer courses in their student portal. Transfer courses listed on another college's transcript are not acceptable in lieu of a transcript from the college awarding the credit. The only exception to this is if the student has completed a course through Straighterline, Sophia Learning, or CLEP. In this case, the student will be required to submit official transcripts to Centra College and another regionally accredited institution. If the institution accepts the course as transfer credit and it meets the Centra College course requirement, the student will be required to submit the official transcript from the approving institution. Course descriptions, syllabi, and/or course outlines will be used to determine course equivalency. It is at the discretion of the Registrar's Office to ask for additional documentation that is needed to determine transfer credit eligibility. The college from which courses are transferred must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Centra College does not offer credit for life or work experience.

Transfer credits will not count towards the student's cumulative GPA at Centra College. However, transfer credits accepted towards completion of the program will count as hours attempted and completed for the purpose of calculating Satisfactory Academic Progress (SAP).

- General education courses must be completed with a "C" or higher on a 10-point scale, or equivalent, to be eligible for transfer.
- Health and Science courses must be completed with a "C" or higher on a 10-point scale or equivalent and must be no more than 10 years old to be considered for transfer (This timeframe does not apply to the RN-BSN program).
- Nursing courses must be completed with a "B" or higher on a 10-point scale, or equivalent, to be eligible for transfer. Nursing courses must have been taken within the past two (2) years.
- RN-BSN students who have completed a Nurse Residency or Transition to Practice Program may receive up to 15 elective credit hours. Students will be required to submit official documentation, such as a certificate of completion for credit to be awarded.

The State Council of Higher Education for Virginia (SCHEV), states that a student must complete a minimum of of coursework at the institution to be granted a degree from that institution.

## **COREQUISITE REQUIREMENTS POLICY**

Students must adhere to their program's curriculum plan, including completion of general education and nursing corequisite courses. General education corequisite courses are defined as courses not offered through Centra College and must be completed during or before the assigned semester. These courses are prerequisites for subsequent semesters and must be passed with a minimum grade of C. It is the student's responsibility to ensure they register for and complete these courses on schedule. All corequisite courses are available through the Virginia Community College System and may also be completed through another regionally accredited college or university.

Students who are planning to complete any general education corequisite course(s) outside of the Virginia Community College System are strongly encouraged to reach out to the Registrar's Office before registering for course(s) to verify if the course(s) they intend to take meet the requirements for Centra College. Students taking courses at an institution other than Central Virginia Community College (CVCC) may be required to submit documentation to the Registrar's office to verify that they are on track to complete required corequisite courses on schedule.

Following successful completion of the general education corequisite course(s), official transcripts must be submitted to the Registrar's Office by the drop deadline for the following semester to verify successful completion of the course(s) and for credit to be awarded. For students completing courses at CVCC, the Registrar will work with CVCC to obtain the final official

transcript. Students taking courses at other institutions are responsible for requesting official transcripts to be sent to Centra College and should contact the Registrar's Office if there are any delays or concerns with meeting the deadline.

Official transcripts that are not received by the established deadlines may result in the student being administratively dropped or withdrawn from their Centra College courses and the student will not be able to continue in their program until all unmet corequisite requirements have been completed. If a student does not earn a C or higher in a required corequisite course, the student will be required to retake the course and may be prevented from moving forward in their program at Centra College. Any academic or financial implications for failure to provide the requested documentation and meet the corequisite requirements is the student's responsibility.

Nursing corequisite courses are required to be taken together and follow the designated sequence on the curriculum plan. Nursing corequisite courses are defined in the course descriptions of the course in the catalog. Each nursing course must be successfully completed before a student is able to move forward to the next semester.

### **PROGRAM PROGRESSION POLICY**

Students are expected to make appropriate progress toward completing their program by attending courses each semester as outlined in their curriculum plan. Students who wish to take a semester off should follow the **Leave of Absence Policy**. A student on an approved Leave of Absence (LOA) is expected to return in the next available semester, unless otherwise approved, and within three semesters of the original approval.

Students are expected to complete all corequisite courses as scheduled per the **Corequisite Policy**. A student who fails a corequisite course or fails to take it as scheduled, must complete the corequisite within the following three (3) semesters (including Summer). Students must complete any outstanding corequisite or elective credit requirements within three (3) semesters of completing all Nursing courses at Centra College. Failure to complete the course(s) in the required timeframe may result in being administratively withdrawn from the program. Students who have withdrawn or been administratively withdrawn from the program must reapply to return to the College. In such cases, there is no guarantee of readmission.

### **DROP POLICY**

A student who wishes to drop a course from their schedule during a drop period should follow the policy for their program below. Any student who requests to be dropped from all of their courses for a given semester and wishes to return for the next available semester may be required to request a Leave of Absence (LOA) and will need to meet with the Academic Director for their program. Any student who does not wish to continue at the college will need to complete the withdrawal form and request to withdraw from the college. Students who want to withdraw from the program are strongly encouraged to read the **Withdrawal Policy**. In addition to the Drop and Withdrawal Policies, students are encouraged to review the **Tuition Refund Policy** before making changes to their course schedule.

#### **ADN & PN Program**

ADN & PN students have ten (10) calendar days (including weekends) to request to drop their course(s) after the start of the semester. The drop deadline is published on the academic calendar for each semester. Any student wishing to drop course(s) will be required to complete a drop request form. Any forms submitted after the drop deadline without prior written approval from the Registrar's office will not be processed and the student will be required to submit a withdrawal form if they do not wish to continue in the course(s).

#### **RN-BSN and Nurse Aide Program**

RN-BSN and Nurse Aide students can request to drop a course(s) at any point prior to the start date of the course or once the course has begun, up until the student participates in any activity that results in receiving a grade. Any student wishing

to drop course(s) will be required to complete a drop request form. After a student participates in the course the student will be required to submit a withdrawal form if they do not wish to continue in the course(s). The Registrar's Office will verify participation in all courses after ten (10) calendar days (including weekends) from the start date of the course. Any student who has not participated will be administratively dropped from the course(s). The student is responsible for any financial impact of being administratively dropped from a course(s).

## **WITHDRAWAL POLICY**

Students can withdraw from a course(s) and/or the program after the start of the semester. A student who wants to withdraw from a course(s) or the program should read the applicable withdrawal policy below.

### **Course Withdrawals**

A student who wishes to withdraw from one or more courses during a semester but intends to remain in all other courses is strongly encouraged to meet with the Academic Director and the Offices of Financial Aid and Student Accounts to determine the academic and financial implications prior to initiating the withdrawal. If the student would like to move forward with the course withdraw(s), the student is required to submit a signed Withdrawal Form to the Registrar. The date of withdrawal is the date the student notifies the Registrar of an intention to withdraw. Students are encouraged to continue attending the course(s) until the withdrawal form has been submitted to the Registrar's Office. Notification to an academic director, faculty member, or advisor regarding a withdrawal is not considered official notification. The date of withdrawal is the date the student notifies the Registrar's office in writing of their intent to withdraw. A student who wishes to rescind a course withdrawal must request to be reinstated into their course(s) by contacting the Registrar's Office. Reinstatement is not guaranteed. Any missed course/clinical assignments will receive a grade of zero and no make-up will be provided. If a student who rescinds a withdrawal subsequently withdraws from the same semester, the date of the withdrawal is the original date that the student first withdrew.

Students who withdraw from a course by the official date to withdraw without a grade penalty (see Academic Calendar) will be awarded a grade of "W." There is no GPA impact for a grade of "W." A student withdrawing after that date will be classified as withdraw passing (WP) or withdraw failing (WF) depending upon the course grade at the time of withdrawal. The credit hours for a course from which a student has withdrawn will be counted as attempted, unearned credits for the purpose of Satisfactory Academic Progress (SAP) and will be counted toward the maximum allowable credits for program completion.

A student who withdraws from all of their courses for the semester and is not requesting a program withdrawal or a Leave of Absence (see **Leave of Absence Policy**), is expected to return for the next available semester of enrollment. Students who wish to return in a later semester should review the **Leave of Absence Policy**.

### **Program Withdrawals**

A student who wishes to leave Centra College and does not intend to return, should officially withdraw from the program. A student who is contemplating leaving the College for any reason is strongly encouraged to meet with the Academic Director and the Offices of Financial Aid and Student Accounts to determine the academic and financial implications prior to initiating the withdrawal. If the student decides to withdraw from the College, they are required to submit a signed Withdrawal Form to the Registrar's Office. Students are encouraged to continue attending the course(s) until the withdrawal form has been submitted to the Registrar's Office. Notification to an academic director, faculty member, or advisor regarding a withdrawal is not considered official notification. The date of withdrawal is the date the student notifies the Registrar's office in writing of their intent to withdraw. A student who wishes to rescind a program withdrawal must request to be reinstated into their courses by contacting the Registrar's Office. Reinstatement is not guaranteed. Any

missed course/clinical assignments will receive a grade of zero and no make-up will be provided. If a student who rescinds a withdrawal subsequently withdraws from the same semester, the date of the withdrawal is the original date that the student first withdrew.

Students who withdraw from the program in the middle of a semester by the official date to withdraw from courses without a grade penalty (see Academic Calendar) will be awarded a grade of "W." There is no GPA impact for a grade of "W." A student withdrawing after that date will be classified as withdraw passing (WP) or withdraw failing (WF) depending upon the course grade at the time of withdrawal. The credit hours for a course from which a student has withdrawn will be counted as attempted, unearned credits for the purpose of Satisfactory Academic Progress (SAP) and will be counted toward the maximum allowable credits for program completion.

Students who wish to return to the College after a program withdrawal must reapply. Readmission to the College is not guaranteed. All students who are readmitted after a withdrawal must comply with the program requirements in effect at the time of readmittance. The College reserves the right to readmit or deny readmission based on the reason for leaving the College as well as past academic performance. All previous financial obligations to the College must be satisfied prior to reapplying. Please refer to the **Readmission Policy** for further details.

### **Administrative Withdrawals**

A student may be administratively withdrawn from the College or a course if the student:

1. Is absent for ten consecutive calendar days in any or all courses, having had no contact with faculty or administration,
2. Has not returned to the College after an approved period for leave of absence and has not applied for a continuation of leave or withdrawal,
3. Has not returned at the time specified after academic or disciplinary action,
4. Has been administratively dismissed. Students may be administratively dismissed from the College for several reasons, including, but not limited to:
  - Failure to maintain Good Academic Standing (see Academic Standing Policy)
  - Failure to pay tuition
  - Failing a drug screening
  - Negative changes to background information
  - Other behaviors that are deemed inappropriate
5. If a student is clinically unsuccessful in a course, the student will be administratively withdrawn from the course and will receive a "WF" regardless of when it falls in the semester.

Evaluation of an administrative withdrawal from a course(s) is based solely on the participation of the specific course. Participation in one course does not mean participation in all courses. Students are strongly encouraged to attend all of their scheduled classes and communicate with their faculty members in the event of an emergency that requires them to miss a class.

The withdrawal date for students who are administratively withdrawn is the last date the student participated in scheduled college activities or received a notification of dismissal, whichever comes first. Students who are administratively withdrawn may apply for readmission if eligible. See **Readmission Policy** for details.

### **Veterans Leave of Absence, Withdrawal, Readmissions, and Deferral of Enrollment Policy**

The College adheres to the Higher Education Opportunity Act of 2008 regarding veterans' leave of absence, withdrawal, deferral and readmission policies. If a student is planning a military leave, he or she must give advance written or verbal

notice of the military service to the Dean's office, unless such notice is precluded by military necessity. If a student is forced to withdraw from enrolled courses due to military service, the student will be given an "incomplete" in the enrolled courses as a pending grade. The student will have approximately five (5) years to return and complete the "incomplete" courses. To be readmitted (reinstatement) after a military hiatus, the student must give notice (written or verbal) of his or her intent to re-enroll to the Dean's office no later than three (3) years after the completion of the period of service. If the student is recovering from a service-related injury or illness, the student must notify the College no later than two (2) years after recovery. Students may contact the Dean's office for more information. Students will not need to re-qualify for admission upon reinstatement into pending courses. Students will be provided counseling by the Academic Director of the program to determine the impact of absence from the program. Students will be provided options to resume study in the pending courses, start the program completely over from the beginning of the curriculum, or in the event the program is no longer available, other options may be advised to the student on further enrollment. In the event a prospective student was admitted into a selected program, but did not begin attendance due to military service, may be allowed to defer enrollment into the selected program upon return from military service without the need to re-qualify through the admissions process.

## **Grading Policies and Procedures**

### **ACADEMIC GRADING**

When nursing courses have a theory and clinical component, both must be satisfactorily completed before credit can be earned.

#### **Academic Grading Scale**

Registered Nurses to Bachelor of Science in Nursing, Associate Degree in Nursing, Practical Nursing, and Nurse Aide Education programs

*Letter grades are assigned to completed courses according to the following scale:*

A	90-100	4 grade points
B	80-89.99	3 grade points
C	70-79.99	2 grade points
D	60-69.99	1 grade point
F	Below 59.99	0 grade points

***The withdrawal definitions below are applied to all programs:***

W	Withdraw without grade penalty (withdraw by date on academic calendar)
WP	Withdraw passing
WF	Withdraw failing

***Other grade designations utilized at Centra College:***

I	Incomplete
S	Satisfactory

NI Needs Improvement

US Unsatisfactory

### Credit Hours

Credit hours are assigned to courses according to the following methodology of conversion:

Semester (16 weeks-RN-BSN and ADN, 13-16 weeks-PN):

#### *RN-BSN Program*

15 class hours per week                      1 semester credit hour

#### *ADN/PN Programs*

15 class hours                                      1 semester credit hour

30 lab hours                                        1 semester credit hour

45 clinical lab hours                            1 semester credit hour

### Grade Point Average

Each semester for the RN-BSN, ADN, and PN programs, the grade point average will be computed as follows:

Number of grade points for term                      =                      Grade Point Average Number of credit hours taken in term for term

Total number of grade points earned                      =                      Cumulative Grade Total number of credit hours taken Point Average

### **GRADE REQUIREMENTS**

All prerequisite and corequisite courses completed outside of Centra College will require a final course grade of 70% or better. In addition, students enrolled in the PN Program are required to have a minimum overall GPA of 2.5 or better in the first semester courses. All Centra College courses must be completed with a final course grade of 80% or better.

Nursing courses having a clinical component must be completed with a clinical grade of “satisfactory.” A student receiving a grade of “unsatisfactory” in the clinical portion of a course will receive a grade of “F” for that course. Students may repeat only one failed nursing course. **Failure of any two nursing courses will result in dismissal from the program.**

Permission to repeat a failed nursing course is not automatic. Previous academic and clinical records, as well as available space in the course, will be used in determining readmission. If a student repeats a failed nursing course, the grade of the repeated course will replace the previous grade on the official transcript. Students in the Nurse Aide Education program will be required to reapply for admission to repeat the program if unsatisfactory in any of the didactic, clinical, or skills lab content.

Credit hours for courses receiving a failing grade (less than “B”) will count as unearned, attempted credits for the purpose of Satisfactory Academic Progress (SAP). If the failing grade is subsequently replaced with a passing grade as the result of a grade appeal, SAP will be reevaluated based on the updated grade.

## ISSUING OF GRADES

Final course grades will be available on the LMS within one week after the term ends. Transcripts will display final grades as letter grades only. To view final numerical grades, students must check the LMS.

## INCOMPLETE GRADE

Incomplete grades may be earned due to illness or extenuating circumstances and with approval of the course instructor and Academic Director or designee.

In general, an Incomplete grade may only be earned if the following conditions are met:

1. The student has satisfactorily completed 60% of the course or
  1. 10 weeks of a 16-week course
  2. 8 weeks of a 13-week course
  3. 5 weeks of an 8-week course
2. The student has a passing grade at the time of consideration for an Incomplete grade

There may be other circumstances under which an Incomplete grade is earned. These situations will be evaluated on an individual basis and a decision rendered by the Dean or designee after consultation with the Registrar, Academic Director, and course instructor.

Incomplete grades must be resolved within the next semester that the course is offered. If not resolved, the Incomplete grade will convert to a failing grade. The student earning the Incomplete and the course instructor must agree in writing to the parameters leading to resolution of the Incomplete grade, prior to entering a grade of Incomplete in the academic record. This written document will serve as a contractual agreement between the student and Centra College.

Credit hours for courses receiving a grade of Incomplete will count as unearned, attempted credits for the purpose of Satisfactory Academic Progress (SAP). Once the Incomplete grade is replaced with a letter grade, SAP will be reevaluated based on the updated grade.

## GRADE APPEAL POLICY

### Philosophy

To provide a means by which students can appeal a final course grade or an accusation of academic dishonesty.

The Grade Appeal Policy is the final step in appealing a final course grade or accusation of academic dishonesty. Final course grades only move to Grade Appeal if the student believes there is sufficient evidence to demonstrate that the instructor has not followed the syllabus guidelines for grade determination. This applies to final grades only. Concerns about grades earned on individual course assignments should be managed through the Student Complaint Policy.

Grade appeal timelines are based on *academic days*. Academic days are days when the College is open for business and during a semester in which the program the student is enrolled is holding classes.

### Requirements for moving to a Grade Appeal

#### Grade Appeals for Final Grades

A student may appeal a final course grade only if the grade earned was not in accordance with the grading policy described in the course syllabus. If a student wishes to grieve a final grade, the student must meet with or communicate this desire to

meet with the instructor within three (3) academic days of issuance of the final grade in the Student Portal to settle the disputed grade. All grade appeals must begin with this step. If the student prefers, the Academic Director may arrange and attend the meeting between the student and the instructor.

### Grade Appeals for Accusations of Academic Dishonesty

A student may appeal an accusation of academic dishonesty. If a student wishes to grieve an accusation of academic dishonesty, the student must meet with or communicate this desire to meet with the instructor within three (3) academic days of the accusation to settle the matter. If the student prefers, the Academic Director may arrange and attend the meeting between the student and the instructor.

### Grade Appeal Procedure

All appeals must begin with a meeting with the instructor or Academic Director, depending on the issue. If the student has not resolved the issue after meeting with the instructor and/or Academic Director, the student may begin the formal appeal process. To begin the appeal process, the student must notify the Dean via email (not through the LMS) within three (3) academic days of the meeting with the instructor and/or Academic Director. At the time of notification, the student shall submit via email all documentation relative to the appeal. In the absence of documented extenuating circumstance, failure to notify the Dean within this designated time period will end the student's right to appeal.

- Appeals related to final course grades proceed *only* if the student believes that the grade earned was not in accordance with the grading policy described in the course syllabus.
- If at any time in the appeals process, the student and instructor or Academic Director can resolve the issue, the appeal process is concluded. Deviations from the time frames stipulated in this policy must be agreed to by all parties. Adjunct faculty may request the assistance of a full-time faculty member during the appeal process.

Upon receipt of email notification from the student communicating the desire to begin the formal appeal process, the Dean has three (3) academic days to set a date acceptable to all parties for a Grade Appeal Committee meeting. This Grade Appeals Committee meeting shall be held within ten (10) academic days of receipt of email notification from the student communicating the desire to begin the formal appeal process. If the Dean is absent from the College, a designee shall convene the Grade Appeal Committee and schedule the meeting.

### Grade Appeal Committee

The Grade Appeal Committee will be made up of four (4) nursing faculty members not involved in the course for which the student is appealing a grade or accusation of academic integrity *at the time of the appeal*. The meeting will be presided over by the Dean or Dean's designee.

The student filing the appeal and the faculty member assigning the grade or incident involving academic dishonesty are expected to attend the meeting. After introductions, the student has 10 minutes to present evidence related to either the way the grade assigned was not within the grading scheme described in the syllabus or the accusation of academic dishonesty. The involved faculty member will have 10 minutes to present evidence supporting the grade or accusation of academic dishonesty. The Committee members will have 20 minutes to ask pertinent questions of the student and faculty member, and then the student and faculty members will be dismissed.

After dismissal of the student and faculty member, the Committee will deliberate and come to a decision. Each Committee member will provide a vote regarding the issue in question, the Dean has no vote unless a consensus is not reached. The goal of the Committee is a consensus and if a consensus among the Committee members is not achieved, the Dean or Dean's designee will provide a final decision.

The Dean will notify the student of the outcome via email and require an acknowledgement via electronic document.

All decisions made by the Grade Appeal Committee are final and can only be appealed if the student has new evidence related to the grade or incident and notifies the Dean within three (3) academic days of notification of the outcome of the Committee meeting.

### **REPEATED COURSES**

Students are required to successfully complete a course within two attempts. An attempt is defined as course with an outcome of a withdrawal, a failing grade, or a passing grade. If a student withdraws from a course or receives a failing grade, it will not count as successful completion of credits. Once a student receives a passing grade, the course will be counted as a successful completion of credits. When a course is repeated, only the most recent course grade and credits received will be used to calculate the cumulative GPA. All attempts will remain on the transcript. Transfer credits accepted towards completion of the program, as well as all credits attempted while enrolled at the College, will count toward the 150% of the program length for the purpose of **Satisfactory Academic Progress (SAP)** and **Program Completion Time**. The College does not offer non-credit or remedial courses.

Please refer to the **Federal Aid Repeat Policy** for information on how repeat coursework may affect federal aid eligibility.

### **PROGRAM COMPLETION TIME**

Students are expected to complete the enrolled program within 150% of program length. Program length is defined as minimum number of credits required to complete the program. Program length for each nursing program at Centra College are as follows:

- RN-BSN is a 120-credit program and must be completed within 180 attempted credits.
- ADN is a 67-credit program and must be completed within 100 attempted credits.
- PN is a 50-credit program and must be completed within 75 credits.

All credits attempted count towards the 150% program length calculation.

### **LEAVE OF ABSENCE**

Students who wish to take a leave of absence (LOA) from the College for a semester, after which time they intend to return, may request an official LOA (non-federally defined for financial aid purposes). If approved, the LOA allows the student an opportunity to return to the program in the next available semester, unless otherwise approved, without the need to reapply. A student on an approved LOA must return within three semesters of the original approval. The total time away from the program cannot exceed 180 days. A student who wishes to take an LOA is required to meet with the Academic Director for the program and is strongly encouraged to meet with the Offices of Financial Aid and Student Accounts to determine the implications of the leave on their current and future financial aid, billing statement, and loan repayment status. If approved by the Academic Director, the student should officially request an LOA by submitting a completed LOA form to the Registrar, indicating their intent to take an LOA. The date of leave is the date when the student notifies the Registrar of their intention to take an LOA.

If the student is enrolled in classes, taking a leave of absence before the last date to withdraw as published in the academic calendar will result in grades of W (withdraw). Taking a leave of absence after the last date to withdraw as published in the academic calendar will result in grades of WP (withdraw passing) or WF (withdraw failing).

### **Failure to Return from a Leave of Absence**

A student on an approved leave of absence who decides not to return to Centra College should contact the Academic Director for the appropriate program and notify the Registrar with a written request for a withdrawal from the program. The date used for the withdrawal from the program will be the original date the student started the Leave of Absence or the last date of attendance, whichever is earlier.

A student who does not return from an LOA after the approved period and does not request to withdraw from the program will be administratively withdrawn. The date used for the withdrawal from the program will be the original date the student started the Leave of Absence or the last date of attendance, whichever is earlier.

Students who have withdrawn or been administratively withdrawn from the program are required to reapply in order to return to the College. In such cases, there is no guarantee of readmission.

## ***READMISSION POLICY FOR STUDENTS WHO WITHDRAW IN GOOD ACADEMIC STANDING***

### **1. Eligibility for Readmission**

Students who voluntarily withdraw from the ADN, PN, or RN-BSN program while in good academic standing may be eligible to reapply for readmission without waiting for a specified period. However, they must submit a completed admissions application and meet all current admission requirements.

### **2. Application and Enrollment Process**

- **Application:** The student must submit a completed admissions application by the specified deadline for the desired semester of reentry.
- **Documentation:** Any required documentation, such as academic transcripts (if applicable), personal statements, or letters of recommendation, should be submitted along with the application.

### **4. Conditions of Readmission**

- **Academic Requirements:** The student will be expected to meet all current academic and program-specific requirements upon reentry.
- **Program Placement:** Students who return within a year of their last attendance, the Registrar and Academic Director will determine the student's reentry point within the program based on prior academic performance and current course offerings. If necessary, the student may be required to repeat certain courses to ensure they are fully prepared for the program.

Students who have been out of the program for more than a year may be required to start the program from the beginning.

## ***Readmission Policy for Students Dismissed from The College***

### **1. Eligibility for Readmission**

Students dismissed from Centra College may reapply for readmission at the next available admission deadline following the semester during which they were dismissed. Admission deadlines that occur in the same semester as the dismissal are not valid for reapplication. For example, if a student is dismissed in the Spring semester, they will be eligible to apply for readmission in the following Spring semester.

### **2. Application & Enrollment Processes**

Students will be required to follow all the current admission processes and meet the enrollment requirements for the semester for which they are applying for.

### 3. Review of Academic Records

The Registrar and Academic Director will review the students' prior academic records to assess their previous performance in the program. This review will determine the following:

**Program Placement:** Based on the student's prior academic records, the Registrar and Academic Director will determine the appropriate entry point within the program upon readmission. This may include starting at a different level or repeating certain courses if necessary to ensure the student is adequately prepared to resume coursework. Students may also be required to complete a remedial course before they are able to resume the standard curriculum. Students will be notified during the enrollment process of any remedial course requirements and expectations for successful completion.

### 4. Conditions of Readmission

**Academic Performance:** Upon readmission, the student will be expected to meet all academic and behavioral standards set by the program.

**Ongoing Evaluation:** The student's progress will be regularly assessed upon reentry to ensure successful completion of the program. If the student earns two course failures after readmission, they will be dismissed from the program and will no longer be eligible for future reentry to Centra College for a period of two years. In which case, if they are readmitted, they will be required to complete their program from the beginning.

## **ACADEMIC STANDARDS PETITION**

Current students who believe that they have special or extraordinary circumstances may appeal a Centra College decision related to program progression to the Academic Standards Committee. Students who seek exceptions to Centra College decisions, other than those related to admission requirements, may submit a request along with any required documentation to support their petition for review by the committee. Depending on the reason for the petition, the student may be required to appear before the committee.

### ***Procedure***

Students who believe they have special or extraordinary circumstances that warrant reconsideration for program progression decisions should contact the Academic Director for their specific program in writing, requesting to petition the Academic Standards Committee within 5 business days of the final grade being posted in the Student Portal. The student should submit all supporting documentation related to the request at the time of the submission. Academic Directors may need to assist and guide students regarding what documentation to include. Students may only petition the Academic Standard Committee during the semester immediately following receipt of notification of the decision impacting program progression. The Academic Director should review this policy with the student, as there will be a waiting period between requesting consideration and receiving a decision.

In January, June, and September of each year, an Academic Standards Committee will be convened by the Dean or Dean's designee. Petitions received during the previous semester will be heard at the meeting. Membership of the committee will include the Dean or Dean's designee, Registrar or Registrar's designee, one academic Director, and two (2) faculty members not involved in the reason for the petition. If there are no petitions to be heard before the Committee, no meeting will be scheduled. Depending on the number of petitions and the issues before the Committee, the membership may change for each individual issue to assure objectivity.

The student petitioning the Academic Standards Committee may or may not be required to attend, but the student has the right to attend whether requested to be present or not.

Upon hearing the presentation of each petition, and without the student present, the Committee will attempt to reach a consensus on each petition. For each petition, if no consensus can be reached within a reasonable timeframe, the Dean or Dean’s designee will render a decision.

Petitioners will be notified by email and requested to sign an electronic document acknowledging the decision. Decisions made by the Academic Standards Committee are not subject to appeal. Students may only appeal the decision if new information regarding the facts of the petition is brought forward within three (3) academic days of the Committee meeting.

## GRADUATION

### Conferral of Degrees

Degree conferral is the process by which a degree is awarded based on the published graduation and program requirements at the time of the student’s matriculation.

Throughout their program, students should ensure they are on track to complete all academic and financial requirements needed to graduate. A student’s degree will only be conferred after verification that all graduation requirements have been completed. The appropriate conferral date appears on the student’s official transcript based on when the final graduation requirements have been met and according to the College’s Conferral schedule. Students who have outstanding graduation requirements will have their degree conferred on the next scheduled conferral date.

### Application for Graduation

Students enrolled in the final semester of their program are required to complete an Application for Graduation by the published deadline below for their degree to be reviewed for conferral. The Registrar’s Office will send the appropriate graduation application to all eligible. Students who do not complete an Application for Graduation are at risk of not having their degree conferred.

Once the Registrar’s Office receives a student’s Application for Graduation and determines that all requirements have been met successfully or are in progress for completion, the Registrar’s Office will approve a student’s graduation application. The approval of a student’s graduation application is not a guarantee that the degree will be conferred. It is at the discretion of the registrar to request a student to submit a new graduation application if graduation requirements have not been met for the approved semester.

Anticipated Graduation Month	Application for Graduation Deadline
May	February 15 <sup>st</sup>
August	June 15 <sup>th</sup>
December	September 15 <sup>th</sup>

### Issuing of Diplomas

Once a student’s degree or certificate has been conferred, a diploma order will be placed by the Registrar, and the student will receive their diploma in the mail. **Please note that diplomas may take 6-8 weeks to arrive.** Students should complete the Student Information Change Form if their address has changed while enrolled at Centra College before the last day of

the semester. Name change requests must be submitted prior to the graduation application deadline. Any requests submitted after these deadlines are subject to approval.

## Graduation

Graduation is a symbolic ceremony in which graduates are recognized for the completion of a college certificate or degree. Students are encouraged to participate in the official college graduation exercises that are held in May and December each year. Graduates from August will be invited to participate in the December ceremony.

Certificate and Associate Degree students can have no more than 6 credit hours of outstanding coursework to participate in the commencement exercises in May. Baccalaureate Degree students can have no more than 9 credit hours of outstanding coursework to participate in the ceremony.

Students will be required to submit an RSVP to reserve their spot in the ceremony. Tickets are required for all guests attending the graduation ceremony. The number of tickets graduates get each year is dependent upon the number of graduates participating and the size of the venue. A mandatory meeting for all graduates will be held the week of the graduation. All graduates participating in the ceremony will be required to attend.

## Pinning Ceremony

Centra College recognizes the importance of a nursing graduate to receive their pin upon completion of their program. Therefore, a separate pinning ceremony will be held at the end of each semester where a formal graduation ceremony is not held. Tickets are required for all guests attending the pinning ceremony. The number of tickets a graduate gets is dependent upon the number of graduates and the size of the venue.

ADN and PN students will be required to wear their Centra College-issued scrubs, and RN-BSN students will be required to wear business casual dress.

Certificate and Associate Degree students can have no more than 6 credit hours of outstanding coursework to participate in the pinning ceremony. Baccalaureate Degree students can have no more than 9 credit hours of outstanding coursework to participate in the pinning ceremony.

## Academic Honor Cords

Honor cords are gold cords worn with a student's regalia at commencement. Students who have completed all degree requirements and have earned a cumulative grade point average of 3.5 or higher will receive honor cords.

- Cumulative GPA of 3.76-4.0 – Double cord
- Cumulative GPA of 3.5-3.75 – Single cord

## Student Organization Cords

In recognition of participating in an approved Centra College student organization, students will have the opportunity to wear the specified cord established by the Centra College Student Organization or National Organization. Faculty representatives of these organizations will work with the Centra College administration to order cords for graduating members. Cords are not to be ordered without approval from Centra College administration. Members will be recognized with a single cord and officers will be recognized with a double cord.

### **Centra College Student Organization Cord Colors:**

*Student Government Association (SGA): Light Blue*

*Multicultural Student Nurses Organization (MSNO): Emerald*  
*Baptist Nursing Fellowship (BNF): Lilac*

### **National Student Organization Cord Colors**

*Student Nurses' Association (SNA):* SNA cords are given to all active members. Student officers are given distinct student leader cords. SNA cords are light blue, silver, and purple.

## **LICENSURE ELIGIBILITY**

Centra College is regulated by the Virginia Board of Nursing (VBON). Upon graduation or completion of the program, the graduate is eligible to file an application to take the examination for licensure in the state where the graduate expects to practice. Upon degree conferral, Centra College will send the attestation information directly to VBON. Once VBON processes the information sent, VBON will send students their invitation to test. Please note that Centra College is not responsible for the processing time for VBON. Students who want to test outside the state of Virginia are responsible for sending any requests for verification to the Registrar's office.

A student may be denied the right to take the licensing examination in Virginia due to a conviction of a felony or misdemeanor involving moral turpitude or for other reasons cited in section 54.1-3007 of the Code of Virginia.

## **TRANSFER OF CREDITS FROM CENTRA COLLEGE**

Centra College degrees, certificates, and credits may or may not transfer to another institution. The decision to accept transfer credits, degrees, and/or certificates obtained at Centra College is determined by the accepting institution. This also includes recognition of Centra College's accreditation.

## **PROGRAM TERMINATION**

Termination of an academic program requires Board of Nursing approval. In the event of a determined program closure, the Dean will be responsible for written notification to students and for providing students with a detailed teach-out agreement.

## **RECORD RETENTION AND RELEASE POLICY**

Centra College is responsible for the maintenance of student academic and financial records. Current and graduate student files are in locked, fire-resistant file cabinets and/or electronically housed and are accessible by administration and faculty. Accreditors may select records for review during accreditation reviews and visits. Academic records may also be reviewed by the Department of Education upon request. For health records, please see the Student Health Records Policy.

Academic transcripts are kept on file indefinitely for every Centra College student. The following academic and student financial records are retained for three (3) years after the end of the Academic Year in which the student separated from the college:

- Application
- High School Transcript/GED
- College Transcript(s)
- TEAS/Kaplan Examination Results
- Reference(s)/Letter(s) of Recommendation
- Enrollment Agreement
- Final Clinical Evaluation/Skills Checklist
- Preceptorship Orientation Acknowledgement
- Financial Statement

- ISIR Data and Verification Documents
- Scholarship Applications
- Need Analysis Documents
- Consortium Documents
- Loan Records
- Tuition Payment Records
- Refund Calculations
- Evidence of Monies Returned

The following institutional financial and program records are retained for 3 years after the final award year:

- Institutional and Program Participation Records
- Fiscal Operations Reports
- Scholarship Applications

### ***Release of Information to Other Parties:***

- According to FERPA, written permission from the student or graduate is required before any non-directory information will be released.
- Students may request transcripts be sent to designated institutions or persons. Students will need to use the Transcript Request Portal through the National Student Clearinghouse to request transcripts from Centra College. Students are responsible for all posted fees for the ordering of their transcripts. Please note that transcripts will not be released unless tuition and other obligations to the College have been satisfied.

### ***Education Verification:***

Students may contact the Registrar’s Office to request education verifications for various purposes, including but not limited to employment, loan deferment, and licensure in another state. Requests requiring more than one page of information may incur an administrative processing fee of \$20 per request. If your request is charged the fee, the registrar will notify you. Requests will not be fulfilled until the fee is paid.

Students requesting that the Registrar provide a verification letter must complete the Education Verification Request Form, available from the Registrar’s Office. For forms requiring the Registrar’s signature or completion, students must ensure all sections under their responsibility are filled out before submitting the form.

Please allow 3–5 business days for processing single-page verification requests and up to 10 business days for multi-page forms.

If an education verification is requested on the student’s behalf, a consent form signed by the student must be provided with the request. Requests made via phone will not be honored. All education verification requests must be submitted in writing to [registrar@centracollege.edu](mailto:registrar@centracollege.edu).

## ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)***

**The Family Educational Rights and Privacy Act, Public Law 93-380 as amended in 1974 (“FERPA”) requires educational agencies to inform eligible students (eighteen or over) and/or parents annually of their rights accorded by the FERPA Act.**

### **A. Rights of Students**

1. Students of Centra College have a right to
  - Be provided a list of the types and location of educational records maintained by the College and the titles and contact information of the officials responsible for those records. (see handbook section “Management of Student Records”)

- Inspect and review education records within 45 days of a written request being presented to the authorized custodian of the records in question
- Receive a response from the College to reasonable requests for explanations and interpretations of Education Records within ten (10) business days
- Request amendments to their Education Records if the student believes that they are inaccurate, misleading, or otherwise in violation of privacy rights. If the College refuses to make such amendments, the student shall have an opportunity for an administrative hearing to challenge the content of the record on the same grounds and to insert a written statement or explanation commenting upon the information in the record
- Inspect and review only such parts of educational material documents as they relate to him/her or to be informed of such specific information
- Revoke, in writing, any previously executed waiver of rights under FERPA, with respect to any actions occurring after revocation.
- File complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S. W., Washington, D.C. 20202-4605.

**B. Disclosure of Education Records.** Education Records or other Personally Identifiable Information (other than Directory Information, as described in Section C. below) may not be disclosed without the student's prior written consent except in the following instances. For purposes of compliance with FERPA, the College considers all students, regardless of age or tax dependency status to be independent. Therefore, educational records will not be provided to parents without the written consent of the student, except where one or more of the exceptions below applies

1. To the student himself/herself, unless he/she has waived the right
2. To College officials who have a legitimate educational interest in the records.
3. In connection with determining eligibility, amounts, and conditions, or enforcing terms of financial aid for which the student has applied or that which he or she has received
4. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of the compliance therewith, unless such notification is not required by FERPA
5. To appropriate parties in connection with a health and safety emergency where the College determines that there is an articulable and significant threat to a student or any other individuals, where the knowledge of such information is necessary to protect the health or safety of the student or other individuals
6. To law enforcement agencies and to certain other governmental authorities and agencies as are enumerated in and required or permitted by FERPA
7. To a court in connection with legal action by the College against a student or a student's parent or by a student or student's parent against the College
8. To a victim of an Alleged Perpetrator of a Crime of Violence or a Non-forcible Sex Offense. Such disclosure may only include the final results of the disciplinary proceedings conducted by the College with respect to the alleged crime or offense. The College may disclose the final results of the disciplinary proceeding regardless of whether the College concluded a violation was committed
9. Disclosure of the final result of a disciplinary proceeding where the alleged student/perpetrator is found to have violated College policy with respect to a criminal allegation. Such disclosure may be made (even to members of the public in certain circumstances) where the College has determined through its disciplinary proceedings that a student is (a) an Alleged Perpetrator of a Crime of Violence or a Non-forcible Sex Offense; and (b) with respect to the allegation made against the student, the student has committed a violation of the student code. Such a disclosure may only include the final results of the disciplinary proceedings conducted by the College with respect to the alleged crime or offense. The College may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
10. To authorized representatives of the federal, state and/or local government as permitted by FERPA in connection with an audit of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements relating to those programs.
11. To accrediting organizations to carry out their accrediting functions

12. To organizations conducting studies for, or on behalf of, educational agencies or institutions to:
  - a. Develop, validate, or administer predictive tests
  - b. Administer student aid programs
  - c. Improve instruction.

Disclosures made pursuant to this paragraph are subject to the requirements that (i) the studies are conducted in a manner that does not permit personal identification of parents and students to individuals other than representatives of the organization; and (ii) the information is destroyed when no longer needed for the purposes for which the study was conducted.

13. Pursuant to a student record release request made under the Solomon Amendment. (See section D. below.)

### **C. Disclosure of Directory Information/Limited Directory Information Policy:**

The College hereby gives notice that the categories of information defined herein as Directory Information may be released without the prior written consent of the student under the circumstances enumerated below. The College reserves its right to determine when and to whom it is appropriate to release Directory Information in response to third party requests. Any release of information deemed to be appropriate by the College will only occur as enumerated below:

1. The following categories of Directory Information may be disclosed to anyone who so requests:
  - Name
  - Address
  - Date of Birth
  - Telephone Number
  - Major Field of Study
  - Degree Sought
  - Student Level
  - Degrees, Honors & Awards Received
  - Dates of Attendance
2. Opting Out of Directory Information: Students who wish to opt-out of having their directory information disclosed without their prior consent must make the request in writing. All requests shall be directed to the Office of the Registrar. Such requests shall apply only to subsequent actions by the College and shall remain in place until removed by written request of the student. The College will not use Social Security Numbers as a means of verifying the identity of a student, nor to confirm identity of the student upon the request for the release of Directory Information about the student.

**D. Military Access to Education Records.** The Solomon Amendment is not a part of FERPA, but it allows military organizations access to information for the purposes of military recruiting which information may otherwise be protected from disclosure under FERPA. Failure to comply with this requirement could result in the loss of various forms of federal funding including various forms of Federal Student Aid.

1. At Centra College, all items included under the Solomon Amendment's list of required information are included within the College's definition of "Directory Information." These include name, addresses, telephone numbers, age, major, dates of attendance and degrees awarded.
2. Information released is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. Military recruiters must be from one of the following United States military organizations: Air Force; Air Force Reserve; Air Force National Guard; Army; Army Reserve; Army National Guard; Coast Guard; Coast Guard Reserve; Navy; Navy Reserve; Marine Corps; Marine Corps Reserve.
3. If a student requests that their Directory Information be withheld under section C.2. of this policy, the student's records will not be released to military recruiters.

For questions or concerns regarding FERPA, please contact the College Registrar's Office at 434-200-5369 or [Registrar@CentraCollege.edu](mailto:Registrar@CentraCollege.edu) .

For more information regarding FERPA, or to see FERPA regulations in full please visit [Family Educational Rights and Privacy Act \(FERPA\)](#)