



# PROFESSIONAL NURSING PROGRAM STUDENT HANDBOOK 2020-2021

SABER College  
Professional Nursing Program  
3990 W. Flagler St.  
Miami, FL 33134

# Professional Nursing Program Handbook

**SPANISH-AMERICAN BASIC  
EDUCATION AND REHABILITATION, INC. (SABER) dba  
SABER College**

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**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

Josefina Bonet  
School Official's Name

Chief Executive Officer  
Title

Josefina Bonet  
School Official's  
Signature

March 10, 2021(Revised)  
Date

Dear Student:

This Handbook is intended to provide you with general guidelines, regulations and resources of SABER College. It will provide you with orientation to the school as well as to the health care industry, an exciting new world to some of you. Whether you are a young individual continuing your schooling or a mature adult furthering your education, you will find at SABER College a team of caring professionals to help you realize your dreams. We hope that it will help you become acquainted with the policies and procedures of the school as they relate to your health care career. We at SABER College applaud you for deciding to further your education and training. We know it is difficult to accomplish much without a degree or certificate in this day and age and hope you find this career rewarding, pleasurable and profitable. The program of study you have chosen will require hard work and perseverance, at the end of which you will be an important professional in the healthcare delivery field. We are here to help you, our student, realize your goals and dreams. If you have any questions, we are here to help. Contact one of the faculty members or your Department. We are at your disposal. We pride ourselves in offering individualized attention to each and every one of our students. We look forward to meeting you and congratulate you on your chosen career.

Good luck!

Sincerely,

The SABER College Staff, Faculty and Administration

2020-2021



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## **INTRODUCTION**

SABER College functions under Spanish American Basic Education and Rehabilitation (SABER), Inc., a private, not for profit corporation formed under the laws of the State of Florida, and which adheres to IRS regulations as a 501(c)(3) corporation. It was established to provide basic skills, language, vocational and career education in various high demand occupational areas. Founded in 1972 and under the same executive administration for the past 38 years, SABER has attained a respectable track record in the training and employment of a large segment of our workforce.

SABER College's Professional Nursing Program (PNP) receives guidance and is licensed by the State of Florida Board of Nursing and the State of Florida Department of Education, Commission for Independent Education (CIE). SABER College is accredited by the Council on Occupational Education (COE).

Students who successfully complete the Registered Nursing Program are eligible to apply with the State of Florida Board of Nursing to take the Licensing examination, NCLEX-RN. After successful completion of the examination they will be certified as Registered Nurses (RN) and may work as RNs in the State of Florida.

Director of Nursing has ample educational background, experience and administrative competence to properly supervise all activities. Faculty members are selected for their academic qualifications and experience and are all either certified or licensed by a state or federal agency.

The instructional staff for the nursing program is made up of qualified professionals who have the proper credentials and academic requirements to teach each of their assigned courses. Clinical experiences, which are scheduled at Hospitals and Health Care Agencies, are a planned part of the curriculum and mandatory for program completion.

For RN students, this Handbook supersedes rules and regulations found in the SABER Catalog. In cases where there is a discrepancy between SABER Catalog's rules and regulations and those listed in this Handbook, the RN student must adhere to the regulations found in this Handbook.

## **SABER Mission**

SABER College identifies as its primary responsibility the preparation of individuals to become productive members of this society by helping them in their growth to attain educational goals and their development of ethical responsibilities.

## **SABER Philosophy**

The philosophy of the school is to act as a vehicle to provide basic skills, language, vocational and career education in various high demand occupational areas.

It is the purpose of SABER College to contribute to the economic growth and development of the local community through training programs and activities that help improve job skills, secure/retain/create better vocational and career opportunities for its residents, as well as generate new vocational and career opportunities for those students who apply themselves. SABER College's goal is to improve the quality of life of the students in the community and to facilitate career opportunities in the market place and industry.

## **AFFIRMATIVE ACTION PLAN**

### **Non Discrimination Statement**

SABER does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any of SABER administered programs.

SABER offers equal opportunity in its employment, admissions and educational programs and activities in compliance with Title VI and VII of the Civil Right Act of 1964, as amended, Section 504, of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990.

It is the policy of SABER to provide equal opportunity to all people and to promote the full realization of that policy through a positive, continuing program to be known as the SABER AFFIRMATIVE ACTION PLAN.

SABER is fully committed to assuring equal employment opportunity and equal consideration to all applicants, employees and participants regarding training, promotion, salaries and other compensation, transfer and layoff or termination. In the implementation of this policy, it will aggressively seek personnel for all staff job levels by upgrading and promoting its members and also by recruiting minority group individuals.

SABER shall likewise assure equal opportunity to any handicapped person who is an applicant, employee or client unless the disability involved prevents satisfactory performance of the work involved.

### **OBJECTIVE OF THE HANDBOOK**

To provide policies and procedures, in writing, concerning admissions, attendance, vacations, holidays and any other matters related to student life. Each student must familiarize him/herself thoroughly with this handbook and use it as a resource tool in understanding and complying with SABER rules and regulations.

## **STUDENT PERFORMANCE OBJECTIVES**

The Curriculum of this Program is designed to guide the student in developing the necessary skills to safely and satisfactorily practice Nursing and to prepare the student in successfully completing the licensing requirements in the State of Florida to become a Registered Nurse. In order to achieve these goals, the student will meet the following Objectives:

1. Complete all assigned activities as directed by instructors.
2. Maintain a grade average of 80% or higher in all classroom evaluations.
3. Maintain a grade of Satisfactory in clinical evaluations.
4. Complete all laboratory procedures with Satisfactory evaluations.
5. Perform all Nursing Skills using Standard Precautions and correct Biohazard Waste Disposal.
6. Comply with the policies of the Registered Nursing Program of SABER College
7. Demonstrate a “caring professional attitude” by meeting affective objectives identified in this Handbook.
8. Demonstrate Employability Skills by complying with the Attendance Policies of the Program.

When the above Objectives have been met, the student will be ready to graduate and apply to take the licensing examination.

## **TERMINAL OBJECTIVES**

The graduate will:

1. Demonstrate knowledge of the health care delivery system and health occupations
2. Demonstrate legal and ethical responsibilities specific to a Registered Nurse.
3. Demonstrate the ability to communicate and use interpersonal skills effectively, with the patient, members of the patient’s family, members of the health care team and the public in general.
4. Demonstrate good personal habits regarding health and hygiene.

5. Demonstrate ability to use problem-solving techniques in the interpretation of the role of the RN and the nursing process.
6. Demonstrate Employability Skills specific to registered nursing.
7. Demonstrate developed organizational skills
8. Demonstrate ability to participate in organizational activity and recognize this activity as a contributing factor to self-improvement and maintenance of high standards within the profession.
9. Demonstrate responsibility by periodic completion of continuing education courses, with the goal of self-improvement and nursing skills enhancement.
10. Demonstrate computer literacy as related to nursing functions, as well as appropriate verbal and written communication skills in the performance of those functions.
11. Demonstrate readiness for successful performance on the NCLEX-RN Examination.

## **ADMISSIONS**

In order to be accepted into the program an applicant must meet the following requirements:

- Applicant must submit a High School Diploma (or equivalent in their county of origin) or GED.
- Applicant must be 18 yrs of age by program completion
- The Kaplan (65) is one of SABER's College official entrance exams. The Kaplan exam will be offered no more than 3 times with waiting times as follows: 72 hrs. after the first exam, and 30 days for the third exam. Applicants may be granted acceptance into the nursing program based upon equivalent entrance test scores on other qualifying exams including ACT (18) SAT (1330 prior to 3/5/16), SAT (980 on or after 3/6/2016) and/or HESI A2 Exam (80), TEAS (58) and Kaplan (65). Score 11.0 in math, language, and reading on the TABE Test. TABE test is waived for students previously accepted into another college.
- Applicant must provide one (1) work and or character references
- Applicant, if a foreign physician, will be required to present written certification from an approved credential evaluation service (e.g. Josef Silney Translators), as proof of successful completion of courses in Anatomy, Physiology, to be extended Advanced Placement credits. In this case, applicant will be exempt from taking the above-mentioned courses

again, however, applicant will still be responsible for the full 900 hours of clinical training. Students unable to provide such documentation will be required to take the full curriculum as offered.

- Applicant must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer will be aided in this process by requesting a series of essays as a tool to further assess English proficiency and Critical Thinking.
- Applicant must undergo an AHCA Level II Background Check. If applicant according to library information resource service area has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the Intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program. (During the enrollment period, it is the responsibility of the faculty to observe any indications of chemical use or abuse. If, at any time a student's performance is suspicious, the school reserves the right to require the student to be tested for chemical, or alcohol use/abuse. If the results of the test are positive, the student will be withdrawn from the program and instructed to contact IPN. At the recommendation of IPN, the student may be required to enter into a contractual agreement with IPN. The student may request reentry into the program which will be approved as long as the student remains in compliance with the IPN Contract. Failure to comply with this policy or with the agreements of the contract will result in the student's permanent withdrawal from the program)

### **PHYSICAL REQUIREMENTS**

In order to be accepted into the program the student must meet the following physical requirements. Eligibility for admission will be based on the physical ability of the individual to perform the essential functions of the program.

- Clarity of vision for distances of 3 inches to 20 feet. Ability to distinguish color. Sufficient visual acuity as needed for the preparation and administration of medications and for the necessary observation of the patient regarding safety and care.
- Sufficient auditory perception to receive accurate verbal instructions and communication from members of the health team and patients and to be able to hear clearly monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, fire alarms, patient call lights, etc.
- Sufficient motor coordination to respond promptly and to be able to implement skills necessary in the manipulation of patients, and equipment.

- Sufficient communication skills to interact with individuals and to communicate their needs promptly and effectively as may be necessary.
- Sufficient intellectual and emotional functions to plan and implement care in the decision-making process and adequate emotional stability to react appropriately in case of an emergency and in situations of high stress.
- Sufficient muscular/skeletal strength and range of motion necessary to re-position patients in bed, lift supplies, and perform cardiopulmonary resuscitation. Ability to reach above the head and to push/pull/lift up to 50 lbs. occasionally and 25 lbs. frequently. Flexibility necessary to squat and to bend at the knees in order to see chest-tube drainage and urine collection devices.

Should any of these essential functions be impossible for the student to perform, the student will be urged to consider another program of study. In the case when special equipment exists to compensate for student's inability to perform essential functions, it will be the responsibility of the student to purchase the necessary equipment (e.g. electronically enhanced stethoscopes, hearing aids, etc.)

### **HEALTH REQUIREMENTS**

Prior to starting the program, students will have to provide the School with their Health Record, which will include proof of immunity/immunization against:

- Tetanus – verify within 10 yrs, 5 yrs. if injured.
- MMR – Measles, Mumps, Rubella – written verification of Rubella immunization after 1968, or a positive titer to show immunity.
- Varicella (Chickenpox)
- PPD – Two PPD skin tests must be completed and read as negative prior to any clinical experience. PPD results cannot be accepted if over 12 months from the day of admission.
- Hepatitis B
- 10 Panel Drug Test
- CPR/BLS Card-Endorsed by the American Heart Association

If documentation is not available, re-immunization will be necessary.

Acceptable records of immunization will be:

- High School: Copy of immunization record containing information such as month/day/year.
- Personal immunization record: Record from family physician will be acceptable
- Local health department: copy of immunization record.

### **PROGRAM INFORMATION**

## **Professional Nursing Program (PNP) A.S – Traditional and Hybrid**

**Total Semester Credit Hours: 82**

### **Program Description**

The Professional Nursing Program (PNP) is an intensive, full-time program comprised of 82 credit hours/1,875 clock hours, which includes theory, lab and clinical rotation experience. This experience will cover medical, surgical, obstetric, pediatric, geriatric and psychiatric nursing. Reinforcement of basic skills in English, Mathematics, and Sciences appropriate for the job preparatory program will occur through didactic instruction and applied laboratory procedures/practice. This program is designed to prepare the graduate to utilize and apply the nursing process to provide nursing care to clients across the life span in a variety of settings. Upon successful completion of the curriculum and after passing cumulative comprehensive exit exam and HESI exam, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Passing the NCLEX is required for employment as a Registered Nurse.

### **Program Objectives**

The objectives of the Nursing (A.S.) Program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; this program will prepare the student for employment as a registered nurse. At the end of the program, the graduate will:

- Demonstrate knowledge of the health status and functional health needs of clients and families by using the nursing process to interpret health data.
- Demonstrate knowledge in formulating nursing plans of care in collaboration with clients, families and interdisciplinary healthcare team members.
- Demonstrate knowledge in implementing a plan of care within the legal and ethical parameters.
- Demonstrate knowledge in developing teaching and learning plans to implement with clients and families, whether directly or through assignment to other members of the healthcare team
- Demonstrate knowledge in evaluating client's and families' responses and outcomes to therapeutic intervention in order to adjust the plan of care.
- Demonstrate knowledge in providing care to multiple clients through direct care and/or delegation of care
- Demonstrate use of critical thinking to analyze clinical data and current literature as a basis for decision making
- Demonstrate ability to act as an advocate to promote quality healthcare for culturally diverse groups.
- Demonstrate ability to coordinate resources for the provision of quality care
- Demonstrate ability to function within the organizational framework of various healthcare settings.

- Demonstrate responsibility and accountability for quality of nursing consistent with the legal scope of the practice.

## **Program Mission Statement**

By combining the values of the individual with the acquisition of knowledge and nursing skills, the Professional Nursing Program (PNP) fosters the development of the whole person as a responsible, accountable professional committed to the principles of life-long learning and service to others using a holistic approach to the practice of the nursing profession.

## **Professional Nursing Program Philosophy**

To provide quality education that prepares entry-level nurses capable of providing safe, ethical, and effective registered nursing services under the direction and supervision of an RN to help meet the healthcare needs of the community in a variety of healthcare facilities.

## **PROGRAM POLICIES**

### **STUDENT ORIENTATION**

Orientation of new students is conducted for each academic start. New students will learn about SABER College, including procedures, rules and regulations. Students will receive their program schedule and will get acquainted with the school facilities on the first day of class, when an orientation session will be provided. Catalog and Handbook will be provided one week prior to the beginning of class.

### **PROMOTION**

When a student has successfully completed all the theory and clinical portions with satisfactory evaluations and has met the requirements successfully, the Program Director will promote the student to the following courses.

### **PROBATION**

The Program Director may recommend dismissal of a student for excessive absenteeism / tardiness, or less than a satisfactory rating in theory, clinical, or the affective domains. At the discretion of the Program Director, following the program guidelines, a student may be placed in a probationary period, or may be allowed to complete required make-up work as long as it does not interfere and/or is not in conflict with subsequent courses (e.g. in the case of pre-requisite courses).

## **WITHDRAWAL**

All students are encouraged to seek guidance prior to withdrawing from school. The student must also meet with a finance advisor to finalize payment responsibilities and notify department of withdrawal. All refunds will be made following refund policy as reflected in school catalog. A student who needs to withdraw from the program due to illness or medical condition (including pregnancy) that is documented by the doctor as preventing the student from attending classes, may be re-instated in another class provided the student returns within 60 days of last day of attendance; if absence is for a period that exceeds 60 days, student must take and pass corresponding Lippincott exams of previous courses taken. This student may not receive credit for part of the dropped course. The complement clinical and or theoretical experiences must also be repeated with the course in order to reinforce the course theory and increase the likelihood of success.

## **DISMISSAL**

The Program Director may dismiss a student if less than satisfactory performance is achieved during a given period of time, and the student fails to show significant improvement during the probationary period. A student may not be allowed to take a subsequent course if student has not achieved satisfactory performance by the end of each course, passing the corresponding adaptive test. Student who is in violation of SABER Rules and Regulations as stipulated in the Catalog, or who engages in activities that are prohibited by the Nurse Act, Chapter 464.017 and 464.018, may be immediately dismissed.

If a student fails the Cumulative Exit Exam (passing score of 80) or the HESI (passing score of 900)

If a student fails the Exit HESI or the Comprehensive Proprietary examination, student will be allowed to re-take exam(s). To be eligible for other attempts, student must take remediation sessions, until he/she passes both exams, at which time student will be awarded a diploma and their information will be submitted to the Florida Board of Nursing.

A student, who is dismissed due to lack of academic progress, will need to re-apply. If re-applying within the first 90 days following termination, student must take and pass all Lippincott Exams for courses previously taken, to be considered for re admittance at the same level in which he/she was terminated. If student re-applies after 90 days, student must start the program from the first course.

## **TRANSFERS**

SABER does not accept transfer students. Credit for previous training or experience is not granted for the purpose of accepting transfer students. Credit for previous training will only be accepted in the case of foreign physicians, upon submittal of official translation from an approved credential evaluation service, and only for courses in Anatomy and Physiology.

## RE-ADMISSION

Students may repeat a course only once. Students must successfully complete each course before advancing to the following course.

An application for re-admission will be considered on an individual basis.

A student who is dismissed due to lack of academic progress, will need to re-apply. If re-applying within the first 90 days following termination, student must take and pass all Lippincott Exams for courses previously taken, to be considered for re admittance at the same level in which he/she was terminated. If student re-applies after 90 days, student must start the program from the first course.

## ADVANCED PLACEMENT

SABER College will only extend Advanced Placement credits in the case of foreign physicians, as follows:

In the case of foreign physicians, applicants will be required to present written Translation /evaluation from an approved credential evaluation service (e.g. Josef Silney Translators), as proof of successful completion of courses in Anatomy and Physiology. In this case, Advanced Placement credits will be extended to the student and student will be exempt from taking courses in Anatomy and Physiology. Applicant will still be responsible for the full 675 hours of clinical training. Students unable to provide such documentation will be required to take the full curriculum as offered.

## ATTENDANCE

Given that health care professionals are de facto required to be dependable and reliable, attendance to class is of paramount importance at the school. Employability Skills, which is taught as part of the curriculum is an integral part of this Program. The patient's welfare depends on it.

Attendance: regular attendance is required for the student to take full advantage of the curriculum offered. Student will be marked present when they are:

- a. present in classroom
- b. present in a school sponsored function on or off campus.

### Excused Absences:

- a. illness or medical condition (including pregnancy). Medical evidence must be submitted
- b. death of an immediate family member – evidence must be submitted.
- c. emergency involving an immediate family member – evidence must be submitted
- d. any other reasons approved by Program Director or designee upon prior request. Excused absences will be approved on a case-by-case basis

Any excused absences, including illness or medical condition may not exceed the maximum time allowed per class of 10%, or cumulative of 75 hours for the entire program year. Absences exceeding 10% of the course time, or 75 hours for the entire program will result in termination from the program.

**Unexcused Absence:**

Absences not included above will be considered unexcused. Transportation problems are not considered excused absences. After three unexcused absences the student will be placed on probation. If student is absent while on probation, student may be terminated at the discretion of the Program Director. While absences are occurring, student will receive counseling and a record will be established. Counselor will diligently work with student to try and help solve any problems that may be affecting attendance, such as transportation, childcare, etc.

**Tardiness or leaving early:**

Student arriving after attendance has been taken will be marked tardy unless a valid excuse is presented. Three tardy arrivals will be considered one (1) unexcused absence and/or will be deducted as six (6) clinical hours depending whether student is absent from the classroom or the clinical practice. The same criteria will be used for leaving early. Frequency in late arrivals or leaving prior to completion of class or clinical experience, will establish doubt as to the student's ability to be a dependable employee, and denotes unacceptable performance, poor attitude and lack of interest in the program. Instructors reserve the right to consider frequent late arrivals or leaving early, even with valid excuse or proper notification, as a tardy. Instructor will inform the student in advance when this criteria will be established. If student is tardy nine (9) times in any six-month period, the student will be withdrawn from the program.

**HOURS:**

Daily attendance is expected of all students.

Classroom Attendance on a daily basis is mandatory, and school will not allow excused absences of more than seventy five hours (75 hrs) for the entire program. A student may not miss more than 10% in each course, however, if cumulative absences exceed seventy five hours (75 hrs.), student will be terminated. If student misses 8% of classroom time during each course, academic grades will be evaluated, and if student is performing below a "B" average, student will be placed on probation.

All classroom work missed must be made up. Make up sessions will be scheduled once a week, at the discretion of the Program Director, to make up tests, quizzes, exams, or viewing films missed due to excused absences. Student MUST make all necessary arrangements to attend the make up session on the first available day after the absence outside of regular class or clinical rotation hours. Make up quizzes, tests or exams will have a maximum score of 80%. Failure to attend make-up exam on assigned day, which will be the first available day after the absence, will result in a grade of "0" for that quiz, test or exam. There will be no make-up sessions for unexcused absences as the student will automatically receive a grade of "0".

When an instructor and/or department identifies a pattern of absences on test days, the department will meet with the student to discuss problem and the student will be placed on probation; if student is absent during another quiz, test or exam during this probationary period, the student may be terminated from the program at the Discretion of the Director.

Clinical Attendance is expected of the student during his/her nursing program. Tardiness in this training area is not acceptable without prior approval, since staff will assume assignments if student is not present at time of assignment. To be eligible for graduation a student may not have more than 30 hours of absenteeism in this clinical area. At the discretion of the Program Director, with prior approval from the Dean of Academic Affairs, a student may have to make-up clinical hours by registering and enrolling in an additional rotation.

Absenteeism is calculated on a weekly basis, and information is available to student upon request. In cases where student disagrees with record, he/she may ask for a review.

Absences of 10% or more in any course will require withdrawal from the program and re-enrolling to repeat the course involved.

### **STUDENT'S RESPONSIBILITY**

1. A student will attend school daily and on time for the duration of the program, unless excused.
2. A student will notify instructor / school by telephone at least ½ hr. before class or clinical practice, if unable to report. Failure to do so will result in a tardy.
3. A student will be responsible for obtaining and completing all assignments missed during excused absences.
4. A student will be prepared for class or clinical practice at all times, by bringing appropriate materials. A student who frequently fails to do so may be asked to leave the facility by the instructor.
5. A student will make all efforts to attend additional skills lab practice hours offered.
6. English must be spoken at all times during Theory and Clinical Rotation, as classes are all delivered in English

### **SCHOOL'S RESPONSIBILITY**

1. The school has a written plan to track attendance.
2. Attendance records are available to students upon request.
3. Discrepancies will be discussed with students and corrections made if necessary
4. Attendance will be considered by the school as the time during which a student is under the jurisdiction of an instructor.

5. School informs student that all assigned work missed during unexcused absence(s) will receive a grade of zero (0). The student may submit a written request for a waiver to the instructor, who may, given certain special circumstances that justify exception, accept work.
6. All classes including Theory and Clinical Rotations will be delivered in English.

## HEALTH

A student's health record will be kept on file during the duration of the program.

Prior to starting the program, students will have to provide the School with their Health Record, which will include proof of immunity/immunization against:

- Tetanus – verify within 10 yrs, 5 yrs. if injured.
- MMR – Measles, Mumps, Rubella – written verification of Rubella immunization after 1968, or a positive titer to show immunity.
- Varicella (Chickenpox)
- PPD – Two PPD skin tests must be completed and read as negative prior to any clinical experience. PPD results cannot be accepted if over 12 months from the day of admission.
- Hepatitis B
- 10 Panel Drug Test
- CPR/BLS Card-Endorsed by the American Heart Association

If documentation is not available, re-immunization will be necessary.

Acceptable records of immunization will be:

- High School: Copy of immunization record containing information such as month/day/year.
- Personal immunization record: Record from family physician will be acceptable
- Local health department: copy of immunization record.

Appointments for the above physical examinations must be made prior to or after class.

Each student is responsible for his/her health as follows:

- The school requests that students have hospital insurance.
- The students are responsible to have medical insurance to cover accidents / illnesses while in training. The students will assume all risks of, and be solely responsible for, any injury, illness or loss sustained while in training,

- A student who becomes ill during school hours shall report it to an instructor. If on clinical practice, the student should report it to the supervisor, and must page the instructor.
- If a student becomes ill while on duty at a hospital, and requests treatment, this treatment will be given at the student's request and expense.
- Students are NOT to consult with any physician regarding personal matters while on duty. Any student violating this policy will be placed on probation and may be asked to withdraw from the program, since this is considered unethical conduct.
- A student sustaining an injury during school hours shall report immediately to the instructor. An Accident Form will be initiated and completed within 24 hours of the injury occurrence. If in clinical practice, the student may receive care at the hospital's Emergency Area if necessary, and at the student's own expense. Any student may refuse treatment by signing a release form.
- If a student is exposed to blood or body fluid, the instructor will immediately implement the Post-Exposure Protocol
- Upon the request of an instructor, a student may be required to obtain a written statement from a physician for an absence due to illness. An absence of more than two (2) days, must be documented by a physician.
- If a student becomes pregnant, a doctor's written permission must be submitted to the instructor in order to remain in class or clinical practice. It is the responsibility of the student to take the necessary precautions in the clinical experience in terms of x-rays, radiation, chemicals, etc.
- The instructor reserves the right to withdraw a student from a clinical experience based upon evidence of illness. This absence would be considered excused.
- The instructor reserves the right to require random drug testing based upon reasonable cause. Reasonable cause will be considered to be:
  - a. Observable indications of potential drug or alcohol use while in the classroom or clinical experience.
  - b. Direct Observation of drug use
  - c. Abnormal conduct or erratic behavior, or a significant deterioration in performance.
  - d. A report of suspected drug or alcohol use.
- Drug and alcohol testing will be done at the expense of the student. The student will be allowed to return to the program only after a negative drug screen has been provided.
- During the enrollment period, it is the responsibility of the faculty to observe

any indications of chemical use or abuse. If, at any time a student's performance is suspicious, the school reserves the right to require the student to be tested for chemical, or alcohol use/abuse. If the results of the test are positive, the student will be withdrawn from the program and instructed to contact IPN. At the recommendation of IPN, the student may be required to enter into a contractual agreement with IPN. The student may request re-entry into the program which will be approved as long as the student remains in compliance with the IPN Contract and is drug free. Failure to comply with this policy or with the agreements of the contract will result in the student's permanent withdrawal from the program.

## **COVID-19 CAMPUS POLICY**

At SABER College, it is our priority to keep our students and their families healthy, especially in the midst of the COVID-19 pandemic. We will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our college. This document details how we plan to reopen our organization and still keep all of our students safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of faculty, staff, and students, and outlines the steps we are taking to address COVID-19. While we will implement various protocols to ensure your safety, it's up to all of us, faculty, staff and students to execute these protocols daily. By releasing this return to campus protocol, we hope to clearly communicate our plans moving forward, highlight campus protocols in place to protect your safety and establish a level of comfort for all of our students as we ask you to return to campus. We understand that every student's situation is different and encourage those with specific risks or concerns to reach out to their program director, dean or student advisor to discuss alternate arrangements, should they be necessary.

### ***Protocols to Follow When Returning to Campus***

SABER College has implemented various protocols designed to preserve the health and safety of our students as they return to campus. This section further explains these protocols. For additional information, please reach out to your program director, dean, or student advisor. Keeping students safe is our priority. To accomplish this task, we have created various procedures for screening students who return to campus, dealing with exposure to COVID-19 and responding to a confirmed case of COVID-19, reporting transparency, keeping social distancing, and student and employees health and safety protocols.

### ***Student Screening Protocols***

In order to comply with CDC recommendations, SABER College will measure students' body temperatures before allowing them to enter the campus. Any student screening will be implemented on a nondiscriminatory basis, and all information gathered should be treated as confidential medical information—specifically, the identity of students exhibiting a fever or other COVID-19 symptoms should only be shared with members of the administration with a true need to know. All individuals reporting to campus will be screened for symptoms of COVID-19 and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Every person will be expected to have read the posted screening questions, which have also been sent to all employees and students, attesting that they do not have any symptoms or are at high risk for being exposed to COVID-19. All will have their temperature taken before being permitted to enter the campus premises. Individuals should report to the designated site for screening prior to entering any other areas of SABER College property. Anyone with a temperature in excess of 100.4 degrees will be prohibited from coming onto campus. The College will designate a specific person(s) to perform the COVID-19 screening. Personal Protective Equipment (PPE) will be provided to this person to protect against exposure. Confidentiality will be protected during the screening process.

### ***Student Health and Safety Protocols***

The success of our return to campus protocol relies on how well our students and staff follow social distancing and health and safety protocols. In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to your program director immediately.

#### ***Social Distancing Protocol***

Students must follow appropriate social distancing practices while at the College's facilities, including but not limited to classrooms, and common areas. Specifically, students are asked to:

- Use face coverings or masks on campus at all times, to prevent common area surface contamination from droplets.
- Keep these items on hand when returning to campus: a mask, tissues, and hand sanitizer with at least 60% alcohol, if possible.
- Stay 6 feet away from others when possible. Where this distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Students should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect your classroom space often.

- Avoid touching your face.
- Avoid nonessential gatherings.
- Avoid using common areas. Instructors are responsible for ensuring their classroom spaces are compliant with social distancing and ensuring that social distancing protocol is maintained.

### ***General Student Health and Hygiene***

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene on campus and at home.

- Regularly wash your hands for at least 20 seconds throughout the day after you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, elevator buttons, etc. Before touching your eyes, nose or mouth because that's how germs enter our bodies.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth. To help students remain healthy, the College has hand sanitizer and disinfecting wipes available throughout the buildings. It is suggested that students wash their hands more frequently than normal. In addition, students are required to wear face coverings at all times and keep a physical distancing of 6 feet or more when possible. Students will provide their own face coverings in accordance with CDC guidelines. It is required that students wear face coverings when entering and exiting the building and when using common areas such as hallways, elevators, stairwells, and bathrooms. Finally, students who are feeling sick, experiencing COVID-19 symptoms, tested positive for COVID-19, or have had unprotected exposure (i.e. without adequate personal protective equipment) to someone with COVID-19 must follow CDC guidance to self-isolate or stay home. Students who have severe symptoms such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips

or face should immediately seek medical attention and follow the guidance of a health care provider. Students who are feeling ill, have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify their instructor, who will explain how to complete the course and notify the Program Director who will reach out to the student with instructions on how to safely return to campus.

### ***COVID-19 Confirmed Illness Protocol***

All students must inform the college if they have tested positive for COVID-19 or if they learn of a positive case of COVID-19 at the college. This will allow SABER College to provide the resources and support students need, and also determine if others were exposed and may be at risk. It is the role of the Florida Department of Health to oversee and carry out contact tracing. A student may be informed of a positive case of COVID-19 by a local health department and/or depending on the circumstances, the college may notify impacted students if there is a confirmed case on campus. Students who have had close contact with a person diagnosed with COVID-19 will be instructed to stay home, contact their health care provider, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### **APPLICATION FOR FINANCIAL AID**

Students who will be applying for Financial Aid, must complete their FA (Title IV) FAFSA for the current year upon application. The second year FAFSA should be completed as soon as the Department of Education posts it on its website (FAFSA.com)

### **TUITION AND REFUND POLICY**

- Our outlined refund policy is designed according to Fair Consumer Practices. Should student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule.
- Cancellation must be made in person or Certified mail.

- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 business days after signing the Enrollment agreement (if student signs before the first day of class) and making initial payment.
- Cancellation after the 3<sup>rd</sup> business day, but before the first class, will result in a refund of all monies paid, with the exception of the nonrefundable registration and application fee.
- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- SABER College will keep records on file for at least one year of any student who is dismissed or denied entry.
- Refund will be made within 45 days following determination of termination or receipt of Cancellation Notice

#### **Refunds for classes Canceled by SABER**

- The School reserves the right to cancel any Programs and/or courses. If tuition fees are collected in advance of the start date of a program and SABER cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

#### **Refunds for Students Who Withdraw On or Before the First Day of Class**

- If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 application and registration fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

#### **Refunds for Students Enrolled Prior to Visiting SABER College**

- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

#### **Refunds for Withdrawal after Class Commences**

## 1. Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending SABER College, who incur a financial obligation for a period of 12 months or less shall be as follows:

- a) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

## 2. Refund Policy for Programs Obligating Students for Periods beyond Twelve Months

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (4)(1) above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (4)(1) above.

- **This refund policy applies to all loans and school loans for those who qualify.** Although some loans may be repaid after the program has been completed, students are obligated, as with any other loans, to repay in full the loan that they received.

## Program Costs

Students are given program costs during application process by Admissions Advisor. Students should also refer to College Catalog for specific information on program costs. During application and enrollment process, all students meet with a financial aid advisor that will provide students with important information regarding financial aid assistance. Detailed Financial Aid Information is available in the Consumer Information Manual.

## **Textbooks/Supplies**

Textbooks may be purchased through the internet for general education and through Lippincott for nursing core courses.

- Laboratory supplies are provided as needed and cost included in the cost of the program.
- A syllabus is distributed with each course. An understanding of the course objectives as stated in the syllabus is an essential part of class preparedness.
- Students are recommended to have a binder or notebook for each course. As each course is completed, all course material should be carefully stored to use in the future for reviews and preparation for the licensing exam.

## **Student Fees**

1. Students entering the program must make a deposit during pre-registration. The balance of the fee will be paid on the first day of class unless special arrangements are made. There will be an Application Fee and a Registration Fee of \$150.00 total; \$100.00 of which is not refundable upon withdrawal. In the case of payment arrangements, the student will be provided with guidelines for payment installments.
2. Each student will be issued a receipt upon payment. Student must keep the registration receipt and present it at time of enrollment in the school
3. Those students that have applied for Title IV, or for any other form of tuition assistance, such as South Florida Workforce vouchers, will pay fees until distribution of monies have been made to the school. At this time, student will be reimbursed for expenses paid.

## **UNIFORMS**

It is the responsibility of each student to purchase uniforms as described during pre-registration.

## **BREAKS**

Breaks are scheduled by the instructors. When leaving the classroom, students are required to speak in low voices, to respect students in other classes that are still in session. SABER College is a NO SMOKING campus, and students that wish to smoke must leave the campus. It is the student's responsibility to return to the classroom on time after breaks or lunch; failure to do so will result in a "tardy".

## HOURS OF OPERATION

Business office will be open from 9:00 a.m. to 5:00 p.m. Evening students will have to make the necessary arrangements.

Classes will be in session Monday through Friday starting at 9:00 a.m. Length will vary according to each individual course.

**Day** classes are scheduled within the hours of 9: am to 2: pm

**Evening** classes are scheduled within the hours of 6:00 p.m. to 10:00 p.m.

**Clinical** experience is scheduled according to hospital availability.

**Skills Lab** practice in the amount of 90 hours is mandatory. The lab, with instructor, is available Monday through Friday from 9:00 – 1:00 pm and 6:00 pm-10:00 pm for students to conduct additional skills practice.

Program hours reflected in the Catalog represent instructional time. The student must take into consideration holidays/vacations listed below when planning their time.

SABER College is open every day except those days stated in "Holidays" Chart. If for any reason there are problems due to weather or in case of an emergency it is the students' responsibility to call the school at 305-443-9170 and listen to the recording letting them know if class has been cancelled. In all other instances students must check on television if Miami-Dade Public Schools have been closed as we will follow their schedule in the event of an emergency or catastrophe (for example: a hurricane or flood).

## HOLIDAYS: No Class

### Holidays

No class on holidays.

2020	
January 6	Classes Begin
January 20	Martin Luther King Jr.
February 17	President's Day
April 9-10	Spring Break
May 25	Memorial ay
July 3	Independence Day
August 3-9	Summer Break
September 7	Labor Day
October 12	Columbus Day
November 11	Veteran's Day

November 26-27	Thanksgiving
December 18	Last Day of Class
December 19	Winter Break Begins
<b>2021</b>	
January 4	Classes Begin
January 18	Martin Luther King Jr
February 15	President's Day
April 1-2	Spring Break
May 31	Memorial Day
July 5	Independence Day
August 2-8	Summer Break
September 6	Labor Day
October 11	Columbus Day
November 11	Veteran's Day
November 25-26	Thanksgiving
December 17	Last Day of Class
December 18	Winter Break Begins
<b>2022</b>	
January 5	Classes Begin
January 17	Martin Luther King Jr.
February 21	President's Day
April 14-15	Spring Break
May 30	Memorial Day
July 4	Independence Day
August 1 to 7	Summer Break
September 5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24-25	Thanksgiving
December 20	Last Day of Class
December 23	Winter Break Begins

### **USE OF TELEPHONES AND/OR ELECTRONIC DEVICES**

School telephones are to be used by students in case of emergency only and with permission from the instructor.

Cell phones and/or pagers are not allowed on hallways or classrooms. Cell phones may be used during breaks, lunch and before or after class. When inside the building, cell phones must be turned off or placed in "vibrate" mode. Students may not leave class to answer phones or place calls except in extreme emergencies when previous approval has been obtained from instructor. Cell phones are not allowed at the clinical sites or during exams. Telephones are available for student use in case of an emergency and must be used only during breaks.

Use of dictionaries/translators, calculators and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams and clinical rotations.

### **CLINICAL EXPERIENCE**

Clinical experience is an integral part of the program, and is set up to give the student a learning experience that puts into practice the classroom instruction.

1. Instructors will carry cell phones during the clinical experience. Students may reach the school, who will contact the instructors.
2. Instructors are to be present in the clinical facility when students are present.
  - a. Students are not to go on duty before meeting the Instructor.
  - b. Students are not to leave until dismissed by the Instructor
  - c. Students are not to use the overhead paging system at a clinical facility unless specifically instructed to do so.
  - d. Students who arrive late at the clinical facility must page the Instructor prior to reporting to a re-assigned area.

### **CLASS/LABORATORY/CLINICAL ROTATION**

Classes may be scheduled between the hours of 9: am and 10: pm Monday through Fridays. Clinical Rotation will be scheduled as made available by the hospitals. Student's schedules/hours may vary during externship to accommodate site and programmatic requirements. Schedules may require eight hours/day attendance up to forty hours per week. Due to limited availability of clinical learning opportunities during the evening hours, the clinical rotation scheduling will depend on the availability of the clinical externship facility since this experience will be located off campus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program. It is necessary that the student be aware and plan in advance, in order to be able to accommodate schedules. School makes the utmost effort to maintain class schedules at the original times. However, the school reserves the right to schedule class/clinical hours within the limitations discussed above.

## **ACADEMIC PROGRESS**

### **Minimum CGPA Achievement**

Each student must achieve the minimum cumulative grade point average of 2.75 at the time of the evaluation in order to remain as a regular student.

Students' learning will be assessed using the developed set of competencies for each training area.

A series of quizzes will be administered throughout the school term in order to assess student progress. A written examination will be given at the completion of each course. The written portion of the examination will be graded based on the following scale:

Scholastic Standards: Quantitative requirements will be measured in terms of grades. Academic grades for students shall be "A", "B", "C", "D", "F", WF, "I" or "NP".

A brief explanation of grades will follow:

- A grade of “A” (90-100% - 4.0) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area.
- A grade of “B” (81-89.99% - 3.0) indicates that the student has demonstrated good but not outstanding achievement in the academic area.
- A grade of “C” (77-80% - 2.0) indicates satisfactory academic achievement and is the minimum level of acceptable performance in this program.
- A grade of “D” (69-76.99% - 1.0) indicates a level of academic performance that is unsatisfactory. Course failed.
- A grade of “F” (68.99% or below – 0.0) indicates that course was completed but student failed to achieve course objectives.
- A grade of “WF” indicates that course was not completed; student stopped attending/ limited class participation.
- A grade of “I” indicates that the performance is insufficient to permit an evaluation. Students in this category may have their grade adjusted upon presentation of the required assignments. This period may not exceed 60 days. For this grade to be awarded, the extenuating circumstances must be approved by the Dean of Academic Affairs or Director. **If a student does not provide the required documentation to receive a final grade for a course within the prescribed timeframe the grade of “I” shall be changed to a grade of “F”. This can have a significant impact on a student’s academic progress.**
- A grade of “NP” (NOT PASSING) indicates that the student has not met the score required for passing selected courses, however the student has still achieved a minimum grade of C or higher. The student will be required to retake the course to meet the program minimum grade requirement. Once the student achieves the course minimum grade requirement the original grade will be replaced and a note will be made to the transcript of the course retake.

Students that do not successfully pass periodic quizzes will be encouraged to complete additional work for practice and may be placed on probation (see below section “Probation”). If student does not pass the adaptive Lippincott exam after each semester, he may not be allowed to proceed to the next level and must retake the course. If a student fails the final exit examinations, student will be allowed to re-take exam as long as he/she is attending the review sessions offered by the school. If he/she fails to pass the exam on the second attempt, student will not be awarded a diploma. Students must adhere to the requirements as listed in the Handbook.

**For Title IV purposes, Satisfactory Academic Progress will be reviewed by the Program Director at the calendar point of the payment period. At this point the student must have successfully completed 67% of the contact hours and maintain a minimum of a 2.75 GPA. Even if this is the case, by school policy, if a student fails two core courses during the program he/she will not have made SAP and will be unable to continue in the program.**

### ***Impact of Withdraws, Termination***

**Students who fail to make satisfactory academic progress will be placed on probation until the end of each course at which time they will be re-evaluated. Students, who fail to make satisfactory academic progress at the end of a course, will be terminated from the program. Students terminated from a program of study can attempt re-entry after 12 months. The final decision for re-entry will be determined by the Program Director.**

**Students who withdraw from the program will receive a grade of “W”. The last date of attendance will be the point where the refund policy will initiate. Students will receive a W on their progress report and will be required to repeat the course. If the student has already repeated two courses they will not be able to continue in the program at a future date from the last point of completion.**

**SABER College does not award non-punitive grades, or remedial course work.**

**Students will remain eligible for Title IV while on probation.**

**Students must adhere to grading requirements as stated in their Handbooks.**

### **Successful Rate of Progression**

Each student must meet minimum successful rate of completion at the evaluation periods in order to remain as a regular student.

2. A program may not be longer than 150% of its published length. At SABER, courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.
3. For Title IV purposes, Satisfactory Academic Progress will be reviewed by the FA office at the calendar point of the payment period. At this point the student must have successfully completed 60% of the clock/credit hours.
4. Students who fail to make satisfactory academic progress will be placed on probation until the end of each course at which time they will be re-evaluated. Students, who fail to make satisfactory academic progress at the end of a course, will be terminated from the program.
5. Students will remain eligible for Title IV while on probation for one payment period.
6. Students must adhere to grading requirements as stated in their Handbook. These standards are in force for all students regardless of whether they receive financial aid.

**Theory Grading:** Exams will constitute the major portion of the “theory” grade. They

may be objective or essay, and quizzes may also be included. A grade of 80% on theory will be the minimal acceptable level of mastery of the course content. At the end of each semester, students will be administered the Adaptive

Lippincott test. A student who fails to pass this test will be given a second chance withing the “rest”week. If student does not pass the second test, student will be unable to continue to the next level.

All laboratory practice must be rated as “satisfactory”. In order to complete the course, passing grades and standards as described in this Student Handbook (attitude, judgment, concern for patient welfare, grooming) must be satisfactory.

**Clinical Performance**: Progress in the clinical areas will be evaluated as satisfactory or unsatisfactory, followed up with frequent counseling in areas which need strengthening. At the end of each Clinical Rotation the instructor will complete a performance evaluation and discuss it with the student. The clinical competency checklist in the Student Training Record identifies the duties and competencies of each clinical assignment. Successful completion of all competencies is required.

### **ACADEMIC TERMINATION**

1. **Illness** – Must be documented.

A student who needs to withdraw from the program due to illness or medical condition (including pregnancy) that is documented by the doctor as preventing the student from attending classes, may be re-instated in another class; this student may not receive credit for part of the dropped course. The complement clinical and or theoretical experiences must also be repeated with the course in order to reinforce the course theory and increase the likelihood of success.

2. **Lack of Academic Progress**- A student who is dismissed due to lack of academic progress, will need to re-apply. If re-applying within the first 90 days following termination, student must take and pass all Lippincott Exams for courses previously taken, to be considered for re admittance at the same level in which they were terminated. If student re-applies after 90 days, student must start the program from the first course.

### **REQUIREMENTS FOR GRADUATION**

Requirements for graduation from the Professional Nursing Program (PNP) will include the following:

- Theory – 80% overall average
- Laboratory Practice - satisfactory rating
- Professional Attitude – satisfactory rating
- Nursing Judgment - satisfactory rating
- Concern for Patient Welfare – satisfactory rating
- Personal Grooming – satisfactory rating

- Field trips, conferences, workshops and/or special service assignments - written reports
- Completion of required program hours
- Completion of HESI Exit Exam with a minimum score of 900 and completion of a comprehensive exam with a passing score of 80% passing probability or higher.
- Fulfillment of all monetary obligations to the school

**METHOD OF EVALUATION:**

- Theory – 80 %
  - Exams 30%
  - Lippincott Test 60%
  - Homework & Attendance 10%
- Clinical – Satisfactory
- HESI Exit Exam – minimum score of 900 passing probability or higher.
- Comprehensive Exit Exam with a minimum score of 80%

**TERMINATION DUE TO VIOLATIONS**

Students are expected to conduct themselves in a professional manner. The following are considered violations and student may be subject to dismissal:

- a. that the student has been offensive in his/her conduct toward a fellow student or instructor.
- b. that student suffers from some permanent chronic mental ailment which incapacitates him/her from performance in the classroom.
- c. that the student has violated any lawful regulation when such violation amounts to a serious breach of discipline which may reasonably be expected to result in an accident or lower morale in the school
- d. that the student through negligence or willful conduct has caused damage to school property or waste of school supplies.
- e. that the student has been intoxicated while in school
- f. that the student has misappropriated school property or has illegally disposed of it.

**General Rules of Conduct:**

1. Students will help maintain a clean environment and project a professional image at all times.
  - a. No eating or drinking in the classroom.
  - b. No smoking is permitted anywhere in the building, as SABER is a smoke free environment
  - c. Place all waste paper, coffee cups, bottles, and other trash in designated receptacles
  - d. Do not leave any personal belongings on the shelves, chairs, or desks as SABER is not responsible for any lost or stolen items.
2. No food or articles are allowed to be sold by students anywhere on school grounds
3. Students should wear appropriate clothing. Students must wear uniforms at all times whether in class or clinical setting.
4. Cellular phones, beepers, and watches with alarms must be in silent mode.
5. No bicycles or motorcycles are allowed in the classroom or corridors.
6. SABER does not allow children to be on school property without supervision. We are not responsible for any children or young adults as they are not in our care. Parents must make prior arrangements and not take children with them to class.
7. A student must be registered to attend class. Friends, children, or other relatives cannot accompany students to class.
8. Students are to park their cars in the school's parking lot. If it is necessary to park on the street in front of a residence, do not block the driveway. Please observe and respect all traffic signs on school property and in the neighborhood. In cooperation with the Miami Police Department, illegally parked cars will be ticketed or towed. Tickets and towing charges may exceed \$100.00
9. No visitors are allowed on the school property unless they obtain a pass from the main office.
10. Students are to abide by an honor code as absolutely no cheating is allowed.
11. English must be spoken at all times during Theory Class and Clinical Rotations, as classes are all delivered in English.
12. Use of dictionaries/translators, calculators and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams and clinical rotations.
13. School reserves the right to administer exams at hours other than the scheduled class hours. School reserves the right to assign students to classrooms and seats as deemed best by the Department.

### **Nursing Rules of Conduct:**

1. Students must be prepared for class at all times

2. Class participation is strongly encouraged. However, courtesy must be observed at all times, only one student should talk at once.
3. Ethical practice in the hospital requires that students address members of the staff as Mr., Mrs., or Ms. If hospital protocol requires another mode of address, student should follow that mode. Student must never address staff or patients as “Dearie”, “Mi Amor”, or other terms of endearment. The school encourages friendliness, not familiarity.
4. Students must refrain from playing with the lab equipment, or lying or sitting on beds.
5. Students will not eat, drink or chew gum in the classrooms or clinical facility.
6. Confidentiality must be observed at all times. Students must refrain from discussing patients at home. Patient information, such as lab or x-ray results must never be photocopied. This is a breach of confidence and grounds for dismissal.
7. Student must carry with him/her supplies needed for the clinical experience at all times.

### **Termination by “Due Process”**

The school reserves the right to ask a student to withdraw from the program for any of the following additional reasons:

1. Unsatisfactory academic or clinical performance
2. Unsatisfactory demonstration of the expected affective behaviors
3. Ethical and/or social misdemeanor such as cheating on exams.
4. Violation of attendance policies
5. Violation of school policy
6. Violation of Student Training Agreement

A student who is failing due to lack of academic progress, will need to re-apply. If re-applying within the first 180 days following termination, student must take and pass all Lippincott Exams for courses previously taken, to be considered for re admittance at the same level in which he/she was terminated. If student re applies after 180 days, student must start the program from the first course.

All prerequisite courses must be passed before an advanced course may be taken. A student may re-take a course only once. A student may not receive credit for part of a course. The complement clinical experiences must also be repeated with the course in order to reinforce the course theory and increase the likelihood of success.

“Due Process” will be observed as follows:

1. Evaluation – a student having difficulty will be given a “deficiency notice”

2. Recommendation and re-evaluation – a corrective action plan will be drawn up together with the student delineating activities to be followed, goals and timeframes.
3. Probation – if the student fails to show evidence of improvement, the Program Director may choose to place the student on probation for a stipulated period of time. During this period satisfactory performance must be maintained at all times (e.g. no absences, tardiness, test failures, etc. will be accepted.)
4. Termination – If at the end of the probationary period the student has made little or no improvement, the student will be asked to withdraw, allowed to resign or terminated. A student who does not achieve satisfactory academic progress at the end of a course will be terminated and will not be allowed into the following course.

## **Grievance Policy**

Grievance – A student, staff member who feels he/she may have been unjustly treated may appeal the policy or procedure. The purpose of this process is to provide an equitable process of resolving student and personnel grievances.

1. Student with a complaint should discuss it first with their instructor.
2. Staff and faculty should address the matter with their immediate supervisor.
3. If conflict is unresolved, student or if faculty was unavailable, student may then submit a written grievance and meet with the Dean of Academic Affairs (DAA) and/or Director within three days of having met with instructor.
4. Staff and faculty may lodge a complaint with the Director/ Chief Administrative Officer.
5. DAA must inform SABER College's Chief Administrative Officer of the grievance within 24 hours of meeting with student.
6. If at this point conflict remains unresolved, student can then meet with the Academic Affairs Committee, comprised of faculty and administrative staff.
7. The student, staff or faculty member will be able to equitably express their position on the issue, and if available, provide documentation to substantiate their position.
8. The Academic Affairs Committee will consider all sides and render a decision on the disposition of the policy violation or other issue.
9. Provisions for resolutions shall be concluded within ten (10) business days after receipt of the written grievances.

In cases when these informal meetings do not resolve the conflict, student may then appeal and file a grievance to:

**Commission for Independent Education**  
325 West Gaines Street  
Suite 1414

Tallahassee, FL 32399-0400  
(850) 245-3200  
Toll Free: 1-888-224-6684

**Council on Occupational Education**

7840 Roswell Road, Building 300  
Suite 325  
Atlanta, Ga. 30350  
Toll free: (800) 917-2081  
[www.council.org](http://www.council.org)

**Commission on Accreditation in Physical Therapy Education (CAPTE)**

1111 N Fairfax St.  
Alexandria, Virginia  
(703) 706-3245  
www.capteonline.org

**LIBRARY**

The library is located on the 2<sup>nd</sup> floor of the School. This library contains books, subscriptions to nursing journals and computers. It contains a library information resource service area. The school encourages the student to make full use of the library to enhance his/her academic experience.

**CLASSROOM / CLINICAL RULES**

**SUPPLIES**

1. The student is expected to keep a notebook in presentable order for the instructor to review at any time. For each course presented, student should have either a separate notebook or a separate section in a notebook. As each course is completed, all sections or notebooks should be carefully stored to use in the future for reviews and preparation for the licensing exam.
2. While in the clinical experience, the student must carry at all times supplies pertinent to the training such as small notebook with ballpoint pen, pen light, goggles, stethoscope, watch, etc.

**CLASS PREPARATION**

**Performance Objectives**

Student should be prepared to discuss unit material in class. An understanding of the performance objectives is an essential part of class preparedness. If the student has encountered difficulty, he/she must make this known to the instructor before class discussion begins.

### **Format for Written Assignments**

1. All assigned essays, papers, reports, etc, must be typewritten on one side of the paper only.
2. Assignments are due when scheduled by the instructor. Failure to meet the scheduled date will result in loss of points or no credit.
3. When assignment is longer than one page, the pages should be stapled together. All pages must be numbered.
4. Improperly labeled or incomplete assignments will not be accepted by the Instructor
5. A student who is not prepared for class, will not be allowed to participate in class.

### **STUDENT ACTIVITIES/MEMBERSHIPS**

Health Occupation Students of America (HOSA), Inc. is the vocational student organization for Health Science Education students. It is a non-profit educational association of student members preparing for health care careers. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skills and leadership development of all Health Science Education students. The school encourages students to become members.

Florida Student Nurses Association (NSNA) is a not for profit organization, designed to organize, represent and mentor students preparing for initial licensure as nurses. The school encourages all students to become members.

### **PERSONAL APPEARANCE AND GROOMING**

The well-groomed health care worker symbolizes respect and concern for the patient and his/her profession. Well groomed encompasses the following:

1. Uniforms - Clean, well-fitted and ironed.
2. Hosiery – white, clean, no runs or designs.
3. Shoes – all white, leather, rubber soles, and in good condition. Clean shoelaces. No open toes or heels.
4. Bathe and use deodorant daily, or as often as needed
5. Hair – clean, appropriate and conservatively styled and restrained off the face and shoulders.
6. Nails – manicured, or of moderate length.

7. Cosmetics – moderate use of blush and lipstick
8. No perfume, cologne or scented lotion when in Clinicals. Light scent when in Classroom.
9. Jewelry – No jewelry except smooth yellow or white metal band, no stones. Small post earrings for pierced ears only. No jewelry can be worn during the surgical and/or obstetrical rotation.

Apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting to others, or violate health and safety rules.

Hats are not allowed in the school building. Apparel with obscene, suggestive, or drug-related messages is not permitted. Tee shirts must have sleeves and sides. Skin-tight stretch pants of any material are not acceptable. Clothing that is torn or excessively worn is not considered appropriate.

## **STUDENT UNIFORMS**

While a student in our program, you will be required to wear proper student uniform at all times. For this reason, school encourages you to have at least 2 uniforms. You must abide by the student uniform code required by the clinical site where you are conducting your clinical rotation. Same uniform can be worn to class.

Note: We encourage the student to keep all receipts for uniforms bought, until the instructor has approved the student's uniform. Under no circumstances will students be allowed to wear uniforms except those selected and approved by the school.

## **STUDENT MANAGEMENT PROCEDURES**

All students are required to participate actively in management procedures, and to show teamwork and cooperativeness in the classroom.

Appropriate behavior expected of students:

1. Each student is responsible for keeping his/her own area clean and orderly. Student is expected to put paper into wastebasket and replace chair and desk in appropriate alignment before leaving the classroom. Instructor may assign a student to tidy the classroom and erase the boards, and you must contribute to this task.
2. Student is expected to remain in class until dismissed by the instructor.
3. When in laboratory:
  - a. Student must dress in complete uniform and carry supplies as if going to the clinical practicum
  - b. Student must conduct him/herself as they would in the clinical site
  - c. Student must replace all supplies and equipment to the appropriate place before leaving.
  - d. Laboratory must be left in the same order it was found upon commencing the class.