



# ACADEMIC CATALOG

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2024  
2025

# FLORIDA ACADEMY OF NURSING ACADEMIC CATALOG | 2024 - 2025

**Our Campus is located at:**  
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**Licensed by the Commission for Independent Education  
Florida Department of Education  
Since 2013**

Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number 888.224.6684.

## **Institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)**

Institution's Programs: ASSOCIATE OF SCIENCE IN NURSING PROGRAM | NURSING RN-BSN PROGRAM

Florida Academy of Nursing has been recognized by ACCSC as a 2019 ACCSC "School of Distinction".

The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

## **Approved by the Florida Board of Nursing (FBON)**



NOTE: Keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules within regulatory guidelines and without additional charges to students. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. The information contained in this catalog is true and correct.

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## GENERAL INFORMATION

### Mission Statement

Our mission is to serve the public good by educating nurses who are poised to deliver quality patient care with a kind and compassionate attitude. We aim to create a challenging but nurturing learning environment that encourages high expectations for success. Our goal is to attract both students and faculty who strive to give their very best. In the end, we want Florida Academy of Nursing (FAN) graduates to be in a league of their own so that they become strong assets to those healthcare organizations that hire them.

### Our Objective

To instruct and train the next generation of nurses by providing the following licensed nursing programs:

- ✓ Nursing RN to BSN Program (RN-BSN)
- ✓ Associate of Science in Nursing (ASN)

### Our Guiding Philosophy

At Florida Academy of Nursing, we recognize that our most important asset is our people: our faculty, staff and students. We seek distinguished and interesting people who are both passionate about nursing and equally well qualified to train the next generation of nurses. We support both academic and clinical excellence in our students by providing an unparalleled educational experience. We celebrate the diversity and unique skills of our people and their contribution to creating a dynamic learning environment. Our commitment to our students and alumni is our legacy.

### Description of School Facilities & Equipment

Florida Academy of Nursing's campus is located in a modern, centrally-located building within an easy-to-access complex. It's spaces span 2,500 square feet and provide designated areas for students, including: conference, huddle, and class- rooms, a nursing skills lab, and resource center. The facility houses enough office space to accommodate its staff members and Director of Nursing, and has private areas available for staff / faculty to meet one-on-one with students for private counseling sessions. Students also have access to enjoy: an on-site coffee & dining room, lounge areas, and an outdoor terrace.

### Nursing RN to BSN Program Goal

Consistent with the mission of the Academy, FAN's Nursing RN to BSN program goal is to provide transformative education; preparing the professional and competent nurse to promote and enhance the health of persons, communities, and the larger global environment through the discovery, application, and dissemination of knowledge and service to others.

The baccalaureate nurse is committed to the advancement of nursing knowledge and practice. S/he values lifelong learning and achievement.

### Associate of Science in Nursing Program Goal

The Associate of Science in Nursing program is delivered on-site at Florida Academy of Nursing's campus. The program offers preparation for practice as a Registered Nurse and may serve as a basis for further nursing education. This program requires 100 quarter credits for completion. Upon successful completion of required courses, the student is awarded the Associate of Science in Nursing Degree.

The ASN graduate is eligible to apply to the State Board of Nursing for licensure as a Registered Nurse (RN). The Registered Nurse who holds the ASN degree is prepared to practice in primary, secondary, and tertiary care settings where policies and procedures are specified and guidance is available.

## The Story of FAN

FAN is truly a labor of love. FAN was founded by Lisa Telfer and her mother, Mrs. Marva Brown-Telfer. The elder Mrs. Brown-Telfer grew up poor in the rural hillsides of the island of Jamaica. Though her family did not have much, Marva dreamed of being a nurse. Her dreams seemed dashed though when her mother could not afford to send her to school past the fifth grade.

Determined to pursue her dream of becoming a nurse, Marva convinced the owner of a nearby private school to let her study his curriculum autodidactically on her own. The school owner agreed and gifted Marva with some books. And so, Marva studied for years on her own beneath the shade of her mother's coffee trees. In the end, she had given herself the equivalent of a high school education and aced the tests needed to earn a full scholarship to attend college.

Years later, Marva migrated to the United States and finally realized her dreams of becoming a nurse as an adult student. Marva went on to earn her Master of Science in Nursing degree and vowed then to do for other students what Mr. Carty—the private school owner—had done for her. Marva decided to open a nursing school designed for the adult student who struggled to maintain work / life / school balance. FAN would be one-part education and two parts compassion.

If the idea for FAN came from Marva, then the labor for FAN came from her daughter, Lisa Telfer. Lisa left her corporate job working as a Director / Chief of Staff for American Express and moved to Florida in order to undertake the gargantuan task of building a nursing academy from the ground up. After two years of non-stop working and sleepless nights, Lisa finally secured the licenses, financing, facilities, team and foundation needed to bring her mother's dream to life.

FAN opened its doors for the first time on June 12th of 2013. When asked why she gave up so much in order to build the Academy, Lisa would share with family and friends that her grandmother and mother taught her the importance of living a life of service and that nothing makes her happier than helping FAN students achieve their dreams of becoming nurses. "The world" Lisa often says, "needs more healers," "And nurses are society's healers".





## Ownership / Statement of Control

Florida Academy of Nursing is a Limited Liability Corporation. The LLC is owned by Ms. Lisa Telfer. The Board of Directors is comprised of Ms. Lisa Telfer, CEO and Secretary, and Ms. Lisa Telfer, President.

### Hours of Operation

#### Classes

Monday – Friday

ASN Day Session\*

9:15am – 1:15pm

ASN Evening Session\*

6:00pm – 10:00pm

RN to BSN Evening Session\*\*

5:30pm – 10:30pm

\*ASN classes take place Mondays through Thursdays.

\*\*RN to BSN classes take place on Tuesdays, Wednesdays, & Thursdays.

\*Clinical rotations may take place on either a Saturday or a Sunday.

\*\*Externships / clinicals can take place during a weekday or on a weekend

#### Office Hours

Monday - Thursday

9:00am - 5:00pm

Fridays

9:00am - 5:00pm

#### Library / Resource Center Hours of Operation

Monday - Thursday

2:00pm - 5:00pm

Fridays

9:00am - 2:00pm



## Florida Academy of Nursing's Values

Florida Academy of Nursing's values reflect who we are and what we stand for.

### ✓ **Service Commitment**

Whether we are servicing our students or training our students to service their clients, we place an emphasis on making a positive difference in each life we encounter whether directly or indirectly. We prepare students to develop life-long strategies that promote positive and professional nursing outcomes in service of the public good.

### ✓ **Accountability & Integrity**

We hold ourselves accountable for upholding high standards and demonstrating integrity in every interaction. We have the same expectations of our students while they are part of our academy and even more so when they leave our halls to enter careers in professional nursing practice.

### ✓ **Teamwork**

We work together to meet the needs of our students and to help our organization succeed. In this same vein, we are preparing students to effectively contribute as members of diverse and interdisciplinary healthcare teams.

### ✓ **Respect for People**

We value our staff, faculty, and students. We encourage and support their development and reward their efforts. We value every perspective and every contribution in the promotion of a shared governance model. We promote cultural sensitivity and encourage our students to behave in accordance with the principles of good global citizenship.

### ✓ **A Will and Desire for Excellence**

We exhibit a strong will towards achieving excellence in every endeavor and expect the same of our students and graduates. We promote a culture of inquiry and evidence that is demonstrated through our commitment to learning excellence through scientific inquiry based on the nursing process, evidence-based practice, and cumulative, interdisciplinary experiences.

## Academic Calendar 2024 - 2025

Florida Academy of Nursing offers programs on a year-round basis. As such, we have a rolling admissions policy. FAN observes the following holidays and vacations:

Holiday / Vacation	Date:
✓ <b>New Year's Day</b>	<i>January 1<sup>st</sup></i>
✓ <b>Martin Luther King Jr Day</b>	<i>3<sup>rd</sup> Monday in January</i>
✓ <b>Spring Break</b>	<i>Spring Break is scheduled by Cohort</i>
✓ <b>Memorial Day</b>	<i>4<sup>th</sup> Monday in May</i>
✓ <b>Independence Day / Summer Break</b>	<i>Week that includes July 4<sup>th</sup></i>
✓ <b>Labor Day</b>	<i>1<sup>st</sup> Monday in September</i>
✓ <b>Vestella Brown Day</b>	<i>October 20<sup>th</sup> (Students have class on this day)</i>
✓ <b>Thanksgiving Vacation</b>	<i>4<sup>th</sup> Thursday &amp; Friday in November</i>
✓ <b>Winter Break</b>	<i>December 23<sup>rd</sup> – January 1<sup>st</sup></i>
✓ <b>Christmas Day</b>	<i>December 25<sup>th</sup></i>

### Quarter Breakdown

Quarter	Date Range
<b>Winter</b>	<b>January 1<sup>st</sup> – March 31<sup>st</sup></b>
<b>Spring</b>	<b>April 1<sup>st</sup> – June 30<sup>th</sup></b>
<b>Summer</b>	<b>July 1<sup>st</sup> – September 30<sup>th</sup></b>
<b>Fall</b>	<b>October 1<sup>st</sup> – December 31<sup>st</sup></b>

## Nursing RN to BSN (BSN) Calendar

2024 - 2025 Cohorts	Quarter	Start Date	Anticipated End Date
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*Rolling Admissions. Enrollment is ongoing and occurs at the start of each course.*

## Associate of Science in Nursing (ASN) Calendar

2024 - 2025 Cohorts	Quarter	Start Date	Anticipated End Date
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*Rolling Admissions. Enrollment is ongoing.*

➤ **March PM Cohort - RN 19**

## PROGRAM SUMMARY

### Nursing RN to BSN Program

#### **Nursing RN to BSN Program Description**

The Nursing RN to BSN program is delivered fully via on-site instruction. The program offers preparation for practice as a professional nurse. The program requires 180 quarter credits for completion. Upon successful completion of required courses, the student is awarded the BSN degree. The Nursing RN to BSN program is designed for practicing nurses to develop their ability to integrate research and utilize evidence-based practice (EBP) framework in healthcare settings. This program provides advancement in knowledge and skills that enforces critical thinking and leadership abilities to assume greater responsibility and accountability in nursing practice.

The Professional Nurse who holds the BSN degree is prepared to practice in leadership roles, clinical roles, and/or clinical education roles. Research shows that starting in the Year 2023, almost all major US hospitals began requiring new hire nurses to be BSN nurses. Job opportunities for Registered Nurses (RNs) who hold BSN degrees are projected to be at historic highs in the coming years, according to the US Bureau of Labor Statistics.

#### **Nursing RN to BSN Program Objectives**

- ✓ To serve the public good by preparing the next generation of baccalaureate nurses in the advancement of knowledge and competencies that enforce critical thinking and leadership abilities to assume greater responsibility and accountability in nursing practice.
- ✓ To develop the baccalaureate nurse's ability to integrate research and utilize the evidence-based practice (EBP) framework consistent with global and current trends in healthcare delivery and nursing practice.
- ✓ To ensure that students are successfully meeting program outcomes and student learning outcomes.
- ✓ To prepare students to gain employment in the field for which training is provided.

#### **Nursing RN to BSN Student Learning Outcomes (SLOs)**

At completion of the program, the learner will be able to demonstrate cognitive, psychomotor, and affective skills in the following:

1. **Safety and patient-centered care**
2. **Critical thinking and clinical decision making**
3. **Communication and Information Technology (IT) use**
4. **Teamwork and collaboration**
5. **Evidence-Based Practice (EBP)**
6. **Quality Improvement (QI)**

## Nursing RN to BSN

Course #	Course Name	Credits
NUR300	Pathophysiology	6.0
NUR310	Nursing Informatics	6.0
NUR320	Nursing Theory	6.0
NUR330	Dimensions of Professional Practice, Role Development, and Nursing Ethics	6.0
NUR340	Transcultural and Global Health Nursing	6.0
NUR350	Holistic and Community Health Nursing	6.0
NUR360	Introduction to Managed Health Care and Case Management	6.0
NUR370	Leadership and Financial Management in Nursing	6.0
NUR380	Nursing Research, Issues, and Trends	6.0
NUR390	Health Assessment for the Experienced Nurse	6.0
NUR400	Clinical Simulation	6.5

**66.5 Quarter Credits \***

**65 Weeks**

\*To earn the credential of Bachelor of Science in Nursing, a candidate must earn 180 total credits, comprised of 45 General Education Credits + 13.5 Science Credits + 55 ASN-level Nursing Credits + the 66.5 Nursing RN-BSN-level credits listed below.

Please note that FAN's Nursing RN to BSN program comprises 90 quarter credits. Although 90 quarter credits will be delivered, students will be billed for only 67 quarter credits as reflected in the Student's Enrollment Agreement.

### Class Sizes

#### Classes

While the maximum number of students allowable in a typical FAN classroom is 30, FAN typically has small class sizes with less than 24 students in each class.

### NURSING RN TO BSN COURSE NUMBERING SYSTEM

FAN uses an alphanumeric course coding system in which the first several characters represent the subject area and the digits represent the level of the course offering. Courses at the 300 level are typically lower-division courses and courses at the 400 level are typically higher-division courses. FAN reserves the right to change prerequisite courses when it determines that it is in the best interest of the student and the delivery of its programs.

#### KEY

**NUR**, Nursing Courses. NUR300s are lower-level nursing courses and NUR400 is a higher-level nursing course.

## Nursing RN to BSN Prerequisites

**Before entering the Nursing RN to BSN program, students must meet the 3 criteria listed below:**

- I. Students must complete 13.5 Science Credits (see page 13 for the course list), achieving a grade of C or better.
- II. Students must complete the 55 required nursing credits or equivalents, achieving a grade of C or better.
- III. Students must complete 22.5 GenEd credits before they begin (and must earn another 22.5 GenEd credits in order to graduate with a total of 45 GenEd Credits.)

### I. GENERAL EDUCATION (GENED) COURSES REQUIRED

**GenEd credits can be comprised of courses in the following disciplines:**

1. Biological / Physical Science, including Lab
2. Communications
3. English
4. Ethics
5. Humanities
6. Mathematics
7. Social Science / Behavioral Science

Biological / Physical Science courses include but are not limited to: Biology, Chemistry, Physics, and Earth Science

Communications courses include but are not limited to: Speech, Public Speaking, Communication, Rhetoric, Logic & Rhetoric, Communication Sciences, Media Studies, Mass Communication, Writing, Public Relations, and Journalism

English courses include but are not limited to: English Principles, English Composition, and Grammar

Ethics courses include but are not limited to: Ethics, Ethical Principles, Ethics in Nursing, and Medical Ethics

Humanities courses include but are not limited to: Art, Music, Communication, Speech, Philosophy, Religion, Literature, Ethics, and any Language course

Mathematics courses include but are not limited to: Algebra, Geometry, Calculus, Trigonometry, Statistics, and Quantitative Analysis

Social Science & Behavioral Science courses include but are not limited to: Psychology, Sociology, Anthropology, History, Economics, Political Science, and Government

### II. SCIENCE COURSES REQUIRED

HUM 100	Human Anatomy and Physiology I	4.00
HUM 100L	Human Anatomy and Physiology I Lab	1.00
HUM 102	Human Anatomy and Physiology II	4.00
HUM 102L	Human Anatomy and Physiology II Lab	1.00
MBC 100	Microbiology	2.50
MBC 100L	Microbiology Lab	1.00
<b>Total Science Credits Required:</b>		<b>13.5</b>

**III. ASN LEVEL NURSING COURSES OR COURSE EQUIVALENTS REQUIRED.  
CREDITS CAN BE COMBINED FROM COURSES ON THE LIST BELOW TO EQUAL 55 ASN TRANSFER CREDITS.**

- Fundamentals of Nursing
- Fundamentals of Nursing Lab
- Nursing Math / Pharmacology
- Advanced Medical Surgical I
- Advanced Medical Surgical I Clinical
- Advanced Medical Surgical II
- Psychiatric Nursing
- Psychiatric Nursing Clinical
- Nursing Care for Women / Maternity
- Nursing Care for Women / Maternity Clinical
- Pediatric Nursing
- Pediatric Nursing Clinical
- Community Health Nursing Clinical
- Transition to Professional Nursing
- Nursing Seminar and Leadership
- Geriatric Concepts
- Geriatric Concepts Clinical
- NCLEX RN-Review

**TOTAL ASN-LEVEL NURSING CREDITS REQUIRED: 55**

**To earn a FAN Bachelor of Science in Nursing degree, candidates must earn a total of 180 Credits**

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**TOTAL NUMBER OF NEEDED TRANSFER CREDITS: 113.5 + 66.5 NURSING RN-BSN PROGRAM CREDITS = 180**

<b>GENED CREDITS REQUIRED</b>	.....	<b>45.0</b>
<b>SCIENCE CREDITS REQUIRED</b>	.....	<b>13.5</b>
<b>ASN LEVEL NURSING CREDITS REQUIRED</b>	.....	<b>55.0</b>

**For example, a student who transfers in:**

**13.5 Science Credits + 55.0 ASN-level nursing credits + 45.0 General Education credits would have transferred in a total of 90 credits (13.5 + 55.0 + 45.0 = 113.5).**

**This student would then go on to earn 66.5 total Nursing RN to BSN program credits, thereby earning a total of 180 credits to graduate (113.5 transfer credits + 66.5 program credits = 180 total credits needed to earn a BSN degree).**



## Nursing RN to BSN Course Descriptions

### **NUR 300 | Pathophysiology**

This course teaches Pathophysiology through the lens of body function concepts and examines the results when the function is altered through injury or disease. The course emphasizes student learning, application of knowledge, active-learning strategies, critical thinking, and evidence-based practice.

**6 Credits. Prerequisites: None**

### **NUR 310 | Nursing Informatics**

Using an original, theoretical model, this course examines the history of healthcare informatics, current issues, basic informatics concepts, and health information management systems.

**6 Credits. Prerequisites: None**

### **NUR 320 | Nursing Theory**

This course examines the nature of theory and theory development in nursing. The application of mid-range theory to practice, practice change, and scholarship are also explored in this course.

**6 Credits. Prerequisites: None**

### **NUR 330 | Dimensions of Professional Practice, Role Development and Nursing Ethics**

This course introduces students to the profession of nursing. Students will be required to think critically about the nursing profession, its historical and theoretical framework, its legal and ethical issues, and the standards of nursing practice. Nursing students will learn about the US health care system as well as healthcare systems around the globe; they will also examine the disparities that exist within those different systems. This course will provide information and strategies that nurses, and nursing professionals can utilize to confront health and health care challenges. Students will also learn how to provide collaborative and interdisciplinary partnerships within the health care system. This course emphasizes the collaborative nurse-patient relationship along with decision-making approaches and models, rationale for decisions, and the management of care for various ethical situations that occur in nursing practice.

**6 Credits. Prerequisites: None**

### **NUR 340 | Transcultural and Global Health Nursing**

This course provides a theoretical framework for the delivery of culturally competent nursing care. It will help nursing students transform their thinking so that they develop into culturally competent nurses who are capable of safe, thoughtful, and ethical care of individuals, families, groups, and communities of diverse backgrounds. The use of a life span approach provides a framework that will improve health and nursing care to minority, underrepresented, disenfranchised and marginalized populations. This course creates an interdisciplinary knowledge foundation reflecting the cultural changes in the clinical nursing environment. This course also includes the use of a multidisciplinary perspective to explore global issues affecting personal, community, and international health and development, global health nursing, the political, economic, and cultural processes of globalization, and their impact on population health and health care systems. It will also enhance understanding of the global dimensions of health and disease, various strategic health initiatives, and correlating health care interventions. Attention will be paid to a variety of topics including HIV/AIDS, human trafficking, infectious diseases, health in reproduction, social determinants of health, and more.

**6 Credits. Prerequisites: None**

### **NUR 350 | Holistic and Community Health Nursing**

This course explores the role of selected complementary and alternative health practices and promotions in the healthcare arena. Emphasis will be placed on ways to promote healing and optimum health in the individual. Students will use critical thinking and creativity to study a range of complementary modalities that contribute to the heightened awareness of client-focused care and life quality. Major concepts to focus on include health and wellness, body-mind healing, spirituality and health, holistic nursing theories, ethics, and evidenced-based practice. This course will explore the role of the nurse as caring for individuals, families, communities, and populations, with an emphasis on designing, implementing, and evaluating population-based interventions to promote health. Consideration is given to populations experiencing chronic health problems being cared for in the home and in the community.

**6 Credits. Prerequisites: None**

### **NUR 360 | Introduction to Managed Health Care and Case Management**

This course is designed to familiarize the nurse with the organizational structures, concepts, and practices of the managed care industry. It also addresses the impact of the Affordable Care Act (ACA) throughout the industry and explores case management from a variety of perspectives and settings. Students will learn how to apply principles of care coordination into the current clinical setting. Best practices, essential skills, and tools that conform to the current Case Management Society of America's (CMSA) standards and requirements will also be discussed.

**6 Credits. Prerequisites: None**

### **NUR 370 | Leadership and Financial Management in Nursing**

This course explores leadership theory, organizational theory, philosophy, culture, structure, processes, information management, and other areas relevant to leading healthcare organizations. This course examines the role of the nurse within the larger context of the health care system. Students will learn and explore economic issues relevant to nursing practice and health care. The course also employs a systems approach to analyzing the financial impact of health care decisions and further assesses the financial implications of nursing decisions from a clinical perspective.

**6 Credits. Prerequisites: None**

### **NUR 380 | Nursing Research, Issues and Trends**

This course provides an overview of the components of the research process allowing students to actively explore the application of these principles to traditional as well as non-traditional research problems. The course synthesizes the essential contextual, technical, ethical, and organizational issues for new nurses to understand upon entering today's ever-evolving healthcare arena. It covers the most vital issues pertinent to everyday practice including safety, confidentiality, informatics, emergency preparedness, and global health.

**6 Credits. Prerequisites: None**

### **NUR 390 | Health Assessment for the Experienced Nurse**

This course highlights the importance of a holistic approach to assessment. Emphasis is given to the role of the nurse as diagnostician, collaborator, communicator, and teacher. Students will learn strategies for adapting questions and techniques when communication is challenging. The teachings will assist students with the application, analysis, and critical thinking skill development for better preparation in their nursing practice. This course focuses on the assessment of the adult patient. Assessment of the pregnant woman, child, and older adult will also be discussed.

**6 Credits. Prerequisites: NUR300 Pathophysiology**

## **NUR 400 | Clinical Simulation / vSim**

This course simulates real nursing scenarios and allows students to interact with virtual patients in a safe, environment using the vSim for Nursing application. The integrated virtual simulation and evidence-based resources will help improve student competence, confidence, and success whether in transitioning to practice or already in practice. Students will have the opportunity to enhance their critical thinking and prioritization skills in making clinical decisions to augment their knowledge and competence. Students will also demonstrate mastery in prioritization of care, critical thinking ability in clinical decision making in a secure and controlled environment.

### **6.5 Credits.**

**Prerequisites: NUR300 Pathophysiology, NUR390 Health Assessment for the Experienced Nurse**

## Associate of Science in Nursing (ASN) Program

### Associate of Science in Nursing Program Description

The Associate of Science in Nursing program is delivered on-site at Florida Academy of Nursing's campus. The program offers preparation for practice as a Registered Nurse and may serve as a basis for further nursing education. This program requires 100 quarter credits for completion. Upon successful completion of required courses, the student is awarded the Associate of Science in Nursing Degree.

The ASN graduate is eligible to apply to the State Board of Nursing for licensure as a Registered Nurse (RN). The Registered Nurse who holds the ASN degree is prepared to practice in primary, secondary, and tertiary care settings; where policies and procedures are specified and guidance is available. However, in order to practice and obtain gainful employment as a Registered Nurse (RN), FAN graduates must first obtain licensure from the State Board of Nursing.

### Associate of Science in Nursing Program Objectives

- To provide education and training to the next generation of nurses who are competent and career ready as entry-level professional Registered Nurses (RNs).
- To provide students with the cognitive, psychomotor, and affective skills required to deliver safe and quality patient care.
- To ensure that students are successfully meeting program and student learning outcomes in order to meet licensure requirements.

In order to become a licensed Registered Nurse (RN) in the State of Florida, you must apply for and pass the National Council Licensure Examination (NCLEX). Our ASN program is designed to prepare the graduate to sit for the NCLEX.

### Associate of Science in Nursing Student Learning Outcomes (SLOs)

At the completion of the program, the learner will be able to demonstrate:

1. **The ability to choose age-specific, culturally diverse, and current practices to promote, maintain, and restore health within various healthcare settings.**
2. **The ability to assess and interpret current evidence-based practices to provide safe and quality patient care with clinical expertise.**
3. **The ability to demonstrate the role of the nurse to enhance therapeutic communication with the patient's diverse needs, multidisciplinary team, and families.**
4. **The ability to recognize the legal and ethical parameters outlined by governing agencies for nursing standards and professionalism and health care compliance and regulatory agencies.**
5. **The ability to integrate a plan of care to support the patient's individual health care needs across the lifespan.**

### Associate of Science in Nursing Program

**Total Quarter Credits: 100**

**Program Length: Between 1 Year & 8 Months to 2 Years, depending on transfer credits**

## Associate of Science in Nursing

Course #	Course Name	Credits
<b>General Education Courses (22.5 Credits)</b>		
GENED 100	Ethics	3.50
GENED 102	English Composition	4.00
GENED 104	College English Principles	4.00
GENED 200	College Algebra	4.00
GENED 202	Psychology of Human Behavior	4.00
COM 200	The Art of Oral Communication	3.00
<b>Science Course (13.5 Credits)</b>		
HUM 100	Human Anatomy and Physiology I	4.00
HUM 100L	Human Anatomy and Physiology I Lab	1.00
HUM 102	Human Anatomy and Physiology II	4.00
HUM 102L	Human Anatomy and Physiology II Lab	1.00
MBC 100	Microbiology	2.50
MBC 100L	Microbiology Lab	1.00
<b>Core Nursing Courses (64 Credits)</b>		
NUR 100	Nursing Math/ Pharmacology	7.00
NUR 102	Fundamentals of Nursing	4.00
NUR 102L	Fundamentals of Nursing Lab	3.00
NUR 104	Medical Surgical Nursing I	6.00
NUR 104L	Medical Surgical Nursing I Lab	3.00
NUR 105	Advanced Medical Surgical Nursing II	6.00
NUR 105L	Advanced Medical Surgical Nursing II Lab	4.00
NUR 106	Psychiatric Nursing	3.00
NUR 106L	Psychiatric Nursing Clinical	2.00
NUR 108	Nursing Care for Women/Maternity	3.00
NUR 108L	Nursing Care for Women/Maternity Lab	1.00
NUR 110	Pediatric Nursing	3.00
NUR 110L	Pediatric Nursing Clinical	1.00
NUR 112	Geriatric Nursing	3.00
NUR 112L	Geriatric Nursing Clinical	2.00
NUR 114	Transition to Professional Nursing	2.00
NUR 116	Nursing Seminar and Leadership	2.00
NUR 118	NCLEX RN Review	9.00
<b>TOTAL</b>		<b>100.00</b>

*\*Associate of Science (ASN) in Nursing program courses are not necessarily taught in the order listed above.*

### ASN COURSE NUMBERING SYSTEM

FAN uses an alpha numeric course coding system in which the first several characters represent the subject area and the digits represent the level of the course offering. Courses at the 100/200 level are typically lower-division courses. FAN reserves the right to change pre-requisite courses when it determines it is in the best interest of the student and the delivery of its programs.

#### KEY

MBC - Microbiology

GENED - General Education Course

COM - Communication

NUR - Nursing Course

HUM - Human Anatomy and Physiology

## Associate of Science in Nursing Course Descriptions

### GENED 100 | Ethics

In this course, students develop sound ethical reasoning and judgment through the study of practical applications of ethical theories. Topics studied include ethics as it relates to nursing, health care, society, and the environment. Emphasis is on practical applications of ethical principles and analytical methods.

**3.5 Credits**

***Pre-requisites: None***

### GENED 102 | English Composition

Students will apply the principles and techniques of written, expository and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

**4.0 Credits**

***Pre-requisites: None***

### GENED104 | College English Principles

This course covers the basic essay writing designed to teach students paragraph and theme development with emphasis on syntax, organization, logical thinking and originality. Students will apply strategies for writing expository and argument/persuasion essays, recognize standard methods of research and learn how to document sources. Writing exercises, journal entries and formal extended essays will be assigned to develop these skills.

**4.0 Credits**

***Pre-requisites: None***

### GENED 200 | College Algebra

This course covers topics of algebra, including linear functions, equations, and inequalities, systems of equations in two variables, polynomial functions, rational and radical equations and inequalities, exponential and logarithmic functions, ratios, proportions, variation, and graphing.

**4.0 Credits**

***Pre-requisites: None***

### GENED 202 | Psychology of Human Behavior

This course is an introduction to psychology as applied to human behavior. Topics include research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychological disorders and therapy. These principles will be applied to the human experience. The history and development of psychology are also discussed.

**4.0 Credits.**

***Pre-requisites: None***

### COM 200 | The Art of Communication

This course provides instruction and experience in preparation and delivery of speeches highlighting critical thinking as the most important part of speaking. The goal is for the learners to be responsible thinkers and become conscientious speakers who value the role of civil discourse in a democratic society. It is designed to assess both cognitive and behavioral skills learning outcomes.

**3.0 Credits.**

***Pre-requisites: None***

### **HUM100 | Human Anatomy and Physiology I**

This course examines the essential anatomy and physiology of the human body. Topics include body organization, homeostasis, cells, tissues, and organs of the human body as well as fluids and electrolytes. Students will learn the basic medical terminologies suitable for health care providers.

**4.0 Credits**

***Pre-requisites: None***

***Co-requisite: HUM100L***

### **HUM100L | Human Anatomy and Physiology I Lab**

Laboratory study and experience will include the study of anatomical models, charts, experimentation, as well as microscope observation designed to illustrate normal function and physiological responses.

**1.0 Credit**

***Prerequisites: None***

***Co-requisite: HUM100***

### **HUM102 | Human Anatomy and Physiology II**

This course discusses various systems of the human body, which include the: neurosensory system, respiratory system, circulatory system, genitourinary system, endocrine system, musculoskeletal system; and integumentary system. By using a variety of instructional delivery methods, all organ systems will be studied. The student will have a basic understanding of the bodily functioning of the human body which is essential in integrating the disease processes.

**4.0 Credits**

***Pre-requisites: HUM100, HUM100L***

***Co-requisite: HUM102L***

### **HUM102L | Human Anatomy and Physiology II Lab**

This course involves laboratory experiments, which are coordinated with Anatomy and Physiology II. Course work involves the study of anatomical models, experimentation, as well as microscope observation.

**1.0 Credit**

***Prerequisites: HUM100, HUM100L***

***Co-requisite: HUM102***

### **MBC100 | Microbiology**

This course is an introduction to Microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganisms and the role of pathogenic organisms in causing diseases and infections.

**2.50 Credit.**

***Prerequisites: None***

***Co-requisite: MBC100L***

### **MBC100L | Microbiology Lab**

This course complements MBC100's lecture topics and include fundamental technique applications in identification, isolation and cultivation of microorganisms.

**1 Credit.**

***Prerequisites: None***

***Co-requisite: MBC100***



### **NUR100 | Nursing Math / Pharmacology**

This course is designed to provide students with an overview of the basic principles of pharmacology, including its relationship to the health of individuals and families. Students will learn drug actions, interactions, and therapeutic and adverse effects, as well as food-drug interactions, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing responsibilities and client education.

**7 Credits.**

**Prerequisites:** HUM100, HUM100L, HUM 102, HUM102L, MBC100, MBC100L

### **NUR102 | Fundamentals of Nursing**

The Fundamentals of Nursing course will promote nursing as an evolving art and science directed to promote human health and well-being. This course challenges students to cultivate the Quality and Safety Education for Nurses (QSEN) standards. It includes critical thinking and blended skills-practice using the nursing process framework to create a plan for the care of the individual client, family, and the community in general. Professional roles and functions of a registered nurse (RN) will be introduced in this course as well as health teaching and counseling skills. Students will learn to develop skills such as cognitive and technical; interpersonal relationship, and legal and ethical aspects of nursing practice to uphold the four goals of nursing, which are: 1. Promoting health; 2. Preventing illness; 3. Restoring health; 4. Facilitating coping with illness or death. Throughout the course, students will be encouraged to identify with their selected profession and share in its rewards by developing caring relationships with clients.

**4 Credits.**

**Prerequisites:** HUM100, HUM100L, HUM 102, HUM102L, MBC100, MBC100L, NUR100

**Co-requisite:** NUR102L

### **NUR102L | Fundamentals of Nursing Lab**

This Fundamentals of Nursing Clinical course introduces the application of the nursing concepts introduced in the didactic course and will assist in the assessment of the student's knowledge from theory to practice. Students will develop cognitive, psychomotor, and affective skills in a simulated, hospital-based, nursing, laboratory setting. Students will be introduced to simulation-based learning that will develop and foster critical thinking, clinical, clinical reasoning, and clinical judgment. The course curriculum also incorporates threads of client teaching, therapeutic communication, interpersonal relationship, and the legal and ethical aspects of nursing practice concepts.

**3 Credits**

**Prerequisites:** HUM100, HUM100L, HUM 102, HUM102L, MBC100, MBC100L, NUR100

**Co-requisite:** NUR102

### **NUR104 | Medical Surgical Nursing I**

This course focuses on nursing care issues related to the management of clients with chronic alterations or conditions in neurosensory, respiratory, cardiovascular, endocrine, genitourinary, musculoskeletal, integumentary systems. Gerontological consideration and healthcare management across *lifespan* will be highlighted. Prioritization, critical thinking, clinical reasoning, and clinical judgment will be the focus of learning in this course. Students will integrate their knowledge on how to develop the plan of care for their clients by applying nursing process, pathophysiology, and pharmacologic concepts and dosage calculations. This will be documented in the Concept Care Map that will be required in this course.

**6 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L

**Co-requisite:** NUR104L

### **NUR104L | Medical Surgical Nursing I Lab**

This course deals with the clinical application of concepts learned from the Advanced Medical Surgical I course, which focuses on developing psychomotor and affective skills. The student will demonstrate knowledge and skills in identifying disease process and utilizing nursing process to manage safely the healthcare needs of the adult patient. Students will be required to create and develop a plan of care utilizing a Concept Care Map and must be able to prioritize nursing interventions with respect to the client. Clinical documentation is required in order to complete the plan of care and to display demonstration of competency in pharmacological concepts. Dosage calculation is an essential component of this course. The course also involves health teaching and the counseling of clients in relationship to health conditions and nursing management. Clinical application of theory and skills occurs in the nursing skills Lab, simulation Lab, virtual simulation Lab, and in clinical facility.

**3 Credits.**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L

**Co-requisite:** NUR 104

### **NUR105 | Advanced Medical Surgical Nursing II**

This course focuses on the nursing management of adult clients with complex and critical medical-surgical health conditions. It covers various disease processes, the application of the nursing process, pharmacological concepts, dosage calculation, and the use of critical thinking abilities in prioritizing clinical decision-making in emergent and critical situations.

**6 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L

### **NUR105L | Advanced Medical Surgical Nursing II Lab**

This course deals with the clinical application of concepts learned from advanced medical -surgical course which focuses in developing the psychomotor and affective skills. The student will demonstrate knowledge and skills in identifying disease process and utilizing nursing process to manage safely the needs of adult clients. It includes planning of client care, reporting and documentation and implementation and evaluation of plan of care. Students will be required to create and develop a plan of care utilizing a Concept Care Map and be able to prioritize nursing interventions to clients. A clinical documentation is required to complete the plan of care and demonstration of competency in pharmacologic concepts and Dosage Calculation is essential in this course. The course also involves health teaching and counseling of clients that pertains to their health conditions and nursing management. Clinical application of theory and skills occurs at the nursing skills Lab, simulation Lab or virtually, and in clinical facility

**4 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L

### **NUR106 | Psychiatric Nursing**

This course utilizes the nursing process framework to present pathologic conditions with therapeutic modalities. It emphasizes assessment, therapeutic communication, neurobiologic theory and pharmacology throughout the course. Students will be presented with the current knowledge related to the care of the mentally ill, including geriatric considerations. The essential concepts of communication, safety, legal and ethical issues, current technology, economics, humanities, and biological, social and behavioral sciences are also presented. This course will have a strong emphasis on physical, psychological, and emotional aspects of nursing management, and integration of developmental, nutritional, and pharmacological concepts in the care of clients with mental and psychiatric conditions.

**3.0 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105

**Co-requisite:** NUR106L

### **NUR106L | Psychiatric Nursing Clinical**

The Psychiatric Nursing Clinical course builds on concepts learned in didactic theory and gives students the opportunity to apply this knowledge to manage client care. Supportive foundational knowledge needed to meet the psychiatric needs of individuals, families, and communities are included. Interventions are focused on client care, therapeutic communication, interpersonal relationships, legal and ethical aspects of care, client and family teaching, and community resources, as well as practical application in various clinical settings. Students will be required to create and develop a plan of care utilizing a Concept Care Map and will be able to prioritize nursing interventions. Clinical documentation is required to complete the plan of care. Demonstration of competency in pharmacological concepts and Dosage Calculation are essential in this course. This course also involves health teaching and the counseling of clients. Clinical application of theory and skills occurs in the nursing skills Lab, simulation Lab, virtual lab, and in the clinical facility.

#### **2.0 Credit**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105

**Co-requisite:** NUR106

### **NUR108 | Nursing Care for Women / Maternity**

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with women's health, maternity, and newborn's health. It provides the student with knowledge of the reproductive system and the health care needs of women throughout the childbearing life cycle. This course provides learning experience in providing care to the childbearing and childrearing family in a variety of settings. It focuses on the physical, psychosocial, and spiritual aspects of care on clients of childbearing age. Students will learn how to develop a plan of care utilizing the nursing process, and reinforce previously learned concepts on therapeutic communication, delegation and prioritization, clinical decision making, problem solving, interpersonal and collaborative skills. Other essential concepts such as developmental stages, safety, legal and ethical issues, current technology, nutritional and pharmacological needs, and biological, social and behavioral sciences will be discussed.

#### **3.0 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105

**Co-requisite:** NUR108L

### **NUR108L | Nursing Care for Women / Maternity Clinical**

The Nursing Care for Women/Maternity Clinical course provides the application level of learning of the didactic course. Students will be required to create and develop a plan of care utilizing a Concept Care Map and must be able to prioritize nursing interventions as it relates to their clients. Clinical documentation is required to complete the plan of care. Demonstration of competency in pharmacological concepts and Dosage Calculation are essential in this course. The course also involves health teaching and counseling of clients that pertains to their health conditions and nursing management. Clinical application of theory and skills occurs at the nursing skills Lab, simulation Lab, virtual lab, and in clinical facility.

#### **1.0 Credit**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105

**Co-requisite:** NUR108

### **NUR110 | Pediatric Nursing**

This course builds on the concepts of previous nursing courses with emphasis on utilizing the nursing process in dealing with children's health. It provides an examination of the health and nursing management of the pediatric population. Students will explore the concepts of health promotion, disease prevention, and alterations in children's health. Emphasis is on the assessment, planning, and management of the health care needs of children and families. Health promotion and wellness, risk issues, acute and chronic childhood health conditions, as well as the influence of illness on the family from a variety of culturally diverse settings and nursing in the community will be covered.

Developmental stages across lifespan will be extensively covered in this course with emphasis on safety and preventative measures. Students will also gain competence in pediatric drug administration and pediatric dosage calculation.

#### **3 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105, NUR108, NUR108L

**Co-requisite:** NUR110L

### **NUR 110L | Pediatric Nursing Clinical**

This course provides the application level of learning of the didactic course. It focuses on management of health care needs of children (from birth through adolescence) and their families. Emphasis is on the identification of the growth and developmental needs of the client and the management of pathologic conditions with the active participation of families. Students will be required to create and develop a plan of care utilizing a Concept Care Map and will be able to prioritize nursing interventions to clients. Clinical documentation is required to complete the plan of care. Demonstration of competency in pharmacological concepts and Pediatric Dosage Calculation are essential in this course. The course also involves health teaching and counseling. Clinical application of theory and skills occurs at the nursing skills Lab, simulation Lab, virtual lab, and in the clinical facility

#### **1 Credit**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105, NUR108, NUR108L

**Co-requisite:** NUR110

### **NUR112 | Geriatric Nursing**

This course focuses on the nursing management of older adult clients who have common health and wellness needs. The emphasis will be on developing cognitive skills in managing elderly population who may be in an acute; chronic; or a community setting. Concepts and topics may include: physical assessment of normal aging; changes and functional consequences; common chronic illness and its implications and risk factors; health and wellness; and end-of-life care and issues. The course also focuses on development across lifespan; impact of cultural beliefs and ethnic diversity of the older adult; legal, ethical and social issues; the nurse-client relationship; biological, social and psychological theories of aging; nutritional and pharmacological issues in aging and client teachings.

#### **3 Credits**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105

**Co-requisite:** NUR112L

### **NUR 112 | Geriatric Nursing Clinical**

This course provides clinical application of gerontology nursing concepts. Students will be in nursing skills or simulation lab, and at clinical sites to develop their psychomotor and affective skills in managing older adult clients. These nursing skills may include nursing process application, thinking abilities, assessment, communication, cultural awareness, client-teaching, and collaborative skills as it relates to the elderly population. The student will demonstrate knowledge and skills in identifying disease process and they will utilize the nursing process to manage safely the needs of geriatric clients. The course covers planning of client care, reporting and documentation, implementation, and evaluation of plan of care. Students will be required to create and develop a plan of care utilizing a Concept Care Map and they must be able to prioritize nursing interventions. Clinical documentation is required to complete the plan of care. Demonstration of competency in pharmacological concepts and Dosage Calculation is essential in this course. The course also involves health teachings and counseling of clients. Clinical application of theory and skills occurs at the nursing skills Lab, simulation Lab, virtual lab, and in clinical facility

**2 Credit**

**Prerequisites:** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105

**Co-requisite:** NUR112

### **NUR114 | Transition to Professional Nursing**

This course will facilitate the transition of the registered nurse (RN) into a nursing leadership role and introduce the major components of leadership that are a part of Florida Academy of Nursing's program standards. The course focuses on the professional roles and functions, technology, interpersonal relationships, leadership skills, and legal and ethical aspects of nursing practice of a professional nurse. The course also covers the Nurse Practice Act and rules of professional conduct. The student will examine personal values and professional goals in order to explore the role of nursing leadership and then go on to create a professional development plan.

**2 Credits**

**Prerequisites:** None

**Co-requisite:** None

### **NUR116 | Nursing Seminar and Leadership**

This course focuses on the concepts of leadership and management, responsibility and accountability, decision-making, time management, conflict resolution, strategic planning, continuous quality improvement, multidisciplinary care, and evidence-based practice. It also includes professional nursing roles, culture, and values.

**2 Credits**

**Prerequisites:** None

**Co-requisite:** None

**NUR118 | NCLEX RN Review**

This course is designed to prepare the student for the National Council Licensure Examination (NCLEX-RN) and the successful transition into employment as a Registered Nurse (RN). The course covers the NCSBN Test Blueprint as categorized into the Client Needs framework. The course will enable students to learn and develop Test-taking strategies and to recognize and overcome test-anxiety. Students are expected to create a study schedule and implement strategies in mastering concepts for the NCLEX-RN. The course requires students to achieve satisfactory performance in all domains of learning with the use of adaptive quizzing and NCLEX-RN Practice Exams, case studies, simulated and virtual case scenarios, as well as group discussions.

**9 Credits**

***Prerequisites:*** HUM100, HUM100L, HUM102, HUM102L, MBC100, MBC100L, NUR100, NUR102, NUR102L, NUR104, NUR104L, NUR105, NUR106, NUR106L, NUR108, NUR108L, NUR110, NUR110L, NUR112, NUR112L, NUR114, NUR116

***Co-requisite:*** None



## ADMISSIONS INFORMATION

### General Admissions Requirements

Applicants must be 18 years or older.

Florida Academy of Nursing encourages applicants from all cultural, racial, religious and ethnic groups and does not deny admission or discriminate against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin.

A personal interview (Virtual / On-site) with an admissions representative is required before enrollment. The interview process is to evaluate the candidate's ability to successfully complete the requirements of the program in which s/he is seeking admittance.

The school encourages family members to attend the interview. This gives applicants and their families the opportunity to see the campus, equipment, and facilities and to ask specific questions relating to the school, the curriculum and the career training being considered.

The interview also gives the school the opportunity to meet prospective students and evaluate their qualifications, aptitude, and attitude. Students are evaluated for admission based on these three aforementioned criteria: a. qualifications b. aptitude, and c. attitude. For example, an academically gifted student may interview with FAN Admissions and subsequently be denied admission due to presenting unkind, uncouth, or hostile behavior during the admissions process. Such behavior would reflect an attitude that lacks client orientation and would be perceived as behavior not fit for a future nurse. FAN evaluates prospective students using an admissions scorecard that evaluates the prospective student on: a. qualifications, b. aptitude AND c. attitude.

Florida Academy of Nursing recognizes that students choose their sessions in order to accommodate domestic obligations (family and work). However, certain examinations, events, externships/clinical rotations, practicums and make-up days might be at times other than that of their preferred schedule and on weekends. Therefore, students are advised that adjustments to their personal schedules may

be required to meet the demands of their chosen program of study and commitments to externship/clinical requirements and/or practicums requirements. FAN does not guarantee clinical site placement will be within the local area. Though a rare occurrence, students should be prepared to travel over 50 miles to attend a clinical site in the rare or unusual event that FAN isn't able to accommodate the student at one of our local facilities.

*Florida Academy of Nursing does not accept part-time students.*

In the admissions section below, all references to the word "copy" imply that the original document is presented to the Florida Academy of Nursing (FAN) admissions representative, and in addition to presenting the original document, the student also brings 2 copies of the front and back of each document.

## HOW TO APPLY

### General Admissions Requirements:

- 1 Complete Florida Academy of Nursing's lobby form.
- 2 Complete Florida Academy of Nursing's registration form and attach the following documents:
  - ✓ 2 copies of the front and back of a government issued identification (e.g. driver's license or passport). The original must be presented to admissions.
  - ✓ 2 copies of the front and back of the applicant's Social Security Card. The original must be presented to admissions.
- 3 Submit proof of high school graduation or GED equivalency. In certain cases, a college transcript will suffice, if and only if that transcript reflects that the student earned a High School Diploma or GED. If in a foreign language, HS Diploma must be translated.
- 4 Complete an admissions interview. An onsite representative will schedule interviews.
- 5 Submit to a 10-panel drug test.
- 6 Submit to a Level II Background screen.
- 7 Complete the following forms: 609B, Catalogue Acknowledgement Form, Catalogue Disclosure Form, Emergency Contact Form, Student Achievement Outcome Disclosure Form, Student Handbook Acknowledgement Form.
- 8 The candidate is expected to fulfill all financial obligations before commencing his/her respective program.
- 9 Upon acceptance, the candidate must submit a statement of general health, which must be signed by the candidate's physician attesting that the prospective student is in good health and free of any communicable diseases. The student has 30 days within the date of enrollment to submit this document.
- 10 Upon acceptance, candidate must complete FAN's enrollment agreement.



## Nursing RN to BSN Admissions Requirements

Students applying to the Nursing RN to BSN degree program must complete the following additional requirements:

- Complete all general admissions requirements.
  - All Nursing RN to BSN students are required to provide proof of a high school diploma, including those that are applying for Financial Aid. This proof must comprise a high school diploma and supporting transcript.
- Possess an Associate of Science in Nursing degree or higher.
- Complete ASN degree with a GPA of 2.5 or higher.
- Submit official transcripts verifying ASN degree. *Institutions must send transcripts directly to Florida Academy of Nursing.*
- Must hold a current and unencumbered RN license.
- Make an advance program deposit for tuition and fees. The deposit will be applied against the total tuition and fees of the Nursing RN to BSN program.
- Financial assistance is available to those who qualify.

### **Prerequisites required:**

To be considered for admission into FAN's RN to BSN program, candidates must:

- 1 Have completed 45 General Education Credits.
- 2 Have completed 13.5 Science Credits. The Science Credits must have been earned from completion of the following courses: Anatomy & Physiology I + Lab, Anatomy & Physiology II + Lab.
- 3 Have completed 55.0 Credits in the following subjects or their equivalents:
  - Nursing Math/ Pharmacology
  - Fundamentals of Nursing
  - Fundamentals of Nursing Lab
  - Medical Surgical Nursing I
  - Medical Surgical Nursing I Clinical
  - Advanced Medical Surgical Nursing II
  - Advanced Medical Surgical Nursing II Clinical
  - Psychiatric Nursing
  - Psychiatric Nursing Clinical
  - Nursing Care for Women/Maternity
  - Nursing Care for Women/Maternity Clinical
  - Pediatric Nursing
  - Pediatric Nursing Clinical
  - Community Health Nursing Clinical
  - Geriatric Nursing
  - Geriatric Nursing Clinical
  - Transition to Professional Nursing
  - Nursing Seminar and Leadership
  - NCLEX RN Review

**TOTAL ASN LEVEL NURSING CREDITS REQUIRED: 55.0**

To earn a FAN Bachelor of Science in Nursing degree, candidates must earn a total of 180 credits.

TOTAL NUMBER OF NEEDED TRANSFER CREDITS: 113.5 + 66.5 NURSING RN-BSN PROGRAM CREDITS = 180

## **Associate of Science In Nursing (ASN) Program Admissions Requirements**

Students applying to the Associate of Science degree program must complete the following additional requirements:

- Possess a current LPN / LVN license issued by a US state ,OR
- Earned an Associate degree or higher [in any subject]. Prospect must also submit a transcript, which reflects a GPA of 2.5 or above OR
  - If from a country outside of the US, then transcript must be evaluated & translated, if applicable.
    - *Institutions must send transcripts directly to Florida Academy of Nursing, OR*
- Submit Practical Nursing Diploma with official transcript showing candidate graduated from a licensed PN program in the United States, OR
- Submit Official Transcript for an Associate Degree level or higher program with a 2.5 GPA or higher, OR
- Earned college credits of at least 54 quarter credits or 36 semester credits with a 2.5 GPA or higher, OR
- Graduated from an approved high school within the last 15 years with a GPA of 2.7 or above.
- Must pass the FAN ASN Entrance Exam with a score of 65% or above. Candidates can schedule their exam once they have registered for the program. Program registration fee is \$200.
- Once a candidate has submitted all required documentation and has been interviewed, s/he will be notified as to whether s/he has been accepted.
- Make a program deposit towards tuition and fees in the amount of \$2,500. The deposit will be applied against the total tuition and fees of the ASN program.
- Financial assistance is available to those who qualify.

### ***Transfer credits must meet the following requirements:***

To be considered for transfer into FAN's Associate of Science in Nursing program:

- GenEd courses must be 35 years old or less with a passing grade of “C” or higher in each course.

Science Credits must be:

- Must be 5 years or less with a passing grade of “C” or higher.
- Must have been earned from completion of the following courses: Anatomy & Physiology I + Lab, Anatomy & Physiology II + Lab, Microbiology + Lab.

**TOTAL GENED & SCIENCE CREDITS REQUIRED:**

**36**

To earn a FAN Associate of Science in Nursing degree, candidates must earn a total of 100 credits (GenEds + Sciences + CORE Nursing Courses) in addition to NCLEX Remediation at the end of the program.

## Foreign Students

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, the transcript and all other documentation from foreign countries must be professionally translated and certified by a service to be at least the equivalent of a U.S. high school diploma. Credentials will be reviewed for acceptance by the Director of Admissions. Copies will be made and maintained in the applicant's file. This proof must be provided prior to the start of class.

## Acceptance by School

A prospect is officially considered a Florida Academy of Nursing student once s/he meets all of the following criteria:

- 1 Prospect has completed and submitted all the admissions requirements for Florida Academy of Nursing. Admissions requirements are detailed in the FAN catalog.
  
- 2 Prospect has either paid the balance due upfront or prospect has paid the registration fee and the minimum tuition deposit.

If the academy does not accept an applicant, all fees (with the exception of the registration fee) paid by the applicant to the academy will be refunded.

## Readmission

Florida Academy of Nursing encourages previously withdrawn students to return to school to complete their education.

Former students whose education was voluntarily interrupted may apply for readmission. Students must complete a new enrollment form and after being assessed, students may need to retake certain classes.

Students who desire to be readmitted must interview with FAN's Director of Admissions.

Students who have been readmitted after being away from the Academy for more than six months must retake a minimum of one of the following classes subject to the approval of the Director of Nursing or the Assistant Director of Nursing:

- Fundamentals of Nursing + Labs
- Medical Surgical Nursing I & II + Labs
- NCLEX Review

However, if the student has been away for more than 9 months s/he must retake the entire nursing program.



## Transfer of Credits into Florida Academy of Nursing (FAN)

Nursing RN to BSN students and ASN students may transfer credits from previous postsecondary institutions if and only if the following conditions are met:

- \* An official copy of the student's transcript is on file with Florida Academy of Nursing;
- \* Courses were completed, and a grade of "C" or higher was earned;
- \* To be eligible for transfer, GenEd courses must be 40 years or less;
- \* To be eligible for transfer into the ASN program, science courses must be 5 years or less;
- \* To be eligible for transfer into the Nursing RN to BSN program, science courses must be 30 years old or less;
- \* The course(s) is similar in character, content, and objectives to the course(s) listed in FAN's catalog as prerequisites for its ASN and Nursing RN to BSN programs.

If the Academy determines the credits are satisfactory for transfer, the credits will be accepted for those courses, and the student will be scheduled to take the remaining courses needed to graduate.

RN to BSN applicants can transfer in as many as 113.5 Credits.

ASN students can transfer in a maximum of 36 credits; ASN transfer credits are restricted to General Education credits or Science credits. Florida Academy of Nursing does not accept transfer credits for CORE nursing courses in the ASN program.

## Transfer of Credits out of Florida Academy of Nursing

Coursework taken at the Florida Academy of Nursing is not automatically transferable to another institution. Florida Academy of Nursing makes no representation or guarantee regarding the transfer of credits to other institutions.

Acceptance of transfer of credits is always at the discretion of the receiving institution. Students planning to attend other institutions are encouraged to check that school's policy regarding the transfer of credits.

## Criminal History

It is the policy of Florida Academy of Nursing to ensure that all prospective and enrolling students are aware of the potential impact and consequences of past criminal behaviors.

Individuals who have been convicted of a felony or certain other crimes may not be eligible to apply for state and/or regional licensure upon graduating from Florida Academy of Nursing. As part of Florida Academy of Nursing's application process, applicants will be asked if they have a criminal record, and if so, may be required to obtain a written confirmation of their eligibility for licensure and/or certification from the appropriate licensing and/or certifying entity; moreover, an applicant who has a criminal record and fails to obtain written confirmation of his or her eligibility for licensure and/or certification may be denied enrollment to Florida Academy of Nursing. Florida Academy of Nursing does not decide or determine an individual's eligibility for licensure and/or certification; rather, the licensing and/or certifying entity makes this determination. Students enrolled at Florida Academy of Nursing are required to submit to a Level II background check and 10-panel drug test at the time of enrollment.

## Graduation Requirements - Nursing RN to BSN

A Bachelor of Science in Nursing degree will be issued to students who have met the following requirements:

- 1 Successfully completed all required courses within their program of study (90 quarter credits);
- 2 Completed all documentation, records, and files as necessary;
- 3 Successfully completed 66.5 credits offered at FAN plus acceptance of 113.5 transfer credits for a total of 180 credits towards the Nursing RN to BSN program;
- 4 Maintained a minimum grade point average of 2.0;
- 5 Fulfilled all financial obligations to the Academy / have 0 balance.

## Graduation Requirements – Associate of Science in Nursing

An Associate of Science in Nursing degree will be issued to students who have met the following requirements:

1. Successfully complete all required courses within their program of study (100 quarter credits);
2. Complete all documentation, records, and files as necessary;
3. A) Maintain a minimum grade point average of 2.0, and B) Maintain a minimum attendance of 100%;
4. **Score at least 850 or above on the Evolve HESI Exit Exam;**
5. **Score at least 76% on UWorld-FAN's NCLEX preparation software;** Complete all requirements within time and a half of initial enrollment;
6. Fulfill all financial obligations to the Academy / have \$0 balance.

STUDENTS MUST COMPLETE THE NCLEX REVIEW COURSE AND EARN A GRADE OF 65% OR ABOVE IN ORDER TO GRADUATE. **IN ORDER TO SIT FOR NCLEX REVIEW**, three conditions MUST be met:

- 1) Student's account balance must be current, **and** 2) student must have paid off 80% of his/her balance, **and**
- 3) Student must have earned 91 credits towards FAN's ASN Program and student has maintained a minimum attendance of 100%.

## Arbitration Agreement

It is agreed that, in the event that the parties to this agreement are unable to amicably resolve any dispute, claim and/or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim and/or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen form or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint one or more arbitrators or an umpire pursuant to section 682.04 F.S. Each party shall have the right to be represented by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration. However, if Florida Academy of Nursing prevails in the arbitration proceeding, the Academy will be entitled to any reasonable attorney's fees incurred in the defense of a student's claim(s). Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.



## STUDENT ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is designed to measure incrementally, that students are progressing through their program of study both academically and in a timely manner. In order to be considered making satisfactory progress toward a degree, a student must achieve a minimum cumulative grade point average and a specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of each quarter. The maximum time frame that a student is allowed to complete a program is 1.5 times the program length. The **Nursing RN to BSN** program has a program length of 65 weeks so the maximum time frame for completion is 97.5 weeks. The **Associate of Science in Nursing** program has a program length of 104 weeks so the maximum time frame for completion is 156 weeks.

The minimum cumulative grade point average (CGPA) and completion rate required based on credit or clock hour progression are as follows:

Evaluation Point	Minimum Percentage of Cumulative Credits or Hours that were Attempted	Minimum CGPA
At the end of the first quarter	<b>50%</b>	<b>1.75</b>
At the end of the second quarter and every quarter thereafter	<b>67%</b>	<b>2.0</b>

\* A description of how CGPA is calculated, including an example, is provided in the Grading System section of the catalog.

### Academic Warning

At the end of each quarter, if the student has not earned at least the minimum CGPA and/or has earned less than the minimum percentage of credits or hours completed that were attempted as described in the chart above, he or she will be notified and placed on Academic Warning for the next quarter (i.e. if you are placed on academic warning as a result of your first quarter's performance, you will be notified and placed on Academic Warning for the second quarter). If a student fails to achieve satisfactory progress by the end of the quarter for which he or she is on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the quarter, he or she will be notified and removed from Academic Warning.

### Satisfactory Academic Progress, Appeals, Probation, and Academic Plans

A student may appeal the school's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning quarter to the Director of Nursing based upon extenuating circumstances. Such extenuating circumstances might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Monday of the second week of the new quarter for the student to be eligible to continue in the program. The appeal must contain: 1) an explanation of why the student failed to meet the SAP standards and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible. The Director of Nursing will review the information submitted in the context of the student's

entire academic record and notify the student of his or her decision within 72 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the quarter, and the Director of Nursing's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure that the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary quarter, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he or she has met all the terms of the academic plan, the student will be eligible to remain in school. In all subsequent quarters, the student must again meet the SAP standards or the terms of the academic plan to continue in the program of study.

If the student fails to meet the terms of the academic plan at the end of the probationary quarter, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the Director of Nursing and based upon very exceptional circumstances.

**Procedure for re-establishing Satisfactory Academic Progress:** A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning.

A student who files an appeal and is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

**The effect on SAP for all courses with a graded assignment (including Withdrawal and Incomplete Grades)**

Grade Assignment	Description	Included as Credits Attempted	Included as Credits Earned	Included in CGPA
A, B, C	Grade Assignment	YES	YES	YES
F	Unacceptable Achievement	YES	NO	YES
I	Incomplete coursework	YES	NO	NO
W	Withdrawn, without penalty	YES	NO	NO
WF	Withdrawn, Failing	YES	NO	NO
WP	Withdrawn, Passing	YES	NO	NO
TC	Credit Granted through Transfer	YES	YES	NO
R	Course was retaken	YES	NO	NO



**The effect on SAP for repeated courses:**

The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

**The effect of Remedial Coursework on Satisfactory Academic Progress:**

Remedial coursework or “Remediation” has no impact on CGPA; however it impacts time to completion.

**The effect on SAP for non-punitive grades and non-credit courses:**

The grade assignments of “W” and “I” are non-punitive, noncredit grades that do not impact CGPA or completion rate calculations.

**The effect on SAP when a student seeks to earn an additional credential:**

Students must be compliant with FAN's SAP policies before they can be allowed to move forward to pursue even higher education.

**The effect on SAP for Extended-Enrollment Status:**

Florida Academy of Nursing does not offer extended-enrollment status.

**The effect on SAP when a student is re-admitted into the same program:**

If a student is re-admitted into FAN, the credits or hours and grades that are applicable to the student’s program of study will be included in determining the student’s satisfactory academic progress and the appropriate evaluation level for the quarter.

**The effect on SAP for Transfer Credits:**

Transfer credits are included as both credits attempted and earned for determining the completion rate but do not impact the CGPA.

**Re-entry for students dismissed due to failure to meet SAP:**

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 3 months. Such a student will be enrolled for a probationary quarter upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

## Grading System

Grades will be determined through quizzes, tests, projects, participation, assignments, examinations, lab or externship performance and/or task completion. Students are provided a final course grade at the end of each course or grading period. A permanent record of each student's progress is maintained in the administrative office. Letter grades are assigned numeric equivalents so that each student's progress may be reflected in terms of a cumulative grade point average (CGPA). The CGPA is the weighted average calculated by multiplying the quarter credit(s) or hours for each course by the grade point equivalent received for that course, summing the results, and dividing the sum by the total quarter credit hours. Grades, grade point equivalents and sample CGPA calculations are as follows.

Students must achieve a cumulative GPA of 2.0 or higher to be eligible for their program of study.

**The grading system for the Nursing Programs is as follows:**

### Example of Cumulative Grade Point Average Calculation

Course Number	Credits or Hours	Letter Grade	Weighted Total
FANPN 114	3.5	X A (4.0)	-14.00
FANPN 116	7.0	X C (2.0)	-14.00
FANPN 118	6.0	X A (4.0)	-24.00
FANPN 120	6.5	X B (3.0)	-19.50
<b>Totals</b>	<b>23</b>		<b>71.50</b>

Cumulative GPA: 71.5 divided by 23 = 3.1 || Attempted credits or hours are included in the calculation for CGPA.

### Grading Scale

Grade	Percentage	Grade Points	Achievement
<b>A</b>	90 - 100	4	Superior
<b>B</b>	80 - 89	3	Commendable
<b>C</b>	75 - 79	2	Satisfactory
<b>F</b>	< 75	0	Fail
<b>I</b>	N/A	0	Incomplete
<b>TC</b>	N/A	0	Transfer Credit
<b>WP</b>	N/A	0	Withdraw Passing
<b>WF</b>	N/A	0	Withdraw Failing
<b>R</b>	N/A	0	Course was retaken
<b>W</b>	N/A	0	Withdrawn

## STUDENT SERVICES

### Records and Transcripts

Florida Academy of Nursing will maintain a permanent educational record for each student. These records include admissions documents, transcript as well as financial records. Transcripts are retained indefinitely and are available to the respective student upon request. One official transcript will be provided to students upon graduation from Florida Academy of Nursing. No official academic transcript will be issued to any student who owes a balance to the Academy at the time of the request. Upon payment of outstanding debt, a transcript may be issued.

### Advisement & Career Services

Academic advisement is available for all students. Students are encouraged to meet with the Academic Advisor regarding their academic and externship progress, placement opportunities, community resources, and other related matters.

Florida Academy of Nursing is dedicated to helping graduates find employment. All programs are designed to prepare graduates for entry-level positions. The Placement department will help create a professional resume, sharpen students' interviewing skills, advise on current job opportunities, and generally assist in the students' job search. Florida Academy of Nursing does not guarantee employment. However, the Placement Representative will make every effort to assist all graduates in their job search.

### Financial Services

Florida Academy of Nursing offers Financial Aid. As such, Florida Academy of Nursing (FAN) has individuals who serve in the Role of Financial Aid Administrators.

**Students who plan to rely on Financial Aid to assist with tuition and fees must meet with one of FAN's Financial Aid Administrators.**

Otherwise, **those students who do not plan to rely on Financial Aid and who plan to pay out-of-pocket must meet with FAN's Chief of Staff in order to create an Institutional Payment Plan (IPP)**, which allows the student to pay tuition and fees in affordable monthly payments. The IPP is an important part of the student's enrollment agreement.

### Personal Advisement

Personal Advisement is available to all students. Students are encouraged to reach out to our Personal Advisement representative should they need assistance with issues that include but are not limited to securing housing, paying needed bills during economic hardship, behavioral health, or with issues caring for children.

## Library

Our on-campus library/resource center features computers, Internet access, and our on-shelf book collection as well as our library (LIRN), which includes medical books, journals, dictionaries, and reference materials. These tools, along with necessary software are available to help students complete their assignments.

Eligible individuals are provided access in order to support their studies, instruction, duties as employees, official business with the school, and other school activities. Individuals may not share with or transfer to others their school accounts including network IDs, passwords, or other access codes that allow them to gain access to Florida Academy of Nursing's information technology resources.

## Library

On-Line Library Services are provided through LIRN , Library & Information Resources Network. Students can access numerous databases including the following:

- ❖ **LIRN Core Collection**
- ❖ **Gale eBooks**
- ❖ **Gale Databases**
- ❖ **Gale Health Bundle**
- ❖ **Gale Health and Wellness**
- ❖ **Gale OneFile: Health and Medicine**
- ❖ **Gale OneFile: Nursing and Allied Health**

Students can access the link via the FAN Student Handbook that is provided upon enrollment. Library Services can also be accessed through Broward Public Library. We encourage our students to take advantage of:

- ❖ **Free access to pdr.net**
- ❖ **Free access to the US National Library of Medicine**

Through our Library services, LIRN - The Library does reserve the right to impose time limits on computer use and/or to moderate use of computers with special software or database access. Florida Academy of Nursing's technology resources may not be used in a manner that violates the law or for private commercial activities that are not approved by the school. Students may not install or remove the software from the computer in the computer lab or library unless authorized by an instructor for class work. Students may not use the school's Internet connection to conduct or download any trial software nor any promotional software nor access any pornographic material.



## **Housing**

Florida Academy of Nursing does not provide housing for students, however, a list of reliable realtors and rental properties in close proximity to the school may be provided upon request.

## **Parking**

Convenient parking is available at the school for student use. Florida Academy of Nursing is neither liable nor responsible for thefts, vandalism or any other damages to student's vehicles or personal property contained therein.

## **Transportation**

Florida Academy of Nursing does not provide transportation to its students, but its campus is conveniently located in the heart of Miramar, where public transportation is readily available.

## **Student Lounges**

Florida Academy of Nursing's student lounges provide students with areas where they may relax before class begins or during class breaks.

## **Personal Property**

Florida Academy of Nursing expressly disclaims liability of any kind for the loss, theft, destruction or any other casualty to personal property of any kind owned by students, visitors or others. Students must personally take all responsibility for guarding and safekeeping personal property on school premises. A lost and found is maintained by FAN staff. Items left more than 30 days will be discarded.

## **Graduation Ceremony**

Florida Academy of Nursing holds a graduation ceremony for its students. It is the responsibility of the graduating student to complete all necessary forms and requirements in order to participate in the school's convocation.

## **Graduation Procedures:**

### ***Cap and Gown:***

Students graduation fee includes the provision of a cap and a gown to participate in graduation as well as any other necessary graduation regalia. The cap and gown fee is included in the graduation fee.

Students will be notified when caps and gowns are available for pick up.

Students may designate someone to pick up their regalia by sending an email from the email account on file. Graduation regalia pick up the day of graduation is highly discouraged.

### ***Tickets:***

Students will receive tickets to the convocation when they pick up their cap and gown. Each graduating student is entitled to five tickets—one ticket for the graduate and 4 tickets for his or her guests.

Additional tickets may be requested when students pay for their cap and gown and will be granted on a first-come, first-served basis.

## ACADEMIC INFORMATION

### Definition of Terms and Quarter Credit

Programs are comprised of 6 quarters. Each quarter consists of approximately 13 weeks. FAN's Nursing RN to BSN and Associate of Science in Nursing programs are comprised of quarter credits. The number of credit hours assigned to a traditionally delivered course consists of a minimum of 10 classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; 20 laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; 30 hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three.

Hours of Instruction	Quarter Credits
<b>10 Hours of Lecture</b>	<b>1 Credit</b>
<b>20 Hours of Laboratory</b>	<b>1 Credit</b>
<b>30 Hours of Externship/Clinical/Practicum</b>	<b>1 Credit</b>

A "class hour" (or contact hour) is defined as 50 Minutes of supervised or direct instruction and 10 minutes of break.

### Class Participation

Class participation is required. Attendance and participation are of vital importance for student success. Student attendance may affect the completion timeframe and in turn, affect a student's progress. In order to prevent classroom disruption, students arriving more than 15 minutes late may be required to wait until the first scheduled break in order to enter the class.

### Class Participation Requirement for the Nursing Programs

#### **Hours of Operation**

**Nursing RN to BSN** courses run from Tuesdays through Thursdays from 5:30 pm to 10:30 pm.

**Associate of Science in Nursing** courses run Monday through Thursdays; AM courses run from 9:15 am till 1:15 pm and PM courses run from 5:30 pm till 9:30 pm).

Most clinical sessions are scheduled on the weekend but there are times when students will be required to do weekday clinicals. Students must remain flexible where clinical and practicums are concerned.

## Absences and Tardiness

Since the primary purpose of this program is to prepare students for employment, attendance and punctuality are of the utmost importance.

If a student is going to be absent from a didactic / theory class, then the student must notify the school at least one hour prior and inform the instructor of the reason for the absence. Students are highly discouraged from being absent during externships / clinicals or during labs. If an extenuating circumstance prevents the student from attending an externship session, then the student must notify the Clinical Instructor of the absence an hour ahead of the absence. During externships, only absences that are a direct result of a medical emergency will be excused; supporting documentation from a doctor or a hospital is required. Students must pay \$30 an hour to make up missed clinical time or missed lab time. Excused absence for clinicals or labs (meaning that the student will be allowed to makeup any missed time) is limited to two times per the length of the program. If a student misses any lab or externships hours, then the student must pay \$30 an hour in order to work with an instructor to make up the missed hours. **Students must complete 100% of all lab and clinical hours.**

Attendance records are maintained by Florida Academy of Nursing and can be requested by the student at any time. Excessive absenteeism is not permitted as the Florida Board of Nursing requires a specific number of hours for completion of individual nursing programs.

**Associate of Science students must complete 100% of all didactic / theory hours.** ASN students must complete ALL program hours. If an ASN student misses one or more classes within a given course, then that student MUST make up the missing time before the end of that course. For example, if a student is ill and misses 2 sessions of FAN ASN NUR110 Pediatric Nursing, then that student must work with the instructor to make up all hours of the 2 missing classes before Pediatric Nursing ends. FAN has earmarked specific days at the end of each course to facilitate makeup time for any student who is missing didactic or theory or clinical hours. If a student misses any time during a didactic or theory or clinical course, then the student must pay \$30 an hour to make up any hours missed. A student will not be allowed to advance to a subsequent course unless s/he has completed 100% of course hours in the previous course.

Time for tardiness will be deducted by increments of one-half hour. Tardiness and partial days of ~~absence~~ absence will be converted where applicable to full days of absences as the time accumulates.

If a student is absent for an exam, he or she will be permitted to make up the exam the first day back after the absence unless otherwise arranged with the faculty. Ten points will be deducted from the final score of any makeup test due to an unexcused absence (an unexcused absence is one that is not supported by a doctor's note). Students are responsible for any missed assignments.

Externships/clinical rotations are a critical element to a student's training. Professionalism requires reliability and punctuality. Unexcused absences from clinical rotations may result in academic probation. The course schedule and clinical assignments are subject to change at any time during the program. The staff will make every effort to notify students of any changes in a timely manner. However, flexibility is necessary for terms of class and clinical schedules. Children are not allowed to be present in class or on clinical assignments.



## **Leave of Absence Policy**

To be eligible to apply for a leave of absence, a student must have completed one full quarter at Florida Academy of Nursing. The student must submit a written request for the leave (with required documentation) to the Director of Nursing. Students must have approval from the Director of Nursing prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident). This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 180 days. Generally, students are limited to one leave of absence in any twelve-month period. However, the second leave of absence may be granted as long as the total number of days does not exceed 180 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period include the following [student is / has]: an essential worker who is administering crucial healthcare or vaccines, positive for active COVID-19 infection, significant family tragedy, government worker and experienced a schedule change, a critical illness [such as stroke or heart attack], jury duty, military duty, circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, being granted the placement of a child for adoption or foster care, or when a student must care for a spouse, child or parent with a serious illness or a serious health condition.

A leave of absence is granted only when there is a reasonable expectation that the student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave.

However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Florida Academy of Nursing and will be charged a re-entry fee when s/he re-enrolls. If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance.

## **Cancelled Class Policy**

When a scheduled class is canceled for unforeseen reasons (i.e. inclement weather, power outage, or instructor illness etc.) the class will be made up before the end of the quarter in which the cancellation occurred.

If students are unable to attend the rescheduled class, they will be marked absent and the Student Attendance Policy will apply.

## **Make Up Hours Policy for the Nursing Programs**

Theory make-up time must be done prior to the end of a course. Students should consult with individual instructors for methodology.

Clinical make-up time for Associate of Science in Nursing students will take place once clinical space becomes available. The student will be charged a fee of \$30 per hour for this service if s/he missed clinicals.

## **Withdrawal and Date of Determination**

The student shall have the option to withdraw at any time by providing a written or verbal notice. School staff or faculty must document the student's withdrawal and the Last Date of Attendance.

All refunds will be processed as outlined in our refund policy. The Date of determination will be assigned as the day the student officially notified the school of the intent to withdraw. In the event that a student fails to officially notify the school, the date of determination will be designated as the fourteenth day after fourteen consecutive absences per our attendance policy.

## **Probation**

Students may be placed on probation for disciplinary or attendance issues until he or she attains satisfactory improvement. Probation is intended to assist the student in achieving acceptable disciplinary or attendance thresholds. Students will be advised by their instructors, via verbal or written form, of specific areas of improvement. If instructor warnings are disregarded, the student will not be allowed to remain in class or attend class until after a meeting with the Director of Nursing.

### ***Verbal Warning:***

A documented verbal warning will be issued to the student with specific instructions on corrective actions. If the issue persists and corrective actions are not met within 2 weeks of the verbal warning, the situation will be escalated to a written warning.

### ***Written Warning:***

A written warning will be issued to the student with specific instructions on corrective actions, including a detailed timeframe. If the issue persists and corrective actions are not taken by the designated timeframe, the situation will be escalated to probation status. Typically, students will be given a 2-week period to correct disciplinary or attendance issues. There are exceptions however depending on the severity of the situation.

### ***Probation:***

Students will be placed on probation with specific instructions on corrective actions, including a detailed timeframe. Typically, a student is given a 2-week window in which to correct attendance and disciplinary infractions and will have until the end of the following quarter to correct academic infractions. All contingencies must be met within the allotted timeframe in order to be removed from probation. If the issue persists and corrective actions are not achieved by the designated timeframe then the student's probation may be extended for an additional evaluation period. Students not meeting standards after the extension will be withdrawn from their program of study and the refund policy will apply. The steps outlined may not necessarily follow as outlined above. These steps are intended for a progressive escalation however steps may be omitted depending on the severity of the situation. All probationary incidents will be placed in the student's permanent file.

## **Academic or Clinical Warning and Probation**

Each incident will be evaluated to determine the severity, and the student may be placed on academic probation or clinical warning if deemed appropriate. In this instance, a student would be provided a written warning or contract, which defines the length of the probationary period, as well as all requirements necessary for re-evaluation.

## **Dismissal**

Students may be dismissed from the Nursing Program for poor academic performance; violating the attendance policy; unsafe, dishonest, or unethical behavior; or for failure to comply with the probation terms.

## **Exit Interview**

Any student who withdraws or graduates from any program is encouraged to have an exit interview prior to the final processing of paperwork.



## REGULATIONS & POLICIES

Florida Academy of Nursing's policies have been formulated in the best interest of our students and the Academy. Changes in policies are rarely made during a school year since plans for each season are made well in advance. However, Florida Academy of Nursing reserves the right to make changes in tuition, fees, refund policy, curricula, scheduling or any phase of its programs, where, in the opinion of the administration, the students and/or the Academy will benefit. Such changes may be made and students will be advised of any and all changes. The Academy also reserves the right to delay or cancel any classes which do not have a minimum number of 20 students enrolled. Courses which are delayed are rescheduled within 16 weeks of the original date or the Academy will make a full refund of all monies paid to the Academy for them. After successful completion of the program, students will receive their respective degree or diploma from Florida Academy of Nursing. Although Florida Academy of Nursing provides employment assistance, it cannot promise or guarantee employment.

Additionally, Florida Academy of Nursing reserves the right to withhold certain services and privileges from Student as a result of non-payment of tuition and fees when due. **Services and privileges that may be withheld as a result of non-payment include but are not limited to Clinical Externships.** The school reserves the right to refrain from placing students in Clinical settings due to non-payment. **The school reserves the right to disallow a student from sitting in the NCLEX Review course unless the student has a current balance, which reflects that the student has paid 80% of his/her total tuition charge.** A late charge of thirty (\$100) dollars is added to any invoice or statement of accounts that is five (5) days or more overdue. Students are liable for all late fees, reasonable attorney's fees and all other costs and charges necessary for the collection of unpaid fees. Students must supply personal items, such as textbooks, pens, paper, and notebooks. Students are responsible for making their own photocopies and of absorbing the costs thereof. Students are held responsible for all misuse and/or breakage of equipment in the Academy's facilities.

## CONDUCT

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Students must conduct themselves in a manner that will enable the school to recommend them to prospective employers as courteous, considerate, and well-mannered individuals. The student must adhere to conduct that will not interfere with the learning process. It is strictly prohibited to be on campus while under the influence of drugs or alcohol. Unlawful possession of drugs or narcotics of any kind is grounds for immediate dismissal. Possession of firearms or weapons of any kind, while on campus or offsite during clinical or any other school event is grounds for immediate dismissal. Smoking, eating, drinking (i.e. soda or coffee) or chewing gum is not allowed in the classroom, laboratories or externship sites other than in the student lounge. Students will be responsible for all school property that their actions have damaged or destroyed with or without intent. Intentional defacing or destruction of school property by any student will result in immediate dismissal. Students are required to keep their work areas clean and orderly and return all equipment and supplies to their proper storage area before they leave the classroom or the laboratory for the day.

### Anti-Hazing Policy

Hazing is any conduct or initiation into any organization, which willfully or recklessly endangers the physical or mental health of any person. Its imposition or its use in any form of initiation is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator and will include counseling and possible expulsion from Florida Academy of Nursing.

## School Attire

The health profession maintains high standards for personal appearance and grooming. Students are required to wear the school uniform while on campus attending classes and at clinical and externship sites unless otherwise requested by the externship site. Since the primary objective of the school is to prepare students for employment, students are expected to be neat and clean in appearance while attending classes and clinical sites. The student shall appear well groomed in both class and clinical settings. Female students shall not wear acrylic nails in order to avoid transmission of diseases to patients. Fingernails of both male and female students must be kept short. Earrings are to be conservative in design. Students are required to avoid large hoops, long dangling earrings, any facial piercings outside of the ears and multiple rings. No headscarves permitted. No visible tattoos are permitted. Students are required to wear conservative hair colors, no pinks, blues, oranges or other non-natural shades are allowed. Students must also wear uniforms at all times.

## Outerwear

No outerwear is allowed on campus except a white lab coat. A white top may be worn under the lab coat or a blue top matching the color of the FAN scrub.

## Personal Appearance and Hygiene

In cultivating a professional appearance, students should pay careful attention to good grooming and personal hygiene. At a minimum, students must adhere to conventional standards of good taste.

- Keep uniforms clean and pressed. A solid, white, short-sleeve T-shirt or cotton turtleneck jersey may be worn under the uniform top. A plain white sweater or a white scrub jacket as assigned by the school is acceptable.
- Wear white shoes and plain white stockings (shoes must have noiseless rubber heels). No open-toes, no sports or open-back shoes are permitted.
- Keep shoes clean and polished.
- Wear conservative underwear, neutral in color with no patterns. Female students must wear a full slip with the uniform dress.
- Bathe regularly and use deodorant. Proper daily hygiene is essential since students work very closely with others.
- Avoid the use of perfumes or colognes. The excessive odor of perfume; cologne, scented powders, tobacco, bad breath or other offensive body odors is unacceptable in healthcare.
- Keep hair neatly combed, clean and tied back in a simple, out of the face style always while in uniform. No headbands, bows, scarves or bandanas.
- Keep beards, mustaches and other facial hair short and neatly trimmed.
- It is essential that students practice proper oral hygiene. Dentures and caps must be white, gold or silver. Designer caps are not permitted.
- Keep fingernails short and neatly manicured no longer than ¼" from the fingertip. Clear polish or no polish only. Nail art is prohibited. No visible tattoos. No piercings outside of the earlobe.
- Make-up is to be applied tastefully for a business atmosphere.
- Gum chewing is inappropriate and is not permitted at any time on campus or during clinicals.

Adherence to the dress guidelines is mandatory. Students are representing Florida Academy of Nursing and the nursing profession. Upon first violation of these rules, students will be given one written warning; a second incident will result in the probation and/ or dismissal from the program. A third warning will result in dismissal.

## **Cell Phone Policy**

Cell phone use is not permitted during class time. This rule extends to text messaging and emailing from a cell phone as well. Placing and receiving calls or sending and receiving text messages or emails during class disrupts the learning process and is prohibited. Phone calls are to be made only in the student lounge.

## **Substance Abuse Policy**

Florida Academy of Nursing maintains a standard of conduct in regard to the unlawful possession, use or distribution of controlled substances, such as drugs and alcohol, by the students on campus or as part of its activities at any location. Students are to report to the campus and clinical sites free from the effects of any of these substances. Violation of this standard of conduct will result in disciplinary action up to and including expulsion.

## **Acceptable Internet Use Policy**

Use of Florida Academy of Nursing's information technology is restricted to educational purposes. Eligible individuals are provided internet access in order to support their studies, instruction, duties as employees, official business with the school, and other school-sanctioned activities. Individuals may not share with or transfer to others their school accounts including network IDs, passwords, or other access codes that allow them to gain access to Florida Academy of Nursing's information technology resources. Students must use the school's computers responsibly and are prohibited from any computer or Internet use that is illegal, offensive, or includes pornographic material. Students may not install or remove the software from school computers. Students may not use the Florida Academy of Nursing's Internet connection to conduct business or download trial software or promotional software. Deliberately infecting Florida Academy of Nursing's computers with a virus is also grounds for immediate dismissal and criminal charges may be filed in such a case.

## **Dismissal**

Florida Academy of Nursing reserves the right to dismiss any student for maintaining poor academic standing, excessive absences, failure to comply with the regulations of the Academy as stated in the current catalog and/or literature, or for non-payment of tuition and fees when due.

Student conduct in the classroom and at the externship site must always be professional. The following list includes some, but not all, unacceptable behaviors that can and may lead to dismissal:

- Behavior disruptive to teaching or learning
- Behavior deemed harassing in nature and/or discriminatory
- Obscene language or use of profanity
- Hostile arguing
- Falsification of records
- Striking and physical fighting or any type of physical assault
- Physical or mental intimidation
- Theft of school or personal property
- Disrespectful behavior towards a staff or faculty member
- Violent behavior or threats of violence
- Violating the Acceptable Internet Use Policy
- Failure to maintain acceptable Standards of Academic Progress (SAP)
- Failure to comply with all of Florida Academy of Nursing's policies and procedures
- Failure to pay tuition

## **Disciplinary Suspension**

If a FAN student behaves in a manner that is unacceptable as described above, then that student is subject to dismissal or to disciplinary suspension.

The Director of Nursing, or the Chief Executive Officer, may, suspend [without prior notice] any student whose behavior presents a perceived or actual imminent risk to the life, health, welfare, safety or property of any member of the FAN community; or any student who has been indicted or otherwise formally charged with or convicted of a crime. Formal notice of disciplinary suspension will be provided, in writing, to the suspended student.

This disciplinary suspension will result in the separation of the student from the Academy (FAN) for a specified time period, usually no more than 6 months. Other conditions may also be stipulated for a student's readmission. Suspension applies to all programs, unless otherwise noted. Students who are suspended from FAN may not visit the Academy (at any location) or attend any Academy functions during the period of suspension or physically approach any FAN faculty or staff member unless prior written permission is granted by Director of Nursing or the Chief Executive Officer. After the suspension period has been served, the student should contact the Director of Nursing or Chief Executive Officer for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension will be placed on disciplinary probation for up to 1 year. If the student conducts another infraction within the 1 year [during disciplinary probation], the student will be dismissed and will not be permitted to return to the Academy for an indefinite period of time.

Students placed on disciplinary suspension will be withdrawn from the program immediately upon receiving formal notification of disciplinary suspension and a return of financial aid process will be initiated, to return unused funds back to the U.S. Department of Education.

### **Communicable Disease Policy**

It is necessary to safeguard the health and safety of the student and the patient (applicable when working at externship sites). All students are required to report any communicable disease(s) contracted immediately to the Director of Nursing. Working in concert with the Infection Control Department, Florida Academy of Nursing will implement all necessary safety protocols to determine incubation period, necessary leave of absence and

guidelines related to patient contact. The Director of Nursing will refer the student to the Department of Health's Office for evaluation. The student may be advised to see his or her private physician for diagnosis and treatment. The student may not return to any school activity until cleared by the Department of Health Office or the attending physician.

#### ***Students exposed to a communicable disease will:***

- 1) Notify the Director of Nursing of the exposure.
- 2) The Director of Nursing will notify the Infection Control Department to ascertain the necessary precautions to be taken.
- 3) The student will be referred to his or her attending physician for evaluation.
- 4) The student may not return to school until cleared by his or her attending physician or a physician designated by the school.

### **Student Complaint and Grievance Policy**

Occasionally, students have concerns and/or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors or anyone on staff at the Academy. If the administration must take disciplinary measures against a student, he/she may appeal the decision to the Grievance Committee, which is made up of impartial staff members and advisors.

Student Complaint Policies and Procedures Owner: Kayla Wright.  
Contact: [kayla@fanstudent.com](mailto:kayla@fanstudent.com)

### **State of Florida Procedure**

This school is licensed by the Commission for Independent Education, Florida Department of Education, License #4622. Inquiries or complaints regarding this institution may be made to the Commission at: 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399

### **ACCSC Complaint Procedure**

*Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:*

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

*A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.*

## **Disciplinary Actions**

Infractions of established policies and procedures requiring disciplinary actions shall be handled in a manner that demonstrates aggressive interventions as outlined under the probation policy.

### ***Appeals Process***

Should the aggrieved be dissatisfied with the outcome, he or she shall appeal in writing, stating the specifics of said dissatisfaction to the Director of Nursing within five days of receiving the decision. A written statement outlining the basis for the appeal must accompany the written request for a due process hearing.

Upon receipt of the written request for redress, the Director of Nursing will schedule a hearing before the school's Grievance Committee. The student will be given an opportunity to present relevant information concerning the infraction at the scheduled hearing, as well as have the opportunity to call witnesses in his/her own defense. The student will be informed by the Director of Nursing, in writing, of the Grievance Committee's final decision within five days of the meeting. Unresolved formal complaints that have followed due process may be submitted to the State of Florida's Commission for Independent Education.

If a student dispute is litigated, and the student receives an unfavorable decision, Florida Academy of Nursing will be entitled to any reasonable attorney's fees incurred in the legal proceedings.



## Florida Academy of Nursing's Code of Conduct

### **Ban on the revenue-sharing arrangement with any lender.**

Neither Florida Academy of Nursing as an institution nor any individual officer, employee or agent shall enter into any revenue sharing arrangements with any lender.

### **Ban on receiving gifts from a lender, guaranty agency or loan services.**

No officer, employee, nor agent, nor any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than the minimum amount.

### **Ban on contracting arrangements.**

No officer, employee, or agent shall accept from any lender or affiliate of any lender any fee, payment, or another financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or another contract to provide services to a lender or on behalf of a lender relating to education loans.

### **Prohibition against steering borrowers to particular lenders or delaying loan certifications.**

Florida Academy of Nursing shall not assign through award packaging or other methods any first-time borrower's loan to a particular lender; or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.

### **Prohibition on offers of funds for private loans.**

Florida Academy of Nursing shall not request nor accept from any lender an offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student that involves a payment by the institution to the lender for extending credit to the student.

### **Ban on staffing assistance.**

Florida Academy of Nursing shall not request nor accept from any lender any assistance with staffing.

### **Ban on advisory board compensation.**

No one employed in the finance office or who has any responsibilities with respect to education loans or other student financial assistance shall derive any material benefit from serving on an advisory board, commission, or group established by a lender, guarantor or group of lenders or guarantors. However, such individuals may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

## CLINICAL INFORMATION

Students must successfully complete all externship requirements in order to complete the program. Externships are a cooperative effort among the school, the students and the externship facilities. Students do not displace existing externship site personnel. The school maintains general liability insurance on all students and faculty while at externship sites.

Externship assignments are typically made throughout the didactic portion of the program. Students must adjust their schedules and personal lives in order to complete the externship course. Students must be prepared to travel to their externship assignments. Based on externship site availability, students may be required to complete their externship at more than one site. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to if or when other sites will be available. This may extend a student's expected graduation date. In the event of such an extension, students are expected to make use of labs and other school facilities at least eight hours per week as scheduled by the Director of Nursing. Students must be in good academic standing and fulfilling all financial obligations owed to the Florida Academy of Nursing before any site will be assigned.

### Clinical Externship

#### Externship Assignments

Externship assignments are available from Monday through Sunday, at varying hours. Typically, externships begin at 7 a.m. Please be advised that externship sites with hours after 5 p.m. are extremely limited.

Students are expected to make arrangements in order to complete hours designated by the externship site. Days or times of externship may not be rearranged without permission from the school's Clinical Coordinator. Any absence incurred on externship must be reported to the Director of Nursing, the Clinical Instructor as well as to FAN's Clinical Coordinator.

If the site or the school determines that the student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses three or more days of externship due to non-medical reasons, the student may be dismissed from the program. Students are expected to attend 100% of the required externship hours. Florida Academy of Nursing's holidays, vacations and make-up days do not apply to students on externship. If a student misses clinical externship and does not supply a doctor's note or a note from a hospital verifying a medical emergency, the student must pay \$30 per hour to make up each hour of clinical time. Students may be allowed two instances of excused clinical time throughout the length of the program but is required to make up for the missed hours. Beyond two instances, students are expected to pay \$30 an hour to make up clinical time even if the reasons are medically related. The student is responsible in contacting the Clinical Instructor and Clinical Coordinator to schedule makeup day(s) for any excused or unexcused absences. The Clinical Instructor must certify all required attendance hours.

## Externship Conduct

Upon completion of academic training, each student must complete an externship in a hospital, clinic and/or long-term care facility as part of his or her nursing program. The Clinical Coordinator and the Clinical Instructor will arrange all externships. The extern site is not obligated to employ the student following completion of the externship. During the externship, students are given the opportunity to put their classroom training into practical application under actual employment conditions. While on externship, the student is under the supervision of the Clinical Instructor and the training facility. Externship assignments will correspond with the completion of required coursework. All program and catalog requirements apply including dress code, name tags, drug use, etc. Additionally, students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing the confidentiality of medical information associated with the federal Health Insurance Portability and Accountability Act (HIPAA).

While on externship students must comply with the following extern regulations:

1. The school will assign you to an externship site. The school cannot guarantee a particular office or geographical location, though we will consider your request when making assignments.
2. You will be expected to work your assigned shift hours. Clinical externships take place from Mondays through Sundays, typically starting at 7 a.m. Depending upon state laws, a certain amount of time is required for lunch.
3. Externship is a part of your education. You will not be paid and will be withdrawn from the program if the facility reports that you were asking for or receiving pay.
4. Certain extern sites may require that you be tested for drug usage and/or be checked for any criminal background prior to accepting you as an extern.
5. You must meet the objectives on the externship check off list and on your midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require you to serve an additional externship period, or return to school for additional training, or may result in your termination from the school.
6. As part of externship requirements, you are responsible for completing and submitting forms and documents as required. Externship time sheets must be handed into the Clinical Instructor by the student at the end of the school day or first thing on the proceeding Monday morning. Midterm evaluations must be completed and delivered to the school at the halfway point of your externship. It is your responsibility to ensure that the Clinical Instructor has completed and signed all evaluations and time verification sheets and that the Clinical Coordinator has received them upon completion of your externship. Providing Florida Academy of Nursing with inaccurate data regarding externship attendance or performance is grounds for expulsion from the school.
7. It is your responsibility to attend scheduled meetings, including site interviews, before and during your externship. You may be required to return to the campus during your externship at the direction of your Clinical Instructor.
8. Students are expected to behave in a professional manner at all times. Any conduct, which reflects discredit or disrepute upon the student, the school, or the site, will subject the student to disciplinary suspension or termination from the school.

9. If you are going to be late or absent, you must notify the Clinical Instructor at least one hour prior to the start of clinicals. Continual violation of attendance policy will result in probation or withdrawal from school.
10. Immediately notify your Clinical instructor if any problems are encountered during the externship. Never walk off the site without first notifying your Clinical Instructor.
11. Tuition payments must be kept current in order for the student to be permitted to attend clinicals.
12. If you are terminated from an externship site or if you engaged in conduct that is disrespectful or in violation of school policy, then you will be subject to disciplinary suspension or termination. The Clinical Instructor will evaluate the circumstances of your suspension or termination and a decision will be made regarding your status as a student. You may be withdrawn from school at that time. If you are allowed to continue to extern and are terminated from another site, you will be permanently withdrawn from school.

### **Criteria for Assessing Student Performance While on Externship**

Students must demonstrate passing scores in his/her courses including practical written exams and hands-on lab exams prior to being assigned an externship.

During the externship course, each student will be evaluated in the areas of professional performance and appearance, attendance and practical skills. To complete the externship course successfully, a student must satisfactorily perform each of the procedures outlined in the training plan and demonstrate satisfactory work habits. If, when evaluated, the extern is unable to perform certain procedures properly, the student will be required to return to campus for additional training in the areas in which the student is deemed to need more preparation.

During the externship course, the student may be required to return to campus for weekly scheduled meetings with the Clinical Instructor in order to gain better practical skills. If the student's work habits are not satisfactory on the first evaluation, the Clinical Instructor will confer with the student at that time. If work habits are still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may only repeat the externship once. If failure of the externship occurs twice, the student will be withdrawn from the program.

The Evaluation for Clinical Course is described below:

Criteria Score	Unsatisfactory 1	Minimum 2	Satisfactory 3	Excellent 4	Grade
<b>Professionalism</b> <ul style="list-style-type: none"> <li>✓ Perfect attendance</li> <li>✓ Dress Code Policy</li> <li>✓ Conduct Policy</li> </ul>	Not punctual in coming in/ leaving out; not in compliance with the dress code and conduct policies.	Not able to come/leave on time and do not abide by the dress code and conduct policies most of the time.	Able to come/leave on time; abide by the dress code and conduct policies most of the time.	Able to come /leave on time; abide by the dress code and conduct policies all the time.	
<b>Assessments</b> <ul style="list-style-type: none"> <li>✓ Head -to -toe</li> <li>✓ Focused</li> </ul>	Incomplete or inadequate assessment or missed.	Able to complete assessments but not sure of the sequence or the reason for doing it	Able to complete correctly priority assessments; analyze abnormal findings based on pathophysiology and nursing concepts.	Able to accurately recognize priority assessments and perform correctly with confidence.	
<b>Prioritization</b>	Not able to prioritize assessments and nursing intervention or missed.	Not able to recognize and has difficulty demonstrating prioritization of care.	Able to adequately recognize the needs to take action but not in order of priority.	Able to accurately take actions on the priority assessments and nursing interventions.	
<b>Delegation and Assignment</b>	Did not delegate or missed.	Able to recognize the need but did not implement.	Able to delegate with some ideas on the rights of delegation.	Able to delegate safely and accurately utilizing the rights of delegation.	
<b>Client Safety</b> <ul style="list-style-type: none"> <li>✓ Handwashing/aseptic technique</li> <li>✓ check identifiers/allergies</li> <li>✓ use of PPE</li> <li>✓ lowering of the bed/side rail up</li> <li>✓ informed consent (if applicable)</li> <li>✓ fall prevention</li> </ul>	Did not demonstrate safe practice or missed.	Did some but not adequate.	Able to implement the minimum safety requirement.	Able to accurately demonstrate all the safety measures expected.	
<b>Communication</b> ISBARR Documentation	Not able to communicate /do not use ISBARR. No documentation done.	Able to communicate but not utilizing ISBARR format. Needs improvement in documentation.	Able to communicate with acceptable ISBARR format and documentation.	Able to accurately communicate utilizing ISBARR format with correct documentation.	
<b>Medication Administration</b>	No knowledge of the drug classification, mechanism of action; indications; pharmacokinetics of each drug presented; rights of medication administration; and correct dosage calculation or missed.	Has some knowledge of the drug classification, mechanism of action; indications; pharmacokinetics of each drug presented; rights of medication administration; but with difficulty	Has knowledge on most of the of the drug classification; mechanism of action; pharmacokinetics of each drug presented; rights of medication and correct dosage calculation.	Able to accurately demonstrate/articulate with confidence the drug classification; mechanism of action; indications; pharmacokinetics of all medications presented with correct dosage calculation.	
<b>Final Grade</b>	7/21 = 25% Failure	in dosage calculation. 14/28= 50% Failure Needs Remediation	21/28= 75% Pass	28/28= 100% Excellent	%

## **Clinical Experience, Request for Removal of Student**

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical site's policies and procedures, the student will receive a clinical evaluation grade of zero and be placed on behavioral probation, which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical site, the program will attempt to reassign the student to a different clinical site. We do not guarantee re-assignment. If we are able to re-assign the student and should a second incident occur, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not be permitted to advance to the next core course.

## **Clinical Simulation and Nursing Skill Lab**

The clinical simulation and nursing skill lab are part of the clinical course. Students are required to follow the same rules and policies for clinical externship when attending the Clinical Simulation and Nursing Skill Lab. A Nursing Lab Kit is required for every student attending this course. Students are expected to complete the required coursework which may include: out-of class assignments, nursing clinical skills, video trainings, and virtual simulation (vSim). Students must complete and Pass the assigned vSim in any required course that demonstrate competency and safe practice in clinical decision making. Students are responsible for knowing and practicing the nursing clinical skills and clinical simulation scenarios assigned in every course before the scheduled competency evaluation day. Attendance to this course is mandatory and tardiness and absences are strictly discouraged. Students must follow the same guidelines pertaining to clinical externship absences.

The Simulation Competency Evaluation Tool is described below:

Criteria Score	Unsatisfactory 1	Minimum 2	Satisfactory 3	Excellent 4	Grade
<b>Professionalism</b> <ul style="list-style-type: none"> <li>✓ Perfect attendance</li> <li>✓ Dress Code Policy</li> <li>✓ Conduct Policy</li> </ul>	Not punctual in coming in/ leaving out; not in compliance with the dress code and conduct policies.	Not able to come/leave on time and do not abide by the dress code and conduct policies most of the time.	Able to come/leave on time; abide by the dress code and conduct policies most of the time.	Able to come /leave on time; abide by the dress code and conduct policies all the time.	
<b>Assessments</b> <ul style="list-style-type: none"> <li>✓ Head -to -toe</li> <li>✓ Focused</li> </ul>	Incomplete or inadequate assessment or missed.	Able to complete assessments but not sure of the sequence or the reason for doing it	Able to complete correctly priority assessments; analyze abnormal findings based on pathophysiology and nursing concepts.	Able to accurately recognize priority assessments and perform correctly with confidence.	
<b>Prioritization</b>	Not able to prioritize assessments and nursing intervention or missed.	Not able to recognize and has difficulty demonstrating prioritization of care.	Able to adequately recognize the needs to take action but not in order of priority.	Able to accurately take actions on the priority assessments and nursing interventions.	
<b>Delegation and Assignment</b>	Did not delegate or missed.	Able to recognize the need but did not implement.	Able to delegate with some ideas on the rights of delegation.	Able to delegate safely and accurately utilizing the rights of delegation.	<b>100</b>
<b>Client Safety</b> <ul style="list-style-type: none"> <li>✓ Handwashing/aseptic technique</li> <li>✓ check identifiers/allergies</li> <li>✓ use of PPE</li> <li>✓ lowering of the bed/side rail up</li> <li>✓ informed consent (if applicable)</li> <li>✓ fall prevention</li> </ul>	Did not demonstrate safe practice or missed.	Did some but not adequate.	Able to implement the minimum safety requirement.	Able to accurately demonstrate all the safety measures expected.	
<b>Communication</b> <i>ISBARR Documentation</i>	Not able to communicate /do not use ISBARR. No documentation done.	Able to communicate but not utilizing ISBARR format. Needs improvement in documentation.	Able to communicate with acceptable ISBARR format and documentation.	Able to accurately communicate utilizing ISBARR format with correct documentation.	
<b>Medication Administration</b>	No knowledge of the drug classification, mechanism of action; indications; pharmacokinetics of each drug presented; rights of medication administration; and correct dosage calculation or missed.	Has some knowledge of the drug classification, mechanism of action; indications; pharmacokinetics of each drug presented; rights of medication administration; but with difficulty	Has knowledge on most of the of the drug classification; mechanism of action; pharmacokinetics of each drug presented; rights of medication and correct dosage calculation.	Able to accurately demonstrate/articulate with confidence the drug classification; mechanism of action; indications; pharmacokinetics of all medications presented with correct dosage calculation.	
		in dosage calculation.			
<b>Debriefing</b>	No knowledge and comprehension of the scenario presented	Has limited knowledge and do not have comprehension of the scenario presented	Able to identify basic information relevant to the scenario presented	Able to articulate the priority nursing action in the scenario, presented	
<b>Final Grade</b>	7/21 = 25% Failure	14/28/= 50% Failure Needs Remediation	21/28= 75% Pass	28/28= 100% Excellent	%

## Student Right-to-Know Disclosure Statement

Notice is hereby given that, in accordance with the Student-Right-to-Know Act (PL 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students at the Director of Admission's Office and will be provided Upon request.



### (FERPA) Family Educational Rights and Privacy Act

Florida Academy of Nursing is committed to the protection of students, rights, and privacy of information. In accordance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, § 1002.22, Florida Statutes (2004), the school allows students to access their education records; challenge records they believe to be inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records, in which case a written consent is not required.

The parent(s) of a dependent student (as defined in 26 U.S.C § 152, Internal Revenue Code) has the right to inspect records that are maintained by the school on behalf of the student.



## TUITION & FEES

### Nursing RN to BSN (BSN) Program

<b>Tuition</b>	\$150. 4477/Credit (Total of 67 Credits)
<b>Registration fee</b>	\$100.00
<b>Technology fee</b>	\$400.00
<b>Lab Fee</b>	\$250.00
<b>Graduation fee</b>	\$250.00
<b>Transcript</b> <i>* the First transcript is free. Additional transcript is \$20 each</i>	\$20.00
<b>Duplicate degree</b> <i>*first copy is included in tuition cost. An additional printed degree is \$50.00</i>	\$50.00
<b>FAN ID replacement</b>	\$15.00
<b>Late payment fee</b>	\$100.00
<b>Returned check fee</b>	\$100.00
<b>*Estimated lab coat cost</b>	\$82.50
<b>*Estimated book costs</b>	\$2,010.87

**FLORIDA ACADEMY OF NURSING OFFERS FINANCIAL AID FOR THE NURSING RN to BSN PROGRAM**

Please note that FAN's Nursing RN to BSN program comprises 90 quarter credits. Although 90 quarter credits will be delivered, students will be billed for only 67 quarter credits as reflected in the Student's Enrollment Agreement

## Associate of Science in Nursing (ASN) Program

<b>Tuition</b>	\$400.00/Credit (Total of 100 Credits)
<b>Registration fee</b>	\$200.00
<b>NCLEX Prep Software</b>	\$150.00
<b>Transcript</b>	\$20.00
<i>* the First transcript is free. Additional transcript is \$20 each</i>	
<b>Uniforms are \$40 for each pair</b>	\$80.00
<i>* Students will need to purchase 2 pairs of uniforms.</i>	
<b>Graduation fee</b>	\$250.00
<b>Duplicate degree</b>	\$50.00
<i>*first copy is included in tuition cost. An additional printed degree is \$50.00</i>	
<b>FAN ID replacement</b>	\$15.00
<b>ID Replacement for clinical site hospital / facility badge</b>	\$20.00
<b>Late payment fee</b>	\$100.00
<b>Returned check fee</b>	\$100.00
<b>*Estimated book costs</b>	\$1934.53
<b>*Estimated Immunization costs</b>	\$120.00
<b>*Estimated screenings (drug &amp; background)</b>	\$100.00
<b>*Lab Kit</b>	\$150.00
<b>Additional Exit Exam Fee*</b>	\$150.00
<i>*first HESI exit exam is included in tuition cost. Exam retake cost \$150.00</i>	
<b>UWorld – 180-day subscription</b>	\$169.00

**AT THIS TIME, FINANCIAL AID IS NOT AVAILABLE FOR THE ASN PROGRAM.  
HOWEVER FINANCIAL ASSISTANCE IS AVAILABLE IN THE FORM OF GRANTS, STUDENT  
LOANS, AND PAYMENT PLANS.**

## CANCELLATION & REFUND POLICY

**Cancellation Policy:** A student may cancel his/her enrollment within 3 business days of signing an enrollment agreement and receive a full refund of all obligations [including registration fee] paid directly to FAN as of that date.

Cancellation can be made in person or in writing. The written notice of cancellation need not take any particular form and, however, expressed, is effective if it indicates that the student no longer desires to be bound by this agreement.

Cancellation can also be made by school termination. All monies will be refunded if the school does not accept the applicant.

**Refund Policy:** If the student withdraws after attendance has begun, through 40% completion of the program, a pro-rata refund will be issued. A pro-rata refund is computed by dividing the total quarter credits of instruction OR hours of instruction remaining in the program based on the student's last date of attendance, by the total program credits or program hours. Cancellation after completing more than 40% of the program will result in no refund.

### ***The example below applies to Nursing RN to BSN students only***

For example, a student who attempts 9 quarter credits of the Nursing RN to BSN program and withdraws from the 90-quarter credit program, the calculation is as follows:

Credits remaining ( $90 - 9 = 81$ ) 81 divided by 90 credits in the program = 90%. The amount of tuition earned by the Academy is the total program tuition multiplied by 10% ( $100\% - 90\% = 10\%$ ). The amount paid in excess of the tuition earned less the Technology fee, less other non-refundable fees, and less admission and registration fees not to exceed \$150, is refunded to the student.

Students who attempt 36 credits or more, representing 40% of the 90-quarter credit program, are not eligible for a tuition refund.

### ***The example below applies to Associate of Science in Nursing students only***

For example, a student who attempts 24 quarter credits of the ASN Nursing program and withdraws from the 100-quarter credit program, the calculation is as follows:

Credits remaining ( $100 - 24 = 76$ ) 76 divided by 100 credits in the program = 76%. The amount of tuition earned by the Academy is the total program tuition multiplied by 24% ( $100\% - 76\% = 24\%$ ). The amount paid in excess of the tuition earned less the Technology fee, other non-refundable fees, and admission and registration fees not to exceed \$150, is refunded to the student.

Students who attempt 40 credits or more, representing 40% of the 100-quarter credit ASN program, are not eligible for a Tuition refund. **Refunds:** Refunds shall be issued within 30 days of the withdrawal date.

Students who attempt 594 hours or more, representing 40% of the 1485 clock hour program, are not eligible for a tuition refund.

***The following policies apply to all programs.***

**Withdrawal Date:** The withdrawal date is the earlier of:

1. The date the student notifies the Academy in writing or by email of his/her intent to withdraw.
2. The date FAN, due to violation of policy, withdraws the student.
3. If a student fails to return from LOA, then the withdrawal date is the last day the student attended prior to going on LOA.
4. In the event the student does not attend the Academy for 14 consecutive days, the student will be withdrawn on the 14th day, and the 14th day of consecutive absences will be considered the withdrawal date.

**Refunds:** Refunds shall be issued within 30 days of the withdrawal date.

### **Late Payment and Return Check Policy and Fees:**

At Florida Academy of Nursing, monthly payments are due on the 15th of each month. A \$100 late fee will be applied should 1) the payment be made after the 20th of each month OR 2) the student fails to pay the full amount of the monthly payment due as stipulated in the student's Institutional Payment Plan. The student's Institutional Payment Plan can be found on page 5 of the student's enrollment agreement.

### **Non-Sufficient Funds Policy**

If a payment by check or draft is not honored by the drawee, then the student will be charged a \$100 fee.

## STAFF

**Lisa Telfer**

Chief Executive Officer / Founder / On-site Administrator

**Dr. Andrew Menyonga**

Director of Nursing / Nursing Instructor

**Kayla Wright**

Chief Of Staff for DON /  
Complaint Policies & Procedures / Placement Officer / Nursing  
Instructor

**Lisa Anne Shaw**

Director of Admissions

**Natasha Webster**

Admissions

**Gerleen Russell-Dunmeyer**

FA Director of Oversight & Eligibility / Financial Aid Administrator

**Irene Roman**

Director of Education / Curriculum Developer

**Desiree Castro**

Operations Manager / Registrar / Bursar / Head of Student Services

**Jean Michael Roman**

Director of IT & Marketing / STARS Student Info. System Lead /  
Clinical Coordination

**Dhjevani Lawrence**

LMS/IT Administrator / Student Testing Services / Student  
Services Assistant / Assistant to Librarian

**Jeremy Jensen**

Librarian

**Lorraine Tracey**

Academic Advisement / Personal Advisement

# NURSING FACULTY & ACADEMIC TEAM

## Andrew Menyonga, DNP, MSN, RN

### Director of Nursing Nursing Instructor

- ❖ Doctor of Nursing Practice, Chamberlain College of Nursing
- ❖ Master of Science in Nursing, University of Phoenix
- ❖ Associate of Science in Nursing, Miami Dade College

## Irene Roman, MSN, RN

### Director of Education / Curriculum Developer

- ❖ Master of Science in Nursing Education, Western Governors University
- ❖ Bachelor of Science in Nursing, University of San Agustin
- ❖ RN Diploma in Nursing, Iloilo College

## Dr. Peppie Tandhasetti, PHD, RN Nursing Instructor

- ❖ Ph.D. in Education with Specialization in Nursing Education, Capella University
- ❖ Master of Science in Nursing Ed, Western Governors University
- ❖ Bachelor of Science in Nursing, Far Eastern University
- ❖ Master of Science in Adult Education, Florida International University
- ❖ Master of Business Administration in Health Care Management, University of Phoenix

## Katia Foust, ARNP, MSN, RN

### Nursing Instructor

- ❖ Master of Science in Nursing, Family Nurse Practitioner, Graceland University
- ❖ Bachelor of Science in Nursing, Grand View University

## Panzie Salmon, MSN, RN

### Nursing Instructor

- ❖ Master of Science in Nursing Education, Chamberlain College of Nursing
- ❖ Bachelor of Science in Nursing, University of Phoenix

## Dolores Fishbein, MSN, RN

### Nursing Instructor

- ❖ Master of Science in Nursing, Florida Atlantic University
- ❖ Bachelor of Science in Nursing, Molloy College

## Kayla Wright, BSN, RN

### Nursing Instructor / Teaching Assistant

- ❖ Bachelor of Science in Nursing, Florida Academy of Nursing
- ❖ Associate of Science in Nursing, Florida Academy of Nursing

## Alicia Bahadur, MD

### GenEd & Science Instructor

- ❖ Bachelor of Medicine & Surgery, University of the West Indies
- ❖ Master of Public Health, University of South Florida
- ❖ Bachelor of Science in Biology, Nova Southeastern University

## Kaysia Earley, JD, BA in Political Science GenEd Instructor

- ❖ Juris Doctor of Law, St. Thomas University School of Law
- ❖ Bachelor of Arts in Political Science, Howard University

## Sophia Nicholson, MA in Leadership GenEd Instructor

- ❖ Master of Science in Leadership, Nova Southeastern University
- ❖ Bachelor of Arts in Business, Management, Marketing, and Related Support Services, University of Phoenix

## Ivelisse Gaud, MBA, BS in Chemistry

### GenEd Instructor

- ❖ Master of Business Administration, Nova Southeastern University
- ❖ Bachelor of Science in Chemistry, University of Puerto Rico

## Farah Levasseur, MS in Marital, Couples, Family Counseling / Mental Health, BA in English & Creative Writing GenEd Instructor

- ❖ Master of Science in Counseling - Marital, Couples, Family / Mental Health, Barry University
- ❖ Bachelor of Arts in English & Creative Writing, University of South Florida

## Janae King, Master's of Arts in Social Entrepreneurship / Bachelor of Arts in English GenEd Instructor

- ❖ Master of Arts in Social Entrepreneurship, Pepperdine University
- ❖ Bachelor of Arts in English, University of Florida

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