



Emiraza
College

STUDENT HANDBOOK 2024

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SECTION I: EMIRAZA COLLEGE SCHOOL POLICIES (All Programs)

ADMINISTRATIVE POLICIES

Introduction

In conjunction with the School Catalog, this ERC Student Handbook (“the Handbook”) has been developed to inform students of the institute’s policies and procedures. All ERC programs provide competency-based didactic and clinical training. The faculty periodically reviews the policies, procedures, curriculum and other information contained in this manual as necessary. Any modifications will be posted in the Learning Management System (Canvas) and students will be informed of the changes. The student will submit the completed (Signed and Dated) Acknowledgment Form to their instructor and will be kept on their academic file by the staff in charge of student files. The new edition or revised copy will supersede previous policies and/or procedures.

Due to the nature of the curriculum and clinical requirements, individual program policies and procedures may be more stringent than those of the school. Students are responsible for becoming familiar with all information contained in the School Catalog and the Student Handbook. The student should retain these materials throughout the duration of their program, and will receive copies of revised policies, procedures and/or revised editions of this handbook published on Canvas. All faculty and students have the responsibility of preserving the privacy, dignity, and safety of all individuals who participate in the program and must maintain confidentiality in all academic and clinical situations.

Nondiscrimination Statement

Emiraza College (ERC) is open to all students who are qualified according to its published admission standards. ERC is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the school’s community based on race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans’ status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and college policies, procedures, and processes. When the institution is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action and does so swiftly. Inquiries regarding the non-discrimination policies may be directed to: Campus Director, 6870 North Federal Highway, Boca Raton, FL 33487.

ADA

ERC is committed to the fair and equal treatment of individuals with disabilities under the

ADA. It is ERC's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. Under applicable disabilities laws, an otherwise qualified student with a disability is entitled to reasonable accommodation in order to provide equal access to school programs and facilities. A "disability" is a physical or mental impairment which substantially limits a major life activity, such as caring for oneself, performing manual tasks, or other activities as required by law.

ERC works with each student to determine reasonable accommodations. Students must complete a Reasonable Accommodation Request Form. The request for accommodation must be as specific as possible and be accompanied by documentation of disability form or an equivalent report (e.g. a copy of a psychoeducational evaluation).

The student may be asked to supplement the documentation provided. Once we have received a specific request for accommodation, we will work interactively with the student to identify one or more appropriate accommodations, which may or may not be the specific accommodation(s) requested.

ERC prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation(s).

Matriculation

All students are considered conditionally enrolled until their admissions requirements are complete and all required documents are on file. This includes but is not limited to a signed enrollment agreement, proof of completion of high school or equivalency, transcripts with translation and evaluation (if applicable), passing entrance test score (if applicable), and valid identification. Students with incomplete admissions requirements will be deemed to be unqualified to attend and cancelled from the program.

All students enrolled in clinical courses must meet **all** clinical requirements by the established due date prior to the start of the clinical course. Failure to comply with the required documentation will result in registration delay and inability to attend the required clinical training which may result in failure of the course and subsequent dismissal from the program.

The following additional requirements must be met and provided prior to registering for a clinical course: valid CPR card, student ID, proof of physical exam, proof of immunizations as detailed in school catalog, clear background check, and negative drug testing results. Students who do not meet these requirements will not be permitted to attend clinicals and may be withdrawn from the program. See also the Clinical Training Experience and Expectations in this handbook and Academic Catalog.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

It is the policy of ERC to NOT release any information about students, including enrollment and attendance information. This is for the safety of our students, staff, and faculty. If a family member, friend or significant other needs to give something to the student during or for class, it is to be left with the front desk. No uninvited guests or models are allowed in the school area at any time.

In the event that the student requests ERC to provide information to another individual, the student must complete an Authorization to Release Information Form (FERPA Form) specifying the individual(s) and exactly what can be released. This form can be rescinded by the student at any time. The student can get this form at the Registrar's Office. The completed document will be kept in the Student Academic File.

Substance Abuse Policy

ERC is committed to maintaining an alcohol and drug-free environment for students and employees. Our campus prohibits the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

ERC recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is ERC's policy to work with members of the ERC community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance.

Authorization to Render Emergency Care

A student who signs as having received this handbook is hereby considered to have given authorization for any licensed medical emergency team to administer treatment if a medical emergency arises while attending classes as a student at Emiraza College (ERC), unless the student expressly states otherwise in their signed acknowledgement. This authorization is effective during their hours as a student at Emiraza College and for the length of stay as a student.

It is the school's responsibility to see that students obtain the most expedient medical help in an emergency health crisis. All fees incurred for such emergency treatments or services will be the student's responsibility and not that of ERC. Students can file information such as their emergency contacts, health insurance coverage, and any existing medical conditions with the registrar at time of enrollment.

Emergency Preparedness

ERC is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the College.

The Emergency Preparedness and Response Plan must be known and understood before an emergency occurs. Each department should take immediate steps to:

- Share this important safety information with all faculty, staff, visitors and students annually.
- Brief all new personnel as they join the department.
- Keep copies of the plan in accessible locations throughout the organization.

Online copies of all of the materials contained in the Emergency Preparedness and Response Plan are available to facilitate making duplicate copies and annual updates at the administrative offices. The Emergency Preparedness and Response Plan is available online in the LMS, (Canvas) for easy access and annual updates.

Pregnancy Policy

Any student who becomes pregnant during the course of their education at ERC must notify in writing the course faculty immediately, the course faculty will then notify the Clinical Coordinator, Program Director, and Campus Director. The course faculty will schedule the student for academic advisement due to the change in status. The purpose of this meeting is to assess and determine an appropriate plan for the continuation of the student's education. This is due to the unique nature of the nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). *ERC attendance policies still apply in all courses.*

While on clinicals, students may be exposed to patients with a variety of illnesses, viruses, and other medical conditions. In addition, students may be required to lift and move patients which can be physically demanding. Pregnant students may choose to withdraw until she is able to return to the program and clinical site. Some clinical sites may allow pregnant students to continue on the site. The student must consult her physician and submit to the Clinical Coordinator a medical document signifying that it is safe for the student to continue clinical training on site. This documentation must be received by the school before the start of the scheduled clinical course.

The student must submit a medical document allowing her to come back to school and to the clinical training on site. It is the intent of ERC to offer the utmost protection to the student, neither ERC or the clinical sites will assume liability for the mother or the unborn child.

Dress Code and Appearance

Approved, program specific attire must be worn during all class, clinical, lab, simulation; testing; makeup ; tutoring and review; and other ERC- related activities. Students coming to school during their off class hours must wear their school uniform or professional business attire as this is an academic institution.

Uniform

Students are required to wear:

NURSING Students: white scrubs embroidered with ERC's name and logo provided by the school and white shoes and socks.

MIDWIFERY Students: green scrubs embroidered with ERC's name and logo provided by the school and black shoes and socks.

Due to copyright laws, students may not duplicate the ERC logo on scrubs purchased outside the school.

Uniforms are to be:

1. Clean, well-maintained, and pressed. Uniforms that appear worn, dingy, stained or torn must be replaced at the student's expense.
2. Appropriately fitted (not too tight or too loose); fit must be conservative and not revealing in nature.
3. Cannot be altered in appearance (additional embroidery, patches, etc.).
4. An optional white, short, or long-sleeved t-shirt may be worn underneath the scrub top (scrub top must completely cover the t-shirt).
5. Any student who has chest hair exposed when wearing only a scrub top must wear the specified white T-shirt.
6. If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted).
8. Underwear must be worn and cannot be readily visible.
9. Shoes are to be white (*Nursing programs*) or black (*Midwifery programs only*), closed-toe shoes appropriate for nursing environments:
 - White leather/vinyl (Nursing); Black leather/vinyl (Midwifery)
 - Free of visible lettering (all white or all black)
 - Comfortable but snugly fitted (preferably with ties)
 - Full-coverage (no sling-backs, no clogs), closed-toe.
 - Clean (including ties); well-maintained/in good repair.
 - Socks must be clean and cover the ankle area.
10. Hoodies are not permitted. Students may wear white lab coats; sweaters, or white long-sleeved undershirt, or other clinical site approved jackets such as in Pediatric site where they may not allow white color.

NOTE: Clinical affiliate policies may require additional dress code requirements. Inappropriate attire may result in student dismissal from the academic or clinical setting.

Overall Appearance:

1. Clean, well-groomed appearance
2. Trimmed hair, beard, moustache, sideburns (some clinical facilities do not permit facial hair)
3. No visible tattoos: visible tattoos must be covered at all times.
4. Body piercing: One small stud permitted per ear lobe (no larger than 1/4"); no other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.
5. Jewelry: Wedding or commitment band, watch with a second hand. No additional jewelry is permitted.

6. Nails: short, clean, and well-manicured (not beyond tip of finger); no nail polish, décor/jewelry, artificial or acrylic nails
7. Hair: Must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white. No headbands, bows, scarves, or bandanas. Due to the professional nature of the Nursing profession, hair color which occurs in nature and a conservative cut and style is required.
8. Make-up: Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. No artificial eyelashes are permitted.
9. Students are not permitted to wear perfume or presents with strong odors (e.g., cigarette smoke) in the classroom, lab or clinical placement.

Note: Faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being asked to leave the clinical or academic setting.

Grievance Policy

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance regarding grades, instruction, disciplinary actions, or other topics related to his or her program of study, the student should:

1. Discuss the matter with his or her instructor, if applicable. If not resolved,
2. Discuss the matter with the Program Director. If not resolved,
3. Discuss the matter with the Campus Director.

If a student is unable to resolve a problem informally, a written grievance along with supporting documentation may be submitted to the Grievance Committee Chair.

- The Grievance Chair will schedule a Grievance Committee meeting within five (5) business days from the receipt of the written grievance. The Grievance Committee has the responsibility of reaching a decision that is in balance with the best interests of both the student and the college.
- The decision of the Grievance Committee will be provided to the student in writing within ten (10) business days of the meeting.
- Request for further consideration: Students have the right to report any apparent inconsistencies with the application of the Student Complaint and Grievance Procedure Policy outlined in this handbook.
- The request must be completed in writing and submitted to the Campus President. The request must include any documentation and communication regarding the complaint and must describe how the procedure was inconsistent with the school catalog.
- All complaints are to remain confidential on the part of the school or its designees.
- No reprisal, retaliation, or other adverse action will be taken against any student for making a complaint or report, or for assisting in the investigation of any such complaint or report including a complaint regarding administrative leadership. Any suspected retaliation or intimidation should be reported immediately to the Campus

Director, or the licensing or accrediting body of the school as indicated in this handbook.

- Records of complaints and grievances will be retained for seven years.

The decision is final and binding. It will be communicated through written correspondence. Any dispute that is unresolved through ERC's Grievance Policy may be referred by the student to the following agencies:

Commission for Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200 or Toll Free (888) 224-6684

Accrediting Bureau of Health Education Schools (ABHES).
6116 Executive Blvd., Suite 730
N. Bethesda, MD 20852
Telephone: 301-291-7550
www.abhes.org

Students in the School of Midwifery who have a dispute that is unresolved through ERC's Grievance Policy may also contact:
Midwifery Education Accreditation Council
850 Mount Pleasant Avenue, Ann Arbor, MI 48103-4777 (360) 466-2080
www.meacschools.org

STANDARDS OF CONDUCT

ERC seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, this Code of Conduct sets forth the standards of behavior expected of students. School standards of conduct are established to maintain conditions where all students, staff, and faculty act with professionalism, with respect for the rights and well-being of others. Therefore, enrollment in the Emiraza College (ERC) requires acceptance of the school standards of student conduct. Students must abide by these standards to remain enrolled in the program at ERC.

The Student Code of Conduct describes the rules and expectations established by the school for student conduct. The system for Disciplinary Procedures Action is to be used in cases of student noncompliance with the Student Code of Conduct.

Faculty, staff, and/or students may report any suspected code of conduct violations and those involved will be notified and all incidents documented accordingly. Due Process is

applicable upon the written request (appeal) of the student after a disciplinary decision has been made and/or supported by the Campus President.

Appropriate Conduct/Professionalism

Students are expected to act responsibly and to conduct themselves in a manner that demonstrates professionalism and does not disrupt the learning process when on campus, in the classroom, laboratory, clinical site and any ERC-related functions. A climate of mutual respect and courtesy should exist between faculty, staff, and students. However, students must recognize that instructors and staff, by virtue of their positions, must exert a measure of authority in the classroom and other campus areas. Students should respect this authority. Disciplinary problems may result in a student being withdrawn from class and, in extreme cases, dismissed from the school.

Disorderly Conduct

Disorderly conduct is prohibited and is defined as acting in a manner to annoy, disturb, interfere with, obstruct or be offensive to others, including, but not limited to, shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others; verbally abusing school officials (either on the phone, in person or via electronic communications) acting in performance of their duties; acting in a lewd or indecent manner; using foul language; making threats; harassing others.

Tobacco Use Policy

ERC wants to promote a healthful and clean work environment for students, employees, staff, and visitors. Therefore, in accordance with Florida's Clean Indoor Air Act (FCIAA), smoking is prohibited indoors. This includes, but is not limited to, any classroom, laboratory, library, faculty or administrative office, restroom, dining facility. ERC strictly enforces the Florida Clean Indoor Air Act. Students, faculty members or staff found in violation of this policy may be subject to disciplinary action. Tobacco use is permitted in the outdoor courtyard.

Assault and Threats

Violence of any kind will not be tolerated on School premises or at School-sponsored activities. Any student, group, or organization found to have committed misconduct is subject to disciplinary action and to sanctions including, but not limited to, those outlined in the code including administrative dismissal.

ERC has a zero-tolerance to assaults and threats, that may include, but are not limited to the following: committing physical abuse and/or battery or other behavior resulting in harm to any person; placing a person in fear of imminent physical danger or injury; making threats or engaging in behavior to harm self or others. Any violation of this policy will result in dismissal from the program.

Possession of Weapons

The use, possession, storage or bringing any firearms, ammunition, knives, other weapons or objects that could be construed as weapons is strictly forbidden in any area on the school campus or affiliated locations. Items that pose a potential hazard to the safety or health of

others (such as explosives in any form) also are prohibited. These violations will be handled by the local law enforcement and will result in the dismissal from the program.

Theft or Damage to Property

No student shall commit theft of any kind including property belonging to other students, staff, faculty, or the school. This includes tampering with coin-operated machines. Violators may be handled by the local law enforcement, the school disciplinary process, or both.

Destroying or damaging school property, such as equipment, library holdings, or the property of others is strictly prohibited and will be handled by the local law enforcement and will result in program dismissal.

Misuse of School Property

Misuse, tampering, theft or damage to any school property including lab or office equipment, fire safety equipment such as fire extinguishers, exit signs, first aid kits, automated external defibrillators (AEDs), or other emergency supplies is prohibited.

Dishonesty – Non-Academic

Non-academic dishonesty includes but is not limited to: Furnishing false information to the school or school personnel. Furnishing false information at disciplinary proceedings. Forgery; unauthorized alteration or unauthorized use of any school documents, records or identification cards, including computer records; and misuse of computer facilities and electronic mailing systems. Giving false or incomplete replies to questions, verbal or written, on applications, forms or other documents required by properly authorized representatives of the school.

Harassment

Any form of harassment is unacceptable at ERC, and complaints or charges will not be tolerated and will be followed through with appropriate action. ERC employees and students are individually responsible to ensure such harassment does not occur. Harassment may take place in person, in writing, through telephone, electronic mail, social media or instant messaging. Concerns should be directed to the Campus President.

Once a complaint is received by the school, the process will be initiated:

- ERC will promptly and thoroughly investigate your claim.
- The Campus President or her designee will interview the complainant, the accused, and any other witnesses.
- ERC warns both the complainant and the accused to avoid retaliation.
- If the accused is deemed to have violated this policy, after validating the witnesses' report, and or if the accused confirms the incident, an administrative dismissal will be implemented immediately. The accused will not be allowed to come back to the school or to any ERC sponsored events and training sites.
- If further investigation is warranted, the accused will be placed on suspension while the investigation is underway.
- Once the decision is made, both the complainant and the accused will be informed. If dismissal is decided, it will be immediate.

- ERC will do their best to support the complainant and to avoid future occurrences.
- The documentation will be placed on file.

Discrimination and Bullying

Discrimination and harassment are strictly forbidden on campus and in all school affiliated activities. This includes any form of bullying, inappropriate and offensive conduct against any person, student, staff member or school guest on the basis of race, color, religion, gender, national origin, creed, ancestry, familial status, age, disability, marital status, height, weight, sexual orientation, other protected status or reasons.

Sexual Harassment

Sexual harassment or related retaliation is strictly prohibited on campus and in school-affiliated activities. Prohibited conduct includes, but is not limited to, unwelcome verbal or physical acts that are sexual in nature, unrelated to the content or context, and sufficiently severe and/or pervasive as to objectively either (a) have the effect of unreasonably interfering with an individual's work or academic performance, or (b) create an intimidating, hostile or offensive learning or working environment. Sexual harassment includes but is not limited to, sexually based unwelcome verbal remarks or physical advances, request for sexual favors, inappropriate and unwelcome contact, and explicitly or implicitly stating that submission or rejection of sexual acts or advances will be a factor in one's employment, participation or evaluation within the school and/or its activities.

Sexual Misconduct Defined

Sexual Harassment – includes unwelcomed gender based verbal or physical conduct that sufficiently severe, persistent, and pervasive. It has the effect of unreasonably interfering with, and/or denying or limiting someone's ability to participate in or benefit from the school's educational program and/or activities (hostile environment). It is based on power differentials (quid pro quo - "this for that") and can be the creation of a hostile environment and/or that of retaliation.

Sexual Exploitation – obtaining a personal gain for oneself or for another by taking advantage of an individual in a sexual nature.

Any student who experiences sexual harassment, or harassment of any nature, at ERC should report the incident to the Campus President. All allegations of harassment will be promptly and thoroughly investigated. Any individual found to have engaged in harassment shall be subject to disciplinary action up to and including termination from the program.

Please refer to Harassment Process above.

Anti-Hazing Policy

In compliance with Florida law, ERC defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of ERC. Therefore, such conduct will not

be tolerated. Every effort will be made by ERC to guarantee that students will not be victimized by hazing.

Academic Integrity/Dishonesty

Integrity is essential to an educational institution and to the entire educational experience. The importance of integrity and ethics will be portrayed by faculty in their course instruction and is an integral part of life at ERC. The Academic Integrity Policy requires that everyone within the ERC community conducts themselves honestly in all endeavors.

ERC students are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards. Academic dishonesty is also destructive of the college community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility.

Examples of academic dishonesty include, but are not limited to, the following:

1. Cheating
 - a) The unauthorized use of notes, books, electronic devices or other study aids while taking an examination or working on an assignment.
 - b) Providing unauthorized assistance to or receiving assistance from another student during an examination or while working on an assignment.
 - c) Having someone take an exam or complete an assignment in one's place.
 - d) Securing an exam, receiving an unauthorized copy of an exam or sharing a copy of an exam.
2. Plagiarism
 - a) The presentation of words from any other source or another person as one's own without proper quotation and citation.
 - b) Putting someone else's ideas or facts into your own words (paraphrasing) without proper citation.
 - c) Turning in someone else's work as one's own, including the buying and selling of term papers or assignments.
3. Other Forms of Dishonesty
 - a) Falsifying or inventing information, data or citations.
 - b) Failing to comply with examination regulations or failing to obey the instructions of an examination proctor.
 - c) Any other form of academic cheating, plagiarism or dishonesty.

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in the pursuit of their educational goals.

If the faculty member believes that the student violated the Academic Integrity standards (first offense), an academic warning will be initiated, and academic advisement will be completed by the course faculty. The student will get a Zero (0) grade if 100% is plagiarized or AI generated work, and depending on the severity of the plagiarized work, an opportunity

for resubmission of the paper will be considered if it is less than 50% AI generated or plagiarized.

Second attempt in submission of plagiarized work or AI generated work by the student after academic warning will get a Zero (0) grade and will be reported to the Program Director and the Campus President who will investigate the incident. If a student is found to have engaged in academic dishonesty a *second time*, he/she will be subject to a campus conduct process which could include dismissal from ERC.

Other Policies

Cell Phones

Cell phones are not to be used during class, labs, or clinicals at any time, unless expressly approved by the instructor for course related data. This includes texting, note-taking, and internet access on the phone. The expectation is that the phone will be completely turned off and put away. Phones are prohibited during NURSING clinical rotations and should not be brought into the clinical facility. Exceptions may occur if cell phone usage is necessary for clinical communications, such as for Midwifery students who may be on call for births. . Any exceptions to this policy must be approved by the Program Director.

No personal belongings to be brought in the clinical training area, and in Clinical Simulation and Nursing Skill Lab. *Students should instruct family, friends, etc. to call the school in the event of an emergency. The school will contact the clinical site and/or instructor to relay the message.*

Parking On Campus

Emiraza College does not assume responsibility for the parking of any vehicles (including cars, trucks, bicycles, motorcycles) on its premises or adjacent streets. Parking is entirely at the risk of the owner/ driver.

Children on Campus

In order to provide a friendly and safe campus while maintaining a learning environment for ERC students and a disruption-free workplace for employees, students are not permitted to bring children with them to class. In order to meet an emergency situation, the Campus President can approve a temporary exception to this policy. Exceptions also may be made for ERC-sponsored events or classes that specifically suggest bringing a child. However, under no circumstances are children on campus to be left unattended.

Pets/Animals on Campus

Animals, with the exception of those required for persons who are disabled (i.e., seeing eye/service dogs), are prohibited from school buildings. Questions about pets/animals on campus should be directed to the Campus President.

Posting of Signs/Fliers

ERC internal announcements may be posted on bulletin boards and tack strips located throughout the campus. These bulletin boards and tack strips are specifically allocated for

internally generated information related to campus events and activities such as registration, student services, and departmental announcements. No items may be posted without the express permission of the Campus President.

Solicitation

In order to provide an environment that is conducive to teaching and learning, it has been determined by ERC to prohibit outside persons from operating or distributing materials or items on the school campus. Students may not sell, solicit, or advertise unless an exception has been authorized by the Campus President. Distribution of handbills on vehicles on school property is prohibited.

Unauthorized Use of the School's Name

Any unauthorized commercial use of the school's name, logo or other representation, or undertaking any unauthorized action in the name of the school are prohibited.

Use of Technology – Computers and Internet Services

ERC provides computers, internet access, and online learning resources to support research and education to fulfill the mission of the school. These resources enrich the learning and instructional process and foster opportunities for collaborative work among school students and staff. Access to the school's computer services, including the Internet, is a privilege granted to students while attending ERC. Students may use the college's computing resources only for purposes related to their studies.

Inappropriate use will result in denial or cancellation of that privilege. ERC reserves the right to monitor Internet use and determine if specific uses are consistent with acceptable use practices. ERC further reserves the right to deny access to prevent unauthorized or unacceptable activity and could involve disciplinary action.

Non-Compliance

Failure to comply with reasonable directions of School officials, including School security officers, faculty and staff acting in the performance of their duties is prohibited. Directives to cooperate in the administration of the Code, including those to appear and give testimony at a School disciplinary proceeding, as well as directives to produce identification are included in the scope of this provision.

Disciplinary Actions for Code of Conduct Violations

The school's policy is directed toward imposing disciplinary actions based on the nature of the incident. The school administration shall seek to determine the extent of the violation and attach disciplinary actions on a case-by-case basis. Students may appeal disciplinary actions through the appeals process.

Disciplinary actions may include but are not limited to:

- Verbal warning – Reported verbal reprimand.
- Behavioral Contract – Formal, written notice that the student respondent will be expected to adhere to school expectations regarding their conduct as may set forth in a behavior contract. Any violation of that contract may result in further disciplinary action.

- Grade adjustment – Violations of academic policy may result in loss of assignment or course credit.
- Restriction of courses attendance – Based on the violation, students may be temporarily or permanently restricted from class attendance or dropped from the class.
- Disciplinary probation –The school may limit and/or monitor student participation in academic, privileged or extracurricular activities for a specified period of time. Violation of the terms of disciplinary probation may result in suspension or expulsion from the school.
- Suspension – Exclusion from classes and other privileges or activities, including access to school premises or school-sponsored activities off campus, as set forth in the notice of suspension, for a specified period of time. Any student who is suspended shall not be entitled to any tuition or fee refund and is barred from school premises in accordance with the suspension.
- Expulsion – Termination of student status and exclusion from school privileges and activities, including access to school premises or school – sponsored activities off campus, in perpetuity. Any student who is expelled shall be subject to the school's refund policy to determine charges for time attended.

Copyright Infringement

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” Section 108(f)(1) of the copyright act gives libraries protection from copyright infringement when a library user is unsupervised and uses “reproducing equipment” in the library, as long as the library displays a notice that the making of a copy may be subject to copyright law. Libraries have traditionally posted this notice on all their photocopiers. Note that it is the user of the machine who is responsible for any copyright law infringement.

The statute does not define “reproducing equipment” nor limit its definition to photocopiers within the physical space of the library itself; therefore, ERC policy is to inform students that copyright protection covers includes all equipment that is capable of making copies, including photocopiers, VCRs, microfilm printers, computers, printers, scanners, cameras and any other comparable device. ERC strives to post the notice on all unsupervised copiers; however, by signing receipt of this handbook, students are acknowledging their understanding that:

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any infringement.

For more information about library law, contact Pamela Bruner, ERC Librarian.

Social Media

Social media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear

distinction between personal voice and institutional voice, the Emiraza College has published the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, Google+, LinkedIn, Pinterest, Twitter and YouTube.

To maintain professional standards, students must adhere to the following rules:

- Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed on a blog or social networking site.
- The transmission of confidential or proprietary information without the permission of ERC is prohibited.
- Posted material that is discriminatory, defamatory, libelous, or malicious is forbidden.
- ERC's policies apply equally to student comments on social networking sites even if done in class or out of class.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of ERC.
- Students may not use ERC logos or any other ERC images on personal social media sites.

ACADEMIC POLICIES

Registration

ERC courses are implemented according to a standardized semester schedule of three 16-week semesters (terms) per year. These are divided into A and B periods of 8 weeks for courses encompassing shorter duration. Students who are behind in financial obligations to the school will be placed on financial hold and will be restricted from registering for the next semester.

Drop/Add or Change of Schedule

During the first week of classes ("Drop/Add Period"), students may add or drop individual courses, or otherwise make changes to their class schedule. Courses dropped during this Drop/Add period do not appear on the student's transcript. Students should see an academic advisor prior to making a scheduling change; however, each student is ultimately responsible for his or her educational choices. Students who cancel their registration during the official drop/add period are not liable for tuition; if tuition has been paid, such students should request a full refund of fees.

Adding courses after the first week of classes may require Program Director approval. Any student who missed the first week of class will be responsible for catching up with the missed coursework or assignments. Courses dropped after this period appear on the student's transcript with the notation "W." Students are financially liable for all courses appearing on their schedule after the first week of class. An exception to this policy will

occur only in documented exceptional circumstances that are beyond the student's control, as determined by the student's Program Director.

English Proficiency Requirements

Applicants whose native language is not English must demonstrate English proficiency into any school program. Applicants can demonstrate proficiency through the Accuplacer assessment.

All students with ESL (English as Second Language) are required to take the Accuplacer Assessment prior to admission. Applicants who have completed at least 12 semester credits or equivalent from, an accredited English-speaking college/university recognized by the U.S. Department of Education and have achieved a minimum grade of C (2.0) GPA on a 4.0 scale may be exempt from, taking an English proficiency assessment. Three of the 12 credits must be in English course at the 100 level.

Applicants who do not demonstrate minimum English proficiency requirements in any of the areas in the Accuplacer need to complete ESOL classes to address the deficient areas. Upon successful completion of the ESOL classes and meeting the requirement scores, the student must meet admission requirements for the school and the selected program. All students must successfully complete the general education courses prior to taking the nursing admission exam.

The Accuplacer English as Second Language (ESL) assessments were developed in response to a need for an assessment that measures the skills of English language learners (ELLs) whose language skills may interfere with the success of their chosen program. The purpose is thus, to support the placement of English as Second Language (ESL) students' potential into an English language course, so that they may receive appropriate level of instructions in their targeted areas. The Accuplacer ESL tests include ESL Reading Skills; ESL Sentence Meaning; ESL Language Use; and ESL Listening.

ESL Reading Skills Test

The ESL Reading Skills tests is a computer adaptive assessment of test takers' developed ability to read and comprehend information and deduce information not directly stated in a passage. The test is made up of 20 questions and is intended to collect information about the student's ability to demonstrate the ability to read and comprehend appropriately short passages and narratives in a variety of content areas referring to what the texts denotes openly and drawing interpretations from the passages. The passages on the tests cover a variety of contexts such as science, history/social science, arts/humanities, psychology/human relations, and narrative about practical situations. The knowledge and skills assessed on this test include:

- A. Literal comprehension
 - Paraphrasing
 - Locating information
 - Vocabulary
 - Pronoun reference
- B. Inference

- Main idea
- Fact versus opinion
- Cause and effect logic
- Identifying irrelevant information
- Identifying author's point of view
- Applying to author's logic to another situation

Required Proficiency Score for the ESL Reading Skills Test required to enter program is 82.

ESL Sentence Meaning Test

The ESL Sentence Meaning Test is a computer adaptive assessment of test takers developed ability to read and comprehend words and phrases in one or two sentence contexts. The test is made up of 20 questions and is intended to collect information in support of the test taker's ability to read and comprehend sentences written in a variety of structures and topics by using contextual clues. The sentences are drawn from content areas of science, history/social studies, arts/humanities, psychology/human relations, and practical situations. The four content areas on this area are:

- Particles, phrasal verbs, and prepositions
- Adverbs, adjectives, and connective sequences
- Basic nouns and verbs
- Common idioms

Required Proficiency Score for the ESL Sentence Meaning Test is 88.

ESL Language Use Test

The ESL Language Use Test is a computer adaptive assessment of test takers' ability to identify and apply standard written English. The test is made up of 20 questions and is intended to identify the student's ability to identify and apply standard written English grammar, usage, punctuation to a variety of English sentence structures on a variety of topics. Questions on this section are presented in fill in the blank with a words or phrase, and sentence combining. The specific grammatical conventions assessed are:

- Pronouns, nouns, and pronoun case structure
- Sentence structure including prepositions, parallelism, and sentence fragments
- Subject-verb agreement
- Adjectives/adverbs including modifiers and comparatives
- Verbs including verb tenses and regular and irregular verb forms
- Subordination/coordination

Required Proficiency Score for the ESL Language Use Test is 82.

ESL Listening Test

The ESL Listening Test is a computer adaptive assessment of test takers' ability to listen to a series of connected discourses, including lectures and conversations involving multiple speakers, and answer questions that assess comprehension of the information. The test is made up of 20 questions and is intended to identify the student's developed ability to

understand ideas and information transmitted through discourse from a variety of topics. Listening passages on the test cover a range of contexts, including lectures and conversations that take place in an academic setting. Specific listening knowledge and skills assessed on this test are:

A. Literal Comprehension

- Identifying the main subject of a conversation or lecture
- Identifying details and explicitly stated information
- Understanding instructions

B. Implied Meaning

- Understanding relationships between ideas (cause/effect and comparison/contrast)
- Identifying speakers' purpose, tone, and point of view
- Making reasonable inferences and predictions based on information heard

Required Proficiency Score for the ESL Listening Test is 70.

Orientation

All new students are required to attend the Orientation at the start of their first semester/term of enrollment. This is a mandatory requirement for any student starting a program at ERC to be present in its entirety as scheduled by the school. Orientation serves to assist students in adjusting to college life and includes a general overview of policies, procedures and services of the school. It is also the time where students can clarify their ideas and perceptions and get specific information about the program of study they are enrolled in. They will be introduced to the goals and expectations of the program as well as guidance on how to be successful in the program and on becoming a licensed professional in their chosen program of study.

Attendance

It is recommended that both Nursing and Midwifery students limit their hours of employment to increase their chance of success in the program.

Regular class attendance is essential for students to learn the skills needed to prepare for their careers. Students are expected to attend all classes whether in the classroom, a simulation laboratory, or a clinical externship site. Each student should recognize prior to enrollment that attendance is a requisite for scholastic achievement. Additional attendance requirements can be located under the clinical attendance section of this handbook.

A schedule of required classes, laboratory sessions and clinical learning experiences is provided to the student on the first day of each Program class. The schedule may be subject to unanticipated changes. Due to the importance of attendance in learning activities, a record of attendance is maintained by the instructor and the institute. Students are to sign the roster, and by their signature, faculty verify attendance.

In the event that illness or an unexpected personal situation prevents the student from attending class/skills laboratory/clinical or will result in tardiness, the student is expected to personally notify the instructor and the school prior to the start of the scheduled activity. In

addition, the student is responsible for obtaining and submitting any missed work and/or completing exams as directed by the instructor and program director. Students who fail to notify the course faculty in didactic, lab, simulation, and clinical will be marked absent and will have academic advisement meeting for possible academic probation. Students who are absent or tardy in any learning activity is responsible for completing missed work. The student is responsible for getting the assignment done and for turning it in at the required time.

Absences

Students are expected to be on time and in attendance for every meeting of every class. Students who are absent from classes *more than* two (2) unexcused episodes/absences per course and/or one day (1) of clinical or lab time will be administratively withdrawn from the course. The withdrawal date is the last date of attendance.

Tardiness

A student is considered tardy/late if he/she comes to class *15 minutes late*. Three (3) instances of tardiness are the equivalent of one full absence. If the student is absent for half of the class period or more, it is considered a full absence. When a student has more than three (3) instances of tardiness for a course, an Academic Advisement meeting by the course faculty will be initiated. The student will be expected to submit an Academic Action Plan on how to be successful in improving her/his attendance. The course faculty, after hearing the circumstances of the student's failure to comply with the attendance policy will make recommendations on how to successfully meet the attendance policy. The student and the faculty will have to come to an agreement that will help in the resolution of the issue of time management and other factors that may contribute to it. A follow up after *two (2) weeks* will be scheduled and the student will abide by this plan and recommendations. Failure to comply with the agreement will result in academic probation. The completed Academic Advisement document will be kept in the student's academic file.

Attendance Taking Process

All classes must start and end on time as scheduled in every course syllabus. Students must complete the daily sign-in sheet with the following information:

The Attendance Sheet will be available on the instructor's table. (*Cannot be passed around*) Students will complete the following on the sig-in sheet:

- Full Name;
- Actual time in;
- Actual time out;
- Signature

Instructors will take roll call three (3) times: Roll Call Three (3) times

- At the start of class
- After returning from break (Time must be specified by the instructor both verbally and written on the board.
- Before dismissal

Important to Remember: *If a student is not present during each roll call, it will be noted on the attendance sheet and below are the consequences:*

- One missed or absent in Roll Call is equivalent to one (1) Tardy.
- Two missed or absent in Roll Call is equivalent to one (1) day ABSENT.

A pop quiz is given at the start of each class at the following times: 9 am, 1 pm, and 5 pm.

Tardy

Late students will not be allowed to enter the class to avoid interruptions. Students who come in late will be able to join the class only after the break and is marked *Tardy*. The policy on tardiness will apply: Three (3) tardies are equal to a day absent and two (2) days absences will result in being withdrawn from the course.

Make-up Work

Excused absences may be granted for serious and documentable reasons. The excused absences still count toward the attendance percentage; however, students are permitted to make up the missed work at the instructor's discretion. Time spent on make-up work is not accepted as hours of class attendance.

Class Cancellation

In the event that an instructor needs to cancel a class session, the instructor will notify the Program Director as soon as possible. In the event that a substitute instructor is not available, students will be immediately notified, and the class rescheduled within a week. Students will be required to attend; this is particularly of note in laboratory courses, where students are required to complete 100% of the scheduled hours as a condition of graduation. ERC reserves the right to cancel a course or a program due to insufficient enrollment.

Leave of Absence

ERC does not currently offer a leave of absence. Students who are not able to attend classes for a period of time, should notify the Registrar and Campus President immediately. Students will be withdrawn from the program and can apply for re-entry when their situation improves. Any refunds will be in accordance with the school's cancellation and refund policy.

Re-entry Policy

A student who was withdrawn from a program and is returning into the same program within 12 months (365 days) of their last date of attendance (LDA) is considered to be a re-entry student and will need to meet with the Campus Director and follow the required re-entry procedure. A student who was withdrawn from a program and is returning after 12 months (365 days) of the LDA is considered a re-start. Prior courses earned will be processed using the transfer credit process for tuition charges and course completion. All students are required to complete a new enrollment agreement and to meet all entrance requirements at the time of re-enrollment regardless of the original start date. Refer to re-enrollment policy.

Commented [IR1]: I agree.

Outside Hours

Out-of-class assignments are required for students and will take place outside of class hours. It is estimated that students will spend 2 hours for each 1 hour of in-class didactic, and lab to complete assignment, which includes but is not limited to course readings, completion of projects and written assignments, exam preparation, discussions and other resources review.

Lunch Periods and Breaks

Regular lunch period and break scheduling are at the discretion of your instructor and course schedule. For your convenience, the school provides a lunchroom equipped with tables and chairs, microwave ovens, and a refrigerator. Please remove all personal items from the refrigerator and lunchroom on a daily basis. The school is not responsible for items placed and/or left in the lunchroom. The refrigerator is cleaned out on a regular basis. The school is not responsible for any items discarded during routine cleaning.

Grading

A permanent record of each student's achievement is kept on file permanently. All grades are used to determine the student's eligibility for graduation. ERC uses a four-point grading system to measure student scholastic achievement. The following grades are used to calculate the grade point average (GPA):

Letter Grade	Numerical %	Description	GPA
A	90-100	Fully Competent	4.0
B	80-89	Highly Competent	3.0
C	70-79	Minimally Competent - Must be repeated	2.0
D	60-69	Not Competent - Must be repeated	1.0
F	0-59	Not Competent - Must be repeated	0.0
TC	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W	N/A	Withdrawal from Course	N/E
P	N/A	Successful completion of a Pass/Fail course	N/E

Students who do not achieve a letter grade of "B" or better in any course are considered to have failed that course and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the C, D, or F grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

Withdrawal from a Course (W)

Students may withdraw from the program during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws from a course after the drop/add period, the student will receive a "W" grade in the course. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

Incomplete (I) Grade in a Course

A grade of Incomplete (noted "I" on the transcript) may be assigned, at the instructor's discretion, when a student has completed and passed a majority of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than 14 days after the course ended in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. Upon completion of the agreed-upon work, the instructor submits a grade-change form that replaces the "I" with the final grade for the course. In the event the work is not submitted, the grade will be calculated and assigned based on the work submitted for the course. The grade of "I" has no effect on the student's cumulative grade point average or successful completion of courses. The student may not register into courses in which the course assigned the "I" grade is a pre-requisite until a passing grade is assigned. The Change of Grade Form is available at the Registrar's office. The completed Change of Grade Document will be filed and kept at the Registrar's Office.

Pass (P) Not Pass (NP) Grade in a Course

If a student receives a grade of P in any course, the student will have successfully completed that course. A grade of "P" will have no effect on the student's cumulative grade point average. However, the grade of "P" is added to hours attempted within the specified maximum time frame. If a student did not successfully pass the course, a grade of "F" will be received. A grade of "F" will affect the student's cumulative grade point average until the course is repeated and passed, and the "F" grade is replaced with a "P". The grade of "F" is also added to hours attempted within the specified maximum time frame.

Transfer Credit Courses

Students will receive a grade of "TC" for courses taken at another institution and accepted as transfer courses by ERC. The grade of "TC" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "TC" is added to hours attempted within the specified minimum time frame. Nursing core courses are *not transferable* from another educational institution. Evaluation of Credit Transfer is under the authority of the Program Director and Campus Director, but the final approval will be made by the Campus Director.

Repeated Courses

A student may repeat a course if they did not receive a passing grade of B or above. Example: If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on

the second attempt. *No course may be repeated more than once. If a student attempts the same course two times and are unsuccessful, they will be dismissed from the institution.* A student who has successfully completed a course but wishes to improve the grade received in the course may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

- Note that course repetitions count toward courses attempted, thereby also affecting the SAP quantitative requirements.

Grade Point Average and Quality Points

A student's academic standing for a specific semester or term is indicated by the grade point average (GPA). The GPA is calculated based on earned credits and letter grades (including Fs, for which students receive 0 credits).

Courses in which a "W" or "I" or "TC" or "P" grade were received will not be used in computing a student's GPA. Overall academic standing is indicated by the cumulative GPA (CGPA). Grades for all attempted courses will remain on the student's permanent record. If a course is repeated, the highest of the grades will be computed in the student's grade point average (GPA). Students who wish to appeal a grade must do so within the immediate succeeding semester. Otherwise, the recorded grade is permanent and can be changed only by repeating the course. No grades, GPA, or test scores may be appealed after the degree and diploma are awarded.

Quality points are the numerical equivalent of the letter grades and are assigned based on the number of credits in the course and the grade earned as indicated by the scale below. For example, a three-credit hour course with an earned A grade equals 12 quality points.

6 CREDITS		4 CREDITS		3 CREDITS		2 CREDITS		1 CREDIT	
A	24	A	16	A	12	A	8	A	4
B	18	B	12	B	9	B	6	B	3
C	12	C	8	C	6	C	4	C	2
D	6	D	4	D	3	D	2	D	1
F	0	F	0	F	0	F	0	F	0

In determining a grade point average (GPA):

Total number of quality points earned divided by total number of semester hours attempted for which quality point values are assigned = GPA.

Procedure for Appealing a Grade

The faculty member responsible for the course is the only person who may request a grade change. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A challenge to a grade received in a course, comprehensive

examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who appeals a grade shall proceed as follows:

- If the grade is challenged
- in a course, the student will first discuss the matter with the lead course faculty in an effort to resolve the grievance informally.
- If the grievance is not settled, the student may make an appointment to meet with the Program Director.
- The Program Director will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation. The Program Director will render a decision within ten (10) calendar days and inform the student and faculty member in writing.
- If the student wishes to appeal against the decision of the Program Director, he or she may request that the Campus Director investigate the decision within five (5) days of receiving the notification of the Program Director's decision.
- The Campus Director will make a formal investigation, hearing both the student and faculty member.
- The Campus Director will reach a decision within ten (10) calendar days and notify the student, the faculty member, and the Program Director in writing. If the student wishes to appeal against the decisions made, the student can request the Grievance Committee. The Grievance Committee will reach a decision within ten (10) calendar days and notify in writing the student, the course faculty, the Program Director, and the Campus President the decision. The decision will be either that the grade will stand, or that the student will be given the opportunity to submit more coursework; retest or any other course of action that the committee has agreed upon. The Grievance Committee's decision shall be final. After the requirements are satisfied by the student and submitted to the course faculty, a change of grade will be initiated only by the course faculty. This Change of Grade Form is available at the Registrar's Office and the completed document will be kept on file at the same office.

Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress to remain enrolled at ERC.

To remain in good academic standing, students must meet the following minimum Satisfactory Academic Progress (SAP) standards as measured at the end of each grading period:

1. Must maintain a minimum cumulative grade point average (CGPA) of 2.5.
2. Must maintain a rate of progress (ROP) of 66.67% or greater.
3. Must be able to complete the program within 150% of the program length in credit or clock hours (Maximum Time Frame-MTF). For example, if a program requires 74 credit hours, the student must complete the degree requirements within 111 credit hours attempted (150%).

Cumulative Grade Point Average (CGPA) - Qualitative Standard

CGPA measures the quality of the student’s work by assigning quality points to each letter grade and weighting the course by the credit hours. Only courses with earned grades required in the student’s program of study are included in the CPGA calculation. In the case of repeated coursework, only the most recent attempt is counted toward the CGPA.

Rate of Progress (ROP) - Quantitative Standard

Students are required to maintain a satisfactory ROP toward successful completion of their program. ROP is defined as the credit hours completed divided by the credit hours attempted. All periods of the student’s enrollment for the current program count when assessing progress.

Maximum Time Frame (MTF) - Quantitative Standard

Students must be able to successfully complete all the required course credit hours of their program within the Maximum Time Frame. To maintain SAP, the credit hours attempted cannot exceed one and one-half times (1.5) or 150% of the credit hours required to complete a program.

In calculating Satisfactory Academic Progress, please refer to the table below:

Letter Code	Percent Grade	Included in Credits Attempted	Included in Credits Earned	Included in CGPA	Grade Points
A	90-100	Yes	Yes	Yes	4.0
B	80-89	Yes	Yes	Yes	3.0
C	70-79	Yes	Yes	Yes	2.0
D	60-69	Yes	No	Yes	1.0
F	0-59	Yes	No	Yes	0
P	Pass	Yes	Yes	No	N/E
TC	Transfer Credit	Yes	Yes	No	N/E
I	Incomplete	Yes	No	No	N/E
W	Withdrawn	Yes	No	No	N/E

Academic Standing

All students are evaluated at the end of each term/semester. Any student who does not meet SAP (CGPA, ROP, and/or MTF) is notified by email of their academic standing. This communication outlines the details of the academic action to be taken and the appeal process. These actions include being placed on Academic Advising, Academic Warning, Academic Probation, or Academic Dismissal from the program.

Good Standing

A student remains in good academic standing unless he or she is not making sufficient progress toward degree completion and/or is placed on academic advising, academic warning, academic probation, or academic dismissal/termination.

Academic SAP Advising (1st term SAP not met)

SAP Advising is the period of time in which a student is advised and monitored for progress from the determination of the SAP not met status throughout the subsequent semester. During the SAP Advising period, the student can continue to attend class. SAP academic advising shall be documented using the Academic Advising Form. The form shall be kept in the student's permanent academic file.

Academic SAP Warning (2nd consecutive SAP not met)

Students who have not met SAP requirements for the second consecutive review period will be placed on SAP warning. Students who are on Academic SAP Warning may continue to attend class. Students in SAP warning status will agree to the following responsibilities: 1) a mandatory meeting with their academic advisor, 2) completion of an academic improvement plan, 3) and demonstrating a continuing improvement of their cumulative GPA. Students will be permitted to remain on Academic Warning for two semesters/terms as long as academic progress improvement is achieved. After two semesters/terms, the student is expected to reach the minimum GPA of 2.5.

Academic SAP Probation (3rd consecutive SAP not met)

A student who fails to meet the conditions of Academic SAP Warning status is placed on *academic probation* during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Rate of Progress will be recalculated. To be removed from academic probation, a student must raise his/her cumulative and semester GPA to a 2.5 or higher by the end of the following semester the student is enrolled. A student may remain on academic probation with a cumulative GPA below 2.5 if the semester GPA is 2.5 or greater indicating improvement made by the student per the academic improvement plan as long as they can still complete the program within the maximum time frame. Students can continue to attend class and will be notified about this status via email.

Academic SAP Dismissal/Termination

A student who does not make Satisfactory Academic Progress while on academic probation shall be terminated from the program. A student on dismissal will receive a formal communication via email and a hard copy mailed to their permanent address. The student can no longer attend class.

Readmission After Academic SAP Dismissal

Students who are approved to re-enroll after academic dismissal may register for classes for the next semester. These students return on academic probation and must achieve Satisfactory Academic Progress in that subsequent semester, or a final decision of termination will be imposed.

If the student is given permission for readmission after academic dismissal, the student must agree in writing to the terms for readmission outlined by ERC catalog and must

execute a new Enrollment Agreement with ERC. The student must also pay all current tuition, fees and any other costs associated with the student's program of study. Students are not eligible for reinstatement *after two academic dismissals/terminations*.

Appealing a Determination of Unsatisfactory Progress

A student may appeal the decision of academic dismissal to the Campus President if there are valid extenuating circumstances (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that contributed to the poor academic performance.

The student must submit a written appeal with supporting documentation addressed to the Campus President *within one week* of notice of academic dismissal. The student will be automatically dropped from classes on determination of dismissal. The student may not attend class during a period of appeal. If the appeal is granted, a new academic improvement plan will be developed, and the student will be allowed to continue enrollment.

Student Advisement

Student advisement is initiated and completed by the course instructors which includes formal one-on-one meeting with a student, documentation, and academic advising sessions. The goal is to provide guidance to our students in their ability and willingness to succeed in their chosen program of study. Regular, documented student advising is intended to inform students of their academic progress and standing and provide resources and tips to improve performance. There are two forms of student advisements: Mid-term advisements and early warning advisements.

The **Mid-term advisement** is conducted by the course instructor to every student on their roster at the midpoint of the course. It contains performance feedback and/or areas in need of improvement with guidance to help the student achieve the necessary improvement.

The **Early-warning advisement** is conducted in the event where the student needs assistance meeting course objectives or has demonstrated the need to meet other course requirements. Early-warning advisements may be conducted for the following reasons but not limited to:

Attendance:

- a) Any student who misses more than one day in the course/term.
- b) Any student who has a pattern of tardiness or leaving early (2 or more).
- c) Any student at risk of attendance probation or dismissal.

Academic Progress:

- a) Any student who fails to take a test/quiz or receives a failing grade on a test/quiz.
- b) Any student who fails to turn in assignments or homework regularly.
- c) Any student who falls below the required passing score in the module/class.
- d) Not meeting satisfactory academic progress.

Other:

- a) Any violation to the ERC Policies and Values.
- b) Any student who has a classroom conduct issue
- c) Disruptive behavior
- d) Rude or disrespectful behavior
- e) Any student who is out of dress code.
- f) Students on cell phones in class.
- g) Any other issue that may require notice to student and/or the Program Director.

Academic Advisement forms are to be reviewed by the course instructor with the student and appropriate recommendations or improvement are specified (examples):

- Tutoring needed
- Conduct probation – no further incidents.
- Referral to meeting with Program Director
- Any other improvement strategies.

Completed student advisement forms/plans are to be submitted to the Program Director for every occurrence. The Program Director will review and contact the student if at-risk behavior continues (more than one advisement for the same issue). All completed Student Advisement Forms will be submitted to the Program Director for final review and for filing in the student's academic file.

You will find ERC faculty to be very supportive. Do not hesitate to talk to your instructors if you have academic concerns and issues and if needed, make an appointment to speak to your Program Director.

Tutoring

Instructors are available for requested tutoring and make-up work outside normal class hours. Instructors are also available by appointment to answer questions and assist in learning activities. Classroom laboratories are available by appointment for student use outside of class hours.

Recording, Videotaping, Photographs

Audio or video recording of any lecture, meeting or other ERC related function without written permission from the Program Director shall be considered a violation of policy. Students with documented disabilities requesting special accommodation should review the college catalog and follow the appropriate process. Students are not permitted to take any photos, videos, or audio recordings at any clinical sites. No exceptions. Violations of this policy may result in failure of the course or immediate dismissal from the program.

Communication

Students are expected to maintain regular communication with their instructors regarding attendance, assignments, the need for assistance, etc. All college faculty and program support personnel are available via email, phone, and during posted office hours. Appointments with individual instructors may be made via email or telephone.

The preferred method of communication with faculty and administrative assistants is via email. Messages should contain the following information:

- a. Name and/or student ID number in the subject line
- b. Course and section number indicated in the subject line
- c. Detailed information in the body of the email

Chain of Contact: Communication begins with involved faculty. If further information is needed, or an issue is not resolved with the involved individual(s), the Program Director should be contacted

Transfer Credits

Initial unofficial evaluation of transfer credit is made with the unofficial transcript for students who are being admitted into the program of study. However, a student will not receive financial credit for transfer credits until all final official transcripts have been received. The final and official evaluation of transfer credit will be completed upon the receipt of the official transcript from the school or credential evaluation agency approved by the school to ERC. If the school do not receive the student's official transcripts within **30 days** of enrollment date, the student's enrollment agreement, course schedule, and financial record will be revised to reflect the changes.

ERC does not imply, promise, or guarantee that credits earned at ERC will be accepted by another college or university. Students planning to transfer to other colleges or universities are responsible for consulting with the registrar at those institutions as early as possible concerning the acceptance of credits earned at ERC.

Records and Transcripts

The Registrar's Office maintains permanent academic records for all past and currently enrolled students at ERC. The academic record contains, among other things, transcripts, enrollment agreements and the application for admission.

All changes in permanent and local addresses, name, social security number, and/or residency status should be reported to the Registrar immediately. Students who have legally procured a name change must present legal proof of this change within two weeks after the date of the legal action to the Registrar's office.

Students leaving ERC will receive their transcript reflecting their hours and grades provided that all financial obligations to ERC have been satisfied. Transcript of Records are provided to students upon request. Student records will be provided to potential employers only after a written request has been made by the individual student. Upon completion of the program, a transcript will be placed in the student's file and permanently maintained. Upon request, the student will receive one complimentary copy of the transcript. Additional copies are available for \$25.00 per copy. Transcripts will not be released unless all financial obligations have been met. Requests for transcripts must be made in writing.

Graduation Requirements

As indicated by the specific program of study, a Diploma, an Associate of Science degree or a Bachelor of Science degree is awarded for successful completion of the following requirements:

- Completion of all course requirements with an overall grade average of 80% (3.0-B) or better in the student's program.
- Complete satisfaction of all tuition requirements, or approved payment arrangement, no later than 10 days prior to the last scheduled day of class.
- Participation in the exit activities arranged by the Student Services Office as prior to the expected graduation date
- Completion of all documentation required by the college.

Surveys

ERC works to continually improve the student experience and outcomes. To assist the school administration in doing this, the Student Services Department is overseeing surveys and we have developed a system of conducting a variety of surveys including student satisfaction surveys, clinical site surveys, graduate surveys, and employer surveys. Administration uses student feedback to evaluate courses, textbooks, programs, and clinical practicum sites. All student surveys are confidential and anonymous. Students are urged to be honest and constructive in their remarks.

Student Satisfaction Surveys

The school distributes two types of student satisfaction surveys, which are administered through Survey Monkey.

Campus Survey

The first is an overall campus survey. This survey is administered twice per year and focuses on the student's opinion of the overall administration of the campus including each operational department. This is organized and coordinated by the Student Services staff.

End of Course Survey

The second survey is an individual course satisfaction survey. This survey focuses on the instructor and the instruction of the course. These surveys are administered at the end of each semester. The results are reviewed and evaluated by the Program Director or designee. Faculty are informed individually of the results of the survey. If there are areas of concern, recommendations will be made for the resolution and improvement. A follow up after the succeeding semester will be reviewed to determine the progress in the improvement. If there is a failure to show progress and improvement, the instructor will be placed on probation. The instructor will comply with the Improvement and Development Plan that will take effect immediately and reviewed at the end of the semester for improvement and progress. This documentation and review will be reflected in their Annual Performance Evaluation. Instructors who do not show improvement after the probation period will be recommended for extension or termination of service.

Clinical Site Surveys

Clinical site surveys are typically distributed and collected annually, at minimum, to get an overall feel for the level of knowledge and skills. The data is gathered and summarized by the Student Services staff and is shared with campus leadership team to assess the effectiveness of programs. Survey is being completed via hardcopy paper survey or electronic survey.

Graduate Surveys

Graduate surveys are typically distributed and collected 90-180 days following the student's graduation date, giving them time to earn credentials and/or begin working. The data is gathered and summarized by the Student Services staff and is shared with the campus leadership team to assess the effectiveness of programs. Survey is being completed via hardcopy paper survey or electronic survey.

Employer Surveys

Employer surveys are typically distributed by the Student Services staff and collected the month after a graduate is placed. If surveys are not returned, attempts are made by the career services department to contact employers via phone or in person when conducting site visits. Results of the surveys are periodically shared with campus leadership and academics team for reference and to obtain suggestions and feedback for improvements. Any improvements needed are immediately addressed as appropriate.

CLINICAL POLICIES

Clinical Assignments

Clinical training will be assigned based on the clinical learning objectives of each course and availability of clinical sites. ERC students are expected to travel to assigned clinical agencies, community placements, and to personal residences as designated for community-based health activities. While most of ERC's clinical sites are within 50 miles of the school, there is a possibility that students may have to travel up to 150 miles (one way) for the clinical assignment and that all travel expenses are their responsibility. Students are responsible for arranging their own transportation to and from clinical placements. If using their own vehicle, students must carry personal automobile insurance to protect themselves and to comply with state law.

The clinical sites provide their available days and times for each rotation. The school DOES NOT make this schedule. Students understand the clinical schedule will vary from semester to semester depending on the assignment.

Nursing students may be scheduled to be at the clinical site any time between 6:30 am and 11:00 pm on any day including weekends regardless of their status as a day, night, or weekend student.

Midwifery students may be scheduled for overnight attendance in order to obtain sufficient clinical experience. Further information regarding midwifery clinical placement can be found in the midwifery-specific section of this handbook.

Clinical Simulation

Human simulation experiences are an integral part of allied health education and enhance the clinical experience of the student. All students will participate in simulation and skills labs during their education at ERC. Each lab experience will have specific simulation and skills labs requirements. Simulated experiences are equivalent to a clinical session and are subject to the same attendance policy.

Clinical Documents

The student is responsible for ensuring the submission of all required documents showing they have met the clinical requirements.

Nursing students will submit their clinical time sheet to their clinical instructor upon completion of each clinical experience. The clinical instructor will submit each group of clinical time sheets to the clinical coordinator weekly. The clinical instructor is responsible for ensuring that midterm and final evaluations are complete and submitted to the Program Director at the midpoint and end of the clinical rotation.

Midwifery students will document time logs in the online clinical documentation program. Additional information regarding the Midwifery program practicum documentation can be found in Section III of this handbook.

Health Insurance Portability and Accountability Act (HIPAA)

As a student enrolled in an Emiraza College (ERC) allied health program, students have the responsibility for keeping the confidentiality of patient information that may become available during the course of studies. Such information is protected and confidential under applicable federal and state laws (Health Insurance Portability and Accountability Act - HIPAA) and affiliation agreements between ERC and affiliating health care agencies.

Students may not copy, reveal, release, transfer, and/or transmit in hard copy and/or in any electronic/digital format any patient information to any third party, except as authorized by law or as authorized by the affiliating agency. Students may not use any patient identifying information, such as name or initials, on paperwork or electronic transmissions submitted to ERC in the course studies. Students may only discuss patient information or a patient's medical condition in settings away from the general public and only with authorized personnel at the clinical site. While in the classroom setting, students will only discuss patients and their medical conditions in a manner that does not in any way identify the patient.

Students are required to comply with all patient information privacy policies and procedures of ERC, the affiliating agency, and federal/state HIPAA regulations. Violations of this policy may result in the students(s) being administratively withdrawn from the program, and in criminal and civil penalties for violating federal and state patient information privacy laws.

Clinical Requirements

Before beginning clinical courses, all students are required to meet additional requirements including, but not limited to:

Nursing and Midwifery students

- Passing a level 2 background check (failure to do so will prevent student from attending clinicals and result in withdrawal from the school).
- Pass a 10-panel drug screening.
- Proof of current immunizations.
- Proof of negative Two-step PPD result and/or negative chest x-ray within 2 years.
- Documentation of completed physical exam.
- Current CPR card.
- Any additional clinical site requirements.

Midwifery students

In addition to above, midwifery student must possess:

- Current NRP (Neonatal Resuscitation Program - must be AAP-approved course) certification.

Failure to submit any of the clinical requirements will result in the student not being placed on a clinical site and possible withdrawal from the program.

Background Check

The Joint Commission on Accreditation (TJC), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. A background investigation must be completed prior to starting certain allied health programs.

It is ERC's policy to ensure that enrolling students are aware of the potential effect and consequences of past criminal behaviors. Externship/clinical sites, employers or state/national licensing agencies have requirements that could prevent a student from completing the program or finding employment in his/her chosen field.

If required for their selected allied health program (ex: Nursing, Midwifery), applicants must submit to and pass a level II criminal background check and be cleared per school policy. Students must maintain a clear criminal background while enrolled in ERC/ Students must report to the Campus President, in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from ERC.

Drug Screening

Clinical facilities require the school to follow drug-screening requirements prior to attending a clinical site. Students failing the screening will immediately be dismissed from the school. A student may appeal if he or she believes it was a false positive by submitting to a retest within 24 hours as directed by the school. If the retest is negative, the student may continue in school.

Successful completion of the program requires clinical courses as outlined in your plan of study. Clinical sites retain the right to accept or reject students based on a subjective evaluation of multiple factors including criminal background check and drug test results. These decisions are beyond the control of the college. If a student cannot be placed at a clinical site, the student will be unable to complete the coursework necessary to progress in the program and receive a degree. The student accepts that clinical placement is not guaranteed and failure to be accepted by a clinical site due to background check issues, drug test findings, or other factors may result in being unable to complete degree requirements and graduate.

Neonatal Resuscitation Program (NRP)

Midwifery students only

The NRP certification by the American Academy of Pediatrics must remain current while the midwifery student is enrolled. This includes both the online and in-person portions of certification. If the NRP certification expires during the program, the midwifery student may not participate in any clinical activities and may be dropped from the program.

Physical Exam

Students must submit evidence of a physical examination by a nurse practitioner or a physician of the student's choice, completed within 6 months before the date on which the student is scheduled to begin their clinical course work.

CPR

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in ERC. ERC must maintain a current signed copy of the student's BLS card within the student file. Students are required to always have their CPR card on them during class, laboratory, and clinical activities. If the BLS card expires during the program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered unexcused absences. The student is responsible for knowing the expiration date of their AHA/BLS Card and timely renewal.

Vaccinations/Immunizations

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Clinical sites may have additional health clearance and

immunization requirements. The school has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of nursing or midwifery programs. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the program. Students may be responsible for the cost of any additional requirements.

Students will not be allowed to go to any clinical training sites if their immunizations do not meet the standards as outlined in this document or those required by specific clinical agencies. The student will be withdrawn from the course and will wait for the next term the course is offered.

Vaccination / Screening	Requirements
Hepatitis B	Serologic proof of immunity, three dose series (0, 1, and 6 months apart), or signed declination form.
Tuberculosis	<p>Follow the CDC 2019 Guidelines :</p> <ul style="list-style-type: none"> · Annual TB testing of healthcare personnel is NOT routinely recommended unless there is a known exposure or ongoing transmission at a healthcare facility (CDC 2022). · When an Exposure is recognized, a Symptom Evaluation will be done by your Primary Care Provider (PCP). · For healthcare provider (HCP) with a baseline negative TB test and no prior TB disease or latent TB Infection (LTBI): <ul style="list-style-type: none"> · Your PCP will perform a test: Interferon-Gamma Release Assays (IGRA) or Tuberculin Skin Test (TST) when the exposure is identified. · If that test is negative, do another test 8–10 weeks after the last exposure. · For a POSITIVE result, Treatment is encouraged for all HCP with untreated LTBI, <i>unless medically contraindicated.</i> <p>Disclaimer: <i>If the clinical site requires TB testing, students will be required to submit the report:</i></p> <ul style="list-style-type: none"> • An Annual Tuberculin Skin Test (TST) with negative reactivity. If you have a POSITIVE

	<p>TST, a chest x-ray will be needed to determine if you have active TB disease.</p> <ul style="list-style-type: none"> • A Chest X-ray is required with a negative result. • This requirement must be submitted to the Clinical Coordinator within 60 days BEFORE the start date of your clinical course and must not expire during the semester and until graduation.
Rubeola (Measles)	Serologic evidence of immunity or documentation of 2 MMRs. In the absence of above records, initial dose MMR followed by a second dose at least one (1) month after the first dose.
Rubella (German Measles)	Serologic evidence of immunity or documentation of 1 MMR. In the absence of above records, one (1) dose MMR.
Mumps	Serologic evidence of immunity or documentation of 1 MMR. In the absence of above records, one (1) dose MMR.
Varicella	Serologic proof of immunity, or if no evidence of immunity or equivocal serology results are reported, two doses of varicella vaccine 4-8 weeks apart.
Diphtheria, Tetanus, and Pertussis	Diphtheria-tetanus-pertussis toxoid booster within 10 years.
Influenza	Annual influenza vaccine due by 11/1
Covid-19	Covid vaccine may be required by certain clinical sites.

Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to Hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against Hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination prior to starting class. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Evidence of the first administration must be provided to participate in any clinical rotations.

The student must submit documented proof of completing the Hepatitis B series six months from receiving the first Hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual, who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity, must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing in the event of exposure.

Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory or classroom activities with active or suspected tuberculosis disease.

Follow the CDC 2019 Guidelines (CDC 2022):

- Annual TB testing of healthcare personnel is **NOT routinely recommended** unless there is **a known exposure or ongoing transmission at a healthcare facility** (CDC 2022).
<https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>.
- When an Exposure is recognized, a **Symptom Evaluation** will be done by your Primary Care Provider (PCP).
- For healthcare provider (HCP) with a baseline **negative** TB test and **no prior** TB disease or latent TB Infection (LTBI):
 - Your PCP will **perform a test:** Interferon-Gamma Release Assays (IGRA) or Tuberculin Skin Test (TST) **when the exposure is identified.**
 - If that test is **negative, do another test 8–10 weeks after the last exposure.**
- For a **POSITIVE result**, Treatment is encouraged for all HCP with untreated LTBI, *unless medically contraindicated.*

Disclaimer: *If the clinical site requires TB testing, students will be required to submit the report:*

- An Annual Tuberculin Skin Test (TST) with negative reactivity. If you have a POSITIVE TST, you will need other tests such as a physical examination, chest x-ray, and lab work to determine if you have active TB disease.
- A Chest X-ray is required and if you have a negative result, repeat is Not necessary. This requirement must be submitted to the Clinical Coordinator **within 60 days BEFORE the start date of your clinical course**. This must be kept current and not allowed to expire through graduation.

Rubella and Rubeola (quantitative not qualitative)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against Rubella and Rubeola through serology testing with positive result. A positive result indicates that Rubella IgG antibodies of at least

10IU/ml are present (Carr, 2023)) or laboratory confirmation of the disease. The healthcare provider will make recommendations if the serology results come back negative.

Varicella (Chicken Pox) (quantitative not qualitative)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide documentation to ERC and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to ERC and maintain compliance with the immunization and health clearance policy. Flu season will be considered October through the last day of April for purposes of this policy.

Functional Requirements

It is essential that Nursing and Midwifery students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility.

- Sufficient motor function to elicit information from clients by palpation, auscultation, percussion, and other assessment maneuvers.
- The ability to execute motor movements reasonably required to provide direct nursing care and emergency treatment to clients, e.g., transferring, lifting, and turning clients; providing hygienic care; assisting clients in activities in daily living; and providing cardiopulmonary resuscitation.
- The ability to observe a client accurately at a distance and close at hand. This requires functional use of the senses of vision and hearing.
- The ability to closely examine images or other forms of output created by diagnostic equipment.
- Adequate skin integrity, without the presence of open, weeping lesions of the skin.
- Adequate range of motion of body joints, fine motor movements of the hands, and the ability to stoop and bend.
- The ability to lift and carry up to 50 pounds of weight on a daily basis.
- The ability to push or pull an occupied wheelchair, cart, or gurney on a daily basis.
- The ability to use the English language to communicate effectively in a rational, coherent manner, both orally and in writing, with individuals of all professions and social levels.
- The ability to use personal computer (PC) equipment (keyboard, screen, mouse, printer, etc.) in order to receive and examine information and to communicate

information as required in classroom, laboratory, and/or clinical settings.

- The ability to adapt effectively and respond in an emotionally controlled manner in stressful circumstances.

Bloodborne Pathogens/Exposure Guidelines

ERC is committed to providing a safe and healthy environment for our students. All students having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined below in this Exposure Control Plan (ECP):

1. Students must wear appropriate protective clothing/equipment (PPE) when performing any task(s) that may involve exposure to body fluids.
2. Any direct exposure to body fluids occurring while functioning as a student must be reported immediately to the clinical instructor.
3. Students exposed to body fluids shall follow this protocol:
 - a. Wash the area immediately with a disinfectant agent; for eye splashes, rinse the area with copious amounts of clean water.
 - b. Immediately report the incident to the clinical instructor.
 - c. Immediately go to an Emergency Department or Urgent Care to seek triage and treatment. **The student is responsible for all costs related to exposure, triage, and treatment.**
 - d. In coordination with the clinical instructor, notify the agency department supervisor, the Program Director, and the Campus President.
 - e. Complete an agency site incident report and an ERC Incident Report. The ERC Incident Form can be obtained from the Clinical Coordinator.

Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: <https://www.osha.gov/SLTC/bloodborne pathogens/index.html>.

Blood borne Pathogens

All nursing and midwifery personnel and students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, HCV, or HBV. All rules of confidentiality are followed when working with patients.

Standard precautions:

- All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
- Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited. Everyone must adhere to the *clinical site facility protocol*.
- Contaminated sharps must be placed in an appropriate container as soon as possible.

- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- When exposure is possible, personal protective equipment shall be used. Personal protective equipment requirements include:
 - Gloves shall be worn when it can be reasonably anticipated the individual may have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.
 - Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated.
 - Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
 - Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
 - Hands must be washed immediately after removal of gloves or other personal protective equipment. Contaminated gloves should be removed and disposed of in the appropriate receptacle before leaving a patient's room.

Latex Allergy

Healthcare workers are at risk for developing latex sensitivity or latex allergy that may be life-threatening. Dry, itchy, and irritated areas on the hands from wearing latex gloves or exposure to the powders on the gloves may be symptoms of contact dermatitis rather than a latex allergy. The symptoms of latex allergy include skin rash, hives, flushing, itching, and nasal, eye or sinus symptoms, and asthma. For students with a latex allergy or sensitivity, it is important to understand that there is an increased risk of exposure to products that contain natural rubber in healthcare settings. Students allergic to latex should take special precautions to prevent further exposure to latex-containing products. Students are responsible for notifying the Lab and clinical faculty prior to scheduled session.

Liability Insurance

Students at ERC, whether on campus or while acting within the scope of their clinical duties as a student, are covered under academic liability insurance by ERC. This is not nor should be understood to mean medical malpractice insurance.

Clinical Attendance

Clinical attendance is an important aspect of meeting the objectives of all programs at ERC. Regular and punctual attendance is expected of all students. Any missed clinical time must be reported to the clinical instructor at least one hour prior to the start of the clinical; if unavailable, the Clinical Coordinator or Program Director must be notified.

Students are required to make up all clinical absences. Excused Clinical absences for an illness/emergency will require verification from a health care or emergency provider and must be presented to ADON/DON upon return. A letter from a healthcare provider does not excuse a student from meeting required obligations such as assignments, clinical hours and/or exams.

More than one (1) missed clinical day will result in failure of the course. Absences due to extenuating circumstances may require verifiable documents to be considered excused. Unexcused clinical absences may result in dismissal from the program. Students arriving more than 15 minutes late without notifying the instructor will not be permitted to participate in the clinical day and must make up the missed hours. Students who experience a late arrival, absence, or early departure, are required to “make up” the missed hours. However, students are not guaranteed clinical make-up opportunities as availability and resources may be limited. If clinical make up opportunities are available, they will be arranged by the clinical coordinator based on availability. In the event clinical make-up hours are not available by the last day of the course, the student will receive a grade of “F” for the entire clinical experience.

If the student has health problems or is taking medications for health problems during their clinical placement, he/she must inform the clinical instructor and provide appropriate documentation. To ensure that students meet, without restriction, all of the functional health requirements to participate in clinical. Students will be required to have clearance from their healthcare provider to return to school and clinical training site. This is accomplished by submitting a proof of documentation from your healthcare provider to the Clinical Coordinator or their clinical instructor to return to clinical following surgery, childbirth, diagnosis of an infectious disease, or lifting restrictions. This documentation must be on file before the start of the clinical course.

Dismissal

ERC has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields. The Student Code of Conduct also applies to the clinical experience. Students assigned to a clinical site must follow all rules and regulations of ERC and the clinical site.

If a student demonstrates unprofessional behavior(s), the student will be placed on conduct probation and receive a written warning, final written warning, or program dismissal depending on the severity of the action.

A Student Performance Improvement Plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. ERC reserves the right to withdraw from the student at any time if the inappropriate behavior is judged extreme as determined by the Director of Nursing.

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the

student will be placed on conduct probation while under review and will be dismissed immediately from the program and or ERC if deemed to be unsafe and unprofessional by the leadership team.

Upon removal from the clinical site, if the student is allowed to stay in the program, the school will attempt to re-assign the student to a different clinical site if there is availability that meets the learning objectives. Should a *second incident occur* during the same clinical rotation/course in which a clinical site requests the removal of the student, the clinical instructor will immediately remove the student from the site and provide no further clinical re-assignments the student will be investigated and will be permanently dismissed from the program and will not be eligible for re-entry.

The following circumstances are examples, although not all inclusive, of grounds for dismissal from the clinical site:

- Violation of the ERC Code of Conduct.
- Impairment by substance use while conducting ERC- related activities or while attending clinical.
- Refusal to cooperate with requested alcohol and/or drug screening.
- Violations of professional behavior including HIPAA standards.
- Violations of client safety standards.
- Acts of insubordination toward school or clinical site staff.
- Unexcused absences.
- Failure to follow the direction of faculty, college administration and/or clinical affiliation partners employee, staff and/or administrators.
- Failure to follow the policies, written and verbal, of a clinical affiliation partner.
- Demonstrating unprofessional, aggressive, and/or unsafe behavior at a clinical affiliation partner site or community event.

FINANCIAL POLICIES

Enrollment

Upon enrollment at ERC, students receive and are required to sign an enrollment agreement which details the tuition and fee charges students will incur during the course of their program. Individual program costs are detailed in the school catalog. By completing this enrollment agreement, the student agrees to the financial charges and accept responsibility for payment including the cancellation and refund policy printed on the enrollment agreement, in the catalog, and in this student handbook.

Financial Assistance

ERC does not currently participate in federal student aid programs. Students who need assistance with tuition are encouraged to apply for a private education loan. It is the responsibility of the student to provide the requested documents to determine and verify eligibility for private loans. If the student does not qualify, other financial arrangements can

be made such as in-house student payment plans. Students may pay in incremental installments when they sign up to use the tuition payment plan. For more information about financial assistance, please contact the Bursar's office.

Students are expected to pay their dues as scheduled and in a timely manner. Students who do not adhere to their payment plans will be placed on financial hold and will not be allowed to register for the subsequent semester and may be withdrawn from the program.

Cancellation and Refund Policy

Should a student withdraw, cancel, or be terminated for any reason, all refunds will be made in accordance with the following refund policy:

1. Cancellation must be made in person or by Certified Mail. Non-refundable fees will not be paid.
2. If the applicant is not accepted by the school or if the student cancels before three (3) business days after signing the enrollment agreement and making an initial payment, all money received will be refunded.
3. Cancellation in writing after the third (3rd) business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee paid, not to exceed \$100.
4. Once a student has started the program, and is terminated, voluntarily or involuntarily, the charges that the student is responsible for are based on the actual last date of attendance.
5. Termination after attendance has begun, but prior to 40% completion of the program, will result in a Pro-Rated refund computed using the number of weeks attended as follows:
 - Up to 10% of the program weeks attended, the school will issue a tuition refund of 90% of the tuition charges.
 - 11% to 20% of the program weeks attended, the school will issue a tuition refund of 80% of the tuition charges.
 - 21% to 30% of the program weeks attended, the school will issue a tuition refund of 70% of the tuition charges.
 - 31% to 40% of the program weeks attended, the school will issue a tuition refund of 60% of the tuition charges.
6. Termination after completing 40% of the program will result in no refund.
7. Students may withdraw from a course during the first week of program attendance without punitive grades.
8. Refunds will be made within 30 days of termination of the student's enrollment or receipt of Cancellation Notice from student.
9. If programs are cancelled for any reason by the institution, a full refund will be given, or the transfer of applicable funds will be applied toward a qualified program chosen by the student.

Textbooks, Supplies, and Other Expenses

Students are required to purchase textbooks, personal school supplies, and required

equipment for laboratory or clinical practice through the school. ERC works with textbook publishers to provide students with e-books that have accompanying student resources.

Textbooks (eBooks)

Textbooks are mandatory for students to attend class. ERC utilizes electronic book versions for most courses as these include additional student resources. All students are required to have the assigned textbooks on or before the **first day** of the class. EBook codes may be purchased through the Bursar's office. Instructors will confirm that all students have purchased the required eBooks and are able to access them with the codes provided.

Students who do not purchase the required textbooks, and refuse to do so, may NOT be admitted in class until this policy is satisfied. The student is expected to be compliant with the course requirements for textbooks as stated in each course syllabus and marked as Required Textbooks. The student may be removed from the course and/or withdrawn from school if this policy is violated.

Supplies and Other Expenses

Students accepted into the program are also responsible for any and all incurred clinical education expenses such as travel, food, etc. Other expenses include, but may not be limited to, the cost of a physical examination, any required immunizations, background and fingerprint clearance, and random drug tests during any portion of the program, as well as standardized examinations, and parking fees.

Financial Obligations Policy

ERC policy requires a hold be placed on student's program participation and access if they fail to meet their financial obligations. This hold will prevent enrollment in classes, testing, transcript, and/ or graduation activity. The student who fails to meet their financial obligations **prior** to the start of the semester will not be permitted to attend classes and therefore will be considered withdrawn from the school.

STUDENT SERVICES

Library and Online Learning Resources

ERC supplements the campus-based coursework by using the Canvas learning management system for communication, assignments, and quizzes.

ERC has both on-campus and online library resources. In addition to the campus library, the school also has LIRN access to full-text electronic journal articles and e-books which can be accessed directly or via Canvas. Enrolled students are provided with a username and password for the database. Students requiring assistance will be directed to the ERC librarian or library assistant.

Counseling

ERC does not employ any credentialed counselors to address student personal issues,

however, referrals may be made to appropriate community resources to assist students in dealing with any presented personal issues. These referrals are kept confidential.

Career Assistance

ERC will assist students in preparing for their post-graduation job search. While the school will make every effort to assist you in obtaining a position in your field of study, ERC does not guarantee employment or a minimum starting salary. No one is authorized by the college to make such guarantees. Students attending ERC are required to complete all paperwork as directed by the Campus Director and to participate in all exit activities as arranged by Student Services staff prior to the expected graduation date.

Post-Graduation Communication

It is a requirement of the school's accreditation and licensing to report graduation, credentialing, and placement information on an annual basis. As graduates of ERC, it is important that students share this information with the school administration. ERC tracks all of the credentialing test rates and employment statistics for all graduates. Students can expect to be contacted by school staff to confirm this information. It is very important to all students that this information is provided to school staff for reporting purposes. ERC does not report this information to any agency other than the school's accreditors and licensing board and Program Advisory Committees.

SECTION II: NURSING PROGRAM-SPECIFIC POLICIES

Introduction

Worldwide, nurses are the largest group of healthcare professionals, but the nursing shortage continues to have a greater impact on the healthcare industry (Grant, 2023). Some changes drive the nursing profession and nursing education. Technology is a major factor not only in nursing but in the healthcare industry in general.

The nursing profession is uniquely placed in today's healthcare environment. There is a greater demand in all healthcare and nursing education settings as well as in nursing specialization. Nursing is a very rewarding profession but requires commitment, dedication, and altruistic qualities. Nursing practice also offers a variety of avenues from clinical, administrative, and academia. The Associate of Science in Nursing (ASN) program is the shortest way to become an RN.

The Bachelor of Science in Nursing (BSN) Program is another way to become an RN. This will require more time as the program is designed to prepare nurses for leadership positions, thus requiring more time to complete the program. Both ASN and BSN will require

the graduate to pass the licensure examination, called the National Council Licensure Examination (NCLEX-RN) to be able to practice nursing in the United States.

Nursing Department Mission

The mission of ERC nursing department is to provide diverse and high-quality nursing education to students seeking careers in nursing. Students gain knowledge, skills, and competencies through innovative curriculum and delivery methods.

Nursing Department Vision

To become a leader in expanding access to healthcare education through innovative educational technologies.

Retention, Completion, and NCLEX Exam Pass Rates

ERC is required by our accrediting agency, ABHES, and the Florida Commission for Independent Education to provide annual student retention percentages, certification sit and pass rates, and placement data. Staff of ERC may contact you to gather information in one or more of these areas. All students at ERC are expected to provide this information so the school will remain in good standing with the regulatory agencies.

Nursing Course Standardized Testing Policy

Active Students:

It is the goal of ERC to ensure students who complete a nursing program are fully prepared to take the licensure exam enabling them to work in the field. As such, there are several courses throughout the program that require the student to pass an **end of course standardized exam**, as well as achieving a passing grade in the theory, lecture, and clinical courses.

The **Standardized End of Course Exam** will be scheduled and administered to students who have successfully passed the course with a grade of 80% or better (B grade or better) on the date and time, and the location assigned by the school. All eligible students (who passed the course with a grade of 80% or better) must be present on the scheduled exam. If a student fails to be in attendance when the standardized test is administered, one of the attempts for the exam is **forfeited** and will not be allowed to make up the exam. Only **one excused absence** will be admitted if it is a documented emergency such as hospital admission, emergency room visit, or court order, at the discretion of the faculty and administration.

The **Standardized End of Course Exam** will be administered at the end of each specific core nursing course, in the testing computer room/ERC laptops and will be proctored by the faculty. Currently, ERC is using standardized exam of HESI and ATI. The core nursing courses that require **successful passing of a Standardized End of Course Exam** are as follows:

1. Nursing Fundamentals

2. Pharmacology
3. Advanced Medical-Surgical Nursing
4. Psychiatric/Mental Health
5. Nursing Care of Women
6. Pediatric Nursing
7. Leadership / Capstone (ASN / BSN Exit Exam)

The Nursing Leadership course contains the end of program standardized exam **required for graduation**. To prepare for this, the Leadership course contains a three (3) day in-person review before the students can take the Standardized Final Exit Exam.

A score equal to 850 or above for HESI; or an ATI score of 80% and above is considered a passing score. The student will not progress to the next course if it is a pre-requisite to the next course, unless a passing score is achieved. There is no exception to this policy. The student will be given **two opportunities** for the standardized specialty exam. If unsuccessful on the first try, the student must **remediate for one week** according to the below schedule to be able to retake the final standardized specialty exam.

If unsuccessful on the second try, the student will repeat the course regardless of the course grade. The student must remediate in order to retake the final standardized specialty exam. **The student has one week for remediation. If the remediation is not completed in one week, the student will not be able to retest and will need to repeat the course. Following the school policy, two failures in a course will result in termination from the program. There is no exception to this policy.**

Withdrawn Students (Re-enrollment Requirements)

Students who leave the school prior to graduating will be subject to the testing policy below to determine if the necessary knowledge in these critical areas has been retained.

Prior to re-enrollment, all financial obligations from the previous period of enrollment must be satisfied. All admission requirements need to be met to be accepted to the program as per the current catalog at the time of re-enrollment. Students are responsible for the cost of the standardized exams.

Dependent upon the amount of time the student has not been in school, the following criteria will apply:

6 months – 1 year

Students returning to the school after an absence of 6 months to 1 year will require the student to take the end of course standardized exam upon re-entry for any previously completed courses that require the end of course standardized exam: Pharmacology, Nursing Fundamentals, Advanced Medical Surgical Nursing, Psychiatric Nursing, Nursing Care for Women, Pediatric Nursing, and Nursing Leadership. This applies even if the student has taken and passed the class in their previous period of enrollment. If the standardized exams are passed upon re-entry for the previously completed courses, the

student will not have to repeat the course(s). The student may attempt the standardized exam twice including remediation after the first attempt.

However, any end of course standardized exams for previously completed courses that are not passed upon re-entry will require the student to retake the theory course for that subject matter. All financial responsibilities from previous enrollment must be satisfied prior to admission. The cost of exams and courses must be paid in advance.

1 Year – 2 Years

Students who wish to return to complete the nursing program after an absence of 1 -2 years are required to retake the theory portion of any previously completed courses that require an end of course standardized exam: Pharmacology, Nursing Fundamentals, Advanced Medical Surgical Nursing, Psychiatric Nursing, Nursing Care for Women, Pediatric Nursing, and Nursing Leadership. New academic policies relating to passing scores for theory courses and standardized exams apply.

All financial responsibilities from previous enrollment must be satisfied prior to admission. The cost of exams and courses must be paid in advance.

2+ Years

Students who wish to return to complete the nursing program after an absence of two (2) or more years are required to repeat the entire program. Prior completed core courses will not be accepted toward program completion. General education courses taken during the previous period of enrollment will be applied based on the Transfer Credit policy criteria. Changes in school policy will apply. All financial responsibilities from previous enrollment must be satisfied prior to admission.

Clinical Assignment and Holidays

ERC publishes a school calendar well in advance of the term starts including scheduled holidays and breaks. Clinical sites may not recognize the school's scheduled holidays and breaks and require students to attend their clinical site on those select days. Students should confirm any anticipated clinical days and holidays with the Program Director and/or Clinical Coordinator before taking time off.

Clinical Simulation Lab

All clinical policies apply to Simulation Lab. This is a part of your clinical course and training. This learning environment provides a higher level of thinking and learning. You are expected to act and behave like you are in the real-world managing your client/patient. Your decision-making abilities are displayed which gives the clinical faculty assessments in your clinical judgment skill that is crucial in caring for your clients. This is where your competence and confidence will be evaluated as a safe healthcare provider. Students are expected to demonstrate respect and professionalism to their peers and superiors, even in a challenging situation. There are three phases in this learning environment and students are expected to be actively engaged: Pre-briefing; Simulation; and Debriefing. Nursing roles will be assigned by the clinical faculty. Assignments and documentation at the end of the

clinical simulation session are required for the completion of this coursework. A competency evaluation is required to assess the student's knowledge and skills, clinical judgment; and documentation ability. This is a **Pass/Fail** evaluation.

SECTION III: MIDWIFERY PROGRAM-SPECIFIC POLICIES

Introduction

Certified Professional Midwives (CPM) are a fast-growing segment of the midwifery profession in the United States today. CPMs are trained and credentialed to offer expert care, education, counseling and support to women in pregnancy, birth and up to 6 weeks postpartum. Your decision to enter the midwifery program should not be taken lightly. Midwifery is a very challenging academic program. The ERC Midwifery Program is dedicated to its graduates being prepared for practice as both a Florida Licensed Midwife (LM) and a Certified Professional Midwife (CPM).

The midwifery curriculum is built around the North American Registry of Midwives (NARM) requirements for entry-level midwifery practice and the Midwifery Education Accreditation Council (MEAC) Core Competencies. Upon graduation the student will be eligible to take the NARM certification exam. Our preliminary application for accreditation by MEAC was accepted on July 26, 2022. The accreditation process generally takes two years or more from this date to be completed successfully. If we are approved, only students enrolled at the time accreditation is approved and those enrolling after that date will be considered to have graduated from a MEAC-accredited program. Accreditation is not retroactive. For further information, contact MEAC at 360-466-2080, info@meacschools.org or the website www.meacschools.org.

Along with meeting NARM skills and MEAC core competencies and preparing students to take the NARM exam, this program meets and teaches to Florida state requirements for licensure as a Licensed Midwife (LM). The program does not incorporate other state licensing requirements. States have different requirements for legal recognition as a licensed midwife; enrolling students are responsible for knowing what those requirements are, and if this program meets them. If the program does not meet a particular state's requirements and you plan on practicing there, you may want to consider a different option for education.

Retention, Completion, and NARM Exam Pass Rates

Overall retention rates for the midwifery program have been >80% for students enrolling since 2018. All graduates who sat for the NARM exam during 2021 and 2022 passed the exam on their first attempt. Midwifery students must provide NARM with permission to release their test results to ERC for the purpose of compiling student achievement data.

Midwifery Program Mission Statement

The Emiraza College Direct Entry Midwifery Program will develop and facilitate skills necessary to provide competent, compassionate, and client-centered care through integration, use and dissemination of the Midwives Model of Care™.

The Midwifery Program faculty and staff supports the purpose and mission of the Emiraza College. We believe the Midwifery Program philosophy and educational outcomes are congruent with the mission of the College.

Purpose of the Program

The ERC Direct Entry Midwifery Program provides a pathway for education and training of professional midwives who will qualify for national certification and licensure in Florida by:

- Recognizing the value, worth, and uniqueness of students through prior learning
- Facilitating the attainment of knowledge, skills, and attitudes necessary for a beginning midwife
- Preparing graduates for success on the national certification (NARM) exam
- Preparing graduates to be competent midwives serving diverse populations in an ever- changing healthcare environment
- Outcomes for the Midwifery Program
- At the completion of this program graduates will be able to:
- Acquire a foundation of theoretical knowledge, clinical assessment, critical thinking skills, and shared decision making. Criteria:
 - Use critical thinking to evaluate clinical findings.
 - Optimize intuition as authoritative knowledge.
 - Demonstrate effective communication and written skills.
 - Apply care principles, support and information regarding reproductive health.
 - Create the plan of care for the woman in the childbearing year. Criteria:
 - Demonstrate an integrated understanding of the whole picture.
 - Use conscious analysis of the challenges and goals in creating the plan of care.
 - Identify with the woman the goals and challenges of her care.
 - Maximize the teaching and learning process to maintain health and nutrition of clients served.
 - Construct clinical decisions to assure positive outcomes for mother and newborn.
 - Summarize how to incorporate high quality, culturally relevant, and holistic midwifery care in a variety of settings.
 - Demonstrate holistic, competent care for women and families during the childbearing year.

Criteria:

- Function within the Midwives Model of Care™
- Uphold professional standards for the Certified Professional Midwife
- Assume responsibility for collaboration with other team members and healthcare professionals.
- Anticipate the need for referral to local and regional resources and services available to families in community.
- Demonstrate assessment skills of preconception, pregnancy, birth, postpartum and newborn.

- Perform assistance with the natural birthing process as indicated.
- Perform emergency procedures during the birthing process as indicated.
- Facilitate continuity of care within the context of the midwifery setting
- Competency-Based Instruction

The purpose of midwifery instruction is to help the student gain the ability to function competently as a midwife, with technical, critical thinking, and interpersonal skills – thus preparing midwives who can function independently and take responsibility for the consequences of their own actions. The curriculum uses competency-based instruction and assessment developed by faculty; the student will be expected to *demonstrate* the knowledge, skills, and attitudes necessary to complete any given unit of study, and as needed for entry-level midwifery practice.

This competency-based instruction and assessment is ongoing throughout the academic and clinical program and is *in addition* to participation in a required minimum number of clinical hours, client contacts, and exposure to hands-on skills. Students are given the required competencies, measurement criteria, learning plans and activities for each course, as well as any performance assessment tools used in the course. Many resources are available in facilitating student learning. These include lectures, computer-assisted clinical simulations, videos, movies, classroom and laboratory demonstrations, supervised skill practice sessions, and individual evaluation.

Class Attendance Policy

Theory classes take precedence over attending births with the exception of the student's Continuity Clients. Acquiring didactic knowledge is critically important to the student's success in the clinical setting.

Cell phones are generally not to be used during classroom at any time; however, a student who is on call for the required Continuity Client births may have a cell phone put on vibrate.

Dress Code and Appearance

In addition to the general ERC Dress Code, there are some modifications and additions specific to the midwifery program. Some sites expect students to wear scrubs, while others request that students adhere to the dress code as established for their clinical site. Students are also expected to bring spare professional change of clothing/scrubs in case transport to the hospital is necessary during a labor/delivery or in the event that it is necessary to go directly from a delivery to the office for a prenatal day. It is suggested that the students keep this change of clothing in their personal vehicle at all times.

Midwifery Practicum/Clinical Experiences

The Midwifery program at ERC contains clinical courses titled Practicum courses. For the purposes of this handbook, practicum and clinical are used synonymously.

Practicum Course Expectations

The *Practicum Course Expectations* document will be used during the student's preceptorship to evaluate the student's overall semester progress. Each practicum course requires completion of the competencies and skills as outlined in the corresponding course expectations. Students can view the document as a tool to understand what skills are required in order to be successful in the practicum course. The student should note that the skills assigned to each practicum course are based on NARM's requirements for basic midwifery performance. The clinical hours delineated for each Practicum course may not be sufficient for the student to reach competency with all skills; additional clinical time may be necessary for some students.

Additional Midwifery Practicum Requirements

- Obtain and maintain current AAP NRP (Neonatal Resuscitation Program) certification prior to clinical placement and throughout the program (*at student expense*).
- Observe and document a minimum of 10 births in any setting. (If a student comes into the program with documented birth observations, these must have occurred up to 3 years prior to enrollment in the Midwifery Program).
- Attend a minimum of 18 births in the "assistant under supervision" role.
- Attend a minimum of 50 births in the "primary under supervision" role.

Students are responsible for all costs associated with meeting these requirements.

Clinical/Practicum Assignments

Clinical Placement Guidelines

- There must be a signed contract in place at the time of any clinical work performed.
- Students are expected to attend **all** scheduled clinical sessions.
- Students are expected to arrive at their clinical site on time, prepared to work and learn.
- Students are expected to document all clinical experience for preceptor approval.
- Students may not leave the clinical site until expressly released by the clinical preceptor.
- Students who are consistently late or absent from clinical assignments will **risk failing this portion of the academic program**.
- Students who leave their assigned clinical site without the consent of the preceptor of record will receive a written warning. Repeat offenses will be deemed excessive absences from clinical time and may result in course failure and the need to repeat the clinical course.
- Students may not be transferred to another midwife without first discussing this with the clinical site coordinator and program director to ensure the midwife meets the requirements for preceptors, is a ERC approved preceptor, and a student-preceptor contract signed.

Selection of Preceptors/Clinical Sites

The Clinical Coordinator will utilize student's introductory letters, student questionnaires, and occasionally student assistance in identifying potential preceptors. There may be additional requirements set forth by preceptors prior to acceptance of a student into their practice. These may include, but are not limited to, interviews and applications. The Clinical Coordinator will be acting as the student's liaison to coordinate clinical placement.

Every effort is made to secure clinical placement close to the student's place of residence. Students may be required to drive a maximum of 3 hours to a clinical site. There also may be times a student is asked to temporarily relocate even further away from home for clinical placement, due to lack of clinical placement opportunities or to add diversity of practice and knowledge. ERC does not have an unlimited number of preceptors willing to take student midwives into their practice. We try to work with students to minimize any personal and financial strain during their clinical courses. Clinical course work will not be limited to out-of-hospital providers.

Clinical Site Attendance Policy

Once placed with a clinical preceptor the student is expected to match the preceptor's clinic and call schedule and is considered to be on-call 24 hours 7 days a week for any birth or emergent clinical event. The only exception is that students may not miss any theory classes for births or clinics, except to attend the required Continuity of Care births in their final Practicum.

- The student must be available for all office hours and staff meetings as well as any in-service days as designated in individual learning plans and clinical site placements. If the student is unable to attend a scheduled clinical day due to illness or other extenuating circumstances, the student must notify the clinical preceptor and the Clinical Coordinator.
- The student may only decline to attend one birth per semester, not including births missed while in class on campus.
- The student is expected to be punctual and arrive 15 minutes (or more as required by the preceptor) prior to the start of the clinical session.
- Students are not to schedule any personal appointments during clinic hours.
- Students are to stay at their designated clinical site until the preceptor dismisses the student for the day. Leaving prior to dismissal may result in the loss of the clinical site.
- The student must be ready and available to attend all births when called except for serious illness or immediate family emergencies. Readiness is defined as responding to a preceptor's call within 10 minutes of the initial call, the ability to be in route to a birth or other emergent event within 15 minutes of receiving a call, having at least ½ tank of gas in the car at all times, childcare available 24/7 as needed, and to have all relevant supplies in a "go-bag" ready to go.

Transportation

It is the responsibility of the student midwife to maintain a working vehicle with appropriate insurance as per state law. It is strongly recommended that the student not transport clients in her/his personal vehicle. It is encouraged that the preceptor and the student discuss how the student will travel to a client's home. Although it may be "usual practice" for the student midwife to ride in the preceptor's car during clinical visits, both the student and preceptor should consider the possible imbalance of power contained within this assumption.

Additionally, it is recommended that both student and preceptor check with their personal insurance carriers about the appropriate coverage of insurance when using a vehicle for business purposes.

Clinical Supervision

State of Florida policy requires that a student midwife have direct supervision by a preceptor at all times during preceptor clinical hours and any client interaction. The North American Registry of Midwives (NARM) also uses a policy of direct supervision for all clinical experiences. Supervision means direct on-site supervision at all times for all activities pertaining to client care. ERC supports this concept for all students regardless of the state of clinical placement.

In practice this means that a student midwife may not be present during, but not limited to, physical clinical hours, transporting a client or newborn, or at the client's home without the preceptor first being present. The student midwife cannot communicate with the client by phone, email or text without the direct supervision of the preceptor during those correspondences.

In addition, ERC has established policies outlining expectations for each student/preceptor dyad:

- All preceptor applicants must hold a current state license (LM, CNM, or MD) and meet the requirements established by the state for being a preceptor.
- Determination of "adequate performance" of any required skill is at the discretion of the preceptor, and multiple demonstrations of each skill may be necessary.
- Preceptors who sign off on experiences they did not witness risk losing their ability to sign as a preceptor in the future and also risk losing their NARM Certified Professional Midwife (CPM) credential. (In addition to this statement by NARM, ERC would view this as violation of school policy, and the student could be subject to disciplinary actions as outlined in the Code of Conduct.)

Duration of Placement

The duration of the placement will depend on the level of experience gained, and the clinical and critical thinking skills demonstrated by the student. Each student shall be required to participate in several different clinical learning environments in order to obtain a well-rounded education with diverse clinical role models. In addition to demonstrating clinical competence and excellent critical thinking skills, and in order to successfully complete the clinical training, obtain a CPM, and be eligible to obtain a Florida midwifery license, a

minimum of 75 births (50 in the role of “primary under supervision”), 100 prenatal visits, 50 postpartum visits, and 50 neonatal managements in the primary role will be required, including a minimum of 5 Continuity-of-Care clients as defined by NARM, and a minimum of 5 home births. . These are minimum requirements and do not guarantee graduation or eligibility for licensure.

In addition, the student shall:

- Adhere to all standards, guidelines and provisions set forth by the Florida Department of Health for student midwives.
- Provide each client, verbally and in writing, an informed choice document that states that they are an ERC Midwife student and are under the direct supervision of the preceptor.
- Maintain complete confidentiality of all clinical-site clients, staff and operations.
- Maintain a pager or carry a cell phone. The costs incurred are the student's responsibility.
- Be accountable to the preceptor for all tasks and activities conducted during the field placement. **The student may not engage in any unsupervised practice. The preceptor must be on-site and available at all times.**
- Perform clinical tasks as assigned by the clinical preceptor and only with prior permission. Document accurately all client contacts and clinical care on a separate piece of paper and have the preceptor review prior to transcribing into the client chart. **The student must only write or type into the client record with the explicit approval of the preceptor.** The student must sign and date all entries made in the record. At birth sessions, document student arrival time and departure time in the client record if approved by the preceptor; otherwise record and track this information separately in the student's own records.
- Keep all required clinical documentation up to date and available upon request from the preceptor and/or the midwifery Clinical Coordinator and/or the Program Director.
- Only attend births or clinics with other midwives in the community with prior approval of the Clinical Coordinator, Program Director, and the primary clinical preceptor. If this approval is granted, the student must ensure that a signed student/preceptor contract is in place prior to attending any clinical event.
- Prearrange childcare, as needed, to be in place at short notice at all times when on call.
- Assist with all daily cleanup and maintenance of the clinic environment as required by the clinical preceptor.
- Never, under any circumstance, represent to clients that they are a midwife or accept any clients as their own and/or accept payment from clients for clinical work while a student in the ERC Midwifery Program until full completion and graduation from the program.

Preceptor-Student Relationship

Preceptors accept students into a practice without any benefit to the preceptor; they are not reimbursed by the school, and at no time should a student need to provide compensation to a preceptor. Students are also not allowed to accept any financial reimbursement for their time in the student role at a clinical site.

The integrity of the preceptor-student relationship is a substantial portion of the student's educational experience. This relationship requires mutual trust between preceptor and student. It is recognized that there is an unequal power dynamic in this relationship which requires the preceptor to maintain professional boundaries to avoid unprofessional or unethical behavior (or even the appearance of unprofessional or unethical behavior) and to limit the possibility for coercion.

The relationship between preceptor and student must be free from influences or activities that can interfere with learning or the goals and principles of the program and the College. It should be noted that relationships, such as friendships or business partnerships that interfere with the objectivity of the preceptor may threaten the integrity of the educational process. As such, students are required to maintain a professional relationship with their assigned preceptor. It should be noted that relationships, such as friendships or business partnerships that interfere with the objectivity of the preceptor, may threaten the integrity of the educational process. As such the student cannot be placed with a preceptor where a friendship, business relationship or partnership is current.

Clinical Documentation

All clinical experiences will need to be documented appropriately. All contact with preceptors and clients will have some type of documentation done to show evidence of participation. You will have access to Typhon online clinical documentation program for documentation during your corresponding clinical courses. All students are advised to stay on top of their documentation. It is suggested that students complete documentation on a daily basis. It is the student's responsibility to ensure that all case and time logs receive preceptor approval. **If a student fails to have their documentation reviewed and approved by their preceptor for a period of more than 2 weeks' time, the student may lose those clinical experiences.**

Submission of Documentation

Submit introductory documentation into Typhon at the beginning of each clinical course. Students are responsible to print, review, date and sign a copy of *ERC Clinical Requirements* at the beginning of the first Midwifery Practicum, then submit it into Typhon on the student's main account page. This form outlines the expectations of students in the clinic setting.

The student will also need to review the appropriate student-preceptor contract with their preceptor(s). One contract is to be signed with each preceptor at the start of each clinical course. This is to occur even if the student is with the same preceptor. If the student is conducting their clinical experience at a birth center with more than one preceptor, the student will need to have a separate contract with each preceptor. This contract must then be emailed to the Clinical Coordinator (CC) for signature, as the contract is a 3-way agreement between the preceptor, student and college. The CC will email this back to the student, who must upload this into Typhon prior to starting clinic.

Daily Clinical Encounters and Time Logs

All student clinical documentation occurs in a 256-bit secure electronic system. Currently ERC uses Typhon. All data entered there should be de-identified per HIPAA guidelines. In addition, please do not send any clinical paperwork that could be client-identified to the college, preceptor, clinical coordinator or program director via email. The college's email system is not HIPAA protected. The student is asked to enter clinical documentation into the Typhon system without any identification markers, as specified in Typhon instructions. All contact with preceptors and clients will have some type of documentation to show evidence of participation and progression of competency. Any and all clinical experiences will need to be documented. This includes case logs for each appointment attended, a case log for each birth, a separate case log for newborn care, and a time log for each clinic day attended.

Students are also expected to put daily evaluation and birth management evaluations into case log notes. All case logs and time logs must be preceptor approved; making sure this occurs is the student's responsibility.

Site Visits

A routine site visit is to be scheduled at least once per midwifery practicum course. It is the student's responsibility to notify the Clinical Coordinator that a site visit is needed. At that point the Clinical Coordinator will notify the preceptor to arrange a mutually agreed date, time and place. The visit may occur at the clinical site or virtually using ZOOM. It is understood that a site visit may be cancelled and need to be rescheduled due to a client labor/birth or other extenuating circumstances.

All case logs and time logs will need to be approved, surveys submitted by both student and preceptor(s) prior the site visit. There will be a review of the student's clinical experiences and performance during the site visit. An assessment and plan will be discussed as to how the student's clinical experiences should proceed in order to obtain the necessary required midwifery clinical experiences for competency and completion of the program. Additional site visits may be held as necessary based on student need and performance.

Practicum Course Progression

Progression to the next practicum course will not occur until after the site visit has occurred, clinical documentation is completed, and a grade submitted by the course instructor. Remember that the numbers of hours and experiences listed in the curriculum are *minimum* requirements. Some students may gain competence at these minimum requirements; others may take longer.

ERC's goal is to have students gain experiences with more than one preceptor throughout the duration of their clinical courses. By being placed with a variety of preceptors and practice sites, students will be able to witness a variety of styles of practice and gain skills with some midwives that may not be attainable with others.

Please remember to inform the clinical coordinator of any questions/concerns that may arise throughout the course of clinical experiences. ERC faculty and staff are there for

student's and preceptor's assistance and strive for everyone to succeed and have an enjoyable experience. Communication is the key to helping things flow smoothly.

Continuity Clients

All students will attend five "continuity of care" clients (as defined by NARM) spanning the three final Midwifery Practicum courses. Students will be expected to write a case study and labor SOAP note for one of these clients during their final Capstone course.

Clinical Requirements for Graduation

All students must have demonstrated competency in all clinical courses based on criteria related to skill performance, safety, critical thinking and professionalism, in addition to satisfactorily completing the Midwifery Program curriculum and meeting all program requirements.

Midwifery Program Links to External Resources

- *Florida Statute 467*: <http://www.floridahealth.gov/licensing-and-regulation/midwifery/index.html>
- *Florida Rules & Regulations for Midwifery Practice*: <https://www.flrules.org/gateway/division.asp?DivID=316>
- *MEAC Core Competencies*: <https://www.meacschools.org/accreditation/handbook/>
- *Midwives Alliance (MANA) Core Competencies*: <https://mana.org/resources/core-competencies>
- *NACPM Philosophy & Principles*: <https://www.nacpm.org/philosophy-and-principles-of-practice>
- *NACPM Standards of Practice*: <https://www.nacpm.org/standards-of-practice>
- *NACPM Essential Documents*: <http://nacpm.org/about-cpms/professional-standards/>
- *ICM International Code of Ethics for Midwives*: <http://hrlibrary.umn.edu/instreet/midwives.html>
- *ICM Essential Competencies for Midwifery Practice*: <https://internationalmidwives.org/resources/essential-competencies-for-midwifery-practice/>
- *NARM Exam Application*: <http://narm.org/>

The information presented in this handbook is to give you an awareness and familiarity with our benefits and policies. However, the descriptions within this handbook are subject to the legal documents pertaining to each plan. This handbook does not constitute such a legal document. All such plans are subject to change at our sole discretion. In all instances, policies and benefits will comply with applicable laws. In accordance with the needs of our growing organization, changes or additions will be made when deemed advisable or required and this handbook will be deemed modified, if necessary, to conform to changes in such laws or Company changes.

Revised 6/1/2024, 6/18/2024

Approved by the Executive Committee of the ERC Board of Directors



ACKNOWLEDGEMENT RECEIPT of STUDENT HANDBOOK

I acknowledge receipt of the policies and procedures contained in the Emiraza College (ERC) Student Handbook. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, and any amendments that may occur from time to time.

I understand that the ERC will periodically review its policies and procedures in order to serve the needs of the Institute and to respond to mandates of the Legislature, the Florida Board of Governors, the federal government, and other regulatory and accrediting agencies.

ERC reserves the right to change, rescind, or include additional regulations, policies and procedures in the Student Handbook. I understand that such changes may occur without notice and that I agree to periodically check the online version of the Student Handbook for the latest version.

Student's Name (print)

Student's Signature

Date

Please sign and return to the ERC Admissions Department