



Bradford College of Nursing School Catalog 2016

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Stockton, CA. 95207
(209) 475-9854
bradfordcareer.org

Bradford Career Center Catalog as required by California State Law CEC: 94908 and 94909
and CCR 71810 and 76215

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BRADFORD CAREER CENTER

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CATALOG DATE

This catalog covers the period April 1, 2016 to March 31, 2017.

BCC MISSION STATEMENT

Bradford Career Center is committed to facilitate the education of students in ways that hold high standards of ethical, holistic, culturally competent, versatile and population-based concerns in collaboration with various partners in the healthcare industry in particular and the educational system in general.

PURPOSE AND OBJECTIVES OF PROGRAMS

BCC is a private postsecondary institution. Its purpose is to train people who are interested to join the workforce of the medical field, to become well equipped and effective health care providers.

PROGRAMS OFFERED:

RN-BSN Program: The Program is developed to facilitate the education of associate degree or diploma prepared nurses in the San Joaquin County, California area toward a BSN degree. The curriculum provides them with experiences to develop BSN competencies and prepares them to coordinate complex care to individuals, groups and populations.

Nursing Assistant Training Program (C N A) – The NA training program is a 6 weeks long program. This program will train and prepare the nurse assistant for certification by the State of California as an entry level member of the health care team in a long-term care facility. The program is composed of two components – Theory and Clinical which will equip the trainee to function efficiently and competently as a nurse assistant.

Home Health Aide Training Program (HHA) – The HHA program is a 40 hour program. This program will prepare Certified Nurse Assistant's for certification as a Home Health Aide by the State of California which will enable the individual HHA to provide care and support to patients in a home setting without direct supervision by a licensed nurse.

BRIEF HISTORY:

The history of Bradford Career Center goes all the way back to 1996, when its mother school started a nursing assistant and home health aide program with 1 instructor and a class of 5 students. After almost 20 years of unbending commitment to the community, and having graduated more than a thousand capable nursing assistants and home health aides, Bradford Career Center is determined to pursue a tradition of excellent training in nursing and other healthcare related fields.

BPPE APPROVAL

Bradford Career Center is a private institution. It has been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE). Its Nursing Assistant and Home Health Aide programs have also been approved by the California Department of Health Services.

QUESTIONS Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to: The Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. Mailing address is still the same: P. O. Box 980818, W. Sacramento, CA 95798-0818. Phone Number: (916) 431-6959/Toll Free: (888) 370-7589/Fax Number: (916) 263-1897 Website:

<http://www.bppe.ca.gov>

REVIEW OF DOCUMENTS PRIOR TO SIGNING

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

PRE-ENROLLMENT DISCLOSURE: NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS:

Notice shall be given to each applicant for the RN-BSN program, which shall read as follows:

“This institution is provisionally approved by the BPPE to offer a degree program. To continue to offer this degree program, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations by 2018 and full accreditation no later than 2021.

“If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree program, and

Provide a teach-out to finish the educational program or provide a refund.

“An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.”

Above Notice shall be initialed by an institutional representative and the student, prior to executing an enrollment agreement. An initialed copy shall be given to the student and the original shall be retained in the enrolled student's records. Such notice shall be included, at a minimum, in the following locations:

- 1) Catalog where the degree program is described.
- 2) School's website where the degree program is described.
- 3) School's degree program brochures.

OTHER DISCLOSURES ABOUT THE RN-BSN PROGRAM:

A graduate of the RN to BSN Program is already a licensed Registered Nurse. As such, he/she need not take the RN licensure exam in California or any other state after completing the program.

The unaccredited RN to BSN Program offered by Bradford Career Center may not be recognized for some employment positions, including, but not limited to, positions with the State of California.

Students enrolled in the RN to BSN Program of Bradford Career Center are not eligible for federal financial programs.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling: 1(888) 370-7589 OR by completing a complaint form, which can be obtained on the bureau's Web site: <http://www.bppe.ca.gov>

ADDRESS

All classes are being held at the institutions primary address at 2522 Grand Canal Blvd., Stockton CA 95207.

FACULTY

Members of the RN-BSN faculty are registered nurses with at least a Master's Degree In Nursing. For the C N A and HHA programs, the instructors are RNs with a bachelor's degree in nursing. All members of the faculty are trailed by years of teaching experience in the nursing field as well as years of experience in the hospital setting.

ACADEMIC FREEDOM POLICY

BCC believes in the untrammled search for truth in the sciences and the humanities and encourages its faculty and students to probe, inquire, discuss, debate, explore every possible segment that challenges intellectual investigation. BCC will not hinder freedom of thought, belief, inquiry and expression which are necessary ingredients for a genuine exploration of diverse ideas.

However, BCC, as a school of nursing also believes that the nursing profession is not only an art. It is a profession that has a heart. Nursing is not only a science. It has a conscience. As such, although BCC gives its faculty and students sufficient latitude of freedom of inquiry and dissent, they are also expected to be sensitive to the difference between matters that are appropriate for public discussion and those that are better discussed in private. Although BCC considers itself a part of the intellectual community, its administration clings to a strong belief that the school is a moral agent and that knowledge must be pursued from the baseline of morality and decency.

DESCRIPTION OF THE EDUCATIONAL PROGRAMS

RN to BSN PROGRAM - This is a 53 weeks or approximately 13 months program. This program will provide RNs holding associate degrees, the opportunity to earn their Bachelor's Degree in Nursing.

The RN to BSN curriculum will build upon the education and experience of the registered nurse. It will provide them with experiences to develop BSN competencies and prepares them to coordinate complex care to individuals, groups and populations. The faculty and administration of Bradford Career Center is committed to providing an excellent educational experience, while meeting the needs of working students. The following belief statements serve as a unifying philosophy to guide the education of Bradford Career Center RN to BSN students in their practice of nursing.

Human Beings: We believe in the integrity and worth of the human person. We believe that the values of respect, dignity, and justice are a component of providing nursing care. We believe that health care is a basic human right and that care should be available to all persons.

Nursing: We believe that the goal of nursing is to provide safe, patient centered care in disease prevention, health promotion, maintenance, and restoration, and the support of death with dignity. We recognize that in order to meet the needs of patients, nurses must have essential competencies in four major roles, provider of patient centered care; designers, coordinators, and managers of care; and member of the profession (AACN, 2008).

We concur with the AACN assumptions regarding baccalaureate generalist practice, which notes that nurses:

- Practice from a holistic, caring framework.
- Practice from a base of evidence.
- Promote safe, quality patient care, using clinical/critical reasoning to address simple to complex situations.
- Assume accountability for one's own and delegated nursing care.
- Practice in a variety of health care situations.
- Care for patients across the lifespan and from diverse populations
- Engage in self care in order to care for others.
- Engage in continuous professional development.

Healthcare Environment: We recognize that there are strong environmental forces that influence the delivery of health care, including scientific advances, changing population demographics, new patient care technology, and patient access to health care information, changing reimbursement models and available financial resources. As a result, nursing practice and education must continually explore new delivery approaches to take advantage of the new environment.

Access to Care Across the Health Care Delivery System: We believe that the nurse can play an important role in facilitating patients' care across the increasingly complex health care continuum and that a major role of the BSN-prepared nurse is to implement programs of care that address the difficulty in moving from one level of care to another.

Interprofessional Collaboration: We believe that interprofessional collaboration is a key to safe, high quality, accessible, patient centered care. As a result, we must prepare students to interact with other disciplines in a collaborative way.

Nursing Education: We are committed to building on the education and experiences of the Associate Degree and Diploma-prepared registered nurse to expand their practice to the evidence based care of groups, populations and communities, and to prepare them to continue their professional development in order to reach their full potential as a practicing nurse.

In order to graduate from this program, a student has to complete 805 hours of theory and clinical experience which consist of the following courses:

For the RN-BSN program:

An applicant may transfer in or possess 36 hours of general education credit from a nationally or regionally accredited college or university. Twelve of the general education credit hours must be at the upper level (300-400 level courses). You can obtain any missing general education credits at Bradford Career Center. We offer courses in American Government, Speech, and U.S. History.

Individuals interested in enrolling in the RN-BSN program are encouraged to contact the admissions office at Bradford Career Center (209) 478-9854. We'll help you evaluate your transcripts and determine the number of credits that can be transferred.

The curriculum consists of a minimum 120 credit hours. The average length of time for a student taking a full course load is approximately 13 months when transferring in all applicable nursing degree, general education credits, and required pre-requisites. The content of the 120 semester units required for graduation including the transferred credits in nursing and non-nursing courses is shown here. Applicants can transfer up to 80 credit hours:

General Education Courses (Required to transfer into BCC's RN to BSN Program):

<u>COURSE</u>	<u>CREDIT HOURS</u>
Intermediate Algebra	3
Composition and Reading	3
Nutrition in Health and Disease	3
Human Anatomy w/ Lab	4
Human Physiology w/ Lab	4
Microbiology w/ Lab	4
General Psychology	3
Public Speaking/ Fundamentals of Oral Communication	3
Introduction to Sociology	3
GE Elective Course (Critical Thinking or Equivalent)	3
Total General Education Transfer Courses:	33

Registered Nursing Prerequisite Courses: RN to BSN

<u>COURSE</u>	<u>CREDIT HOURS</u>
Fundamentals of Nursing Theory	3
Fundamentals of Nursing Skills/Lab	1.5
Health Assessment Theory	2
Health Assessment Skills Lab	1.5
Nursing Clinical I	2
Fundamentals of Pharmacology	2
Medical-Surgical Theory	3
Medical-Surgical Clinical II	3
Gerontological Nursing Issues	3
Maternal/Newborn & Women's Health Nursing Theory	3
Maternal/Newborn & Women's Health Nursing Clinical III	2
Care of Children and Families Nursing Theory	3
Care of Children and Families Clinical IV	2
Psych/Mental Health Nursing Theory	3
Psych/Mental Health Nursing Clinical V	3
Pathophysiology*	3
NCLEX Preparation and Remediation *	1
Advanced Medical Surgical Concepts*	2
Nursing Clinical VII*	4

Total Registered Nursing Transfer Courses: 47

Professional Courses, Course Description, and Semester Credit Hours:

NSG 350- Transition to the Baccalaureate Nursing Role: 3 SCH, 45 contact hours in class:

Description: Transition to the Baccalaureate Nursing Roles builds up their current practice to provide the Associate Degree and Diploma-prepared registered nurses with skills to practice as a BSN-prepared nurse. The course focuses on the conceptual and theoretical underpinnings required for nurses to give care to groups and populations in a wide range of settings. It also provides students with the opportunity to consider additional professional development following graduation.

NSG 351- Health Assessment for the RN: 2 SCH, 30 contact hours in class:

Description: Health Assessment for RNs builds upon the health history and physical assessment skills that the students currently use to care for individual patients, typically in acute care settings. Students will develop skill in assessing complex patients and situations and in implementing specialized assessment techniques for patients of various ages and developmental stages in a variety of circumstances. The course will provide an opportunity for students to integrate assessment findings into a plan of care.

NSG 352- Health Assessment for the RN – Clinical: 1 SCH, 45 contact hours in lab/other opportunities for patient assessment.

Description: Health Assessment for the RN – Clinical is the companion clinical courses to Health Assessment for the RN. Students complete 45 contact hours in the laboratory, including participating in a health screening for a selected population.

NSG 315- Nursing Ethics: 3 SCH, 45 contact hours in class:

Description: Nursing Ethics outlines ethical principles appropriate for nurses and other clinicians, as well as typical organizational structures used to protect patient rights. Students will have the opportunity to analyze ethical dilemmas common in health care and consider strategies to resolve them from the perspective of the patient, significant others, clinicians, organizations and others.

NSG 352- Nursing Research and Evidence Based Practice: 3 SCH, 45 contact hours:

Description: Nursing Research and Evidence Based Practice prepares students to evaluate and synthesize research findings, particularly from outcomes, intervention, and translated research. Students use these skills to analyze practice protocols, making recommendations for their improvement.

NSG 450- Leadership and Management: 3 SCH, 45 contact hours in class:

Description: This course introduces the roles of a leader, manager, and follower in the context of health care organizations. The course explores concepts associated with leadership, such as interpersonal communication, conflict, change, strategic decision making, team building, power, politics and influence, and delegation. The competencies of a first-line manager in budgeting, staffing, scheduling and other human relations functions are also explored.

NSG 451- Leadership and Management – Clinical: 2 SCH, 90 contact hours in clinical experience:

Description: This course provides an opportunity for students to develop beginning level competence in the leader and

manager role. Students will spend 45 contact hours in activities in leadership and manager activities in selected health care settings.

NSG 495- Quality and Safety: 3 SCH, 45 contact hours in class:

Description: The course explores the concepts of quality and safety in healthcare, including evidence-based care, nurse-sensitive indicators, patient centered care, working conditions, and patient safety and quality tools. Students learn strategies to collect and analyze data related to the safety and quality of selected processes and recommend changes as necessary

NSG 440- Community Nursing and Population Health: 3 SCH, 45 contact hours in class:

Description: This course provides a solid foundation in community and public health nursing concepts; interventions for individuals, families, groups and communities; health promotion; and the multifaceted role of the community-oriented nurse. The focus will be on developing competence in assessing the needs of a population, developing and implementing appropriate interventions and evaluating their effectiveness.

NSG 441- Community Nursing and Population Health – Clinical: 3 SCH, 135 contact hours of clinical experience:

Description: This course provides an opportunity to provide care to a group of patients, assessing needs, and developing, implementing, and evaluating an appropriate intervention(s). Students may also care for individual clients within a community setting, with particular attention to strategies to support patients as they transition from one level of care to another.

NSG 444- Geriatric Nursing: 2 SCH, 30 contact hours:

Description: This course provides the RN to BSN student with an in-depth understanding of healthy aging and nursing care that can support the well-being of the elderly, regardless of the level of care in which they receive services. The course will integrate concepts of physical change and social, psychology, spiritual and cognitive aspects of aging into the development of nursing care in the most appropriate level of care from home to acute care.

NSG 445- Geriatric Nursing – Clinical: 1 SCH, 45 contact hours in clinical experiences:

Description: This is the companion course to Geriatric Nursing and provides an opportunity for students to provide individual and aggregate care to elderly patients. Emphasis is on working with the interprofessional team to provide care at the level of care most appropriate for the patient.

NSG 449- Genetics in Nursing: 3 SCH, 45 contact hours in the classroom:

Description: This course provides the opportunity for students to delve into the impact of genetics on diseases and related nursing care. Biological, psychological, and social implications of genetics, which influence health care, are considered. Basis of genetic inheritance, the influence of somatic and germ line mutations, the multifactorial relationship of gene-environment interactions and the foundation of ethical behavior in providing comprehensive genetic nursing care are explored.

NSG 452- Health Informatics Throughout the Healthcare Continuum: 3 SCH, 45 contact hours:

Description: Health information throughout the healthcare continuum prepares students to use today's technology in

delivering healthcare. Topics include clinical decision support, clinical documentation, provider order entry systems, system implementation, and adoption issues.

NSG 460- Educational Principles: Patient, Staff, and Students: 4 SCH, 60 contact hours:

Description: Educational principles for patients, staff, and students provides students with the ability to provide clinical education for both patients and providers. Adult learning principles, legal and ethical issues, preparation of the learning environment, and assessment of the learning needs and outcomes are explored. Specific educational approaches suitable for the level of health care are considered.

NSG 461- Educational Principles: Patient, Staff, and Students- Clinical: 1 SCH, 45 contact hours in clinical

experience: *Description: This course provides an opportunity for the student to develop, implement and evaluate a teaching plan for a group of patients. It will also provide students an opportunity to plan clinical learning activities for a student or novice nurse, supervise the learners activities, and evaluate their performance.*

NSG 465- Transcultural Concepts in Nursing: 3 SCH, 45 contact hours:

Description: This course introduces the student to the theory of Transcultural Nursing. It provides students the knowledge of different cultures, their belief systems, values and practices needed in providing effective nursing care. It is designed to enable students to practice culturally competent care as a standard of care for individuals and their families.

STUDENT LEARNING OUTCOMES:

Upon completion of the RN-BSN course, students will be able to:

1. Compare and contrast the roles and responsibilities of Registered nurses with a diploma, A D N, BSN, MSN, and Doctoral preparation (PhD, DNP, EDD, and others).
2. Apply appropriate conceptual, philosophical, and theoretical frameworks to nursing practice of individuals, groups, populations and communities.
3. Use ethical, legal and cultural principles in the care of groups and populations.
4. Analyze selected protocols and clinical guidelines in light of current evidence.
5. Apply critical thinking, the nursing process and clinical judgment when providing care for groups, populations, and communities.
6. Analyze the impact of changes in the health care delivery system on the care of groups of patients and practice of nursing.
7. Develop a personal development plan for future education and employment.
8. Participate in selected political actions at the local, state or national level.
9. Evaluate the effectiveness of inter-professional collaboration in a specific situation.

GENERAL ADMISSION REQUIREMENTS

RN to BSN Program:

Admission to the RN to BSN program requires the following:

1. Must have passed the RN licensure exam in any of the 50 states
2. Must submit copy of current RN license
3. Must submit copy of her A D N transcript of records
4. Must submit copy of her RN diploma
5. Must show proof of completion of all BSN prerequisite courses
6. Must submit 2 letters of recommendation, either from former instructors or work supervisors
7. Minimum 2.0 GPA in the last 60 transferable units.

SELECTION CRITERIA:

1. Timely submission of admission requirements
2. Result of interview with school selection panel
3. A.D.N. grade point average

FACULTY:

RN to BSN:

1. Glenda Concepcion – BSN, RN, MSN, APRN, BC
2. Agnes A. Narvios – BSN, RN, MSN
3. Dinah B. Penaflorida – BSN, RN, MPH, MSN
4. Orlanda Catacutan- BSN, RN, MSN, (NP)
5. Milva G. Quial – BSN, RN, MAN
6. Portia S. Saucelo – BSN, RN, MSN
7. Edwin Cabigao- BSN, RN, MSN, Ph.D
8. Martha Mangahas- B.A English and History, M.A. Education

Nursing Assistant Training/Home Health Aide Training:

1. Milva G. Quial – BSN, RN, MAN
2. Portia S. Saucelo – BSN, RN, MSN

Nursing Assistant Training Program

The NATP is a six (6) weeks course designed to prepare the individual to become a skilled, knowledgeable and caring Nursing Assistant, who will perform his/her duties and responsibilities within the parameters set by law. The curriculum is also designed to prepare the individual to successfully hurdle the required State Certification Test, administered by the American Red Cross and Pearson Vue.

The NATP has two (2) components: Theory and Clinical Practice. The California Department of Health Services requires

completion of at least 50 hours of theory and at least 100 hours of clinical practice to be eligible to challenge the State Certification Test. This course is open to anybody who is at least 16 yrs. old, physically healthy and without any disqualifying criminal record.

The NATP curriculum consists of 16 Modules, mandated by the CA Department of Public Health Services, which includes, the Nursing Assistant's Role in Patient Care, Ethics and Confidentiality, Patient Rights, Interpersonal Skills, Observation and Charting, Prevention and Management of Catastrophe and Unusual Occurrences, Emergency Procedures, Body Mechanics, Understanding the Long Term Care Patient, Medical and Surgical Asepsis, Introduction to Anatomy and Physiology, Rehabilitative Nursing, Measuring Vital Signs, Personal Care Skills and Procedures, Nutrition, and Understanding Death and Dying.

General Admission Requirements:

NO GENERAL EDUCATION IS REQUIRED FOR BOTH NATP AND HHA PROGRAMS. HOWEVER, EACH APPLICANT MUST SATISFY THE FOLLOWING REQUIREMENTS:

1. Must be at least 16 yrs. old.
2. Must pass WONDERLIC BASIC SKILLS TEST with verbal score of at least 200 and a Quantitative score of at least 210.
3. Must submit a physical and medical clearance from a physician or nurse practitioner.
4. Must submit a current BLS/CPR card.
5. Must submit live scan fingerprinting document.
6. Must complete Enrollment Agreement form.
7. Must pass the interview with Program Director or school representative designated to conduct interviews.

After completing the 6 weeks training, student is given a Certificate of Completion. The school submits his or her Application for State Certification to the Department of Public Health & Services and schedules his/her certification examination with either the American Red Cross or Pearson Vue. Should student fail the test on his/her first attempt, the student may retake the test up to a maximum of 3 attempts. If student fails after taking the test 3 times, state requires that student must reenroll in the training program.

Home Health Aide Training Program

The Home Health Aide Training Program offered by Bradford Career Center consists of 20 hours of Theory and 20 hours of Clinical Practice. The program is designed to better equip Certified Nursing Assistants with knowledge and skills that would enable them to provide better nursing care to patients in their homes – without the supervision of licensed nurses. This program includes, among others, Roles and Responsibilities of the Home Health Aide vis-à-vis the homebound patient and the Home Healthcare Team; Interpretation of medical and social needs of the patient in the home being served; Personal care services; Nutrition and meal planning; Care and cleaning tasks in the home, Interpretation of Medical and Social Needs of the people being served, Caring for Clients with medical conditions (diabetes, circulatory disorders, congestive heart failure, arteriosclerosis, cerebral vascular accidents or stroke, hypertension, arthritis, cancer, Alzheimer's disease, chronic obstructive pulmonary disease, neurological disorders), Caring for Clients who are terminally ill, Infection Control in the Home, Restorative Care, Rectal Care, Nutrition, Meal Management, Therapeutic Diets, Safety and Fire Protection in the Home.

The HHA program also covers interpersonal relationships within the dynamics of the family in order to develop sensitivity to the emotional and physical needs of the patient.

The student who completes the HHA training is given a Certificate of Completion by the school. Those who complete the training NEED NOT take any state qualifying exam. After student completes the training, school submits his/her name to the Department of Public Health Services in order for the DPHS to issue the corresponding State HHA Certification.

Only Certified Nursing Assistants, holding current C N A licenses may enroll in the HHA Program.

General Admission Requirements for the HHA Program:

1. Must be a Certified Nursing Assistant.
2. C N A license must be current.
3. Must submit current physical and medical exam results from a physician or nurse practitioner.

CREDIT GRANTING POLICY

The *Bradford Career Center* does not grant credits for courses completed in other schools. BCC has not entered into an articulation or transfer agreement with any other school or university at this time. BCC does not award credit for experiential learning.

TRANSFER OUT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Bradford Career Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the BSN degree or C N A/HHA certificate you earn at BCC is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at BCC will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BCC to determine if your credits or degree, or certificate will transfer. Bradford Career Center has not entered into an articulation or transfer agreement with any other college or university.

PROBATION & DISMISSAL POLICY

Attendance Policy:

Only students who have been admitted to the RN to BSN program, the C N A and HHA programs, and are in approved active status may attend classes. Class attendance and consistent study are the two factors which contribute most to a student's success in the program and to passing the appropriate exam. Students must attend every meeting of all classes to meet all theory and clinical objectives of the program.

An **absence** is defined as a state of being away or not being present 15 minutes after the start of scheduled class lecture and clinical session.

A **tardy** is defined as arriving ten (10) minutes after a scheduled class lecture and/or five (5) minutes after a scheduled clinical session.

For Theory Lectures:

1. A student is only allowed a maximum of 3 theory lecture absences per term (excused or unexcused).
2. The Program Director shall serve Attendance Probation to a student who incurs two absences at any given term.
3. Tardiness is not acceptable. The Program Director shall serve Attendance Probation to a student who incurs 3 tardy marks. Three tardy marks is equivalent to one day absence.
4. It is also not acceptable to leave the classroom and clinical sites earlier than scheduled or earlier than what the instructor sets as dismissal time. Leaving the classroom after lunch break constitutes one-half day absence. Leaving the classroom 15 minutes earlier for 3 times constitutes one day absence.
5. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation may be terminated from the program.
6. To satisfy required theory hours in the RN to BSN program, a student who incurs absences must do the following activities for make-up after instructor approval:
 - a. Typewritten analysis and/or case study reports, at least 20 pages, related to the topic/s missed. Mere copying and pasting of whole articles/materials from textbook and/or internet are not allowed. The student is required to indicate references. The report shall include pathophysiology, signs and symptoms, laboratory and ancillary diagnostic procedures, complications and signs and symptoms of complications, management including medical and/or surgical, nursing care plans, nursing interventions, and client teachings.

- b. Class report/discussion and/or case study reports mentioned in 6a using power point presentation.
- c. Attend related seminar/workshop or make-up classes. The student is responsible for instructional fees or seminar fees

For Clinical Sessions - RN to BSN Program & NATP Program

1. A student must attend all clinical sessions. Any absences in the clinical sessions must be made-up at the end of the program. Students are responsible for paying instructional fees for clinical make-ups.
2. A student is allowed no more than 5 absences (excused or unexcused) for the entire program for the RN-BSN program. (For the NATP, a student cannot be absent more than 3 consecutive days in the clinical component of the program).
3. A student will be sent home and marked absent when he or she arrives at clinical sites 15 minutes after the start of clinical session.
4. The Program Director shall serve a Notice of Attendance Probation to a student who incurs three absences at any given time.
5. Tardiness is not acceptable. The Program Director shall serve a Notice of Attendance Probation to a student who incurs 3 tardy marks. Three tardy marks constitute one day of absence.
6. Leaving the clinical sites after lunch break constitutes one-half day absence.
7. Leaving the clinical site 15 minutes earlier than the scheduled dismissal for 3 times constitute one day absence.
8. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.

ATTENDANCE (PROBATION)/GENERAL ATTENDANCE POLICY

1. The following are grounds for academic probation or termination from the program on the basis of unsatisfactory attendance:
 - a. More than 3 absences per term in lecture classes.
 - b. More than 5 absences in clinical sessions for the entire RN-BSN program. (For the NATP, a student cannot be absent more than 3 successive days in the clinical component of the program).
 - c. Non-compliance with the conditions/criteria set forth in the Attendance Probation.
 - d. Inability to meet the minimum hours required by the program and approved by BPPE to be eligible for graduation.
2. A student terminated for unsatisfactory attendance may be allowed to re-enter the selection pool for the next enrollment period.
3. A student is allowed to appeal the termination for unsatisfactory attendance. The student must request the appeal in writing addressed to the Program Director. The appeal must include:
 - a. An explanation as to why satisfactory attendance was not maintained with proofs or documents backing up the explanation.
 - b. Proposed corrective measures that will prevent the student from acquiring another unsatisfactory attendance.
 - c. Compelling reasons why the student should be allowed reinstatement.
 - d. The appeal letter must be received **within 7 business days** following notification of termination. The Program Director retains the authority to terminate the educational contract with the student who does not comply with the policies of the school, or to permit the student to continue with the program with or without additional probationary provisions.
4. In cases of illness, a student must provide the school with a full medical certificate/clearance from the physician before returning to school. Any restrictions related to the student's health condition must also be stated clearly. .
5. A student who perceives and/or plans to be late or be absent must call the assigned instructor at least thirty (30) minutes prior to the start of the class/clinical session. A student coming in 15 minutes after the start of class/clinical session is considered absent.
6. A student is responsible in checking with the assigned instructor as soon as possible regarding completion of missed works, assignments, projects, and taking of missed examinations. Deadline for completion of

missed works, assignments, and projects is within 7 days from the day of absence from lecture, and within 4 days after missing an examination.

7. The student will be required to review contents of the subject matter or test on any content of the topics missed or may be required to attend make-up tutorial classes.
8. Make-up work, tests, and hours cannot be made up during regular class schedules.
9. Students are responsible for paying instructional fees for make-ups requiring special tutorial classes or clinical supervisions.
10. There is no make-up for quizzes. A student who misses a quiz will not get a grade credit for that quiz.
11. A student is responsible for completing the make-up log sheet confirming attendance and submitting the sheet to the office.
12. Attendance is taken on a daily basis and an exact record of attendance will be part of the student's permanent record.

LEAVE OF ABSENCE:

A. Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reason included in the family medical leave act or military service. One leave of absence is allowed for the entire program. A Student who does not return after a leave of absence will be terminated from the program.

- a. A student who plans to be late or be absent must call the assigned instructor or the school office at least thirty (30) minutes prior to the start of the class/clinical session.
- b. A student must contact the assigned instructor within 5 days of absence regarding completion of missed works, assignments, projects, and examinations.

GRADING SYSTEM

A student's progress in the classroom shall be closely monitored and his or her understanding of the subject matter and the learning objectives in each course shall be the basis of the evaluation. All teaching materials including examinations and homework shall be carefully and continuously evaluated by the Program Director to effectively reflect the understanding of all learning objectives in each subject.

The school shall utilize the following grading system for the RN-BSN Program.

<u>PERCENT</u>	<u>GRADE</u>
90- 100%	A
80- 89%	B
70- 79%	C
65- 69%	D
< 65%	F

For the NATP and HHA programs, the following grading system is followed:

Theory:

P – Pass -75% and above

F - Fail - Below 75%

Clinical:

S – Satisfactory

U - Unsatisfactory

Partial points will be rounded to the nearest full point; for example, 89.5 = 90 leads to a grade of A and 89.4 = 89 leads to a grade of B. A minimum grade of C is required to continue in the program.

A student with a final theory grade of 70-74 will be put on academic probation and may take remedial examination. A score of at least 75% in the remedial examination is required to pass the exam and pass the subject. The highest theory grade a student can get after passing the remedial examination is C or 75. The instructor, with the approval of the Program Director, shall formulate the content of the remedial examination. If a student fails the remedial examination, he or she gets a final grade of F. Fail grade means the student will be terminated from the program.

A student must pass the first subject before he or she is allowed to take the next subject. In the same way, a student must pass term one before he or she is allowed to move on to the next term. Instructors must submit to the office all final grades of students within two days after the final examination. An academic probation shall be issued by the Program Director to all who fail the subject. A remedial examination shall be given to the student. Counseling and tutorial classes shall be extended to the student as well, if sought by student.

WITHDRAWALS & REFUND

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later. Students may withdraw at any time from any class or from the program as a whole by providing written notice to the Admissions office. Notice will be considered accepted when received by the Admissions office. All fees due up to the date of the withdrawal remain due and payable.

**Bradford Career Center
Attn: Admissions Office
2522 Grand Canal Blvd., Ste. 12-13
Stockton, CA 95207**

WITHDRAWAL POLICY

To determine the refund, deduct the registration fee not to exceed Seventy Five Dollars (\$ 75.00) from the total tuition charge. Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. Multiplying the hours by the hourly charge for instruction, plus the registration fee, derives the amount owed by the student for the purpose of calculating refund. It is the policy of the institution to pay the refund as stipulated in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND OF THE EXCESS PAYMENT WILL BE MADE WITHIN 30 DAYS FROM THE WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

The Institution's refund policy is pro rata: If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Hypothetical Refund Example: Assume that a student, upon enrollment in the \$ 15,000.00 RN-BSN 805-hour program, pays \$7,075.00 for tuition, \$ 75.00 of which is registration fee. In the Enrollment Agreement, if the student withdraws after completing 54 hours, the pro-rata refund to the student would be \$ 5,995.60 on the calculation stated below:

Tuition Payment plus Registration
 \$7,075.00 Less: registration fee
 (\$75.00) = \$ 7,000.00
 \$15,000.00 divided by 805 hrs. = \$18.60/hr. (quotient)
 54 hrs completed x \$18.60/hr = \$1004.40 - \$ 7000 –
 \$1004.40 = Total Refund: \$ 5,995.60

Total amount paid (\$7,075.00) deduct registration fee (\$75.00), and deduct (\$ 1004.40) monetary equivalent of 54 hrs. of school attendance, at \$18.60/hr. Refund due to student will be (\$5,995.60).

For purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: **A) You notify the school of your withdrawal and the actual date of withdrawal. B) The School terminates your enrollment.**

CHARGES

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are specified and detailed in your enrollment agreement. Below are list of charges for the purpose of information.

RN to BSN Program

Registration Fee (Non-refundable)	-	\$75.00
Tuition Fees	-	15,000.00
STRF (Non-refundable)	-	.00
Books	-	500.00
Other Educational Materials	-	00.00
Miscellaneous	-	<u>00.00</u>
Expected Total Cost	-	\$ 15,575.00

Nursing Assistant

Registration Fee (Non-Refundable)	\$75.00
Tuition Fee	1100.00
Books (Free), Uniform (Free)	0.00
STRF (Non-refundable)	<u>.00</u>
Expected Total Cost	\$ 1175.00

Home Health Aide

Registration Fee	\$75.00
Tuition Fee	\$400.00
Textbook	(Free)
STRF00
Expected Total Cost:	\$ 475.00

§ 76120. Amount of STRF Assessment

(a) Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94843 and 94911(b), Education Code.

TITLE IV

Bradford Career Center does not offer any type of financial aid at this time.

LOANS

The institution offers an in-house financing wherein the student can arrange a payment plan with the school. No interest shall be charged for an installment payment plan.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to pay the full amount of the loan plus interest, less the amount of any refund.

A student may not receive copies of any grades, transcript of records, diploma or letter of recommendation until all unpaid financial obligations/accounts have been met.

BANKRUPTCY

Bradford Career Center does not have a pending petition in bankruptcy, is not operating as a debtor in possession. It has not filed a petition within the preceding five years. It does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

PLACEMENT SERVICES

Bradford Career Center does not provide any placement services.

FACILITIES & EQUIPMENT: CNA/HHA

Strategically located at the corner of Da Vinci and Grand Canal Blvd., in Stockton California. Bradford Career Center provides spacious, clean, well lighted & well-ventilated administrative offices & classrooms. It has a computer lab which is available to students for research, review or assignments.

The rooms have centralized air-conditioning & heating. The Skills Lab has three hospital beds, 2 life size mannequins, and other skills lab equipment which are available for CNA and HHA students for their skills training prior to their actual clinical rotations. Parking is spacious. Restrooms are separate for male and female.

School is located in one of the safest areas in Stockton.

FACILITIES & EQUIPMENT: RN-BSN

Students enrolled in this program are already licensed Registered Nurses. They had their skills lab experience and patient care clinical rotations when they were enrolled in the Associate Degree program. In the RN-BSN program, clinicals are done outside the school campus and not in the school's skills lab – as the RN-BSN students have already acquired every required nursing skill. The RN-BSN clinical hours do not require the use of any type of equipment, hence, the non-necessity of equipping the skills lab with devices that are no longer needed for attaining the bachelor's degree in nursing.

LIBRARY

BCC has a library available to students for additional study time in preparation for their examinations, homework, case discussions, projects, and the C N A certification examination. The library is located in the administration office with business hours from 9AM to 5 PM, Monday through Friday. It has a maximum seating capacity of 8 students (additional students who wish to study may use the computer room). It has various current texts and publications that the students can use for reference or study guide books. Students are free to use the library from and computer room from 10am to 5pm, Monday to Friday.

Students can access these additional resources when preparing for examinations, homework, case discussions, and projects. The computer room has 8 computers with internet access in addition to several programs intended for additional research and review.

School may also avail of other training related materials from publishing companies, such as Elsevier – now considered the number 1 publisher of nursing and other health related materials. BCC can access Elsevier’s superior library using an access code that the company gives to schools patronizing its products.

PHOTOCOPYING AND COMMUNICATIONS

The school has a photocopier located in the administration office which is available for instructors and students to use for school related purposes. Instructors who have lecture materials that are needed to be printed can use the photocopier machine before lecture starts or the instructors can give the lecture materials to the office secretary in advance or before lecture starts for photocopying. Students who wish to photocopy materials needed for homework, school project and/or presentation must show it to their instructor first for approval. Upon approval by the instructor, students can then, give the material to the office secretary for photocopying. BCC also has a fax machine/printer, 4 office telephones, and front desk computer with Microsoft Word 2007, Microsoft Office Power Point 2007 and Microsoft Office Excel 2007.

COUNSELLING

BCC offers counseling for students who are experiencing academic problems or personal issues that are affecting their academic performance. Students who wish to avail of this service can make an appointment with the Program Director or Administrator. Students will be assured that confidentiality will be maintained at all times.

GRIEVANCE POLICY

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. These procedures shall be available to any student who reasonably believes a school decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding sex discrimination, sexual harassment, financial aid, course grades, and the exercise of rights of free expression protected by the constitution. The Bradford Career Center follows these three steps in addressing and resolving grievances in the school, viz:

Step 1 – The student who has a valid or perceived complaint discusses the issues with the person directly involved. If the problem is not resolved, then the student may proceed to do the next step.

Step 2 – The student is encouraged to consult with the instructor for purposes of resolving complaints or grievances. If the difficulties are still not resolved or the student does not wish to meet with the instructor, then the student may proceed to step 3.

Step 3 – The student submits in writing all his / her complaints to the Program Director, who reviews the complaints, meets with the individuals involved, and tries to resolve the problem. The Program Director may also recommend that a hearing be conducted by the

Grievance Committee. The Grievance Committee is composed of the Program Director, one faculty member, and one representative from the school Administration.

The Grievance Committee shall conduct the hearing within 5 working days following the request of the Program Director. The Director shall put into writing the final decision of the Grievance Committee and shall furnish a copy to the student concerned. At any time, a student may contact the Bureau for Private Postsecondary Education. A student does not need to go through the Grievance steps prior to contacting the BPPE at:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833-2945
Phone: (916) 431-6959 Fax: (916) 263-1897
Web: www.bppe.ca.gov

HOUSING

Bradford Career Center does not provide any housing services to any student. BCC will only provide general information regarding availability of housing within a 3 mile radius from the school campus. At present, the going rate for room rent in 1BR dwellings is between \$450-\$600 per month.

VISA

English is the only medium of instruction in this institution. All textbook & other educational materials are in English. BCC is not authorized to provide student visa. It will not vouch for student status, nor any associated charges.

EXPERIENTIAL CREDIT

BCC does not give/award credit for any prior experiential learning, nor assist students to prepare for a test administered in conjunction with any undergraduate or graduate educational program.

FINANCIAL AID

BCC does not offer any type of financial aid at this time.

THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

BCC is committed to give quality education, respect to students & staff by providing qualified instructors; acquiring instructional equipment & supplies; maintaining an appropriate & adequate educational facility; abide with the rules, regulations & standards of regulating bodies.

DISTANCE EDUCATION

BCC does not offer distance learning programs at this time.

RECORDS

Required Student Record

The Transcript of Record is kept indefinitely. Other student records are kept for a period of not less than 5 years, at the institutions principal address in California, in a locked fireproof metal filing cabinet. Students academic records (maintained in separate individual files), contain the following:

- I. Admissions
 1. Registration Form
 2. Transcripts of records – (For RN-BSN program)
 3. Copy of SS Card
 4. Copy of ID or Driver's License
 5. Physical/Medical Form
 6. Immunization Record
- II. Enrollment
 7. Enrollment Agreement
 8. Business & Professional Code
 9. Acknowledgement of Disclosure
 10. Refund Policy
 11. BCC as a New Institution
 12. Flexibility Form
 13. Information Access Form
 14. Compliance to Confidentiality
 15. Pre-enrollment Disclosure Notice
- III. Finances
 16. Contract/Promissory Note
 17. Copies of Receipt
 18. Student Refund Form

IV. Progress Report/Certifications/Credit Granting

19. Progress Report
20. CPR Card
21. Transcripts of Records
22. CNA/CHHA Certification

V. Miscellaneous

23. HIPAA Video Form
24. Materials & Supplies Form
25. Copy of Diploma/Certificate
26. Copy of Transcript & Records (to be kept permanently)
27. Others/Miscellaneous

BCC shall also maintain & keep the following:

Required Institutional Records

1. Curriculum, policies & procedures for the program that the institution offers.
2. Names, addresses, phone numbers, resume and other relevant information pertaining to each faculty member.
3. Other required legal records:
 - School Performance Fact Sheet. -Number of students who began each program on its start date. -Number of students who actually graduated.
 - Number of students who do not graduate. -Number of graduates available for employment -Number of students employed in the field. -Number of students not available for employment
 - Job placement rate (graduates employed & unemployed) - License examination passing rates – (C N A)
 - Salary and wage information (graduates currently employed / annual wages or salaries)
 - Employment positions used to calculate job placement rates.

The above data used to supply this information will be retained for not less than 5 years.

AUTHORIZATION DISCLOSURE STATEMENT

- BCC is a private postsecondary institute approved by the California Department of Public Health Services to offer the Nursing Assistant Training and the Home Health Aide training programs.
- BCC was given exemption status by the California Bureau for Private Postsecondary Education (BPPE) regarding the 2 course offerings mentioned in par. 1 above.
- BCC is seeking approval from the BPPE to operate and offer the RN to BSN Degree program.
- The Academic/Program Director of BCC is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Department of Public Health & Services rules and regulations.
- The Academic/Program Director of BCC will likewise be responsible for monitoring new policies and procedures and maintaining the school's compliance with BPPE rules and regulations as soon as BCC obtains approval from BPPE to operate.
- A student or any member of the public may file a complaint about BCC with the CA Dept. of Public Health and the BPPE by contacting these offices by phone or by completing a complaint form, which can be obtained from the respective websites of the 2 state offices, which are: for DPHS – www.dhs.ca.gov, and for BPPE – www.bppe.ca.gov.
- BCC is not accredited by an accrediting agency recognized by the United States Department of Education. BCC students are not eligible for federal student aid programs.
- BCC does not have a pending petition in bankruptcy.
- BCC is not operating as a debtor in possession.
- BCC has not filed a petition for bankruptcy within the preceding five years.
- BCC has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- BCC does not recognize acquired life experience as a consideration for enrollment or granting credit towards any of its programs. BCC does not accept hours or credits through challenge examinations, achievement test or experiential learning.
- BCC does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- BCC does not offer any type of student loans to its students. However, it has its own installment payment plan for tuition fee payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest. Less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- BCC does not admit students from other countries and does not provide visa service or English language services to prospective foreign students.
- BCC will not vouch for a student's status.

- BCC does not offer English as a Second Language course. BCC students are required to write, read and speak English. All classes are taught in English. All textbooks and educational materials are in English. English language proficiency is documented by the admission interview and receipt of prior education documentation or successfully passing state licensing examinations in nursing.
- As a prospective student of BCC, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review BCC's School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.
- It is BCC's policy to always provide a copy of the latest school catalog, either in writing or electronically on BCC's website, to all prospective students. The BCC catalog is updated at least once a year or whenever changes in policies occur.
- Both the catalog and School Performance Fact Sheet contain important policies and the performance data of BCC. BCC must have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination pass rates, salaries or wages, prior to signing an Enrollment Agreement.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by BCC may be directed to the BPPE at P.O. Box 980818, West Sacramento, CA 95798-0818, or www.bppe.ca.gov, or Tel. (916) 431-6959, or Fax (916) 263-1897.
- BCC does not affiliate with, nor does it have control or ownership of any dormitory or housing facilities. BCC does not provide housing assistance services to students. BCC will only provide students with general information regarding the availability and cost range of housing in the area around the campus.
- BCC does not offer distance education courses.

