



CENTRA

College



# CENTRA COLLEGE

STUDENT HANDBOOK

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

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This handbook provides students with information on additional policies and exceptions not included in the Academic Catalog. The College reserves the right to modify policies and procedures at any time without prior notice. This handbook is not intended to serve as a contract between the College and any student or individual. Students are responsible for understanding the information contained in the Student Handbook, and failure to read or comply with its contents does not exempt them from accountability. Any changes to policies will be communicated through the website and the Learning Management System (LMS).

## STUDENT CODE OF CONDUCT

Upon admission to Centra College, students agree to act responsibly in all areas of their conduct and to take full responsibility for their actions. Student organizations also agree to act responsibly in all areas of their conduct and take full responsibility for their collective actions. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as academic and behavioral regulations.

Centra College maintains partnerships with external institutions, including but not limited to educational institutions, libraries, and health service providers. A student who violates the rules of a Centra College partner is also subject to this Centra College policy.

### Policy

The following is a non-exclusive list of behaviors prohibited by students and students at any Centra College location or via any Centra College resource, including electronic communications, at any Centra College-sponsored activity, or at any location (physical or electronic) that impacts students, faculty, or staff in the educational environment.

1. Non-adherence to any standards for behavior in the clinical, laboratory, or simulation environment, including violation of the dress code.
2. Bullying of any kind, including unwanted teasing, threats, or spreading of derogatory rumors or falsehoods.
3. Discriminatory comments or retaliatory actions.

4. Dishonesty, including but not limited to cheating, plagiarism, or other forms of academic dishonesty. This also includes use or possession of materials, devices, or technology during academic work, tests, quizzes, or other assignments which are not authorized by the person administering the academic work, test, quiz, or other assignment. This includes in-person work or online work.
5. Disorderly conduct.
6. Disruption of the educational environment, such as use of unauthorized electronic and entertainment devices not approved by the instructor and classroom disturbances. Classroom disturbances include, but are not limited to, leaving and re-entering the classroom without permission, repeated interruption of the instructor or other students, talking loudly to others or self, poor personal hygiene, grandstanding, making comments that are antagonistic, openly rude, threatening, or abusive and nonadherence to regular classroom behavior, such as sitting in a seat and being attentive to instructor and peers. The educational environment includes the classroom, laboratory, simulation, and clinical settings.
7. Misuse of Centra College identification, including attempting to represent oneself as a Centra College nursing student outside of scheduled clinical experiences at a healthcare organization.
8. Non-compliance with directions, such as directions administered by Centra College, law enforcement, or fire safety personnel or non-compliance related to the wearing of face masks or with social distancing requirements.
9. Smoking and tobacco use on any Centra College or other smoking/tobacco prohibitive environment.
10. Any other behavior that would be considered inappropriate by a reasonable person.

### *Consequences (Disciplinary Action)*

Any member of the Centra College community may file a complaint against any student or student organization. Complainants are encouraged to submit complaints in writing and allegations must be submitted within five (5) business days after the alleged incident to be considered timely.

Breaches of this policy related to academic dishonesty may result in academic penalties imposed by the instructor. Appeals related to the actual grade will be handled through the Grade Appeal Policy. The action of cheating, plagiarism, or other forms of academic dishonesty will also be subject to this policy and any warranted disciplinary action.

All code of conduct complaints will be investigated by one or more members of the Centra College administrative team, composed of Directors and the Dean. Depending on the nature of the allegation, and if there is an immediate threat to the campus or classroom environment, the Dean or Dean's designee may immediately remove the student or organization from classes or other activities at Centra College, pending investigation.

Students found in violation of the code of conduct will receive a disciplinary action advisory. An advisory is a written notification of a violation of the code of conduct, and the student will be required to provide an electronic signature acknowledging the disciplinary action advisory. A disciplinary action advisory is retained in the student's academic record regardless of whether the student signs the acknowledgement.

It is important to note that some code of conduct violations that are egregious and will result in immediate dismissal and will not be subject to the disciplinary action advisory process. Examples of these include but are not limited to breach of patient confidentiality, falsification of clinical documentation, endangering the safety of a patient, practicing outside the scope of practice for a nursing student, and threatening a Centra College student or employee.

Upon receipt of four disciplinary action advisories throughout the program, the student will be dismissed from Centra College and may not be eligible for readmission.

## HONOR CODE

Each student is required to sign the Honor Code Pledge during the enrollment process to the college. A copy of the signed pledge will be kept in the student's file. Students will attest to the honor code before the start of each test. Violation of the Honor Code may result in dismissal. A copy of the honor code is provided below.

As a member of the student body of Centra College, I hereby pledge upon my honor to abide by all the regulations governing that body. I understand completely that, if found guilty of cheating, lying, stealing, destruction of property, or failure to report any of the above when witnessed, I may be dishonorably dismissed from Centra College. I will conduct my personal life with integrity, refraining from any action that would discredit myself, the members of the student body of Centra College, or the nursing profession.

I hereby pledge that I understand the Honor System and am aware that a breach of the Honor System may result in a trial before the Honor Council as specified in the By-Laws of the Honor Council of Centra College. This signed pledge covers all work done while under the jurisdiction of Centra College.

## STUDENT COMPLAINT POLICY

A student may file a complaint, which is a claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of Centra College rule/regulation. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint.

### *Procedure*

Complaints may be made verbally or in writing. Students start with the appropriate College department specific to their complaint. If a complaint is not answered satisfactorily, the student should progressively elevate their concern, first to the department Director and then to the Dean of Centra College. Depending on the nature of the complaint, the Dean may need to involve Centra Health personnel, such as Safety and Security or Human Resources, or other entities within or outside of Centra Health.

It is expected that students will receive a response to a complaint within ten (10) academic days at each elevation. The complaint may not be resolved within that time, but an update will be provided to the student regarding the status of a resolution.

If the student complaint cannot be resolved after exhausting this procedure, the student may file a complaint with the State Council of Higher Education for Virginia. Written complaints should be submitted to:

**State Council of Higher Education for Virginia**  
**10th Floor, James Monroe Building**  
**101 N. 14th Street**  
**Richmond, VA 23219**

As a courtesy, Centra College requests that the student send to the College a copy of his/her complaint to the State Council of Higher Education for Virginia at the time it is filed.

Most complaint processes external to Centra College require that the student: 1) Document the steps taken to exhaust the institution's complaint process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution's response to the student as a result of following the institution's policy.

## **PRECEPTORSHIP GUIDELINES**

The Centra College Preceptorship is a Student Nurse requirement during the final semester of the ADN and PN Programs. It is designed to prepare the student for transition from Student Nurse to Graduate Nurse while developing increasing competence and confidence within the clinical area.

- Preceptorship is an approved portion of the final semester in the ADN and PN curriculums that is guided by the programs' outcomes and student learning outcomes.
- The Preceptorship is coordinated by the Preceptor Coordinator of the final semester of the ADN and PN Programs. This individual is responsible for implementation, periodic monitoring, and evaluation.
- Faculty and Adjunct Faculty may be assigned to collaborate with the Preceptor Coordinator for periodic monitoring and evaluation.
- The Clinical Student Engagement Coordinator will provide the Preceptor Coordinator with a list of available Preceptors. The Lead Faculty will assign students to an appropriate Preceptor.
- The Preceptor provided to the Student Nurse is licensed at or above the level for which the student is preparing.
- Faculty, Preceptors, and Student Nurses must be provided an orientation to the Preceptorship.
- Open communication between the Faculty, Preceptor, and Student Nurse must occur throughout the Preceptorship.
- The required hours of the Preceptorship are completed during a timeframe with an expected completion date.
- The Student Nurse must be supervised by the Preceptor when providing direct care to patients.
- The Student Nurse must follow Centra College Dress Code while completing hours with Preceptor. This includes wearing Centra College badge to identify them as a Student Nurse.
- The Student Nurse must only function in the Student Nurse role following the Centra College Student Handbook. They may not be used to provide labor or as a replacement for a permanent employee while working with their Preceptor.
- For disciplinary actions regarding the Student Nurses' performance and completion of preceptorship hours, please see the Disciplinary Action policy

## **OUTSIDE FACILITY - CLINICAL/PRECTORSHIP EXPERIENCE**

Before attending a clinical/practicum experience at an outside facility, students must demonstrate competence and successfully complete all requirements for previous courses.

The outside facility is defined as any facility not directly associated with Centra Health and/or any facility where a contract is required between Centra College and the facility.

Students who are interested in completing a clinical and/or a preceptorship experience must contact the Director of Experiential Learning first.

- All students are scheduled for an outside facility clinical/preceptorship experience by the Director of Experiential Learning
- Prior to being allowed to attend clinical/practicum leadership experience, students must complete and maintain all Centra College clinical requirements (i.e., immunizations, CPR)
- Before beginning the clinical/practicum leadership experience in a particular facility or agency, students must complete the clinical facility or agency student orientation requirements.
  - May include such things as attending an orientation class or session, completing a learning module or packet and turning it into the facility, or completing an online orientation module.
  - Students who do not meet facility or agency student orientation requirements are not allowed to attend the clinical/practicum leadership experience for that course or begin hours for clinical/practicum experience.
- The length of the clinical/preceptorship experience varies by program.
- Students are responsible for arranging personal schedules, including childcare and employment, to ensure participation in the clinical/practicum experience.
- Students are responsible for personal transportation and accommodation during their clinical/preceptorship experience.
- Students are responsible for getting a new background check and urine drug screen according to the outside facility requirements, if applicable.
  - You must contact Centra College for the background check and drug screen information. There is a \$60.00 fee to the student to complete this, and it must be paid in advance.
- Students are required to adhere to the policies of the facilities where they engage in clinical/preceptorship experiences.

## **SUCCESS COACHING & REMEDIATION**

A Student Success Coach provides remediation services and opportunities for students enrolled at Centra College. Student-centered in-services and open skills labs will be conducted on various dates and times each semester. These opportunities are available to all students. Students who are not progressing successfully will be referred to the Student Success Coach by Faculty throughout the semester. Students are also able to refer themselves to the Student Success Coach for any of the following areas: academic, laboratory, clinical, or simulation environments. The Student Success Coach will establish a Remediation Learning Contract in collaboration with the student and will communicate with faculty regarding the student's progress. Students can contact the Student Success Coach through the Student Resources page on the Learning Management System (LMS) to schedule an appointment. Faculty can utilize the referral link on the Faculty Resources LMS page.

*\*For ATI remediation, students should refer to the program-specific ATI NCLEX Resource & Review Policy for further guidance.*

## **CONFIDENTIALITY AND ACCEPTABLE COMPUTER USE POLICY**

Students have access to patient records and other confidential information. Students must maintain confidentiality of all patient information as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), and of all other clinical site proprietary or sensitive information. Information is obtained from patient records when preparing for clinical assignments and during clinical experiences. Photocopying, printing, photographing or reproducing information from patients' records in any format is not allowed. Patient or other clinical site proprietary information may not be removed

from clinical site premises under any circumstances. Students must sign the Centra Confidentiality Policy and Agreement and are responsible for complying with Centra's policy on Acceptable Use of Computer Equipment.

Each year, all students are required to complete Privacy and Information Security training through the online education system. Training is mandatory and requires verification of its completion.

## **SOCIAL MEDIA POLICY**

Centra College supports the use of social media as an important tool to communicate with peers and recognizes:

- The right of each student to freely express themselves as afforded to them by the First Amendment.
- Our individual and collective responsibility to contribute to an online community with civility and decency.

Centra College may act when it is made aware of social media conduct or content by a student (including an admitted student and/or applicant for admission) that violates:

1. Any College policy
2. Prohibited Conduct (as defined below)
3. State and/or federal law

Prohibited conduct includes:

1. The use of social media involving a true threat, where the speaker communicates an expression of an intent to commit an act of violence to a particular individual or group, such as threatening to assault an individual or group.
2. The use of social media involving statements made to incite or produce imminent violations of law or are in violation of the **Student Honor Code** or other College Policy.
3. The use of social media involving the publication or posting of materials, including comments or conduct constituting discrimination, harassment, retaliation, or other conduct prohibited by the College's **Student Behavioral Expectations** or state and/or federal law.
  - Harassment may include incidents such as "cyberbullying", if such conduct is sufficiently severe, pervasive, and objectively offensive as to affect an individual's access to the College's education program and activities and otherwise meets the definition of a form of harassment under the College's policies.
4. The use of social media for the purpose of intentionally sharing false information about another, that could damage their reputation, result in financial loss or cause mental suffering (otherwise known as defamation).
5. The use of social media involving direct violations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

6. The use of social media in any way that violates the College's **Honor Code**, or the **Behavioral Expectations of Students** set forth in the **Academic Catalog** or any established and published standards of professionalism for students of the nursing profession.

## DRESS CODE

One of the hallmarks of our program is our professional manner and this extends to our uniform policy and dress code. These guidelines are not meant to be restrictive, but to continue to present ourselves to the faculty and to our clinical affiliates as professionals who understand and take seriously the nobility of our chosen profession.

We provide these guidelines to keep the environment fair and equitable to all students. It should not be the responsibility of the faculty or leadership team to make decisions about individual dress, so we present these requirements as the standard and expect all students to adhere to the standards. The dress code is strictly enforced.

### Students

Clinical, Simulation, and Hospital Dress Code:

- Students are to dress for clinical in the official Centra College, specific program uniform. The uniform is completed with socks, and mostly white, grey, or black closed-toe and closed-heeled shoes.
- College-issued identification badges **must be worn at all times** when in class, lab, and clinical areas. Identification badge must be visible and worn above the waist level. Badges are to be returned at the end of each academic year or when not enrolled in the College. Pins, badges, or insignias that represent an award or achievement in nursing may be worn. All other pins, badges, stickers, or insignias are prohibited.
- Students are to wear the student uniform only when on assigned clinical or lab experiences. The uniform places the student legally in the role of a student nurse or student nurse aide who is under the direct supervision of an instructor, and therefore should not be worn to places of employment or in the community.
- Hair must be neat and secured so as not to interfere with patient care. Longer hair past the ears must be tied back. Students may be required to secure their hair so that it is off the collar. If a student chooses to use a headband, it must be a solid color, no larger than 1.5 inches., No hats, sweat bands, or headgear may be worn unless required for medical, safety, or religious reasons.
- Facial hair must be kept clean and neatly trimmed.
- No jewelry is permitted with the uniform except:
  - A watch
  - A low-profile ring/band
  - Small stud earrings
  - Small stud nose piercing
- Any jewelry that puts the patient or student at increased risk must be removed at the discretion of the clinical faculty.

- Offensive tattoos must not be visible, and students may be asked to cover tattoos based on organizational policy.
- A matching lab coat or scrub jacket may be worn with the uniform. Sport sweaters, hoodies, and jackets are not acceptable.
- Students may wear appropriate garments under the clinical uniform top. These include white T-shirt or black T-shirt (short and long-sleeve), tank tops, or camisoles with no printing.
- No gum is to be chewed while the student is in the clinical area.
- Good grooming habits will include bathing and using an effective deodorant.
- Perfumes, colognes, or any scented products may not be worn in patient care areas.
- Fingernails must be kept short and be well manicured. One-eighth (1/8) inch beyond the finger is acceptable (More than 1/8 of the nail should not be visible when viewing from the palm of the hand). Unacceptable fingernails are those which are long/sharp enough to cause disposable gloves to tear while being worn in the normal course of duty. Nail polish, if worn, must be free from chips and cracks. Artificial nails are not permitted. This includes tips, wraps, acrylics, and gels. Nail jewelry, appliques, and stickers are not permitted.
- Students working in a department where a special uniform is worn must conform to the policy of that department.

### Class & Laboratory Dress Code:

Students are expected to dress appropriately in casual or business casual attire. Students dressed inappropriately may be asked to leave. Any required changes to the dress code for class or lab will be communicated by the faculty.

College-issued identification badges are mandatory and must be visibly worn at all times while in class and lab. Students who fail to comply may be asked to leave the classroom and/or lab to retrieve their badge. Any time missed as a result may be recorded as an absence and may not be made up. Centra College reserves the right to deny access to the building to anyone who does not have their badge.

## **SIMULATION**

Throughout your education, you will participate in simulated patient clinical situations, both in school and after you graduate. In order to gain the most benefit from these simulations, you are responsible for the following:

- Attendance in Simulation is mandatory, and students are expected to arrive on time and in full clinical dress code. Please see the Clinical Dress Code.
- Any student who arrives past the scheduled start time and/or is unable to present the completed preparatory work (Admission Ticket/drug cards) will not be allowed to join the simulation. This will be counted as an unexcused absence. The student will be subjected to the guidelines for simulation disciplinary action. Simulation Faculty will attempt to reschedule the student for a make-up date if the schedule allows for this. Unexcused absences will be considered for rescheduling up to a maximum of 2 times per semester.
- Students with excused absences receive priority for rescheduling. Rescheduling is not guaranteed even with an excused absence

- Students must notify Simulation Faculty via phone or e-mail if they are unable to attend the simulation clinical as scheduled at least one (1) hour prior to the simulation clinical start time to be eligible to have an excused absence review. An excused absence is not guaranteed. If the student fails to notify the Simulation Faculty at least one (1) hour prior to missing a scheduled simulation, this will result in an unexcused absence, and the student will be subject to the simulation disciplinary actions outlined in the simulation grading policy. The Simulation Faculty will attempt to reschedule the student for a make-up date, if the schedule allows for this, up to a maximum of 2 times per semester for unexcused absences.
- Schedule changes will be at the discretion of the Simulation Faculty and may be limited due to open and available simulation dates/times.
- Students must complete the required simulation clinical preparation work listed in their course Prep & Objectives on the Simulations LMS course page prior to attending the simulation. If the admission ticket, drug cards, and any additional assigned preparatory work is not completed prior to simulation, the student will be asked to leave, and this will be an unexcused absence.
- Students must care for their simulated patient as they would care for a patient in the clinical setting, following safe practice protocols, proper communication with patients and other caregivers, recognizing knowledge limits, and seeking assistance when appropriate.
- Students must document all pertinent care information in the patient's EMR.
- Students must be an active participant in self-evaluation and post simulation de-briefing exercises.
- Students must maintain confidentiality in simulation with regard to the patient, the simulation scenario, and the performance of their colleagues. Sharing simulation information with others outside of simulation will be considered an honor code violation.
- Students will not be allowed to videotape or record any portion of the simulation. Recording or videotaping during simulation will be considered a breach of the confidentiality agreement and an honor code violation.
- Cell phones should be turned completely off and not be visible during simulation experiences
- All students are expected to respect the Simulation center, the manikins, and the equipment utilized during the simulation.

Simulation and scenario-specific information will be provided during the simulation orientation. Students will be expected to follow the school and clinical policies while in simulation. To maintain respect and privacy for all students, both in our program and in others, no student will be allowed in the control room of the simulation center. All students scheduled for clinical hours in the simulation center will be evaluated using the Simulation Evaluation Rubric. Please review the rubric prior to your simulated patient experience.

## **USE OF SMART DEVICES**

### **Classroom**

- All smart devices must be on vibrate or off mode when students enter the classroom.
- Students should refrain from sending and receiving calls and messages.
- Cell phones should be stored out of sight during class.
- Students using cell phones in the classroom setting will be asked to leave the classroom. Any class participation grades missed while out of the room will result in a zero.

- Students having personal devices on their person during a test or exam are in violation of the Honor Code.

### Clinical

- All smart devices must be on vibrate or off mode when students are in the clinical setting.
- Students should refrain from sending and receiving calls and messages.
- Cell phones should be stored out of sight during clinical.
- Students using cell phones in the clinical setting will be dismissed from clinical and will receive an unsatisfactory in the area of professionalism for that clinical experience

## LECTURE RECORDING

Students who choose to record faculty lectures must complete the recording agreement to acknowledge their understanding of the rules surrounding the recording of lectures. This agreement is found in each Moodle course. Lectures cannot be recorded until the agreement is signed.

## TESTING POLICY

The NLN Fair Testing Guidelines for Nursing Education (2020) is rooted in the core values of caring, integrity, diversity, and excellence. These guidelines emphasize the importance of fair testing, ensuring that all students have comparable opportunities to demonstrate their knowledge and skills. The Centra College Student Testing Policy highlights key points from the NLN Fair Testing Guidelines and provides student guidance for completing all tests and examinations successfully while enrolled in any program at Centra College.

- “Test(s)” will refer to unit tests or proctored tests given throughout a course or program
- “Exam(s)” will refer to a final comprehensive examination given in a course or program

### **Testing Specifics:**

- Tests and/or exams should reflect course outcomes and unit/module student learning outcomes
- Test and/or exam questions will increase in difficulty and level of application throughout the program curriculum
- Test and/or exam questions will be designed in a variety of formats, including but not limited to:
  - Multiple choice
  - Multiple response (select all that apply)
  - Extended multiple response (extended select all that apply)
  - Drag and drop
  - Bowtie
  - Hotspot
  - Extended hotspot
  - Fill in the blank
  - Cloze fill in the blank
  - Medication calculations
- All tests will be 50 questions, with points being awarded by item type
- All exams will be 100 questions, with points being awarded by item type
- Faculty will provide a rationale for every test and/or exam question
- All tests and/or exams will be timed, with 1.5 minutes provided per question

### **Testing Attendance:**

- In each course, all scheduled tests, proctored tests, and comprehensive final exam must be completed or a grade of zero (“0”) will be submitted in the gradebook for any incomplete tests, exams, and/or proctored tests
- Arriving to class after the scheduled start of class is considered tardy – Any student who is tardy to a scheduled test, proctored test, and/or exam must:
  - Notify the faculty or testing proctor prior to the scheduled testing start time
  - Not enter the classroom after the scheduled testing start time
  - Speak to the Academic Director or designee to determine next steps
  - Habitual tardiness may result in a grade of zero (“0”) for subsequent test, proctored test, and/or exam
- Any student who is absent from a scheduled test, proctored test, and/or exam must:
  - Notify the faculty or test proctor prior to the scheduled start time
  - Schedule an appointment with the Academic Director or designee to discuss the situation resulting in the student’s absence
- All extenuating circumstances must be approved by the Academic Director or designee
  - For the first extenuating circumstance, the final exam grade for the course will replace the zero (“0”) in the gradebook
  - For subsequent extenuating circumstances, a make-up test may be offered and must be completed by the date specified by the Academic Director or designee
- Any test, proctored test, and/or exam that a student is tardy or absent for without an extenuating circumstance will receive a zero (“0”) in the gradebook

### **Testing Environment:**

- Centra College utilizes test-taking software to enhance exam integrity. To assure that electronic devices are exam-ready, students should perform regular computer updates. For concerns about updating devices and/or device functionality for tests, students should seek assistance from the IT Field Tech well in advance of the exam. Waiting to request assistance until immediately prior to an exam may result in a delay in starting the exam and possibly shorten the time available to complete an exam. Student device for testing should be clearly visible
  - Testing will take place on the device purchased by the student, utilizing the appropriate software.
  - The device should be fully charged prior to testing
  - Students must download the test or exam prior to the scheduled testing date
  - Students will be allowed one download attempt for each test and/or exam – any additional download attempts must be approved by the Academic Director and/or designee
  - Students who do not have the test and/or exam downloaded prior to the start of the test time will be considered tardy and must follow the directions for tardiness
  - No test or exam review will occur directly after any test and/or exam
  - The Honor Code applies to all testing environments and is in effect as soon as the student begins the test and/or exam
- Faculty will provide scratch paper
  - No credit will be given for answers placed on scratch paper
  - “Brain dumping” or the process of writing down all information related to testing content at the start of an exam will not be allowed until the student has started the test in ExamSoft – if a student writes items on the scratch paper prior to the start of the test, the paper will be removed and a new blank paper will be given to the student
- Tables or desks should be clear of all items, including drinks and/or food
- Students should remove any outerwear, hats, scarves, or visors that are not required for religious purposes prior to testing
- All smart devices not utilized for testing should be removed and turned off prior to the start of a test or exam
  - A smart device is any device that can transfer data from one device to another either by WiFi, Bluetooth, or cellular data

- Examples include but are not limited to: smart watch, smart glasses, cell phone
- All students should vacate the testing environment as soon as the test is complete – this includes accommodations spaces.

### ***Delayed Test Review Environment:***

- Student devices for delayed test review should be clearly visible
- The Honor Code applies to the delayed test review environment and is in effect as soon as the student begins the review
- Tables or desks should be clear of all items, including drinks and/or food
- All smart devices not utilized for testing should be removed and turned off prior to the start of a test or exam
  - A smart device is any device that can transfer data from one device to another either by WiFi, Bluetooth, or cellular data
  - Examples include but are not limited to: smart watch, smart glasses, cell phone

### ***Grading:***

- All tests and/or exams will be made available for download a minimum of 72 hours prior to the scheduled start of the test and/or exam
- Test and/or exam grades will be posted in the LMS within five (5) business days of the testing date
  - A delayed test review will occur unless extenuating circumstances arise
  - Any student wanting to provide a rationale for a test question must utilize a Test Question Rationale Form submitted by the student to the course faculty within five (5) business days after the delayed test review
  - Students that receive a grade below an 80% on any test will be offered remediation services
  - Two weeks prior to final withdrawal date, students that are below an 80% for the course grade will receive an “Early Warning Advisory” from the course faculty
    - Students receiving an “Early Warning Advisory” should schedule a meeting with the course faculty and/or advisor to discuss goals, academic options, and strategies for achieving academic success
  - Final exams will not be reviewed in any form and students will not be allowed to submit a Test Question Rationale Form
- All test and/or exam scores and final course grades will be posted to the hundredths
  - Absolutely no rounding
- The grading scale is as follows:
  - A = 90.00 – 100.00
  - B = 80.00 – 89.99
  - C = 70.00 – 79.99
  - D = 60.00 – 69.99
  - F = 59.99 or below

## ***VIRTUAL TESTING & DELAYED TEST REVIEW PROCTORING GUIDELINES***

These guidelines have been created to ensure consistency in the student’s virtual testing and delayed test review environment to ensure the Centra College Honor Code is being upheld by the student.

### ***Testing Environment:***

- For testing or delayed test review, the student must open Microsoft Teams on a second device to allow the testing proctor to view the virtual testing environment, including the testing device, scratch paper, and the student's face and hands
  - Student must show both sides of the scratch paper to the test proctor during the environmental scan
  - Student cannot write questions and/or answers on the scratch paper
  - Student must show scratch paper to the test proctor immediately after electronically submitting the test and/or exam
  - Scratch paper should be shredded by the student in view of the test proctor at the conclusion of the testing session
- The student must provide a 360-degree scan with the Microsoft Team video prior to the start of the test, exam, or delayed test review and at the completion of the testing session
- Students cannot be in the same immediate vicinity as a fellow student during a testing session
- Student device and scratch paper must stay within the view of the testing proctor for the duration of the testing session
- The testing device must be fully charged prior to testing
- Technical difficulties including testing device and/or secondary device issues will be handled at the discretion of the proctor and/or the Academic Director or designee

## ***STUDENT ORGANIZATIONS***

Students have a variety of opportunities to get involved in student organizations, which provide a platform for personal growth, leadership, and community engagement. These organizations offer a wide range of activities, from academic and professional development to social and recreational events. Joining a student organization is a great way to meet new people, build skills, and contribute to campus life.

### ***STUDENT GOVERNMENT ASSOCIATION (SGA)***

All students are considered members of SGA. The purpose of this organization is to govern, advocate, and support the whole student body, therefore enhancing student life at Centra College. SGA will be the students' voice and serve to assist in the development of leadership skills while also promoting professional collaboration among students, faculty, and administration of Centra College.

Students are encouraged to volunteer to serve on the Executive Board of the SGA. The Executive Board meets monthly to plan student activities and events.

### ***VIRGINIA NURSING STUDENTS ASSOCIATION***

The Student Nurses' Association of Centra College is a constituent and chapter of the National Student Nurses Association (NSNA) and the Virginia Nursing Student Association (VNSA). Our students have the opportunity to be members of the NSNA, VNSA and the local school chapter. The mission of NSNA is in part "to bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs". The SNA chapter conveys the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the nursing profession. This membership is optional but is highly encouraged for those students enrolled in the ADN and RN-BSN Program. There is a faculty advisor for the College Chapter.

### ***BAPTIST NURSING FELLOWSHIP***

Baptist Nursing Fellowship (BNF) exists to EMPOWER, EDUCATE, and ENCOURAGE nurses and medical workers to fulfill Christ's Mission through healing skills. The Centra College Chapter is open to students, faculty, staff, and alumni of Centra College.

### **MULTICULTURAL STUDENT NURSE ORGANIZATION**

The Multicultural Student Nurses Organization (MSNO) is open to all students. The goals of MSNO are: to increase recruitment and retention rates of minority students in nursing programs, to act as a resource for students with diverse backgrounds, and to help develop a stronger student community with bonding activities outside of nursing.

### **SOCIAL ACTIVITIES GUIDELINES**

Student organizations have the opportunity to sponsor social activities. Faculty members who serve as organization sponsors act as resource persons, assisting students in planning and organizing these events. To reserve a space, students must coordinate through the College office, which maintains a calendar of scheduled events in the building.

### **SOLICITATION AND SELLING**

Unauthorized pools, collections, sale of tickets or merchandise, or passing of handbills by students are not permitted. Student fundraising projects must be approved by the Dean and the Administrative Representative. Students wishing to participate in merchandising parties or demonstrations may do so only away from hospital property and at their own risk. Fundraising activities are to be kept at a minimum. All funds raised are to be used for class group activities. Funds are not to be used for personal use, such as the purchase of uniforms, books, or rings, etc.

The following procedure must be followed when requesting approval to sell or solicit within the hospital:

- Request the form from the College office
- Fill out all requested information, **including whether you intend to put up posters and where you wish to display them**
- Have the Dean or Academic Director of the program sign the form
- Return the form to the College office to be forwarded to administration for approval
- Check with the Bursar & Student Account Manager to find out whether the activity has been approved before advertising or holding the activity

### **CAREER ADVISING AND PLACEMENT SERVICES**

The Academic Directors of the nursing programs are available for career advising and placement services. Centra College does not guarantee job placement upon graduation.

### **FACULTY ACCESSIBILITY**

Faculty will be available six hours per week outside of instructional hours for academic or course advising. Hours will be included in the course outline and/or posted on the LMS course page.

## **LOCKERS & LOUNGE**

Lockers are available for student use. To request a locker, please see the Administrative Assistant at the front desk.

A limited number of locks are available from the college, or students may bring their own. All locks must be removed and locker contents emptied by the end of the **spring semester** each academic year.

### **Important:**

Any locks left on lockers after the deadline will be forcibly removed, and the contents may be discarded by College staff.

A student lounge is located at the end of the hallway that leads from the main lobby. While utilizing the lounge, all students are expected to conduct themselves per the college's Standards of Behavior. Anyone violating this code of conduct will be asked to leave the lounge, and lounge privileges may be revoked. Among other furnishings, the lounge contains a television, refrigerator, a microwave oven, and an Avenue C Marketplace. The Avenue C Marketplace offers coffee, other beverages, snacks, and fresh food. There are multiple payment methods, including cash, debit, credit, Apple Pay, and Google Pay. Avenue C Marketplace is video-monitored and inventoried for theft weekly. **Any student caught stealing will be grounds for dismissal, as this is a violation of the Honor Code.**

## **PURCHASE OF TEXTBOOKS**

Students are responsible for purchasing all required textbooks prior to the start of classes each semester. Please refer to the textbook information located within Student Resources in the LMS.

## **COMMUNICATION BETWEEN STUDENTS, FACULTY, & ADMINISTRATION**

Consistent interaction between faculty and students will occur on a regular basis throughout the semester. There are various sources utilized for communication, such as bulletin boards, LMS, email, or office telephones. Messages for faculty should be sent through the LMS, Centra College email, or left on individual faculty voicemail. Messages for students may be sent by email or in an LMS message. Students are responsible for keeping their contact information current and checking the LMS daily for messages and college-issued email daily. If a student needs to contact a member of the student services and/or administration team, the form of contact must be through Centra College email office phone number, or requesting a meeting. Contacting any faculty or staff member on their social media is unacceptable.

## **ACADEMIC ADVISING**

Students will be assigned a credentialed, course-qualified academic advisor. Students will be notified of who their advisor is during the required In-Person Orientation before they start their program.

The advisor will contact and attempt to meet with the student at least three times throughout each semester.

- Students may contact their academic advisor utilizing LMS or email.
- The academic advisor will respond within 48-72 business hours to address questions or concerns.
- Academic advisor concerns can be addressed with the Program Director.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

## Request for Testing Accommodations

Centra College is committed to serving students with disabilities by providing appropriate accommodations in compliance with federal and state regulations.

Only physical or mental impairments that substantially limit one or more major life activities are considered disabilities subject to the protection of the Americans with Disabilities Act (ADA). **“Major life activities”** include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual task.

Request for accommodations for testing should be directed to the Director of Experiential Learning and must include the following:

1. A letter of request from the student that specifies the testing accommodations being requested.
2. A written recommendation for testing accommodations from a qualified professional who is licensed or otherwise appropriately credentialed who possesses expertise in the disability for which modifications or accommodations are sought. The recommendations for testing accommodations with the stated rationale as to why this accommodation is necessary and appropriate for the individual seeking accommodations.
3. Testing and evaluation will be at the student’s expense. Centra College will provide reasonable accommodations, but it is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the Centra College. All accommodations may not be available through the nursing programs or appropriate in nursing practice.
4. The accommodations policy for Centra College was adopted from the Virginia Board of Nursing Guidance Document 90-22.
5. Students who have a documented reason for testing accommodations must notify the Director of Experiential Learning whenever the documentation becomes available. Documentation is kept in a secure location.
6. It is the student’s responsibility to present the documents for initial approved accommodations to the Director of Experiential Learning

## STUDENT HEALTH POLICIES

### HEALTH CARE COVERAGE

Health care coverage is the student’s responsibility. Students are encouraged to have their own family physician and medical and hospitalization insurance.

### PREGNANCY

To ensure that safety precautions are observed, students who suspect that they may be pregnant should have the pregnancy confirmed as soon as possible. When the pregnancy is confirmed, students are encouraged to report this to their faculty, Academic Director, and the Director of Experiential Learning

### INJURY

Students who sustain injuries in connection with clinical experience must report the injury immediately to his/her instructor. An Injury Report (RL6 form) , found on Centra People, must be completed appropriate to the injury sustained. This allows for:

- Proper confidential follow-up
- Assures proper lab testing
- Prevents charges from being generated.

## **EXPOSURE**

Students are required to complete the module on Infection Prevention: OSHA Bloodborne Pathogen Standards prior to enrollment and annually thereafter.

If a student is exposed to a patient with Hepatitis B resulting in the administration of Immune Globulin and Hepatitis B vaccine, Employee Health will follow-up at no cost to the student. Students are responsible for reporting this occurrence to the Director of Experiential Learning for documentation on the Student Health Record.

If students are exposed to blood borne pathogens while in the clinical area, they will be seen in Employee Health for baseline testing, counseling, and follow up recommendations. If the student has not had the Hepatitis B Vaccine Series, Employee Health will start the series, but the completion of the series is the student's responsibility. The administrative nursing supervisor is to be contacted for guidance in the absence of Employee Health.

## **SMOKING**

Centra Health, Inc. enforces a tobacco-free environment throughout all organization buildings and properties. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco and snuff products, and electronic devices (such as electronic cigarettes and/or battery-operated devices with cartridges filled with or without nicotine, flavor, and other chemicals).

The sale or use of any tobacco product will be prohibited on Centra Health, Inc. property, including buildings, grounds, parking lots, sidewalks, vehicles, ramps, and plazas. This policy will pertain to patients, visitors, guests, volunteers, staff, and students.

## **SUBSTANCE ABUSE**

The unauthorized use, possession, distribution, or sales of drugs are serious offenses under both Federal and State law. The College upholds these laws and will not interfere with the legal prosecution of any member of the College community who violates them. The College is also supportive of considerable medical evidence that the use of drugs, except under medical supervision, may induce physical and emotional dependence, and that such use may be dangerously harmful to the user as well as seriously jeopardizing performance in the College environment. The College will not tolerate the possession, sale, or use of narcotics and hallucinogenic drugs, including marijuana, or other controlled drugs or specific substances used for their drugging effects except when prescribed by a physician and assures violators of this policy that they will face appropriate disciplinary action which may include suspension or dismissal from the College.

## **Health Risks**

The health risks associated with the use of illicit drugs and the abuse of alcohol are many and varied. These substances can cause physiological as well as psychological changes in the individual who consumes them. Addiction is a disease process with physical, social, and emotional implications.

## **FEDERAL RULES AND REGULATIONS**

Each individual must be aware of the Federal Rules and Regulations associated with the illegal possession of a controlled substance.

Federal Penalties and Sanctions for illegal possession of a controlled substance as well as a listing of Controlled Substances - Uses and Effects follow:

### **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance.**

#### **21 U.S.C. 844(a)**

1st Conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined at least \$1,000 if:

- a) 1st conviction and the amount of crack possessed exceeds five (5) grams.
- b) 2nd crack conviction and the amount of crack possessed exceeds three (3) grams.
- c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram.

#### **21 U.S.C. 853 (a)(2) and 881 (a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment (see special sentencing provisions re: crack).

#### **21 U.S.C. 881 (a)(4)**

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

#### **21 U.S.C. 862 (a), (b)**

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### **18 U.S.C. 922(g)**

Ineligible to receive or purchase a firearm.

### **MISCELLANEOUS**

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**Note:** These are only Federal penalties and sanctions. Additional state and local penalties and sanctions may apply.

Source: U.S. Department of Justice Drug Enforcement Administration Publication: Drugs of Abuse, 1989 Edition.

Additional Federal trafficking penalties may be viewed at: <https://www.dea.gov/drug-information/drug-policy>

According to Virginia Code 4.1-305, the laws of Virginia prohibit persons under the age of 21 years to consume, possess or purchase or attempt to consume, possess or purchase alcoholic beverages. The penalty for violation of this code is a

mandatory minimum fine of \$500 or performance of 50 hours of community service, and suspension of driver’s license for not less than six months or more than one year. For a list of commonly abused drugs, visit NIDA at [www.drugabuse.gov](http://www.drugabuse.gov)

## **ALCOHOL ABUSE**

Alcohol abuse differs from alcoholism in that it does not include an extremely strong craving for alcohol, loss of control over drinking, or physical dependence. Alcohol abuse is defined as a pattern of drinking that result in one or more of the following situations within a 12- month period:

- Failure to fulfill major work, school, or home responsibilities;
- Drinking in situations that are physically dangerous, such as while driving a car or operating machinery;
- Having recurring alcohol-related legal problems, such as being arrested for driving under the influence of alcohol or for physically hurting someone while drunk; and
- Continued drinking despite having ongoing relationship problems that are caused or worsened by the drinking.

Although alcohol abuse is basically different from alcoholism, many effects of alcohol abuse are also experienced by alcoholics.

### **What are the Signs of a Problem?**

How can you tell whether you may have a drinking problem? Answering the following four questions can help you find out:

- Have you ever felt you should cut down on your drinking?
- Have people annoyed you by criticizing your drinking?
- Have you ever felt bad or guilty about your drinking?
- Have you ever had a drink first thing in the morning (as an “eye opener”) to steady your nerves or get rid of a hangover?

One “yes” answer suggests a possible alcohol problem. If you answered “yes” to more than one question, it is highly likely that a problem exists. In either case, it is important that you see your doctor or other health care provider right away to discuss your answers to these questions. He or she can help you determine whether you have a drinking problem and, if so, recommend the best course of action.

Even if you answered “no” to all of the above questions, if you encounter drinking-related problems with your job, relationships, health, or the law, you should seek professional help. The effects of alcohol abuse can be extremely serious – even fatal – both to you and to others.

## **COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS**

If you are struggling with alcohol or substance abuse and are seeking support, please see the available resources below:

<https://www.centrahealth.com/services/psychiatric-and-behavioral-health/addiction-and-recovery-cmg-addiction-treatment-services>

<http://www.collegedrinkingprevention.gov>

## **EAP (Employee Assistance Program)**

As a Centra College student, you have free access to **HealthWorks EAP** through **Centra Health**. This program offers **confidential, professional support** to help with personal and emotional challenges.

### **Services Include:**

- **In-person, virtual, and phone sessions** with licensed providers
- **24/7 “warm line”** connecting you to on-call counselors
- **Minimum of four sessions** provided when appropriate for resolving concerns

### **Key Features:**

- **Completely confidential** – your information is not shared
- Available **throughout Central Virginia and beyond**
- Personalized care plans tailored to your needs

This support is here to help you thrive personally—don’t hesitate to reach out when you need it.

EAP can be reached at 434-200-6933. More information is available on their website:

<https://www.centrahealth.com/healthworks/eap>

Please ensure you let them know you are a Centra College student when contacting their office.

## **DRUG TESTING POLICY**

The drug testing guidelines relate to the use of controlled, illicit, or prescriptive substances. These guidelines are based on Centrahealth policy number ADM.0302.19, “Human Resources – Drug Free Workplace Policy”. If criteria is met, the following guidelines should be utilized for any enrolled student at Centra College:

Any enrolled student may be required to submit to a drug screen test if there is reason to believe a student:

- A. Is under the influence of drugs or alcohol;
- B. has violated Centra’s policy prohibiting the unlawful or unauthorized distribution, use, possession, dispersion, diversion, or manufacture of illegal drugs on Centra premises;
- C. has violated Centra’s policy prohibiting the unlawful or unauthorized distribution, use, possession, dispersion, diversion, or manufacture of illegal drugs while participating in College-sponsored activities

The requirement will be based on specific, objective facts and reasonable inferences drawn from those facts. The following will serve as examples of such facts and inferences of drug or alcohol use:

- A. Observable phenomena while functioning in the student role, such as direct observation of drug or alcohol use or of the physical symptoms of being under the influence of drugs or alcohol.
- B. Abnormal conduct or erratic behavior while functioning in the student role
- C. A report of drug use provided by a reliable and credible source which has been independently corroborated.
- D. Evidence that an individual has tampered with a drug test.

- E. Evidence that the individual has used, possessed, sold, solicited, or transferred drugs while functioning in the student role.
- F. Evidence that the individual has participated in drug diversion while functioning in the student role. Drug diversion cases include test for the drug that is missing. Other cases for reasonable suspicion include a full 9-panel test.

In the case that any of the above facts and inferences are noted, the following must occur:

- A. The faculty member making the initial assessment will notify the Academic Director and the Director of Experiential Learning immediately.
- B. Failure to comply with the requested drug screen within 24 hours will require a meeting with the Dean and Academic Director. Failure to comply may result in additional consequences, including dismissal from Centra College.
- C. After the drug screen is completed and the results are received, the accused student will be required to meet with the Dean and Academic Director to review the results.
- D. If the drug screen results:
  - (1) Positive for illicit or illegal substances, the student will be dismissed from Centra College.
  - (2) Positive for prescriptive medication, the student will be allowed to provide medical necessity and/or prescription within two (2) business days.

If a student is found positive and dismissed from the College, they will be unable to reapply for readmission until one year following the completion of the semester in which the student was last enrolled.

### **STUDENT HEALTH RECORD POLICY**

All students will submit required health records and immunizations electronically into CastleBranch while enrolled at Centra College. The Director of Experiential Learning, in partnership with CastleBranch, will review all submitted student records to ensure compliance with Centra College policy.

If a student becomes ill or injured while enrolled at Centra College and must submit medical documentation in the case of absence, it is the student's responsibility to notify the Director of Experiential Learning and Academic Director via email. Students are responsible for providing a physician's note to the Director of Experiential Learning. The Director of Experiential Learning will then correspond with the student's Academic Director and Faculty as needed in regards to the documentation provided. Current and graduate student health records are electronically housed in a secure location accessible by the Dean, Academic Directors, and Director of Experiential Learning to maintain student privacy. The Academic Director and Director of Experiential Learning are responsible for the maintenance of student health records.

Students can access all uploaded documents required for clinicals and program entry through their CastleBranch and Bridges EXP accounts. Any documents submitted to these platforms remain available for review within their respective accounts

### **TITLE IX**

Title IX of the Educational Amendments of 1972 provides that, "No person...shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX prohibits sexual harassment, including sexual assault, occurring in connection with any academic, extracurricular, or other college program, regardless of the location.

Pursuant to Title IX and its regulations (34 C.F.R. Part 106.8), Centra College's, Title IX Coordinator is the designated college official with primary responsibility for coordinating the college's compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination.

**To report any Title IX violations please email [sara.turpel@centracollege.edu](mailto:sara.turpel@centracollege.edu) or call 434-200-7033 or 434-200-7614 to be connected to our Title IX Coordinator, Sara Turpel.**

### The Title IX Coordinator

- Promotes the creation of policies, procedures, and notifications designed to ensure college compliance with Title IX
- Oversees implementation of compliance (grievance) procedures, including investigation and disposition of complaints
- Answers questions and provides guidance about Title IX compliance and the college's related policies and procedures
- Serves as a liaison to the state and federal agencies that enforce Title IX
- Helps ensure the campus community and college employees with Title IX compliance and is responsible for ensuring they are adequately trained and educated
- Monitors all other aspects of the college's Title IX compliance

## CAMPUS SECURITY

The following policy is in compliance with the Student Right-to-Know and the Clery Act (PL101-542) and the HEA Amendments of 1992.

### **Title I Section 104**

This section does not apply to this institution due to there being no "Athletic Related Aid" available.

### **Title II (PL101-542)**

- A. The College campus is defined as Centra College, 905 Lakeside Drive, Suite A and parking area in front of the College and Central Virginia Center for Simulation and Virtual Learning. Centra Security Officers make rounds through the defined College campus. Any report of a crime or an emergency may be reported to the Lynchburg Police Department by calling 911 or the above-mentioned department at (434) 200-3255
- B. The Centra Security Department does cooperate with local, state, and Federal law enforcement agencies when violations occur, e.g., disorderly conduct, drug and alcohol abuse.
- C. New Students onboarded at Centra College will receive a Campus Safety and Sexual Assault Computer Based Learning (CBL) module that must be completed prior to start of classes.
- D. Entering students attend an orientation and are informed during orientation about policies and procedures including information to assist them in being responsible members of the College.

- E. The College keeps records of any reported crimes on the campus as defined above. These crimes would include murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes.
- Students can obtain a complete copy of the annual crime report survey by contacting the Financial Aid Office at the college.
  - Comparison to national statistics can be made by going to the U.S. Department of Education’s website at <http://ope.ed.gov/Security/asp>.
- F. There is no policy concerning off-campus student organizations. This College is not aware of the existence and does not recognize any off-campus organizations.
- G. The College keeps records of reported arrests on the above defined campus for liquor law violations, drug abuse violations, and weapon possessions.
- H. For a statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws; a statement of policy regarding the possession, use and sale of illegal drugs; enforcement of Federal and State Drug Laws; and a description of any drug or alcohol abuse education program, refer to **Drug Screening and Substance Abuse..**
- I. Campus Safety and Sexual Assault CBL is provided annually and outlines procedures students should follow if sexually assaulted including whom to contact, the importance of preserving evidence, the availability of counseling services, and the disciplinary action for alleged sex offenses. Students are also provided with access to the Virginia State Police website concerning registered sex offenders.
- J. Timely Warnings – In the event a situation arises that, in the judgment of the College Administration, constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning may be issued through mass communication through the Send Word notification system to students, faculty, and staff; notices posted on the college website; flyers posted on bulletin boards; or announcements made in class. Anyone with information warranting a timely warning should report the circumstances to the College Administration by phone at (434) 200-3070 or to hospital security at (434) 200-3255 or Lynchburg Police Department by calling 911.
- K. If an act of sexual violence occurs on Centra College campus, the information must be reported to the Title IX coordinator as soon as possible.
- A review committee will be developed within 72 hours of notification of the alleged act of sexual violence including the Title IX coordinator, a representative of law enforcement, and a student affairs representative.
  - The purpose of the review committee is to determine whether to disclose the reported information to protect the health and safety of the victim or other individuals.
- L. If a felony criminal sexual assault occurs on Centra College campus, Centra Security and/or Lynchburg Police Department must notify the local attorney for the Commonwealth within 48 hours of the start of the investigation.
- M. If a student is the victim of a crime and does not want to pursue action within the College’s system or the criminal justice system, the student has the right to decline to report; however, Centra College encourages victims to consider making a confidential report.

- With the victim's permission, the hospital Security Department can file a report on the details of the incident without revealing the victim's identity.
- The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the student and others.
- Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution.

N. The Financial Aid Office in conjunction with the Hospital Security Department prepares the Annual Campus Crime Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the College website at [www.centracollege.edu](http://www.centracollege.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest and referral statistics include those reported to the Hospital Security Department, designated campus security authorities (including the Dean and local law enforcement agencies). These statistics may also include crimes which were reported anonymously to faculty, staff, and/or administration during confidential sessions.

Each year the campus security report is posted on the Centra College Website as well as Moodle© for all enrolled students as well as faculty and staff. Copies of the report may be obtained at the Financial Aid Office or by emailing [FinancialAid@centracollege.edu](mailto:FinancialAid@centracollege.edu).

## Prevention

### Personal Safety:

- Walk or jog with a friend, not alone
- Avoid isolated areas
- Know your limits on dates and communicate them to your partner
- Know your limits with alcohol and do not accept drinks from others
- Walk to car with keys in hand

### Protection from Date Rape Drugs:

- Never leave your drink unattended. Date rape drugs are colorless and odorless and can be slipped into any type of beverage
- Do not accept drinks from anyone but a bartender or server
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing

### Campus Safety:

- Tell a friend where you are going and when you will return
- Carry a whistle or noise maker; do not be afraid to scream if you need help

- Be aware of your surroundings
- Report suspicious people to administration, faculty or staff
- Notify the College administration, faculty or staff if you see someone in Centra College Building who does not belong
- Do not loiter in parking lots after campus building is closed
- Report lost or stolen badges immediately
- Secure badges at all times

### Protecting Your Property:

- Keep your vehicle locked when it is parked and when you drive
- Consider installing anti-theft or alarm devices on your vehicle
- Do not leave textbooks, purses, book bags, or laptop computers unattended

### Guidelines

#### Guidelines or suggestions to follow after a rape, sexual assault, domestic or dating violence, or stalking incident:

- Get to a safe place as soon as you can
- Try to preserve all physical evidence – do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action
- Contact Centra Security Department or Lynchburg Police Department. If needed, the College will assist the victim in contacting the appropriate authorities
- Talk with faculty, staff, and/or administration, who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you

It is important to seek immediate and follow-up medical attention for several reasons; first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours.

The College Administration is responsible for disciplinary procedures following a report of rape or sexual assault involving students. Both accuser and accused are entitled to have an advisor present at all hearings and proceedings. Both parties shall be informed of the outcome of any disciplinary hearing. Possible sanctions for being found responsible include, but are not limited to, expulsion, suspension, probation, counseling, and other sanctions as deemed appropriate.

All convicted sex offenders coming to or in Virginia, including students, are required to register with the local police department for inclusion in the Virginia Sex Offender Registry. This registry may be viewed locally at the Lynchburg Police Department or accessed directly on-line at <https://www.vspso.com>.

## **HARASSMENT**

It is the policy of Centra College to maintain an environment free from any form of harassment. Harassment in any form is prohibited. Faculty, staff or students may report offensive actions to the Dean or their designee. All complaints will be promptly and thoroughly investigated. Investigations will be designed to protect the privacy of all parties concerned. Should it be determined that harassment has occurred, prompt corrective action will be taken, up to and including dismissal. Faculty, staff, administration, and students can be assured that retaliation will not occur as a result of reporting harassment.

Conduct constituting harassment includes, but is not limited to, unwelcome offensive behaviors referring to a person's 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. Threats or other forms of intimidation or retaliation against the complainant, or against any other person involved in the process described in this policy, shall be deemed to constitute harassment, and will therefore be considered to be a separate violation of this policy. The following shall not constitute harassment under this policy: speech or other actions which are protected by the Constitution or by the academic freedom rights of faculty members in connection with their instructional or research activities.

### **Some examples of harassment are:**

1. Conduct has the purpose or effect of:
  - a) unreasonably interfering with an individual's performance, or
  - b) creating an intimidating, hostile, or offensive learning environment
2. Implication that submission to offensive conduct is a condition of success in learning environment.
3. Feeling that submission to, or rejection of, such conduct will be used as a basis for evaluation of learning.

## **Contacts**

### **The Sexual Assault Response Program (SARP)**

**Sexual Assault Contact the 24-Hour Hotline at 888-947-7273**

**Domestic Violence Contact the 24-Hour Hotline at 888-528-1041**

Assistance is available to anyone who has experienced any type of sexual violence including rape, attempted rape, molestation, child sexual abuse, sexual harassment, stalking and relationship violence. **SARP has two office locations and a website:**

- 1900 Tate Springs Road, Suite 8, Lynchburg, VA 24501
- 510 Patton Street, Room 308, Danville, VA to 24540
- Website: <https://www.ywcacva.org/>

## Bedford Domestic Violence Services

- 24-Hour Hotline at 540-587-0970
- The location of the BDVS is confidential.
- Website: <https://www.bedfordcountyva.gov/government/departments-offices-o-z/social-services/domestic-violence-services>

## Protective Orders

- Virginia's Judicial System: <https://www.vacourts.gov/courtadmin/aoc/djs/programs/afapo/home.html>

## EMERGENCY NOTIFICATION

In the event of an emergency, the Lynchburg Police can be accessed by calling 911. The Dean or Academic Directors will proceed with mass notification via text message and/or phone notifications.

### Guidelines for an Emergency Notification

Safety in your Classrooms, Labs, and Offices

**If you are informed of the Emergency, protect yourself!**

**If the Emergency is due to severe weather or tornado warning:**

- If you are outside, seek cover in the closest building.
- Stay in your classroom, room, or office if it is in the interior of the building
- *OR* Go to an interior hallway of the building.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Web and your e-mail for updates and instructions.
- Call 911 *immediately* or the college office if you have any information about damage or injuries.
- Stay in your area until you receive the "all clear" message from the college office, Centra Security or emergency worker.

**If the Emergency is due to an intruder: (or if an intruder has been observed)**

- Go to the closest classroom, room, or office and stay there.
- Shut the door and lock it, if possible.
  - *AND* If possible, place a desk or chair in front of the door
  - *AND* If possible, wedge a shoe or belt under the door to prevent it from opening.
- Turn off the lights.
- Keep yourself and others in the room as quiet as possible

- *AND* Switch cell phones to vibrate
- *AND* Mute all computers, projectors, CD players, and other machines.
- Stay away from windows, glass doors, and glass walls.
- Monitor the Web and your e-mail for updates and instructions.
- Call 911 *immediately* or College office if you have any information about damage or injuries.
- Stay in your area until you receive the “all clear” message from the College office, Centra Security or emergency worker.

## **PARKING**

- A. Students have ample parking available at Centra College. Students are instructed to park in the spaces with white lines and leave labeled staff spaces for faculty and staff. In addition, students are to leave visitor spaces near the front of the building for visitors only.
- B. The College accepts no responsibility for theft or damage to employees’ or students’ vehicles. Report such a matter to the local police immediately.
- C. Parking in handicap spaces without the proper permit could result in a ticket issued by the City Police.
- D. Students must file a Car Registration Form with the College office giving all required information.

## **ACCESSIBLE FACILITIES**

Centra College and the branch campus, Bedford Memorial Hospital, are equipped with access ramps and have bathroom facilities for the handicapped. Handicapped parking is available and is designated in the front of the building.

## **ENTERING AND LEAVING BUILDINGS**

Students must enter Centra College through the main entrance. Students are required to use their student identification badge when entering through the lobby. The fire exits are not to be used except in the event of fire or a fire drill.

## **INCLEMENT WEATHER**

In the event of inclement weather, the college will provide updates via the following platforms: WSEST - Channel 13, WSET Website, Onsolve Notification, and the LMS

### ***Impact of A Delay***

When there is a delay in the opening of the college or an early release due to inclement weather, all academic activities scheduled for the time the college is closed are canceled, including clinical and preceptorship experiences. Faculty have the option of posting assignments on the LMS to be completed at home to cover class material that was to be covered during the closure. In the event of a delayed opening, the clinical day will begin when the college opens. For example, if the college opens at 10:00 AM due to a delay, the clinical day will start at 10:00 AM. In the event of an early release, the clinical day will end when the college closes. Any hours missed due to a delay or early release must be made up at a later date.

## *Impact of Classes Cancelled*

When the college is closed for inclement weather, all academic activities are canceled including clinical and preceptorship experiences. Faculty have the option of posting assignments on the LMS to be completed at home to cover class material that was to be covered during the closure. To assure adequate time for instruction, the canceling of classes due to inclement weather or any unforeseen event may result in decreasing the length of planned college breaks (such as fall or spring break), and/or the addition of academic days to a semester.

## **ROLE OF STUDENTS IN THE EVENT OF A DISASTER**

All students are responsible for being familiar with the Emergency Operations Plan (EOP) as it relates to their duties and responsibilities. The EOP provides processes for implementing specific procedures in response to a variety of disasters

### Statement of purpose:

The EOP describes how the organization delineates the authorities, responsibilities, and procedures to be followed by staff, volunteers and community organizations in effectively responding to an emergency situation either within the hospital or within the community or at other Centra facilities.

While being a complete and separate entity in itself, the EOP reflects the commitments made to, and given by, organizations in the community, and reflects the basic disaster planning concepts within the community.

### Scope:

This Emergency Operations Plan is applicable to both external and internal disasters. The Plan is not intended to deal specifically with every possible adverse situation; rather, it provides a basic set of guidelines to keep the hospitals and other Centra facilities functioning as smoothly as possible under all emergency circumstances while allowing flexibility in responding to a specific set of conditions. This plan is supplemented by individual departmental procedures that provide the specific actions to be taken by departmental personnel in responding to a disaster.

### Management responsibility:

The Chair of the Safety Committee is responsible for developing and directing the Emergency Operations Plan. Any recommendations regarding the content or format of the plan should be provided to the Safety Chairman at 434-200-3135. Emergency Preparedness management information and incidents are reported to the Safety Committee and included in the annual report to the governing body.

### Objectives:

- To attend promptly and effectively to all individuals requiring medical attention in an emergency situation.
- To protect the patients, visitors and staff from injury.
- To protect property, facilities and equipment.
- To attend promptly and effectively to all individuals requiring medical attention in an emergency situation.
- To protect the patients, visitors and staff from injury.
- To protect property, facilities and equipment.

- To correlate with the overall community disaster plan.
- To outline each department's responsibilities.
- Staff and hospital resource preparation for optimal performance.
- To satisfy all applicable regulatory requirements.
- To restore all services as quickly as possible.

#### Description of the plan:

The plan provides processes for implementing specific procedures in response to a variety of disasters. Emergency procedures are in place for the following events:

- CODE SIEGE** - Hostage
- CODE ATLAS** - Help required for the restraint of patient, visitor, etc.
- CODE SILVER** – Facility lockdown/Situation potentially involves an active shooter
- CODE WHITE** - Severe weather, Tornado, hurricane
- CODE ORANGE** –Hazardous material spill
- CODE “MP”** - Missing person (patient)
- CODE BLUE** - Resuscitation notification
- PEDIATRIC CODE BLUE** – Pediatric resuscitation notification
- CODE RED** – Fire
- CODE ADAM** - Possible child abduction
- CODE “D”**- External/Internal Disaster
- CODE GRAY** - Bomb Threat
- ALL CLEAR** – Clear the code

During emergency codes, common actions may be taken at Lynchburg General Hospital and Virginia Baptist Hospital. Lynchburg General Hospital and Virginia Baptist Hospital, dial 200-5911. Emergency announcements will be made three times over the public address system and will be repeated at intervals as necessary.

**Note:** Outlying facilities such as Bedford Memorial Hospital, Southside Community Hospital, Bridges Treatment Center, and the ambulatory care centers have internal protocols designed to provide proper announcements of all emergency codes.

Upon announcement of any code, each Department Director, or designee, will immediately take the steps outlined in their standard operating procedures to implement the Plan in their respective Department. Each Department Director, or designee, is responsible for providing periodic updates on staffing status to the Disaster Control Center.

**Note:** Any Code may be upgraded to a Code D if circumstances so dictate. The Administrator in Charge or Administrative Supervisor will be responsible for making that decision.

The plan provides for defining and, when appropriate, integrating the organization's role with community wide emergency preparedness efforts.

The Safety Officer for Centra is a member of the community disaster planning committee that meets regularly to coordinate and plan disaster drills for the Central Virginia region. These drills involve the emergency medical services for the city of Lynchburg and the counties of Bedford, Amherst and Campbell. All emergency medical service personnel from these localities participate in these drills on a regular basis. Other participants in these drills may also include the Lynchburg Amateur Radio Club (L.A.R.C.), Blue Ridge Emergency Medical Services (B.R.E.M.S.), Lynchburg City Fire Department, Lynchburg Police Department, and the Lynchburg Regional Airport.

Following the completion of the drills, Centra's representatives participate in a critique of the drills to identify areas of needed improvement. These critiques are shared with the Safety Committee. The Emergency Preparedness Plan is modified as required.

Depending on the circumstances of a Code D, the Lynchburg City Fire Department and/or Police Department may be called. The administrator in charge of the disaster will make that decision after carefully evaluating all aspects of the event.

Other emergency situations such as Code Blue, Code Atlas, etc. do not necessarily require assistance from outside resources, but the administrator in charge of the event will make that decision.

### **Guidelines:**

1. A disaster is announced over the public address system.
2. Students are not to report to the hospital unless they are contacted and are requested to report.
3. Students and faculty on clinical units will remain in the assigned area and assist with activities on those units.
4. Students who are in class will remain in the classroom until dismissed by the instructor.
5. No one is to use the telephones in the College or the hospital. There are a limited number of lines into the switchboard, and these must be available for handling vital communications relative to the disaster.
6. Students are not to release any information to persons who may question them. All information relative to the disaster or its operations will be released to the news media through the Media Relations Center which will be set up in the Health Sciences Libraries at Lynchburg General Hospital and Virginia Baptist Hospital under the direction of the Public Relations director or designee.

## **FIRE PLAN**

Fire prevention is the responsibility of all faculty, employees, students, and visitors. Should anyone discover a fire hazard, or a condition that may create a fire hazard, prompt action must be taken including notification to the Dean of Centra College.

### **A. Response When Discovering a Fire (RACE):**

1. **RESCUE** – The person discovering the fire should attempt to rescue anyone in an immediate life-threatening situation without placing themselves at risk.
2. **ALARM** – Pull the nearest fire alarm box. The fire alarm boxes are always located near emergency exits. Then immediately call 911 reporting the location of the fire as Centra College, Lakeside Drive. Call 434-200-5911 and announce code red.

3. **CONTAIN** – Be certain to close all windows and doors in an attempt to contain the fire in a small area.
4. **EXNINGUISH/EVACUATE** – Retrieve the nearest fire extinguisher and attempt to extinguish the fire. All building occupants not involved with trying to extinguish the fire should evacuate the building. If the person discovering the fire cannot successfully extinguish the fire then they should immediately evacuate the building with all other building occupants.

**B. Response When the Fire Alarm is Activated (person is not the one discovering the fire):**

1. All students should exit the building at the nearest emergency exit. Walk, do not run.
2. Faculty members will check each classroom, lounge and office areas to be certain that no one is left inside the building. They will close all doors behind them.
3. Everyone should assemble in the front parking lot while awaiting further instructions from the Lynchburg Fire Department site commander. Be careful not to impede the fire department response.
4. The College Dean or Academic Directors will account for all faculty members and support employees. The faculty members will account for the presence and safety of all students.
5. Reentry to the building should only occur after receiving approval from the Lynchburg Fire Department site commander.

**C. Safe Operation of the Fire Extinguisher (PASS)**

1. **PULL** the pin
2. **AIM** the nozzle of the extinguisher at the base of the fire
3. **SQUEEZE** the fire extinguisher trigger
4. **SWEEP** the fire extinguisher from side to side

**D. Fire Drills – Fire Drills will be conducted once per semester.**

**Students assigned in clinical areas must abide by the Fire Plan of Centra Lynchburg General Hospital Virginia Baptist Hospital.**

**A. IF YOU DISCOVER A FIRE IN THE CLINICAL SETTING**

1. Remove any patient in immediate life-threatening danger.
2. Pull the nearest fire alarm box.
3. Dial 200-5911 and give your name and the location of the fire.
4. Close doors and windows.
5. Fight fire.
6. Stand by.

**DO NOT SHOUT "FIRE," STAY CALM.**

**B. If You Hear a Fire Alarm (Code Red)**

1. Return to your section using the nearest stairwell. Since the fire brigade will respond to the fire via stairwells, you must remember to stay to the right and give way to the fire brigade as they pass. **DO NOT USE ELEVATORS.**
2. Close doors and windows.
3. Stand by.

#### **C. Oxygen Cut Off Procedure**

**Do not cut off oxygen valves unless instructed to do so by the Nursing Supervisor in charge.**

- D. Students in the cafeteria will immediately return to their assigned units if the code occurs in their assigned clinical area. If the student is not assigned to the clinical area to which the code is called, the student should remain in the cafeteria.
- E. Unassigned students in the cafeteria, library, etc., may remain there, but must abide by the same requirements as visitors; stay in rooms or waiting areas; and do not travel within the building until given further instructions.
- F. No telephones are to be used during Code Red.

## **CODE SILVER POLICY**

### **Scope:**

This policy is applicable to all students, faculty and staff participating in activities at Centra College

### **Purpose:**

The purpose of this policy is to provide a quick response to an incident in the immediate vicinity or on the property of Centra College involving an active shooter, fugitive, or any other person who might represent a threat to the students, faculty or staff. The threat is considered serious enough to require a complete lockdown of the college to provide maximum safety to students, faculty, staff and others until the situation has been resolved. When an incident is occurring in the immediate vicinity or on the property of the hospital and is a serious threat to the safety of personnel, a Code Silver is initiated to lockdown the facility and to direct employees to seek safety.

### **Definitions:**

1. Dangerous Person: An individual actively engaged in killing or attempting to kill or seriously harm people in a confined and populated area.
2. Civil Disturbance- Group acts of violence and disorder prejudicial to public law and order.
3. Gang Related – A group of adolescents, criminals, or hoodlums who band together for mutual protection and profit.

### **Procedure:**

Determine that a security threat involving a dangerous person or fugitive is actively underway in the immediate vicinity or on the property of the college. The security threat may be discovered by:

- Information received from the Lynchburg Police Department

- Reports received by hospital security personnel
- News Reports
- Other employees/students/volunteers

**A. External Lockdown Procedures:** This occurs when the threat is outside of the facility but in the vicinity.

1. Lock all outside doors.
2. All persons in the building must remain inside until the situation is cleared by Lynchburg Police Department or Centra Security.
3. Notify students via appropriate channels (see listed below) of threat warning students, faculty and staff not to enter premises until the situation is cleared by Lynchburg Police Department or Centra Security.

**B. Internal Lockdown Procedures:** This occurs when the threat is inside of the facility.

1. Call 911; report situation
2. Notify students, faculty and staff via appropriate channels (see listed below) of a Code Silver or Dangerous Person
3. Decide whether to **Run, Hide or Fight (last resort)**. If evacuating the building leave all personal items behind.
4. All cell phones will be placed on silent mode. No one is to use a cell phone for calls (only texts) until all is secure.
5. If police enter, **keep hands in plain view at all times**. Expect to be treated like a suspect.
6. Faculty members must provide an attendance roll and roster to the Director of the Simulation Center after the all clear to ensure everyone is accounted for.

**Run:**

- a) Keep hands raised and visible.
- b) Keep others from entering area.
- c) Don't point, scream or yell.
- d) Follow law enforcement instructions.
- e) Don't make sudden movements toward officers.
- f) Move a safe distance from the facility.
- g) Report the incident by calling 911 and Centra security 200-3255.
- h) Do not re-enter the building.

**Hide:**

- a) Get out of the shooters view.

- b) Look for protection from gunfire.
- c) If possible, choose a place to hide that does not trap you.
- d) Hide behind large objects.
- e) Stay quiet, and silence phones.
- f) Stay in place until “All Clear” is given by law enforcement.
- g) Plan for fight.

#### Fight:

- a) Last resort action.
- b) Act as a team.
- c) Use improvised weapons.
- d) Disrupt and Incapacitate.
- e) Act aggressively.

### C. Notifying learners:

Students must be notified when an external or internal lockdown occurs. Follow the directions for each institution below. Only institutions whom are scheduled for activities within the facility during the day of the lockdown should be notified.

#### 1. Centra College

- a) A Centra College employee will activate SENDWORD alert message to all students, faculty and staff (policy CENTRA COLLEGE 4.7).
- b) Call Centra Security at 200-3255.
- c) Page overhead announcement for Centra College and Virtual Learning Center:
  - Selecting the Page button on the Alcatel Phone System on office phone.
  - Press #4.
  - State your announcement and repeat at least once.

## EMPLOYMENT OPPORTUNITIES

Students may seek employment as long as it does not interfere with class or clinical schedules. Students are not to leave class or clinical because of employment responsibilities. Centra Health, Inc. may employ nursing students for various positions. Application must be made through the Human Resources Department. Centra Health, inc. will no longer hire individuals who use tobacco/nicotine products in any form.

Centra College encourages students to allow for 30-35 hours per week to study.

## **CAFETERIA AND DINING FACILITIES**

Cafeterias are located at Centra Lynchburg General Hospital and Centra Virginia Baptist Hospital. Students are entitled to a discount when purchasing meals and snack items in the hospital cafeterias. The student must wear proper ID badges for the discount to be honored. When assigned in community areas, students are responsible for their own meals. Daily food storage and dining facilities are located in the student lounge.

## **LIBRARY**

The Health Sciences Library at Centra Lynchburg General and the Barksdale Library at Centra Virginia Baptist Hospital are available for student use. Students must provide identification through student ID badges when requested. Library users are asked to respect the rights of others by maintaining an atmosphere that is conducive to studying, reading, and research.

The Health Sciences Library is staffed Monday-Friday from 8:30 a.m. – 5:00 p.m. It is accessible at all times, but if you want to meet with the librarian, it is recommended that you contact her ahead of time. Routine rounds are made by hospital security. The Barksdale Library does not currently have a set schedule for onsite staffing. It is also accessible at all times.

**Library staff may be reached by phone at (434) 200-3147**

There are request forms for library services available on the library homepage.

Computers are also available at all times in the libraries on a first-come, first-serve basis. It is necessary to use your Centra Health login to access the desktop programs, including the internet.

### ***Access to Library Resources***

Physical books are for in library use. Our physical holdings are non-circulating.

Please do not re-shelve materials. Items incorrectly placed on the shelves may be temporarily lost to other library users. Used materials should be placed on the table and will be re-shelved by the librarian. Items in the library can be copied by the student at no charge. Information on copyright law is posted on the photocopier. The library staff complies with copyright law and may refuse a copying request if it would violate the “fair use” provision.

The Library provides access to an array of electronic resources. Along with eBooks, the Library subscribes to 11 EBSCOhost databases (including CINAHL) Access Medicine, and Dynamic Health. The electronic library is accessible via the learning platform for full distance education in the RN-BSN program.

### ***Interlibrary Loans***

Materials not available at either library may be requested from other libraries for members of the Centra Health, inc. community. The Health Sciences Library belongs to several interlibrary loan networks and most items can be obtained at no charge. Some institutions, however, have set charges ranging from \$11.00 - \$15.00 per item plus up to a \$5.00 rush surcharge. These charges are passed along to the requestor only with prior approval.

### ***Reference***

The Librarian is available to assist library users in answering research and reference questions. Reference services include assistance in using electronic and internet resources. Such requests may be made in person or via telephone, or email.

### ***Bibliographic Instruction***

Library staff will provide orientation to the use of the libraries' collections and electronic resources. This orientation may include help in locating materials, in using the online catalog, and accessing research databases. One-on-one and small-group training sessions may be set up in advance by contacting the librarian.

### *Collection Development*

Any suggestions students have for new books or electronic resources should be directed to the Chair, Learning Resources Centra College.

### *Eating and Drinking*

Beverages in closed containers may be brought into the library. Food is not permitted in the library in order to protect the library materials and equipment from damage.

### *Library-Related Honor Code Violations*

Any student who tears out pages from books or magazines, or takes unauthorized materials from the Library, is subject to being banned from using the Library and may be dismissed from the College. Such action is considered a violation of the Honor Code.

## *Registered Nurse to Bachelor of Science in Nursing Program Specific Policies & Expectations*

### *Late Work Policy*

All written assignments are expected to be submitted by the posted due date and time. Timely submission is essential for maintaining course flow and ensuring fairness to all students.

- **Late Submissions:** Assignments submitted after the deadline will incur a 10% deduction per day for up to three (3) days past the original due date, unless prior written approval is obtained from the instructor.
- **After Three Days:** Assignments will not be accepted more than three (3) days late without documentation of extenuating circumstances and explicit approval from the instructor.
- **Requesting Extensions:** Students should request extensions before the assignment deadline whenever possible. While requests will be considered, approval is not guaranteed.
- **Unapproved Late Work:** Assignments that are not submitted within the allowable timeframe and without prior approval will receive a zero.

Extenuating circumstances are defined as unforeseeable events that prevent timely submission, including:

- Documented medical emergencies
- Family crises
- Technical failures beyond the student's control

Students must notify the instructor within 48 hours of the original deadline and provide appropriate documentation to be considered for an extension. If granted, a new due date will be provided, and no late penalty will apply if the assignment is submitted by the revised deadline.

Please note that student choice, time management issues, or preventable errors (e.g., forgetting to submit) do not qualify as extenuating circumstances.

The instructor has final discretion regarding all late work and extension requests. Students are encouraged to plan ahead, communicate proactively, and seek support when needed to ensure timely completion of coursework

## Associate Degree in Nursing – Program-Specific Policies & Expectations

### ATI Proctored Assessments

- ATI proctored tests will be utilized in various courses throughout the ADN curriculum and will equal a total of 5% of the final course grade.
- Students will take practice assessment A & B.
  - Practice assessments A and B should be completed by the deadline established by the course faculty.
  - The rationales will be turned off for both practice assessments so that students focus on achieving a better score and focus on mastering the content for application.
  - Should a student not complete the practice assessments by the given deadlines, the student shall receive a 10-point deduction from the final converted score they receive on the final proctored test for each practice test not taken by the stated deadline.
  - Example: Student Jane Doe did not take practice test A. She scored an 85 on her final proctored ATI test which converted to a 95. Since she did not take practice test A, she will lose 10 points, and her final score will be an 85.
- For practice assessment scores, students must remediate and complete the automated individualized focus review received on the report.
- Students will be responsible for completing the associated remediation for both the practice and proctored assessments. Remediation is an expectation for the success and benefit of the student in progressing forward in the curriculum and for NCLEX success.
- The ATI Proctored Assessment will be completed at the end of the course.

#### Grading Rubric

STANDARDIZED PROCTORED ASSESSMENT CONVERSION SCORES FOR Proctored ATI TESTS	
<i>ATI Score</i>	<i>Converted Score</i>
<b>91-100</b>	<b>100%</b>
<b>81-90.99</b>	<b>95%</b>
<b>71-80.99</b>	<b>90%</b>
<b>61-70.99</b>	<b>85%</b>
<b>51-60.99</b>	<b>80%</b>
<b>&lt;50.99</b>	<b>75%</b>

### Comprehensive Predictor Grading Rubric

- The Comprehensive Predictor will be utilized in the N270 course in the ADN curriculum and will equal a total of 5% of the final course grade.
- Students will take practice assessment A & B.
  - Practice assessments A and B should be completed by the deadline established by the course faculty.
  - The rationales will be turned off for both practice assessments so that students focus on achieving a better score and focus on mastering the content for application.
  - Should a student not complete the practice assessments by the given deadlines, the student shall receive a 10-point deduction from the final converted score they receive on the final proctored test for each practice test not taken by the stated deadline.

- Example: Student Jane Doe did not take practice test A. She scored an 85 on her final proctored ATI test which converted to a 95. Since she did not take practice test A, she will lose 10 points and her final score will be an 85.
- For practice assessment scores, students must remediate and complete the automated individualized focus review received on the report.
- Students will be responsible for completing the associated remediation for both the practice and proctored assessments. Remediation is an expectation for the success and benefit of the student in progressing forward in the curriculum and for NCLEX success.
- The Comprehensive Predictor Assessment will be placed at the end of the course.

### Grading Rubric

<b>STANDARDIZED PROCTORED ASSESSMENT CONVERSION SCORES FOR COMPREHENSIVE TEST</b>	
<i>ATI Score</i>	<i>Converted Score</i>
<b>91-100</b>	<b>100%</b>
<b>81-90.99</b>	<b>95%</b>
<b>71-80.99</b>	<b>90%</b>
<b>61-70.99</b>	<b>85%</b>
<b>51-60.99</b>	<b>80%</b>
<b>&lt;50.99</b>	<b>75%</b>

#### References:

Assessment Technologies Institute, Inc., (2021). Integration best practices: Student assessment and review policy; Successful incorporation of ATI assessments. *ATI Testing*. Retrieved from:  
[https://atitesting.com/docs/default-source/policies-research/ati-policy-recommendations/ir-sample\\_policy\\_2022.pdf?sfvrsn=31c902e9\\_4](https://atitesting.com/docs/default-source/policies-research/ati-policy-recommendations/ir-sample_policy_2022.pdf?sfvrsn=31c902e9_4)

### **ADN MEDICATION DOSAGE CALCULATION COMPETENCY TESTING POLICY**

#### *Policy Statement:*

All nursing students must take a 20-question, fill-in-the-blank dosage calculation test in the following courses: NUR 150, NUR 180, NUR 240, and NUR 260. Course faculty in NUR 150, NUR 180, NUR 240, and NUR 260 will provide a dosage calculation review prior to the pre-test. This test counts for 5% of the overall course grade, and students must score at least 85% to pass. Those who do not meet the benchmark must complete mandatory remediation to improve their skills and demonstrate competency. Failure to attend remediation will result in a grade of “0” and prevent progression to the next semester until competency is achieved.

#### *Procedures:*

##### **Pre-test Preparation**

- Students will complete a 20-question, fill-in-the-blank pre-test administered through ExamSoft to assess their baseline dosage calculation skills. This pre-test does not impact course grades or progression in any class.
- Students will receive immediate feedback upon completion and are expected to use the results to identify areas needing improvement. It is the student’s responsibility to seek additional support if needed.

- c. All students must adhere to the Centra College Honor Code while taking and reviewing the pre-test. Violations may result in academic dismissal, in accordance with the Centra College Student Code of Conduct.

### **Dosage Calculation Test:**

All nursing students must take a 20-question, fill-in-the-blank dosage calculation test in NUR 150, NUR 180, NUR 240, and NUR 260. A benchmark score of 85% or higher is required to pass the test.

### **Failure to Meet Benchmark (1st Attempt):**

Students who do not score at least 85% on the dosage calculation test must:

- a. Within two weeks of receiving their grade, schedule a meeting with faculty to review missed questions, meet with the Student Success Coach for remediation, and obtain a remediation study packet. It is the student's responsibility to schedule and attend these sessions.
- b. After remediation, the student must take a second dosage calculation test. While the original test grade will remain unchanged, students will have up to three attempts to achieve the 85% benchmark and demonstrate competency.

### **Second Attempt:**

**If a student does not score at least 85% on the second dosage calculation test, they must:**

- a. Schedule and attend a second remediation session with the Student Success Coach within two weeks of receiving the failing grade.
- b. After remediation, the student will take a third dosage calculation test.

### **Third Attempt:**

- a. If the student fails to meet the benchmark of 85% or better on the third dosage calculation test, the student will earn a failing grade in the course and will repeat the course in which the dosage calculation was given, following the repeated courses policy located in the student handbook.

### **Remediation:**

Remediation sessions will be scheduled and conducted by the Student Success Coach, who will review the students' performance, identify areas of weakness, and provide targeted support to improve competency in dosage calculations.

Remediation will focus on understanding the concepts behind dosage calculations, practicing calculations, and applying knowledge to real-world scenarios.

### **Rounding:**

Faculty will provide a review of dosage calculation methods. Examples of rounding are outlined below and can be reviewed in the ATI Dosage Calculation module:

- < 1mL round to hundredth
  - 1 mL round to tenth
- kg is rounded to tenth
- no trailing zeros to right of decimal
- no fractions
- leading zero to left of decimal
- correct abbreviations (ex: mL, subcut, etc.)
- weight- based calculations- round the weight and the final answer to the nearest tenth.

- BMI and Intake and Output calculations will NOT be included in the dosage calculation test but may be included in unit tests if pertinent to course material.

**Included Directions:**

The following dosage calculation directions will be provided with each question:

- a. General Directions: Calculate the following dosage. Round mL answers to the nearest tenth or hundredth according to rounding rules.
- b. Weight-Based Directions. Calculate the following dosage. Round the weight and the final answer to the nearest tenth or hundredth according to rounding rules.
- c. IV Pump Directions: Calculate the dosages as indicated. The pump delivers in tenths of a milliliter. Or Round pump rate to the nearest whole number.
- d. IV Drip Directions: Calculate the dosages as indicated. Round drip rate to the nearest whole number.

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## *Practical Nursing – Program-Specific Policies & Expectations*

### *ATI NCLEX Resource & Review: PN Program*

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX success.

- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students in preparing effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, which may be accessed from the “My ATI” tab. **It is highly recommended that you spend time navigating through these orientation materials.**

### *Review Modules/eBooks*

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

### *Tutorials to Support Assessment and Remediation Process*

ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic 2.0** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System PN 3.0** offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System 3.0, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

### *Assessments*

The Content Mastery Series Assessments (CMS) provide essential data regarding a student’s mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review). The Custom Assessment Builder can be utilized to create content-specific testing for students as well as proctored assessments for courses in the first semester of the program.

### *Focused Reviews/Active Learning/Remediation*

ATI Focused Review 2.0 facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student’s performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review 2.0 automatically assesses the student’s learning gaps and generates a personalized learning experience. Focused Reviews 2.0 provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz which provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact.

### *Implementation Strategies*

Encouraging students to do their best work while taking practice and proctored assessments will enable true reflection of the student's content mastery.

- Implement practice assessments with rationales turned off, so students can create their individual Focused Review as a study guide. Once the review is completed (if time allows), encourage students to retake another version of the practice assessment with rationales turned on.
- Allow ample time between retakes so students have an opportunity to create a robust Focused Review that can be used as a study guide for the course, the ATI comprehensive Predictor, and the NCLEX.
- Administer proctored assessments to students prior to a course final to allow ample time to create the personalized Focused Review. This applies to preparation for the course final, ATI Comprehensive Predictor, and as a NCLEX study guide.
- Implement a student success binder, which helps students understand their content knowledge gaps for easy review. The binder can include a student signed school policy, a current transcript, the Focused Review, and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries).
- To earn points identified in the ATI Student Assessment and Review policy for each practice assessment, students should complete the remediation provided following the first attempt at each practice assessment. Once completed, students should take the post-remediation quiz (if available) and complete the follow-up remediation.

### **Content Mastery Test Level Definitions:**

- Level 3:
  - Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.
  - Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX standards in this content area.
  - ATI advises these students should engage in continuous focused review to maintain and improve their knowledge of this content.
- Level 2:
  - Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.
  - Scores at this level were judged by the content expert to indicate a student as certain to meet NCLEX standards in this content area.
  - ATI advises these students should engage in continuous focused review to improve their knowledge of this content.
- Level 1:
  - Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
  - Scores at this level were judged by the content expert to indicate a student likely to just meet NCLEX standards in this content area
  - ATI advises these students should develop and complete a rigorous plan of focused review to achieve a firm grasp of the content.
- Below Level 1:
  - Scores Below the Proficiency Level 1 standard can be considered below the minimum expectations for performance in this content area.
  - Scores at this level were judged by the content expert to indicate a student is unlikely to meet NCLEX standards in this content area.

*Custom Assessment Grading Rubric*

Practice and proctored custom assessments will be utilized in NUR 116 for a total of 5% of the final course grade. There will be one practice custom assessment given in each course with associated remediation (listed in the table below) and one proctored custom assessment given in each course with associated remediation (listed in the table below). The faculty in NUR 116 are responsible for creating an appropriate practice and proctored custom assessment for the course.

<b>Custom Assessment Grading Rubric</b>			
Practice Custom Assessment			
<i>Remediation = 4 Points</i>			
<ul style="list-style-type: none"> <li>For each topic earning less than 80%, complete an active learning template as part of the required remediation process. Your instructor will notify you for instructions on turning in your active learning templates.</li> </ul>			
Proctored Custom Assessment			
Level 3 = 86-100% <i>4 Points Earned</i>	Level 2 = 75-85.99% <i>3 Points Earned</i>	Level 1 = 65-74.99% <i>2 Points Earned</i>	Level 0 = <65% <i>1 Point Earned</i>
<i>Remediation = 2 Points</i>	<i>Remediation = 2 Points</i>	<i>Remediation = 2 Points</i>	<i>Remediation = 2 Points</i>
<ul style="list-style-type: none"> <li>For each topic earning less than 80%, complete an active learning template as part of the required remediation process.</li> </ul>	<ul style="list-style-type: none"> <li>For each topic earning less than 80%, complete an active learning template as part of the required remediation process.</li> </ul>	<ul style="list-style-type: none"> <li>For each topic earning less than 80%, complete an active learning template as part of the required remediation process.</li> </ul>	<ul style="list-style-type: none"> <li>For each topic earning less than 80%, complete an active learning template as part of the required remediation process.</li> </ul>
10/10 Potential Points Available	9/10 Potential Points Available	8/10 Potential Points Available	7/10 Potential Points Available

\*No partial credit will be given for remediation assignments. All active learning templates must be completed to receive the allotted remediation points.

*Content Mastery Assessment Grading Rubric*

Practice and proctored content mastery assessments will be utilized in NUR 115, NUR 125, NUR 126, NUR 135, and NUR 136 for a total of 5% of the final course grade. There will be a minimum of one practice content mastery assessment and a maximum of two practice content mastery assessments utilized per proctored assessment. The faculty in each course, NUR 115, NUR 125, NUR 126, NUR 135, and NUR 136, are responsible for providing and proctoring appropriate practice and proctored content mastery assessments for each course.

<b>Content Mastery Assessment Grading Rubric</b>
Practice Content Mastery Assessment(s)
<i>4 Possible Remediation Points Available</i>
<ul style="list-style-type: none"> <li>One (1) remediation point will be allocated to Practice Content Mastery Assessment A while three (3) remediation points will be allocated to Practice Content Mastery Assessment B.</li> </ul>

<ul style="list-style-type: none"> <li>Practice Content Mastery Assessment A should be completed by the deadline assigned by course faculty. Students are only required to complete, to the best of their ability, Practice Test A by the scheduled due date to receive the allocated one (1) remediation point as this is a baseline assessment.</li> <li>Practice Content Mastery Assessment B should be completed by the deadline assigned by course faculty. Students are required to complete, to the best of their ability, Practice Test B by the scheduled due date and complete all the remediation requirements listed below receive the allocated three (3) remediation points.</li> <li>No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points for practice and proctored tests.</li> </ul>			
<b>Practice Content Mastery Assessment A</b> <i>(1 point)</i> <ul style="list-style-type: none"> <li>Complete Practice Assessment A as assigned</li> </ul>		<b>Practice Content Mastery Assessment B</b> <i>(3 points)</i> <ul style="list-style-type: none"> <li>Complete Practice Assessment B as assigned</li> <li>Minimum 1-hour time spent on Focused Review/Active Learning Templates</li> <li>Complete faculty-assigned active learning templates</li> <li>Take Post-Study Quiz (if applicable)</li> </ul>	
<b>Standardized Proctored Content Mastery Assessment</b>			
<b>CMS Level: Level 3</b> <i>4 Points Earned</i>	<b>CMS Level: Level 2</b> <i>3 Points Earned</i>	<b>CMS Level: Level 1</b> <i>2 Points Earned</i>	<b>CMS Level: Below Level 1</b> <i>1 Point Earned</i>
<i>Remediation = 2 Points</i> <ul style="list-style-type: none"> <li>Minimum 1-hour time spent on Focused Review/Active Learning Template for proctored assessment</li> <li>Complete faculty-assigned active learning templates</li> </ul>	<i>Remediation: 2 Points</i> <ul style="list-style-type: none"> <li>Minimum 2-hours time spent on Focused Review/Active Learning Template for proctored assessment</li> <li>Complete faculty-assigned active learning templates</li> </ul>	<i>Remediation: 2 Points</i> <ul style="list-style-type: none"> <li>Minimum 3-hours time spent on Focused Review/Active Learning Template for proctored assessment</li> <li>Complete faculty-assigned active learning templates</li> </ul>	<i>Remediation: 2 Points</i> <ul style="list-style-type: none"> <li>Minimum 4-hours time spent on Focused Review/Active Learning Template for proctored assessment</li> <li>Complete faculty-assigned active learning templates</li> </ul>
10/10 Potential Points Available	9/10 Potential Points Available	8/10 Potential Points Available	7/10 Potential Points Available

\*No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points.

### *Comprehensive Predictor Grading Rubric*

Practice and proctored comprehensive predictor assessments will be utilized in NUR 136 for a total of 10% of the final course grade. There will be two practice comprehensive predictors utilized and one proctored comprehensive predictor utilized in NUR 136. The faculty in NUR 136 are responsible for providing and proctoring appropriate practice and proctored

comprehensive predictor assessments.

<b>Comprehensive Predictor Grading Rubric</b>			
Practice Comprehensive Predictor Assessments			
<i>4 Possible Remediation Points Available</i>			
<ul style="list-style-type: none"> <li>• One (1) remediation point will be allocated to Practice Content Mastery Assessment A while three (3) remediation points will be allocated to Practice Content Mastery Assessment B.</li> <li>• Practice Comprehensive Predictor Assessment A should be completed by the deadline assigned by course faculty. Students are only required to complete, to the best of their ability, Practice Test A by the scheduled due date to receive the allocated one (1) remediation point as this is a baseline assessment.</li> <li>• Practice Comprehensive Predictor Assessment B should be completed by the deadline assigned by course faculty. Students are required to complete, to the best of their ability, Practice Test B by the scheduled due date and complete all the remediation requirements listed below receive the allocated three (3) remediation points.</li> <li>• No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points for practice and proctored tests.</li> </ul>			
<b>Practice Comprehensive Predictor Assessment A</b> <i>(1 point)</i> <ul style="list-style-type: none"> <li>• Complete Practice Assessment A as assigned</li> </ul>		<b>Practice Comprehensive Predictor Assessment B</b> <i>(3 points)</i> <ul style="list-style-type: none"> <li>• Complete Practice Assessment B as assigned</li> <li>• Minimum 1-hour time spent on Focused Review/Active Learning Template</li> <li>• Complete faculty-assigned active learning templates</li> <li>• Take Post-Study Quiz (if applicable)</li> </ul>	
Standardized Proctored Comprehensive Predictor Assessment			
95% or Above Passing Predictability <i>6 Points Earned</i>	90% or Above Passing Predictability <i>5 Points Earned</i>	85% or Above Passing Predictability <i>4 Points Earned</i>	<85% Passing Predictability <i>3 Point Earned</i>
10/10 Potential Points Available	9/10 Potential Points Available	8/10 Potential Points Available	7/10 Potential Points Available

\*No partial credit will be given for remediation assignments. All hour requirements, active learning templates, and post-study quiz (if applicable) must be completed to earn allotted remediation points.

References (If Applicable):

Assessment Technologies Institute, Inc., (2021). Integration best practices: Student assessment and review policy; Successful incorporation of ATI assessments. *ATI Testing*. Retrieved from:

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