Angeles Institute, LLC

WHERE FUTURE NURSES START

College Catalog

2026



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www.angelesinstitute.edu

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School Information

Mission and Vision Statements

The mission of Angeles Institute is to provide each student a professional, ethical, and stimulating educational experience in healthcare.

The vision of Angeles Institute is a community where healthcare needs are met by competent professionals.

The goal of Angeles Institute is to prepare students to meet their goal in a healthcare profession or education. A graduate from Angeles Institute will be able to enter the healthcare field as a safe and competent practitioner. The graduate will be able to enhance health and wellness in individuals, families, and/or communities.

The Mission, Vision, and Goals work together in reflecting the core values of Angeles Institute (Respect, Integrity, and Responsibility). Angeles Institute offers a diploma program in Vocational Nursing and certificate programs in Nurse Assistant Training (CNA) and Home Health Aide.

Statement of Philosophy

At Angeles Institute, the philosophy guiding our Vocational Nursing Program reflects a deep commitment to the ethical, scientific, and humanistic foundations of nursing. We understand nursing as a professional discipline defined not only by clinical competence but by integrity, social responsibility, and the capacity to provide care that is both precise and compassionate.

We believe every human being possesses inherent dignity and deserves care that affirms their autonomy, values, and lived experience. Health is viewed as a dynamic state of physical, psychological, and social well-being, while illness represents a disruption of this equilibrium, often manifesting as a loss of control, independence, or connection. Nurses, therefore, do more than address physical symptoms; they become skilled advocates, educators, and facilitators of self-efficacy and restoration.

Our view of society acknowledges that individuals do not experience health or illness in isolation. Access to care, economic and social opportunity, language, and community context profoundly shape how health is maintained or disrupted. Our students are challenged to understand and respond to these social determinants of health, and to do so with humility, precision, and an unwavering sense of equity. We intentionally prepare graduates to navigate complex healthcare systems, to recognize disparities, and to act ethically within them equipped with a framework for advocacy and systems-based thinking.

Education within our program is designed as a transformative process. Drawing from adult learning theory, we understand that meaningful learning occurs when students are actively engaged, intellectually stimulated, and supported in developing professional identity. Faculty act as facilitators of critical thinking and personal development, curating learning environments that promote psychological safety, mutual respect, and academic rigor. Through small class sizes, responsive mentorship, and the deliberate integration of reflection into practice, we ensure students not only acquire skills, but cultivate the reasoning and confidence necessary for sustained growth.

Learning at Angeles Institute is holistic and deliberately scaffolded. Our curriculum engages the cognitive, psychomotor, and affective domains simultaneously, building technical competence while fostering ethical reasoning and emotional intelligence. We view clinical skill not as an endpoint, but as one component of professional formation. Students are expected to evolve not only in their ability to perform tasks, but in their capacity to interpret, prioritize, and act with discernment in dynamic clinical settings.

The foundation of this philosophy is exemplified through the integration of Dorothea Orem's Self-Care Deficit Nursing Theory, which serves as a guiding structure for both instructional design and clinical application. Orem's theory asserts that individuals strive to maintain autonomy through self-care, and that nursing intervenes when this capacity is disrupted. This model directly informs our understanding of patient care: we train nurses to assess for self-care limitations, implement appropriate supports, and whenever possible, restore independence. It also reflects how we educate: recognizing students as developing professionals who, through deliberate support and challenge, grow into clinicians capable of independent judgment and safe, ethical action.

In alignment with the American Nurses Association Code of Ethics, the QSEN competencies, and the National League for Nursing's core values, we ensure our graduates are prepared to function as competent, reflective, and socially responsive nurses. These standards are embedded throughout the educational experience, not simply cited as aspirational benchmarks but operationalized in our evaluation, instruction, and student outcomes.

Ultimately, our philosophy reflects both a reverence for the nursing profession and a belief in the transformative power of education. We do not view our graduates as task-performers, but as ethical practitioners, lifelong learners, and vital contributors to the evolving healthcare landscape. At Angeles Institute, we

are not merely teaching nursing, we are shaping nurses who lead with integrity, serve with humility, and elevate every space they enter.

Campus Location and Facilities

Angele Institute classrooms are located at 17100 Pioneer Blvd., Suite 170, Artesia, CA 90701. This site was chosen due to its location in south Los Angeles County. This location can serve the needs of Los Angeles & Orange County residents as well as other counties. The Institute is nearby to the 405, 710, 91 and 605 freeways, making it an accessible location for all students. The campus occupies approximately 14,784 sq. ft. of classroom and office space. The campus has ample parking. The classrooms are furnished appropriately with laboratory and instructional furniture for the type of work performed.

The campus is maintained in accordance with current health and safety standards. Cleaning and infection control protocols follow applicable CDC and state guidelines as updated. Hand Sanitizing units are on campus for student and staff use and well as hand washing stations that are available in the skills and simulation labs.

All classes are held at the Angeles Institute classrooms located in Artesia, CA. Programs that require clinical experiences are held at approved clinical facilities off-campus.

Hours of Operation

Office: 8:00 AM to 5:00 PM Monday through Friday

Owner

Angeles Institute, LLC – A California limited liability corporation

Corporate and School Administration

Brandy Coward – Director of Nursing/President/Veterans Record Clerk
Scott Coward – Campus Director/Treasurer/Veterans Record Clerk/CNA Program Director
Meri Halvorsen – Assistant Director of Nursing
Alicia Robinson – Director of Compliance/Student Affairs/Marketing
Kelvin Solomon – Chief Financial Officer/Secretary/Veterans Record Clerk
Kennith Solomon – Director Business Operations/Veterans Record Clerk/VA Certifying Official
Veronika Solomon – Campus Operations Director/Academic Dean

Faculty and Qualifications

Full-time Faculty:
Patricia Abrahams, AA, AND, RN – Broward Community College
Jonamarie Aragon, LVN – Casa Loma College
Brandy Coward, MA, MSN, RN, PHN, FNP-C, ENP-C – Western University of Health Sciences
Scott Coward, AA, BSN, RN – United States University
Mary Franklin, Teaching Credential, LVN – Long Beach City College
Catherine Freese, LVN – Stanbridge University

Full-time Faculty continued:
Jay Frietze, MSN, RN, FNP – California State University, Long Beach
Meri-Margaret Halvorsen, BA, BSN, RN – University of Texas, Arlington
Robert Hanson, Teaching Credential, LVN– Los Angeles Trade Technical College
Jovan Iglesias, BS, LVN – UC Irvine
Adrienne Johnson, BA, LVN – University of Southern California
Areanne Medina, Teaching Credential, LVN – American Career College
Estelita Munsell, AA, LVN – Cerritos College
Veronika Solomon, MSN, RN, PHN, PMHNP-BC – Duke University

Part-time/Substitute Faculty:
Kristine Bustos, MSN, FNP – Charles Drew University
Jona Mendoza, LVN – Everest College
Michael Sumague, BA, LVN – California State University, Long Beach

AI Staff
Andrea Amparo – Student Affairs Specialist
Angel Armendariz – Recruitment Specialist 2
Rhea Copeland – Student Affairs Specialist
Trevor Coward – Registrar/Supplies Assistant
Samantha Delaney – Registrar/Graphics Design Developer/Illustrator
Louie Garcia – Financial Aid Advisor/VA Certifying Official
Vanessa Grundy – Reception
Joselyn Lopez Santillan – Student Affairs Manager
Melanie Mairena – Student Affairs
Marcus McCant – Academic Support
Laura Monay – Reception
Chris Rivero – Academic Support
Alicia Scannapieco – Reception
Kelly Vande Vegte – Office Clerk

Accreditations, Approvals, and Memberships

Angeles Institute, a private institute, has been granted institutional Approval to Operate by Means of Accreditation from the Bureau for Private Postsecondary Education pursuant of the California Education Code Section 94890. Approval to operate means the institution is compliant with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
https://app.dca.ca.gov/bppe/default.asp

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

Angeles Institute has obtained approval by the Board of Vocational Nursing and Psychiatric Technicians.

http://www.bvnpt.ca.gov/education/schools/vn_schools.shtml

Angeles Institute has obtained institutional accreditation by the Commission of the Council on Occupational Education (COE). COE is recognized by the U.S. Department of Education as an Institutional Accrediting Agency.
http://www.council.org/accredited-institutions/
https://www2.ed.gov/admins/finaid/accred/accreditation_pg3.html#RegionalInstitutional

Angeles Institute is an education agency member with the National League of Nursing.
http://www.nln.org/membership/memberschools.cfm

Angeles Institute has obtained approval by the California Department of Public Health.
https://www.cdph.ca.gov/services/training/Documents/CNA.pdf

Admissions

Admissions Procedures

The following are the requirements for admission to Angeles Institute Diploma and Certificate programs:

A. Required Interviews and appointments that must be completed.
   1. Interview with Recruitment Specialist.
   2. Interview with the Academic team.
   3. Schedule appointment with the Financial Coordinator to arrange payment.

B. Required documentation that must be submitted (Transcripts and other documents submitted become the property of Angeles Institute and they are not returned to you or forwarded in any form to another college/university).
   1. Completed Admission application.
   2. Proof of age by official documentation (must be at least 17 years of age at time of course completion for the Vocational Nursing program; 16 years of age for the Nurse Assistant Training Program – CNA & Home Health Aide Program).
   3. Proof of successful completion of any of the following with **official** transcripts or **official** documentation (For Vocational Nursing program **only**):
      a. 12th grade U.S. education from an accredited school.
      b. General Education Development test (GED).
      c. California High School Proficiency Examination (e.g., CHSPE, HiSet).
      d. Foreign equivalency of 12th grade U.S. education as evaluated by an approved professional service (information on service provided).

e. School District letter with seal/letterhead documenting graduation from U.S. High School, if transcripts or diploma not available.

4. Proof of successful completion of the Nurse Assistant Training Program (NATP) is needed for the following situations:
    a. To enter the HHA program (CNA certification or consecutive enrollment with the Angeles Institute NATP (CNA) program is required for entry into the HHA course)

C. Required testing
1. Minimum passing score on the Wonderlic examination.
    a. Vocational Nursing
        i. Wonderlic score of 16.
    b. Nurse Assistant Training Program (CNA)
        i. Wonderlic score of 12.
    c. Home Health Aide (HHA)
        i. Wonderlic score of 12.
2. A background check must be completed with no disqualifying findings (e.g., felony, drug-related convictions, etc.). Students must be eligible for placement in clinical rotations based on the background check results.
3. Drug testing may be required during the program due to clinical site specifications. Students demonstrating a positive result on the drug testing will be dismissed from the vocational nursing program.

Admissions Policy

A. Completion of **all** admission procedure steps.
B. Additional procedures:
a. All transcripts and/or documentation must be official, meaning that they are certified, sealed and posted by the issuing institution or delivered electronically from certified transcript service (e.g., Parchment).
b. Angeles Institute requires that students admitted into a program requiring a high school diploma, submit a high school transcript or a college transcript of a completed degree.
    i. This requires that the student:
        1. Orders and submits official transcripts to Angeles Institute from the U.S. school or college.
        2. Obtains an evaluation of foreign documentation from an approved evaluation service.
c. Angeles Institute can review unofficial transcripts or documents for the purpose of potential admission; however the student must provide their official transcript as soon as possible.
d. High school transcripts, high school equivalency, or foreign equivalency is considered valid if granted or evaluated by:

i. A state department of education (e.g., California Department of Education) **or**,
ii. A regional accreditation agency:
    1. Cognia: Accreditation & Certification
    2. Middle States Commission on Higher Education/Secondary Schools
    3. New England Association of Schools and Colleges
    4. Northwest Commission on Colleges and Universities
    5. Southern Association of Schools and Colleges
    6. Western Association of Schools and Colleges
iii. A foreign evaluation agency approved by one of the following:
    1. Association of International Credential Evaluators (AICE)
    2. National Association of Credential Evaluation Services (NACES)

e. If Angeles Institute or the Secretary of the U.S. Department of Education has reason to believe that the high school completion is not valid or was not obtained from an entity that provides secondary school education, Angeles Institute will take the following steps:
    i. Check with the high school to confirm the validity of the student's diploma; **and**
    ii. Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
    iii. Other approaches may be used if they serve to validate the student's high school completion.
f. Approval of admission by the Academic team.
g. Completion of the Enrollment agreement with required nonrefundable fee. Enrollment agreement must be signed by a parent or guardian if the applicant is under 18 years of age.
h. Completion of all financial arrangements during enrollment.
i. Transfer students (Vocational Nursing):
    i. Must complete all admission procedures/policy steps.
    ii. Provide official transcripts of previous coursework for evaluation (completed within the last 5 years).
    iii. Grades of "C" or better or its equivalent are required to be considered for credit (school must be accredited).
    iv. All documentation and admission procedures must be completed at least two weeks prior to the start of the expected start date. This includes completion of all immunizations and tests, a current physical examination, and a current AHA BLS CPR card.

v. Recognition of credits earned at another institution is evaluated on the basis of comparable hours/credits issued by another institution. The maximum amount of credits/hours awarded is limited to not more than 50 percent of the total credits/hours required for completion of the vocational nursing program. A transfer student with the appropriate transfer credit (e.g., hours completed and content completed at previous nursing school, etc.) **may be able to enter into VN 100 or VN 200**.

vi. The transfer applicant will not be required to take an examination to determine if transfer credit will be granted if transfer credit is sought by the applicant. The transfer applicant may be tested to determine whether specific deficiencies exist that require remediation and will be required to complete the remediation component prior to entry into the program.

vii. The transfer student can decline credit for any portion of the program for which the applicant is eligible to receive. The transfer applicant will sign the waiver of credit form.

j. Transfer students (Nurse Assistant Training Program (CNA) and Home Health Aide):

i. **No** transfer credit is allowed for the Nurse Assistant Training Program (CNA) or the Home Health Program.

ii. Both of these programs total credits/hours must be successfully completed at Angeles Institute to be able to receive credit/hours.

Acceptance into the program is granted after successful completion of all components of admission as well as the availability of space within the classroom and clinical settings.

ADDITIONAL REQUIREMENTS

A. The academic & attendance requirements as well as stamina demands requires the nursing student to be in good physical and mental health.

In order to provide safe and effective patient care in the program, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum requirements.

B. All students are required to meet the following health policies:

1. Pass a general physical examination with a healthcare provider release within two weeks into the program.

2. Provide titers or if titers are negative provide proof of immunization (vaccination) for:
    a. Measles, Mumps, Rubella
    b. Hepatitis B
    c. Varicella
    d. PPD and/or CXR if positive
    e. Influenza
    f. COVID-19

C. The completed health record which includes the healthcare provider release, healthcare provider opinion of overall health, results of titers, PPD and CXR and immunization record is kept in the student file.

NOTE: ***IT IS IMPORTANT FOR THE STUDENT TO DISCLOSE TO NURSING ADMINISTRATION ANY CHANGES IN HEALTH. IF A CHANGE IN HEALTH HAS OCCURRED THE STUDENT IS REQUIRED TO OBTAIN A FULL MEDICAL RELEASE FROM THEIR HEALTHCARE PROVIDER AND SUBMIT IT TO NURSING ADMINISTRATION. THE FULL MEDICAL RELEASE FROM THE STUDENT'S HEALTHCARE PROVIDER MUST BE SUBMITTED PRIOR TO ATTENDING THE NEXT CLINICAL. A STUDENT MAY NOT ATTEND CLINICAL WITHOUT FULL MEDICAL RELEASE AND COULD BE SUBJECT TO DROP FROM THE PROGRAM WITHOUT IT. IF REASONABLE ACCOMMODATION IS NEEDED, CONTACT THE STUDENT AFFAIRS DEPARTMENT FOR THE APPROPRIATE DOCUMENTATION AND DIRECTIONS.***

Additional Requirements Vocational Nursing (Transfer and Re-entry students)
Transfer students and re-entry students are required to complete the following online review courses:

- Transfer / Re-entry students:
    - VN 105, 106, 107 for entry into VN 100B
    - VN 105, 106, 107, 201T/R for entry into VN 200A
    - VN 105, 106, 107, 202T/R for entry into VN 200E
    - VN 301R, VN 302R for re-entry only into VN 300AD or VN300E

Financial Aid Eligibility Requirements

To be eligible for financial aid, a student must:

1. Be a citizen of the United States or an eligible permanent resident;
2. Be enrolled in an eligible program;
3. Be making Satisfactory Academic Progress toward graduation;
4. Be a high school graduate or its equivalent;
5. Be enrolled at least half-time;
6. Have a valid Social Security Number;
7. Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
8. Not been convicted of a drug-related offense that occurred while enrolled in school and receiving Title IV aid;
9. And have completed the United States Selective Service requirements, if applicable.

Entrance Exam

The Wonderlic Scholastic Level Exam is a short form measure of cognitive ability. Cognitive ability is used to describe the level at which an individual learns, understands instructions and solves problems.

Each Wonderlic test form consists of 50 questions and incorporates a wide variety of problem types. The questions include word comparison, disarranged sentences, sentence parallelism, following directions, number comparisons, number series, analysis of geometry figures and story problems requiring either mathematics or logic solutions. The test questions are arranged in order of difficulty, beginning at a modest level and gradually increasing.

Successful applicants will demonstrate a suitable level of learning ability and a mastery of fundamental basic skills.

The applicant can take the examination a maximum of four times in a 3-month period and only once per day. The acceptable score for the Vocational Nursing program is a score of 16. These applicants are eligible for an interview with the academic team.

Applicants that do not meet the above score for their program do not qualify to enter the certificate or diploma programs.

Credit for Previous Training (Vocational Nursing only)

Nursing applicants can receive credit for education successfully completed within the last five years. Courses that qualify for evaluation are:

- Accredited vocational or practical nursing courses
- Accredited registered nursing course
- Accredited psychiatric technician course
- Armed services nursing course
- Certified nurse assistant courses

Recognition of credits earned at another institution is evaluated on the basis of comparable course content and clock hours. Applicants requesting transfer credit must submit official transcripts for evaluation. No more than 50 percent of the total clock hours required for completion of the Vocational Nursing Program may be awarded through transfer credit. A transfer student with the appropriate transfer credit (e.g., hours completed and content completed at previous nursing school, etc.) **may be able to enter into VN 100 or VN 200**.

The transfer applicant will not be required to take an examination to determine if transfer credit will be granted if transfer credit is sought by the applicant. The transfer applicant may be tested to determine whether specific deficiencies exist that require remediation and will be required to complete the remediation component prior to entry into the program.

The transfer student can decline credit for any portion of the program for which the applicant is eligible to receive. The transfer applicant will sign the waiver of credit form.

Transfer of credit for nursing courses is subject to the discretion of the Director of Nursing or designated program representative.

- Additional courses may be considered for transfer credit if the school determines the courses are equivalent to courses in the program.
- Competency-based credit may be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations, administered and evaluated by a program representative. Competency-based credit is subject to the combined maximum stated under Experiential and Competency-Based Credit, below.

The Nurse Assistant Training Program (CNA) and Home Health Aide Students must complete the entirety of the program and do not qualify for transfer credit.

Experiential and Competency-Based Credit

A student who has prior experience or demonstrated competency that contributes to learning relevant to the healthcare curriculum may petition for academic credit through either **Experiential Learning Credit** or **Competency-Based Credit**.

Requests for Experiential Learning Credit or Competency-Based Credit, including all required supporting documentation, must be submitted at least two weeks prior to the student's anticipated start date or entry into the applicable course or term. Incomplete or late requests may not be considered.

Experiential Learning Credit is based on the evaluation of documented prior education, learning, training, and experience. Students requesting Experiential Learning Credit must submit a resume, supporting documentation, and a letter describing the basis for the request to the Admissions Department at the time of petition. All materials will be evaluated by a program representative.

Competency-Based Credit is awarded based on successful completion of written and/or practical examinations administered and evaluated by a program representative. To request Competency-Based Credit, a student must submit a resume, supporting documentation, and a letter describing the relevant education, training, or experience that forms the basis for the request to the Admissions Department or other designated institutional office at the time of petition. The submitted documentation will be reviewed by a program representative to determine whether sufficient evidence exists to support administration of a competency evaluation.

The combined maximum credit that may be awarded through Experiential Learning Credit and Competency-Based Credit is **40 clock hours** in the Vocational Nursing Program.

Because the Vocational Nursing curriculum is integrated, content areas are not offered as separate, standalone instructional units, and required attendance hours cannot be reduced without disrupting the integrated course sequence. Accordingly, approved Experiential Learning Credit and/or Competency-Based Credit is documented in the student's academic record and applied in accordance with institutional policy and does not reduce required instructional or clinical attendance. Program placement and entry point are determined separately based on the Transfer Credit evaluation described above.

The **Certified Nursing Assistant (CNA)** and **Home Health Aide (HHA)** programs are not eligible for Experiential Learning Credit or Competency-Based Credit because students must complete the minimum hours required by the applicable regulatory agencies.

Students may appeal a decision by filing a request for appeal with the Student Affairs Department.

Acceptance to the Institute

Upon completion of the required documents, testing and interviews for admission, the administration will review the information and a final determination will be made. If accepted the applicant will be offered a contract for enrollment. If an applicant is not accepted, all fees paid are refunded except the nonrefundable application fee and other nonrefundable fees (see additional course fees).

Transfer of Credit Between Programs

Nursing applicants can receive credit for education successfully completed within the last five years. Refer to Credit for Previous Training for further information.

Transfer of Credit to Other Schools

It is the responsibility of students who plan to transfer to other postsecondary institutions to acquaint themselves with the requirements of any selected college, university, or institution. Angeles Institute does not guarantee transferability of credits and it should not be assumed that any courses or programs described in this catalog could be transferred. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution. This is a standard transfer-of-credit procedure.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION"

The transferability of credits you earn at Angeles Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma or certificate) you earn at Angeles Institute is also at the complete discretion of the institution to which you seek to transfer. If the (credits, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Angeles Institute to determine if your (credits, diploma or certificate) will transfer.

Angeles Institute has not entered into a transfer or articulation agreement with any other university or college.

Student Information and Services

Code of Conduct

1. *Angeles Institute has the right to protect its educational purpose and its students, faculty, staff and sites from the irresponsible conduct of others. A violation of the code of student conduct may result in serious consequences, ranging from a warning notice, suspension, probation, or dismissal from the program. Conduct that could subject a student to disciplinary action,* ***includes, but is not limited to, the following****:*
2. Students will be held responsible for their actions while in attendance at the Institute and at other facilities (such as clinical sites, satellite sites, field trip sites).
3. At Angeles Institute, each student bears the responsibility of upholding academic integrity and ensuring the quality of their education. Any act of cheating or plagiarism related to any of the programs at the institute will result in expulsion. Academic dishonesty not only compromises the integrity of knowledge but also deceives those who rely on it, such as future employers, patients, and clinical facilities.
    a. **Cheating** – *Any attempt to give or obtain assistance (before, after, and during) in an academic setting (e.g., giving or receiving help during tests)*
    b. **Plagiarism** – *The adoption or reproduction of ideas, words, or statements of another person*
    c. **Deception** – *Providing false information to the instructor or any campus employee*
    d. **Fabrication** – *Falsification, forgery, alteration or misuse of documents, records, identification materials, educational materials, internet access or Institute property.*
    e. **Sabotage** – *Acting to prevent others from completing their work*
4. Professional conduct is expected at all times. Professional conduct cultivates an environment characterized by respect and integrity. Nursing

students are required to exhibit empathy, compassion, and sensitivity in all their interactions. It is imperative that each student maintains a consistently positive, courteous, and respectful demeanor when interacting with all individuals (e.g., fellow students, faculty, staff, clinical site employees, etc.).

5. Obstruction or disruption of teaching, administration, disciplinary proceedings or other Institute activities.
6. Theft, misuse, or damage to property on Institute premises or clinical, satellite, field trip property.
7. Unauthorized entry or use of Institute, clinical, satellite or field trip facilities and equipment.
8. Disorderly, indecent, or obscene conduct on Institute property or at clinical, satellite or field trip site.
9. Harassing a person through unwanted conduct directed at him/her that causes reasonable fear for safety or is sufficiently pervasive and persistent that it interferes with the person's schooling or employment.
10. Threatening physical abuse, intimidation, coercion and/or other conduct which threatens the health or safety of others.
11. Physical abuse or action that threatens the health and safety of any person on Institute property or at a clinical site, satellite site or field trip site property.
12. Engaging in, any sexual misconduct, including but not limited to, sexual assault and sexual harassment.
13. Students may not be in possession of a weapon or create a safety hazard to others while on Institute or clinical, satellite, field trip property.
14. Possessing, consuming or distributing any controlled substance, including alcoholic beverages, in violation of the law or Institute rules and regulations, or appearing on campus or at clinical, satellites or field trip site under the influence of such substances.
15. Failure to comply with the verbal or written instructions of Institute employees acting in the performance of their duties.
16. Failure to comply with reasonable requests by authorized Institute officials or representatives acting on behalf of the Institute (e.g., appointments, disciplinary meetings, investigations).
17. Failure to comply with re-entry procedures or any sanctions imposed.
18. Condoning any act by another student that violates Institute policy and Institute conduct expectations.
19. Dress that fails to meet the Institute policy in classroom, clinical, satellite and field trip settings.
20. Violation of "No Smoking" policy within the building of the Institute, clinical, satellite and field trip site.
21. Non -Disclosure of changes in health status.
22. Knowingly filing a complaint comprised in whole or part of false accusations.
23. Providing any false statement or misleading information, including by

omission, to or about the Institute.
24. Posting false or incorrect information.
25. Commission of any offense prohibited by federal, state or local law.
26. NOTE: The Institute does not provide child care services. Children are not permitted in the instructional areas. Violation of any of the conduct guidelines may result in a warning notice, suspension, probation, or termination from the program.

Violation of any of the conduct guidelines may result in a warning notice, suspension, probation, or **termination** from the program. Certain conduct violations or code of conduct violations will result in immediate drop from the program.

Academic Dishonesty

The maintenance of academic integrity and quality education is the responsibility of each student within Angeles Institute. Cheating or plagiarism in connection with a program at Angeles Institute is an offense for which a student will be expelled. Academic dishonesty is an especially serious offense and diminishes the quality of knowledge and defrauds those who depend on the knowledge received (i.e., future employer, patient, clinical facilities, etc.).

- Cheating – Any attempt to give or obtain assistance in an academic setting (e.g., giving or receiving help during tests)
- Plagiarism – The adoption or reproduction of ideas or words or statements of another person
- Deception – Providing false information to the instructor or any campus employee
- Fabrication – Falsification of data or information
- Sabotage – Acting to prevent others from completing their work

When a student is accused of academic dishonesty, the resolution of the accusation is between the Investigative Team (e.g., DON/ADON/Lead Instructor/Clinical Instructor/Student Affairs) and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Professionalism

Professional conduct is expected at all times. Professional conduct cultivates an environment characterized by respect and integrity. Nursing students are required to exhibit empathy, compassion, and sensitivity in all their interactions. It is imperative that you maintain a consistently positive, courteous, and respectful demeanor when interacting with all individuals (e.g., fellow students, faculty, staff, clinical site employees, etc.). Upholding professionalism in all encounters not only signifies adherence to ethical standards but also contributes to fostering a positive and supportive learning environment

Dress Code and Personal Appearance

a. After admission to the program, the student must comply with the following dress code, which is derived from concepts of asepsis, protection of the patient and professional appearance. The basic school dress policy will be followed until school uniforms are issued.

- Basic school dress policy: appropriate professional appearance is to be maintained at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. Students are expected to practice good personal hygiene and maintain a clean, neat appearance.
- The student may only wear the **approved** school issued scrubs while on campus and clinical units, expect when a specific clinical site required a specific dress code
- The uniform should be laundered and free of wrinkles each time it is worn in the clinical area.
  - *You are to be dressed in full uniform before pre-conference and not to change clothes until after post-conference.*
- Only **white nursing shoes, sneakers, or tennis shoes** with **white socks** will be worn with the school uniform. **No** clogs, platform shoes, open toed shoes or any other shoes are allowed.
  - *The white shoes may have a small design or logo however the shoe must be primarily white.*
- The student may only wear a watch with a second hand while on campus and clinical units.
  - *NO smart watches are to be used or worn while on campus and clinical units.*
- The name badge is to be worn on all clinical units and on campus at all times. It must be attached to the tab on your uniform where it can **always** be seen.
  - *No unauthorized emblems or tags may be affixed to the name tag.*
- Nothing is to be worn around the neck including jewelry, key and pencil holders.
- Students may only wear school issued scrubs.
- A white cardigan or lab jacket may be worn on campus or at the clinical site.
  - **A white jacket** or sweatshirt is allowed on campus only (without design/logo).
  - If needed a White t-shirt, thermal, or turtleneck may be worn under the uniform.
- Hats, beanies, baseball caps, etc. and sunglasses may not be worn on campus or in the clinical facility.
- **No electronic devices, or cellular phones** will be carried/used by the student in the clinical area or classroom. If an emergency arises, the school or the instructor should be called. The student will be immediately notified.
- Cellular phones are allowed in the student breakroom only

- Angeles Institute is **not** responsible for lost, damaged, or stolen phones or any equipment

b. Personal Hygiene and Grooming
   - Good personal hygiene is expected.
   - All nursing students are expected to maintain a professional and hygienic appearance at all times.
   - Beards, mustaches, and other facial hair must be neatly groomed, trimmed, and clean. Overgrown, unkempt, or visibly dirty facial hair is not permitted, as it may pose a health and safety risk in clinical/lab environments. Facial hair must not interfere with the proper use of personal protective equipment (PPE), including face masks and respirators, in accordance with clinical site and infection control protocols. Failure to adhere to these grooming standards may result in disciplinary action or removal from clinical assignments until compliance is achieved.
   - No gum chewing or smoking is allowed at the facility, satellite, or campus. All "No Smoking" policies must be observed.
   - Hair must be secured into a **neat** bun to avoid the possibility of falling into food or onto a sterile field.
     - Hair must be always worn off the collar and away from the face. Ponytails are not permitted. (Hair must not fall onto a patient.)
   - **If hair is dyed it must be natural occurring hair color.**
   - **No hair clips, brooches, decorative bobby pins, bows etc.**
   - Make-up should be subdued.
   - No perfume or cologne is allowed. Scents in hairsprays, deodorants, hand lotions, etc., this may be offensive to clients or may cause an allergic reaction.
   - Fingernails should be short and clean. **No artificial nails** are allowed including but not limited to Acrylics, Acrylic overlay, Gels, Poly Gel, Gel extensions, or Silks, etc. Only clear nail polish may be worn.
   - **No facial/oral jewelry or earrings are allowed.**
   - Only one plain ring can be worn.
   - Bracelets or necklaces may **not** be worn at any time.

The dress code is subject to change in accordance with clinical site requirements

c. Required Supplies for Clinical Settings
   - Wristwatch with a second hand
   - Name badge & Pen
   - Stethoscope
   - CPR Card
   - Medication Reference

d. Full Uniform
   - **Only** school issued uniforms
   - School patch should be sewn on the right sleeve of the uniforms and lab jacket if issued

- White socks only

e. Face Masks
   - Students may be required to wear face masks (surgical/N95) at the clinical facility.

Tutoring & Advising Assistance

The administration, staff, & faculty welcome the opportunity to assist students in working out solutions to problems they may experience during the course of their training. Those students with personal problems unrelated to their training will be referred to other agencies where they can receive assistance.

Please see examples in the Student Handbook on Drug and Alcohol Abuse Awareness and Prevention.

Students are able to seek assistance in dealing with academic pressures, relationship or family issues, financial problems, substance abuse, depression or anxiety. Please contact your Student Affairs representative for a referral.

An open-door policy, with the faculty and staff available to assist students, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. Campus Directors, Program Directors or Instructors are available to provide individual assistance to students with academic needs.

Angeles Institute provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their Instructors or Program Directors.

Grievance Procedures

Student Affairs is always available for any issue, complaint, grievance, concern, suggestion or idea. **The student can speak to a Student Affairs representative or agency representative at any point of the grievance process**.

If a student has a complaint, grievance or concern, the student should follow the following procedure (steps):

1. Discuss the matter with your **Theory or Clinical instructor**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved, proceed to next step.

2. Discuss the matter with your **Lead instructor**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved, proceed to next step.

3. Discuss the matter with the **Student Affairs Department**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.

4. Discuss the matter with the **Nurse Assistant Training Program Director** (CNA Program) or **Home Health Director** (Home Health Program), if applicable. Discussions are before or after class or by scheduled appointment. If the matter is not resolved, proceed to next step.

5. Discuss the matter with **Assistant Director of Nursing**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved, proceed to next step.

6. Discuss the matter with **Director of Nursing**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved, proceed to next step.

7. Discuss the matter with the **Campus Director**. Discussions are by scheduled appointment. If the matter is not resolved, proceed to next step.

8. Unresolved concerns may be appealed to a **Review Board** in writing. Appointments with the review board are scheduled through the Campus Director's office. The review board has the responsibility for reaching a decision that is in balance with the best interests of both the student and the college.

9. If the problem, complaint, or grievance cannot be resolved, the student may at any time report to:
    - California Department of Public Health, Mailing Address: PO Box 997377, MS 0500, Sacramento, CA 95899-7377; Telephone: 916-558-1784; Internet address: https://www.cdph.ca.gov/Pages/contact_us.aspx
      and/or
    - The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: http://www.council.org/
      and/or
    - Department of Consumer Affairs; The Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone 916-263-7800; Fax 916-263-7855; Internet address: http://www.bvnpt.ca.gov; Email bvnpt@dca.ca.gov
      and/or
    - Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; Telephone (toll-free): 888-

370-7589; Internet address: http://www.bppe.ca.gov; Email bppe@dca.ca.gov ; Fax: 916-263-1897

Orientation

An orientation for new students is held prior to the beginning of each Class start date. Presentations are made by each department as a means of making students aware of all student services that are available. Students are required to attend the orientation. Students will be informed of the date and time of orientation during the enrollment process.

Housing

Angeles Institute does not maintain any resident housing. The Institute assumes no responsibility for student housing. Housing estimates in Artesia, CA range from $1200-$2800.

Parking

Angeles Institute has parking around the campus.

Library & Computer Lab

An on-campus library will offer reference sources and materials related to the Institute curriculum for study and research needs. The library will be open during school hours for student use. Library materials can be checked out with the Lab/Library proctor. Library materials are for on-campus use only. A computer lab is available to students for independent study and for classroom use. The computer lab can be used to access e-materials that are available via the Canvas portal. This includes online books, handouts, videos, and other instructional materials. Canvas training and login information is provided in the first week of school by your instructor.

Client Relations Department

The Client Relations Department includes Student Affairs, Career Development (Placement) and Registrar. Client Relations develops and maintains a positive relationship between Angeles Institute and an applicant, current student, or graduate by listening and understanding the students' needs. Client Relations also interacts with clinical sites, community sites, volunteering facilities and other charitable organizations. Client relations also manages programs or services to further provide educational or learning opportunities to our student population. Client Relations maintains high standards of ethics and confidentiality.

Student Affairs Department

The Student Affairs Department is available to provide students with resources that make college life easier. The Student Affairs Department responds to basic student questions, needs and requests in the areas of academics, seminars, transportation, counseling services, activities, and other information, as

available, to address the special concerns that may arise while attending Angeles Institute.

Student Affairs Services are:

1. Orientation – An orientation session prior to the start of each class date. Students discuss program expectations, occupational outlook, career goals and aspirations.
2. Advising/Tutoring Assistance – Faculty and staff are committed to assisting students with academic advising and tutoring, when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns.
3. Counseling – Angeles Institute's Student Affairs team offers students access to counseling referral resources and mental health support, including stipends for services through platforms like BetterHelp. We assist students in maintaining insurance coverage by helping them review existing plans or apply for Medi-Cal or low-cost programs based on individual needs, ensuring continuous access to care throughout their time at the Institute.
4. Grievance Assistance - Student Affairs is always available for any issue, complaint, grievance, concern, suggestion or idea. The student can speak to a Student Affairs representative at any point of the grievance process.
5. Harassment - Angeles Institute uses the STOPit platform to allow students to anonymously report bullying, harassment, or other concerns. Reports are securely managed by the administrative team, who investigate, address, and escalate issues as appropriate to maintain a safe and respectful learning environment.
6. Reasonable Accommodation – Documents needed for the reasonable accommodation process are available through student affairs.
7. Commencement Ceremony – Organizes the ceremony for the graduate
8. Health Services – The Institute offers no on-campus health services. However, referrals are available for nearby hospitals and clinics.
9. Seminars Given by Angeles Institute – Periodic seminars/classes are given for graduates (e.g., NCLEX LIVE & IV/BW), sign up with Student Affairs.
10. Seminars Available Through Outside Groups – Periodic seminars/classes can be offered to graduates throughout the year (e.g., trach/vent class), sign up with Student Affairs.
11. Surveys – Student Evaluations & Surveys are obtained, recorded and compiled by Students Affairs.
12. Badges and Diplomas Services – Initial and replacement badges as well as diplomas are acquired through Student Affairs.
13. Federal Work Study (FWS – On Campus) – Student Affairs manages the FWS on-campus program with the Financial Aid Department (if available).
14. Housing – The Institute does not provide housing facilities. Housing options are available within a reasonable distance from the Institute.

15. Provides information – on immunization locations, testing locations, tutoring and study resources, and other student resource materials.
16. International Students – Angeles Institute welcomes inquiries from international students. However, the institution does not currently provide visa services and does not vouch for student status or assist with obtaining or maintaining student visas. There are no associated fees charged by the institution for visa-related services, as such services are not offered.

Licensure Eligibility Disclaimer - Graduation from Angeles Institute's program does not guarantee eligibility for licensure. It is the responsibility of each student to contact the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to determine and confirm their individual eligibility for licensure upon program completion. This includes, but is not limited to, requirements related to immigration status, educational background, criminal history, and any other applicable criteria. Angeles Institute cannot guarantee approval by the BVNPT or any other licensing authority.

Career Development (i.e., Placement) Department

Career Development assistance is provided throughout the normal course of study. Since building your career is a team effort involving both you and the Career Development Department, Angeles Institute **cannot** guarantee employment.

Career Development (Placement) is also available to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements. Many students desire to obtain employment on their own. Angeles institute supports and encourages this effort and will provide techniques on seeking employment. Students are responsible for advising the Institute on their employment information. Students should also update their contact information such as address, telephone numbers, and email to be able to receive information concerning career development

Career Development Services are:

1. Resume Writing – the student resume is reviewed and tailored for the job the applicant is applying for.
2. Interviewing Techniques – review of techniques: "mock" interview, the positive first impression, attitude, motivation, researching your prospective employer as well as what to wear and bring.
3. Job Search Techniques – Areas to be covered are: researching companies, web links to companies, career sites, social media and newspapers.
4. Networking – When available students will be able to participate in career fairs and learn to network with peers and potential employers. Students are also encouraged to develop a mentor and become a mentor.

5. Employers On-campus Visits: Prospective employers are invited to the campus regularly for career guidance, goals, and for potential employment.
6. One-on-One Meetings – Career Development is available to meet with students/graduates as often as necessary for placement assistance.
7. Federal Work Study (FWS – Off Campus) – Career Development manages the FWS off-campus program with the Financial Aid Department.
8. Clinical Site Visits – Career Development & the Nursing Department visit and evaluation clinical sites and instructors for effectiveness, compliance with policies and for potential preceptorship/employment.
9. Graduate Employment Verification – As part of state and accreditation compliance, employment of students after graduation is verified by Career Development.

Registrar Department

The Registrar Department mission is to provide accurate academic record information and policy services to faculty, staff, students, administration, and outside agencies.

The Registrar Department maintains all student and alumni academic records, certifies graduation requirements, maintains official grades, issues transcripts, transfer evaluations, and enrollment certifications/verifications.

Statement of Non-Discrimination

Angeles Institute does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, or military service status, age, or disability. Angeles Institute complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the ADA coordinator or a designated representative, who will provide students with procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

Reasonable Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, Angeles Institute abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the Institute "solely by reason of the handicap."

Angeles Institute is committed to providing equal access to all of its programs, services, and activities for students with all types of disabilities. Angeles Institute is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such

accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Institute.

A student is eligible for consideration for reasonable accommodations and/or auxiliary aids and service if the student has a disability and the Student Affairs Department has met with the student, consulted with Angeles Institute Administration, and determined that the functional limitations of the disability require such reasonable accommodation, auxiliary aids and/or services (and has been deemed eligible).

The Student Affairs Department facilitates this access by coordinating the application process, reasonable accommodations and support services.

Students who wish to request reasonable accommodations are encouraged to contact the Student Affairs Department to start the process for documenting and determining eligibility for services prior to the start of the program (at least four weeks prior). While this process can be started at any time, **reasonable accommodations may not be implemented retroactively**. Although some requests for reasonable accommodation (e.g., test-taking time, clinical site assignment, classroom seat placement, etc.) can be implemented immediately once a student has been deemed eligible for services. Other accommodations though may take up to 4-6 weeks to complete. Please note that students are not eligible to receive reasonable accommodations until the request and eligibility process is complete.

Field Trips and Guest Lectures

Field trips to program related clinics, laboratories, schools, hospitals, daycares, businesses and other facilities may be scheduled by the Instructor, Administration, Program Director and/or Campus Director. The purpose of field trips is to introduce students to the working world in their respective career field and to augment classroom instruction. Guest lectures and speakers may be scheduled to reinforce classroom training.

Health, Security, and Safety

Angeles Institute makes every effort to provide a safe and secure learning environment. Classrooms, skills labs, and clinical sites comply with the safety and usage requirements of the various regulatory agencies.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. Students should immediately report any medical, criminal, or other emergency occurring on campus to an Institute employee.

In case of an emergency, students are directed to immediately notify an Institute employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Students are required to complete certain health and safety requirements according to individual program needs. Because many students at the school are involved with direct patient care in health care careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. Individual programs may have clinical, preceptorship or externship requirements that must be met prior to the first day of the clinical, preceptorship or externship.

Each program is responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements.

All students must meet the requirements of the clinical (including all satellite sites), preceptorship or externship sites to which they are assigned. If a student does not meet the requirements of the clinical, preceptorship or externship, the student may become ineligible to participate in the specific program of study and unable to complete the program.

If at any time during the course/program a student is injured, becomes seriously ill, has surgery, or becomes pregnant, a healthcare provider statement/note must be provided before returning to class &/or clinical. This release must specifically state that the student may participate in both clinical and classroom sessions without restrictions. The statement/note must be given to the department and the instructor.

Personal Property

Angeles Institute assumes no responsibility for the theft, loss, or damage to a student's personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the school property or during participation in any activity, such as but not limited to field trips, clinical site attendance, and/or satellite site attendance.

Holiday Schedule and In-service Days (Subject to change)

Angeles Institute may schedule up to three in-service days for its faculty & staff.

Holidays, Breaks, and in-service days are posted for the student.

Angeles Institute observes the following holidays:
New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving
Christmas Day

Student ID card

Each student is given a student identification card and key card which must be worn at all times (above the waist and outside clothing) while the student is attending classes at Angeles Institute and during any Institute activities (clinical, satellite, field trip, etc.). If the identification card needs to be replaced there will be a replacement cost of $10.00. If the key card needs to be replaced there will be a replacement cost of $10.00.

Transcripts, Paperwork & Other Documents

Angeles Institute provides students with access to both official and unofficial transcripts.

- Unofficial transcripts are available to students at no charge.
- Official transcripts are available upon written request for a $10.00 fee per copy. Please allow 5–10 business days for processing. Documentation for coursework attempted or completed over five (5) years ago may take up to 30 business days to process, if available.

In accordance with California Education Code § 94897(s) and Civil Code § 1788.93, Angeles Institute does not withhold transcripts or documentation of completed coursework based on a student's financial account status. Students may request transcripts at any time, regardless of any outstanding financial obligations.

Note: While transcripts will not be withheld, other documentation not defined as the student's transcript of record (e.g., certificates, diplomas, completion letters, or administrative records) may be subject to financial clearance before release.

Any documents requested by the student must be in writing. Some documents will only be completed at the discretion of the Administrator(s) &/or Instructor(s) you are requesting the document from (e.g., Recommendation Letter). All student academic records are retained, secured, and disposed of in accordance with local, state, federal regulations.

Other Documents
Certain documents (e.g., Method 3 applications) required increased review and administration times. Because these documents require intensive review, they will have a quarterly deadline (e.g., January, March, June, September) to be reviewed and completed. These documents are then to be submitted to the appropriate agency two weeks after the submission deadline date (if the documents are successfully completed by the requestor). Processing and submission is delayed for any incomplete or missing documents. Contact Student Affairs (studentaffairs@angelesinstitute.edu) for the next upcoming submission deadline date and associated fees.

Expiration of Documents
An applicant who has let their eligibility letter or ATT expire or has been deemed to have an abandoned application **will be required** to complete an assigned review for updated content material related to the new NCLEX PN test plan. This NCLEX-PN review will be assigned, monitored and approved by the Angeles Institute Academic team (e.g., UWorld, Hurst, Kaplan, etc.). Any associated fees for the review will be paid by the applicant as well as the administrative fee. Applicants that complete this review with the current passing standard will be able to resubmit their application to the appropriate agency. All applicants are bound by the current Angeles Institute catalog year and the current NCLEX-PN test plan.

Graduates with Expired Review:

- All graduates who have completed course requirements but have had a delay of more than 8 weeks in their application processing (e.g., due to ROC, Financial Hold or other circumstance) will be required to complete a review course prior to the submission of their application to the BVNPT.
- All graduates who have had their application processed but have had a delay of more than 8 weeks in scheduling their NCLEX (e.g., due to personal, academic, or any other circumstances) will be required to complete a review course prior to the submission of their application to the BVNPT.
- All graduates who have allowed their application to expire will also be subject to a review prior to submission of application and associated documents to the BVNPT.

The Review will include one online component as well as a series of predictor exams which must be passed with an acceptable score to be determined by the DON. The review will also include an administrative fee.

Warning, Probation, & Other Notices
All conduct, attendance, academic, or other notices issued by Angeles Institute may be delivered in person or via the student's registered email address on file with the Institute. Both methods constitute official delivery.

Notices delivered in person must be signed by the student. The student's signature confirms receipt and awareness of the notice and its terms. A refusal of the notice and plan by the student can be exhibited by the lack of signature on the notice form or a lack of abiding by the notice plan. This will result in dismissal from the program.

Notices delivered by email are considered received upon transmission to the student's registered email address. Students are responsible for maintaining a current and active email address on file with the Institute. Failure to maintain current contact information does not constitute grounds for non-receipt.

Regardless of delivery method, failure to abide by the terms of a notice or improvement plan will result in dismissal from the program.

Student Records

Student transcripts are kept permanently. Other Student records may be kept for 5 years. Records that are unneeded may be destroyed unless they are required to be maintained by federal, state, or campus policy. Records are kept in locked facilities and/or electronically.

Academic Policies

Leave of Absence

In case of serious illness, family bereavement, military obligation, jury duty, family medical leave act conditions, or other unforeseen or emergency circumstances, a student may apply for a Leave of Absence. The Campus Director, Program Director, or Administrator must approve a Leave of Absence.

In addition, the following guidelines for Leave of Absence apply:

- A Leave of Absence must be requested in writing by the student.
- Submit a Leave of Absence form that outlines the circumstances (reasons) and duration (documentation required).
- A Leave of Absence may not exceed one hundred & eighty (180) days or two terms in any 12 month period.
- Students making tuition payments for non-Title IV funds on courses completed must continue to do so during a Leave of Absence.
- Acceptance back into the Institute from an approved Leave of Absence is dependent upon space and class availability.
- Must meet with the re-entry committee for approval of re-entry (e.g. space availability, healthcare provider statements, etc.)
- A healthcare provider statement must be provided upon return from any medical leave stating that the student can resume studies without restrictions.
- The time taken for a Leave of Absence will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the Leave of Absence is officially completed.
- A student who fails to return to class on the date scheduled will be considered withdrawn from the program, and must reapply to reenter the program.
- A student who fails to return to class on the date scheduled could affect the repayment terms on any student loan, including the expiration of the grace period.

A Student on Leave of Absence:

- Will not be assessed additional charges upon return from an approved leave of absence.

- Will not have additional disbursements of Title IV funds except for Pell Grant funds.
- Is not eligible for any additional funds that are not part of a Title IV credit balance (i.e., funds that have already been disbursed).

Assigned Homework

Homework is regularly assigned throughout the program. Students are expected to complete homework to maintain satisfactory progress. Homework that is not completed or completed late can result in a poor grade, unsatisfactory progress and disciplinary action.

Homework Unsatisfactory Progress

- Unsatisfactory progress, such as missed homework/projects, low quiz/test scores and/or problems in conduct or policies can result in deficiency warning notice and plan.
- Continued unsatisfactory progress, such as missed homework/projects, low quiz/test scores and/or problems in conduct or policies can result in a probationary notice and plan or drop from the program.

Required Study Time

Outside study, apart from regular classroom activities, is required to complete the class assignments. The amount of time spent for outside study will vary according to individual student abilities and the complexity of the assignments. Study time is required daily to be successful in class. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time. Students are encouraged to form study groups to promote interaction and the learning process.

Class Size

Depending on the subject matter and method of instruction classes generally range in size from 15 to 60 students as well as alternate students within each classroom. Maximum clinical ratio is 15 students to 1 instructor.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not

required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-5901
Student Records are maintained for a minimum of five years.

FERPA Frequently Asked Questions – FERPA for Parents and Eligible Students:
http://familypolicy.ed.gov/faq-page/ferpa-parents-and-eligible-students

Attendance Policy

- Excellent attendance is encouraged so that students can get the most out of their education. Dedication to lectures, lab work, assignments, projects, discussions, presentations, and clinical experiences is essential.
- Students should attend scheduled classes, clinical rotations, satellite clinical rotations, volunteering experiences, and field trips. Attendance is recorded on a daily basis. All missed content/hours must be made up.
- If absences cannot be avoided, students are required to call the Institute or instructor 60 minutes prior to start time.
- When a student is absent from classes, it is the student's responsibility to inform the instructor of the reason for the absence, and to arrange to make up missed assignments, tests and class work.
- Projects/Assignments/Homework due must be turned in by the assigned date/time. Late Projects/Assignments/Homework will not be accepted, but is accepted early.
- All content/equivalent hours must be made up prior to any paperwork being sent to an agency (e.g., BVNPT, CDPH, etc.).

Vocational Nursing

I. Permitted Absences

- Students are permitted up to **three (3) absences per term without penalty**.
- The **4th absence in a term** will result in **Probation**.
- The **5th absence** in a term will result in Program Dismissal, unless an exception is granted based on documented extenuating circumstances. See Section IV – Program-Wide Limit for more information.
- Students are expected to remain within a total of **nine (9) absences** throughout the entire program (Term 1 through Term 3). Exceeding this limit requires a formal petition for exception. See Section IV – Program-Wide Limit for details.

Students are encouraged to monitor their attendance closely.

II. Disciplinary Actions – Per Term

Absence Count (Per Term)	Status
1st – 3rd	Within Policy – No disciplinary action
4th	**Probation** – A formal probationary status will apply, and written or email notices may be issued.
5th	**Program Dismissal** – Unless exception granted

Students who reach a 4th absence will be issued a probation notice. A 5th absence results in program dismissal unless the student qualifies for a documented exception.

III. Program-wide Limit

- Exceeding **nine (9) total absences** during the full program requires:
  - Submission of a written petition to Student Affairs or the Director of Nursing.
  - Documentation (e.g., hospital records, court orders, death certificates).
  - Review of academic standing and attendance history.
  - Completion of all missed hours within two (2) weeks of term end, unless otherwise approved.

Note: Approval for exceeding the 9-absence limit is not guaranteed and is subject to case-by-case review.

IV. Exception Requests - Process

- Submit written petition **within 3 business days** of 5th absence.
- Include supporting documentation.
- Petition must be addressed to the Director of Nursing or Student Affairs.
- If approved, student must complete all required makeup hours.

All content/equivalent hours must be made up prior to any BVNPT paperwork being sent.

Content/equivalent hours **must** be made up within the required time frame or the student may be dropped from the program.

Nurse Assistant Training Program (CNA)

- All missed hours **must** be made-up on an hour per hour basis.
- The Nurse Assistant Instructor will schedule the makeup day (theory/clinical).

- The nurse assistant student must attend the scheduled makeup day (theory/clinical).
- The number of theory and clinical makeup days allowed is one day.
- Theory make-up must occur prior to clinical.
- Failure to attend the makeup day will result in drop from the program.
- Any further absences will result in drop from the program.
- An absence that occurs in the first week of the program may result in drop from the program

Home Health Aide Program

- Students must attend **all** hours/days or be dropped from the program

Students (in all programs) failing to improve attendance for the remainder of the program/course or who do not follow the terms of the Probation Notice will be dismissed from the Program.

Mitigating Circumstances

The Nursing Director or the institution may temporarily waive the standards of satisfactory progress for circumstances such as, but not limited to: military service, court dates, emergency health situations, family crisis, bereavement, or other significant occurrences outside of the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. In some cases, the availability of makeup hours may be affected by factors such as scheduling or resource constraints. Exceptions may also be granted at the discretion of the Nursing Director or the institution when deemed appropriate and in the best interest of the student and the program. However, all content/equivalent hours must still be completed.

Tardiness/Early Departure

Classroom Policies

- Students arriving late for a scheduled exam/test will be admitted to class and allowed the remaining time allotted to complete the test. **Pop-quizzes may not be made up**.
- Scheduled exams/tests that are made-up will only receive a maximum grade of 76%.
- Students missing the first week of school/clinical and any orientation may be dropped from the program/course.
- Excessive and/or continuing tardiness/early departure can lead to dismissal from the program.

Vocational Nursing

To be eligible for graduation and licensure:

- **Theory objectives** must be made up via academically equivalent methods.
- **Clinical objectives** must be completed either through reassignment to clinical settings, simulated performance evaluations, or other type of equivalent method.

Failure to complete either type of required hours within the specified timeframe may result in program dismissal.

I. Tardiness and Early Departures

- Students arriving **more than 10 minutes late** to clinical/lab/field assignments will accrue an absence.
- Leaving the clinical site **before the designated end time** will result in an absence.
- Students missing the **first week** of clinical/lab or orientation days may be dropped from the program.

II. Tardiness and Early Departures

- **5 instances per term** → Probation
- **6 instances per term** → Dismissal from the program

Students must attend the entire scheduled session. Arriving late or leaving early disrupts the learning environment and must be avoided.

III. Mitigating Circumstances

- Military service
- Court appearances
- Emergency health situations
- Family crises
- Natural disasters or other emergencies outside of the student's control

Such waivers are **not automatic** and must be formally requested and supported by documentation. All hours must still be completed.

IV. Notification Requirements

- Students must notify the Institute or instructor **at least 60 minutes prior** to any missed class, clinical, or lab.
- Failure to notify may impact eligibility for exception requests or makeup hours

Home Health Aide Program

- Students must attend all hours and days.

Clinical/Lab/Satellite/Field Trip Policies

- Failure to meet objectives due to excess absences will result in a Warning, Probation, or Dismissal from the Program.
- Students arriving more than 10 minutes after the scheduled arrival time will accrue an absence.
- Students may not leave the site before the designated time. Leaving the site will accrue an absence.
- Students missing the first week of school/clinical/lab and any orientation days can be dropped from the program/course.

Make-up Work Assignments

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take tests and/or quizzes missed because of an absence or tardy can **only** be made with the instructor's approval. The missed quiz and/or examination must be completed on the first day back from an absence, the instructor will designate the time for the quiz/exam. The maximum score allowed on a makeup examination is 76%. Pop-quizzes are not eligible for make-up. The Registrar converts made-up content/objectives/hours to time missed on the student attendance sheet (i.e., Vocational Nursing).

Theory – Make Up Policy

1. To be eligible for licensure or certificate, Nursing students are required to complete ALL theory content/equivalent hours.

2. Students who miss theory content need to make up that content/equivalent hours in order to have completed the requirements for graduation. Make up content/equivalent hours must be completed by the end of the term or the student can be dropped from the program.

3. The academic team and administration can assign makeup work for missed theory course objectives. This makeup work may include, but is not limited to, any of the following:
    a. Case study
    b. Care plan
    c. Independent study with examination
    d. Attendance at seminars or workshops
    e. Computer assignment based on clinical, theory skills, &/or NCLEX simulation
    f. Auto-tutorial laboratory
    g. Research Report or Directed Project or Essay

h. Video with handout
i. Participation in a field trip
j. Participation in health fairs or other volunteering opportunities
k. Questions to complete
l. Other assignments pertaining to the theory objectives missed
m. Nurse Assistant training program (CNA) students must attend the theory make-up as scheduled by your Instructor/Director.
n. Home Health Aide program student must attend all hours and days

4. Failure to complete assigned work will result in dismissal from the course or program.

Clinical – Make Up Policy

1. To be eligible for licensure, nursing students are required to complete all missed clinical objectives.
2. Students who are absent need to make up the clinical course objectives missed in order to have completed the requirements for graduation. Clinical make up hours must be completed within the required time frame or the student will be dropped from the program.
3. The academic team and administration can assign make up work for the course objectives missed. This makeup work may include, but is not limited to, any of the following:

    a. Performance evaluation in the skills laboratory, sims laboratory &/or assigned clinical objectives
    b. Assignment to the clinical area
    c. Participation in facility coordinated activity
    d. Participation in other assigned skill activity
    e. Nurse Assistant training program (CNA) students must attend the clinical make-up as scheduled by your Instructor/Director.
    f. Home Health Aide program student must attend all hours and days

4. Failure to complete assigned clinical make up assignment will result in dismissal from the course or program.

Withdrawal from Institute

Students who wish to voluntarily withdraw from the Institute for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Financial Aid Department. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance.

Student Appeal Process

Reentry into the Vocational Nursing (VN) Program

Students who have previously withdrawn or been dismissed from the VN program may be considered for reentry based on a comprehensive review of the individual circumstances related to their departure. Each application for reentry is assessed on a case-by-case basis, with consideration given to any mitigating factors that may have contributed to the student's prior separation from the program. For application deadline(s), please contact Student Affairs.

Reentry Application Process and Possible Outcomes

Students seeking reentry must complete and submit the **Student Appeals Meeting Application** along with any required documentation. Once submitted, the Appeals Committee will review the materials and issue one of the following determinations:

Outcome 1: Conditional Approval Granted

The application was found to be complete, with all required documentation appropriately submitted. Upon review, the Appeals Committee has approved the application with **conditional reentry**. Specific conditions or stipulations will be outlined, and the student must comply fully with these requirements as a condition of reinstatement into the program.

Outcome 2: Additional Information Required

The application is incomplete or lacks sufficient supporting documentation. As a result, the Appeals Committee requires further clarification before a final determination can be made. The student will be asked to participate in an **in-person meeting**, which must be scheduled. This meeting will provide an opportunity to address any outstanding questions or provide additional context.

Outcome 3: Reentry Denied

The application did not meet the established criteria for reentry, or unresolved circumstances may pose a risk for continued academic or professional challenges. As a result, the application has been **denied**. However, the student is encouraged to address the identified concerns and may **reapply at a future date**.

Re-admission is not guaranteed and is on a space available basis. An Appeals Board composed of Institute officials will review the written request and supporting materials. Once all documentation has been submitted by the deadline, a decision will be made. The student will be notified in person or in writing (e.g., email, letter, etc.) within 15 business days. If approved, the student must comply with the terms issued by the Appeals Board for reentry. All decisions made by the Appeals Board are final.

Reentering Students

Students requesting to reenter will be required to appeal for readmission. Students who have been dropped, withdrawn, or have failed a term/course will be allowed to repeat **once** so to not exceed maximum program time. Students must abide by deadlines provided for reentry paperwork submission.

- If accepted for reentry by the Appeals Board, the student must reenter under the admissions, academic, and administrative policies of the **current catalog**. The student must be aware that additional fees (e.g., book, online programs, etc.) are expected and should be arranged with the Financial Aid department.
- Prior to re-entry students must complete:
    - VN 105, 106, 107 for entry into VN 100B
    - VN 105, 106, 107, 201T/R for entry into VN 200A
    - VN 105, 106, 107, 202T/R for entry into VN 200E
    - VN 301R, VN 302R for re-entry only into VN 300AD or VN300E

The student must abide by the terms of the Appeals Board for reentry. The student must have his/her financial account current at the time of reentry.

Academic Probation and Remediation Policy

Vocational Nursing

A minimum grade of **76%** (rounded from 75.5%) or **Pass**, when applicable, is required for successful completion of all required courses, systems, and clinical components in the Vocational Nursing Program.

Students may not progress to the next course, system, class, or term without meeting the minimum passing standard. Where remediation is available under program policy, students must successfully complete the approved remediation assignment within the designated timeframe before progression is permitted.

Students are responsible for monitoring their academic standing throughout the term via the student learning management system. Academic warning or probation notices may be issued as a support measure when performance declines. Receipt of a notice is not a prerequisite to any academic action, the 76% grade threshold governs progression and dismissal decisions.

Term One

- Term One progression is course-based.
- Students must successfully complete VN 100A, VN 100B, and VN 104 with a minimum grade of 76% or Pass.
- VN 100B is a clinical-only course and requires successful completion of all required clinical skills competencies.
- Failure to achieve a minimum grade of 76% or Pass in VN 100A, VN 100B, or VN 104 by the end of Term One will result in dismissal from the program.

Term Two and Term Three

- Term Two and Term Three progression is system-based within designated theory courses. Clinical and capstone courses are graded independently from their corresponding theory courses and must each be completed successfully.
- Students must achieve a minimum grade of 76% or Pass in each required system within:
    - VN 200AI (Term Two)
    - VN 300AD (Term Three)
- Students must successfully complete all required clinical and capstone courses with a minimum grade of 76% or Pass. VN 200AI-CL and VN 300AD-CL are subject to the system-based remediation policy described above. VN 300E and VN 300F are capstone clinical courses; all required systems have been completed prior to these courses, and system-based remediation does not apply. Failure to achieve a minimum grade of 76% or Pass in VN 300E or VN 300F will result in dismissal from the program.
- A student who fails one system within VN 200AI, VN 200AI-CL, VN 300AD, or VN 300AD-CL may be placed on academic probation and is eligible to complete one system remediation assignment within that course. Each course carries its own independent remediation opportunity. Remediation must be completed within one week of receipt of the remediation assignment and within the current term.
- Math remediation may be permitted in accordance with program requirements.
- Failure of a second system within the same course, failure to complete the required remediation assignment within the allotted time, or failure to achieve a minimum grade of 76% following remediation will result in dismissal from the program. A second system failure in any course, whether theory or clinical, results in dismissal from the entire program regardless of the student's standing in other courses.

Clinical & Capstone Performance

- Clinical performance and professional behavior are evaluated throughout the program.
- Students must meet all clinical competency requirements and professional standards to progress.
- For VN 200AI-CL and VN 300AD-CL, clinical performance is evaluated on a system basis. One system failure will result in academic probation and a remediation assignment consistent with the policy above. A second system failure, failure to complete remediation, or failure to achieve 76% following remediation will result in dismissal from the program.
- For VN 100B, VN 300E, and VN 300F, students must achieve a minimum grade of 76% or Pass. Failure to meet this standard will result in dismissal from the program.
- In cases involving patient safety, egregious conduct, or serious violations of clinical or professional standards, a student may be dismissed from the program immediately without the opportunity for remediation. This

determination is made at the discretion of the Director of Nursing or designated administrative representative.
- All required clinical hours, laboratory activities, trainings, and assignments must be completed successfully.

Nurse Assistant Training Program (CNA)/Home Health Aide
A minimum grade of **76% ("C")** or **Pass**, when applicable, is required for successful completion of the CNA and/or HHA Program.

Students who fail to meet the minimum passing standard in required coursework, clinical components, skills evaluations, or required assignments will be dismissed from the CNA and/or HHA Program in accordance with institutional policy.

Course failures and subsequent repeats may interrupt enrollment and may negatively impact financial aid eligibility. Repeated courses may result in additional program charges.

Satisfactory Academic Progress

SAP is a measurement of a student's Satisfactory Academic Progress as required by federal student aid. In order to be eligible for federal student aid, students are expected to meet specific academic performance requirements (qualitative & quantitative) at a determined clock-hour point. Every student must maintain Satisfactory Academic Progress in order to remain enrolled at the college; for Title IV and non-Title IV recipients regardless of enrollment status (e.g., full-time or part-time) or educational program.

Student's progress will be measured at the end of each term. Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Maintain a cumulative grade percent average (GPA) of at least 2.6 with a 76% or better (percentages are rounded)
- Complete all assignments in a timely manner with a 76% or better and have satisfactory performance of required skills (percentages are rounded)
- Maintain satisfactory clinical performance (grade of "C")
- Progress at a satisfactory rate toward completion of their programs/courses
- Complete the training programs within 150 percent the planned program length
- Complete all mandatory review programs with a satisfactory grade (76%)

Any Student not meeting the minimum standards outlined above will be placed on a financial aid warning status and notified by email.

QUALITATIVE STANDARD

- All students must maintain a cumulative grade point average of 2.6 or 76%.

QUANTITATIVE STANDARD

- Complete a minimum of 67% of cumulative coursework attempted.

MAXIMUM TIMEFRAME STANDARD

- Complete the program within 150% of the published length.

MAXIMUM TIMEFRAME EXAMPLE (VN)

After this # of wks (months)	16 wks (4 months)	32 wks (8 months)	48 wks (12 months)	64 wks (16 months)
Students must have at least this cumulative grade average	2.6 (76%)	2.6 (76%)	2.6 (76%)	2.6 (76%)
Student must have at least this number of clock hours	390	780	1170	1610

All students who receive federal and state financial aid must meet federal and institutional standards for satisfactory academic progress in order to establish and retain financial aid eligibility. Scheduled clock-hours are used for the determination of the SAP review period. Transfer and repeating students' hours will be used for the SAP review period after their entrance or return to the Institute for maximum time frame calculation.

REVIEW PERIODS

Program	# of hours completed	# of hours completed	# of hours completed
Vocational Nursing	450	900	1255

Satisfactory Academic Progress is determined at the end of each payment review period.

Incomplete Grades (SAP)

Grades of Incomplete (I) are excluded from SAP calculation until such time that a final grade is issued. They are calculated towards the pace of completion as attempted but not earned. If students do not complete the required class work, assignments and tests within the duration of the program/course, the student will receive a failing grade of "F" or "zero" for the class work, assignments and tests not completed. The "F" or "zero" will be averaged in with the student's other grades to determine GPA.

Withdrawal

Course withdrawals are treated as attempted but not completed hours in the determination of the student's pace of completion. Withdrawals are not included in the GPA calculation.

SATISFACTORY ACADEMIC PROGRESS WARNING

Students who fall below the qualitative or quantitative measure will be placed on "satisfactory academic progress warning" and notified via email. Students on satisfactory academic progress warning are eligible for one additional payment

period. If the student does not meet the satisfactory academic progress standards by the end of the "warning" period, the student becomes no longer eligible for federal aid until satisfactory academic progress is met or the student successfully appeals the suspension.

SATISFACTORY ACADEMIC PROGRESS APPEAL

If a student is found to be ineligible for federal financial aid because the standards of satisfactory academic progress requirements were not met, the student may appeal this decision to the Financial Aid Department by stating, in writing, the reasons why the minimum requirements were not met and why financial aid should not be terminated. When filing an appeal, make sure to provide a full explanation along with documentation, verifying the circumstances that led to the standards for satisfactory academic progress not being met.

SATISFACTORY ACADEMIC PROGRESS PROBATION

When a student is placed on probation following a successful appeal it is expected that the student will implement changes necessary to meet SAP standards. With the next SAP review period if the student has met the SAP standards for the period the student's SAP status will change from probation to in good standing. If the student fails to meet the SAP review period re-check the student's eligibility will be withdrawn and the student will be placed on Financial Aid suspension. A second appeal within the same academic year is generally not accepted if progress is not made, unless there are serious documented extenuating circumstances such as a death in the immediate family.

Mitigating Circumstances

The Financial Aid Office may temporarily waive the standards of satisfactory progress for circumstances of poor health, family crisis, bereavement or other significant occurrences outside of the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. If the standards are waived the student will be placed on an Academic Plan. The student's progress will be monitored and the Academic Plan will be evaluated at the end of each payment review period.

Grading

The progress and quality of students' work is measured by the following systems (percentages are rounded):

Theory/Clinical Grading Policy

Grade	Meaning	Percent	Grade Points

A- to A+	Superior Achievement	90 - 100	3.5 – 4.0
B- to B+	High Level of Achievement	80 – 89	3.0 – 3.4
C to C+	Satisfactory Achievement	76 – 79	2.6 – 2.9
F	Failure	<75.5	0.0
W	Withdrawal		0.0

Grades are finalized at the end of each term/module/course and are entered into the student transcript.

Other Grading Policy & Terms

Grade	Meaning	Grade Points
Pass	Attainment of Course Objectives	--
Fail	Non-Attainment of Course Objectives	--
CR	Credit	--
NC	No Credit	--
IP	In Progress	--

Clinical Lab & Assignments Grading Policy (100B, 200AI/CL, 300AD/CL, 300E, 300F)

Students are required to achieve a minimum of 76% in all lab and assignments. For VN 100B, VN 300E, and VN 300F, students scoring less than 76% will be dismissed from the program. For VN 200AI-CL and VN 300AD-CL, a score below 76% in one system will result in academic probation and a remediation assignment in accordance with the Academic Probation and Remediation Policy. Failure to remediate successfully or failure of a second system will result in dismissal from the program.

Incomplete Grades

An "incomplete" cannot be given as a final grade. If students do not complete the required class work, assignments and tests within the duration of the program/course, the student will receive a failing grade of "F" or "zero" for the class work, assignments and tests not completed. The "F" or "zero" will be averaged in with the student's other grades to determine GPA.

English-as-a-Second Language (ESL) Instruction

ESL is not offered by Angeles Institute. All courses at Angeles Institute are taught in English. The student must be able to speak, read, and write English fluently. English abilities will be determined through the Institute admissions test, interview and completion of the application.

Pregnancy

Upon confirmation of pregnancy, nursing students must present student records with a written statement from a healthcare provider indicating approval for continuation of the student's course of study.

Suspension/Dismissal from the Institute

All students are expected to conduct themselves professionally and responsibly, attend classes regularly, and maintain satisfactory academic performance. The Institute reserves the right to suspend or dismiss any student for reasons including, but not limited to, the following:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Institute, or as addressed in the conduct section of this catalog.
- Uses or is under the influence of alcoholic beverages, other drugs (e.g., mind-altering, prescription, controlled substance, etc.), or illegal drugs on or adjacent to Institute property or affiliated clinical sites, satellite locations, volunteering locations, or at the field trip site.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical/satellite standards.
- Fails to satisfactorily complete computer lab, onsite review, and/or NCLEX-PN review assignments.
- Fails to meet attendance policies.
- Fails to meet financial obligations to the Institute.
- Submits false or misleading information on admission, registration, student identification, diploma/GED/CHSPE/HiSet/foreign equivalency, or any other forms (e.g., clinical forms).
- Alters Angeles Institute records.
- Violates Angeles Institute Code of Conduct.
- Is Academically dishonest by engaging in the following: cheating, plagiarism, deception, or fabrication
- Puts client safety in jeopardy through the exercise of poor judgment or the inability to safely perform assigned tasks. In such cases, dismissal may be immediate and without the opportunity for remediation, as outlined in the Clinical & Capstone Performance section of this catalog.
- Fails to follow the rules & regulations of any clinical/satellite/facility.
- Vandalizes and/or damages or destroys Institute, Student, Faculty, Administrative, or clinical/satellite/field trip site property.

Graduation Requirements

To be eligible for graduation and to receive their diplomas/certificate, all nursing students must:

A. Requirements for graduation

I. Must complete all of the program or its equivalency.
II. Must achieve a minimum of 76% in each system/term/course.
III. Must have completed all theory and clinical content/hours:
    a. Vocational Nursing – as approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
    b. Nurse Assistant Training Program (CNA)/Home Health Aide – as approved by the California Department of Public Health (CDPH).
IV. Must not have any unresolved probationary or disciplinary action related to attendance, conduct, academic standing, or any other policy violation at the time of program completion.
V. Must have completed the program within 150% of the planned program length.
VI. Must be in **good financial standing** with the Institute and completed all exit interviews.

B. Requirements for licensure (Vocational Nursing)
    i. Must complete application to BVNPT and pay appropriate fees.
    ii. Must be deemed eligible to take the examination by the BVNPT.
    iii. Must complete application for National Council Licensure Exam and pay appropriate fees.
    iv. Must schedule an appointment for the exam with the appropriate agency.
    v. Must schedule time and complete adequate study for the exam.
    vi. Must pass the exam and pay the appropriate state licensing fee.

C. Requirements for certificate (Nurse Assistant Training Program (CNA)/Home Health Aide)
    i. Must complete application to CDPH.
    ii. Must be deemed eligible to take the examination by the CDPH.
    iii. Must complete application for State Examination and pay appropriate fees.
    iv. Must schedule an appointment for exam with the appropriate agency.
    v. Must schedule time and complete adequate study for exam.
    vi. Must pass the exam and pay the appropriate state fee if indicated.

Graduation

Upon completion of the student's designated program, they are encouraged to attend a graduation ceremony or other ceremony if scheduled.
Highlights of the ceremony include motivational speeches and presentation of awards & pins. **Participation in graduation ceremonies does not constitute graduation from the student's program**.

Specific information regarding the ceremony and student expectations will be provided at the end of each program if scheduled.

Diploma/Certificate

Upon satisfactory completion of all graduation requirements outlined in the Graduation Requirements section of this catalog, and provided the student is current with all financial obligations to the Institute, the student will receive an unofficial transcript of grades within 10 to 12 weeks of graduation.

All other documentation, including diplomas, certificates, completion letters, and administrative records, will not be issued until the student's financial account is cleared in full. Transcripts of record are the only documents that may be released regardless of financial standing, in accordance with California Education Code § 94897(s).

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which cannot exceed 150% of the normal time frame. Angeles Institute defines the normal time frame as the number of clock hours it would take a student to complete the total program credit hour/units/clock hours according to the enrollment agreement. Time during an authorized Leave of Absence is not considered as part of the maximum time frame.

Changes in Programs or Policies

Angeles Institute has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education/training, or where deemed necessary due to state agencies changes, industry changes, academic scheduling, class size constraints, or profession requirements especially within the Clinical component.

When federal, state, or professional changes take place that affect students currently in attendance, Angeles Institute is required to make appropriate changes.

Financial Information

Tuition and Fees

Diploma or Certificate Program	Registration (nonrefundable)	Books, Supplies, Uniforms	STRF**	Graduation Fees	Tuition	Total*
Vocational Nursing (VN)	$100.00	$2,091.00	$0.00	$2,721.00 **(& VN T3 fees)**	$33,005.00	$37,917.00
Nurse Assistant						

Training Program (CNA)	$100.00	$807.00	$0.00	$120.00	$1050.00	$2,177.00
Home Health Aide (needs CNA)	$100.00	$428.00	$0.00	$25.00	$1000.00	$1,653.00

*Total charges for the period of attendance and for the entire educational program
- See charges below for additional amount added to CNA/HHA (Check/Review)

**California Student Tuition Recovery Fund - $0.00 per $1000 of institutional charges
- Subject to change by State of California

Additional Nursing Department Fees/Charges (**Nonrefundable**)

Additional Student Fee Charges:

Rendered Services and Issued Supplies Fees & Charges ($2,091):
- Pricing subject to change per external provider
- Services rendered upon admission such as STRF, online fees, technology fees, malpractice insurance, lab fees, student assistant program, physicals, CPR, as well as issued supplies such as badges, books, lab packs (clinical, skills), etc.

Drug Test, Background and Immunizations Check/Review ($100):
- Pricing subject to change per external provider
- To comply with requests from community and clinical agencies the Nursing Department requires Immunizations, COVID-19 vaccine, Influenza vaccine, tuberculosis (TB) testing & Drug testing, and a Background check on all eligible applicants. Up-to-date immunizations, a negative TB & drug test and clear background check will be necessary for entry into the Nursing Department and the clinical/externship sites.

Additional Drug Testing Fee ($50-$100):
- Pricing subject to change per external provider
- During the course of the program Vocational nursing students may be required to complete additional drug testing and are subject to a fee based on the current provider fees.

VN Reentry Fee ($1500):
- Vocational nursing students that successfully complete the petition-to-reenter process are subject to a $1500 readmission fee. This fee covers admissions re-processing, financial aid re-processing and renewal of online components as needed by the student. Students requiring updated printed course material or replacement or replenishment of previously distributed supplies or equipment will incur additional charges for those items.

Other Costs for Externship &/or Clinical (CNA/HHA)

In-coming students will be required to complete the following ***prior*** to attending class (state requirement for entry into the program):

- CPR – American Heart Association – BLS ($50-75)
- Physical – Get physical form from Angeles Institute ($80-200)
- Immunizations – Proof of completion (Titers &/or immunization card) ($40-500)
    - Hepatitis B
    - Varicella
    - MMR
    - Influenza
    - Tuberculosis testing (Or if positive: CXR)
- COVID-19 Vaccine ($0-$75)
- DOJ/Fingerprinting – Get fingerprinting form from Angeles Institute ($75-100)

Costs to the student will depend on the provider chosen by the student. Approximate costs are estimated next to each required section.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

"You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834; (916)-574-8900.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Tuition Payments

Tuition for the program selected is due the first session of each term unless alternative arrangements are made with the financial aid department. Payments may be made with cash, credit card, check, or money order made payable to Angeles Institute. Tuition payments should be made in person at the Cashier's Office during regular office hours or mailed prior to due date. Checks that are returned for non-sufficient funds will be assessed a $25.00 processing fee. If tuition payments by check are returned more than once for non-sufficient

funds during the term of enrollment agreement, all future payments must be paid in cash or by money order. Students must continue to make tuition payments for courses completed during any withdrawal period or leave of absence.

Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to catch up their account in a timely manner, may be subject to Institute disciplinary action. Students, who have been dismissed for non-payment of tuition, will not be re-admitted until all delinquent tuition payments have been paid in full. Students that are dropped due to nonpayment are still responsible for their account.

Student's (Buyer's) Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance, at the first class session or the seventh day after enrollment, whichever is later. If the student cancels, any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed $100.00.

To cancel the Enrollment Agreement with the Institute, mail (postmarked in time to ensure receipt by the deadline), or deliver a signed and dated copy of the cancellation notice, or by FAX, or send a telegram, or any other written notice, no later than the first class session or the seventh day after enrollment, whichever is later. Remember **you must cancel in writing**. You do not have the right to cancel by simply telephoning the Institute or not attending class.

Complaints, questions, or problems, which you cannot resolve with the Institute, may be directed to:

- California Department of Public Health, Mailing Address: PO Box 997377, MS 0500, Sacramento, CA 95899-7377; Telephone: 916-558-1784; Internet address: https://www.cdph.ca.gov/Pages/contact_us.aspx
  and/or
- Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, California, 95834 (916)-574-8900.; Internet address: http://www.bppe.ca.gov ; Email bppe@dca.ca.gov
  and/or
- Department of Consumer Affairs; The Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone 916-263-7800; Fax 916-263-7855; Internet address: http://www.bvnpt.ca.gov; Email bvnpt@dca.ca.gov
  and/or

- The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: http://www.council.org/

Right to Withdraw and Refund Information

The student has the right to withdraw from the course of instruction at any time after the cancellation period. If the student withdraws or is dismissed after the period allowed for cancellation (as described in the Student's (Buyer's) Right to Cancel), the school will remit a prorata refund (if owed), less a reasonable deposit or application fee not to exceed $100.00; non-refundable fees; and education services and equipment rendered. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The effective withdrawal date for a student shall be the date the student notifies the Institute in writing of the withdrawal; or the Institute terminates the student's enrollment; or the student fails to attend classes for a 10-calendar day period. No refunds will be given if the student has attended more than 60% of the course. The school may retain the entire contract price for the period of enrollment – including tuition, fees, and other charges – if the student terminates the training after completing more than 60 percent of the period of enrollment.

If the student has paid more than the amount that is owed, a refund is made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student (date of determination). However, if the amount owed is more than the amount the student has paid, then the student is responsible for the amount owed and should make arrangements to pay the balance owed.

Refund Policy

An applicant who is not accepted for enrollment to the Institute will receive a full refund of all payments less a reasonable deposit or application fee not to exceed $100.00. An applicant who cancels their enrollment prior to the first day of classes will receive a full refund of all payments less a reasonable deposit or application fee not to exceed $100.00.

If a student cancels during the cancellation period (See Buyer's Right to Cancel) any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed $100.00.

If the student withdraws or is dismissed after the period allowed for cancellation (as described in the Student's (Buyer's) Right to Cancel), the school will remit a

prorata refund (if owed), less a reasonable deposit or application fee not to exceed $100.00; non-refundable fees; and education services and equipment rendered (See Right to Withdraw and Refund Information).

Calculation of Amount of Refund

The refund calculation is based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the students' loan debt.

The refund will be calculated as follows:

1. Determine percentage of the period of attendance that the student attended.
2. Determine if eligible for a pro-rata refund.
3. Divide this Institutional charges by the number of clock hours in the program. The result is the Hourly Charge for the program
4. Multiply the total hours scheduled to be attended on the last day of attendance by the Hourly Charge which equals the Amount Owed.
5. Determine what is refundable of the amount he student paid by subtracting the nonrefundable items.
6. Calculate the amount to be refunded to the student.

Hypothetical Refund Example

Assume that a student upon enrollment in a 1000-hour course, pays $14,000 for tuition, and for the following non-refundable items: 100.00 for registration, $37.50 for STRF, and $862.50 (cost to the school for books/equipment/supplies) as specified in the enrollment agreement for a total institutional charge of $15,000.00 and withdraws after completing 500 hours (50% of the course/program) without returning (due to sanitary reasons or marking/use of supplies) the equipment/supplies he/she obtained. The prorata refund to the student would be $ 6,500 based on the calculation stated below.

Step 1:	500 hours	/	1000 hours	=	0.5 x 100 = 50%
	Hours Attended	/	Total Number of Hours	=	Percentage Attended
Step 2:	Eligible for pro-rata refund:	X Yes	☐ No (> 60%)		
Step 3:	$15,000	/	1000	=	$15.00
	Institutional Charges	/	Clock Hours	=	Hourly Charge
Step 4:	$15.00	x	500	=	$7,500
	Hourly Charge	x	Hours Scheduled	=	Amount Owed
Step 5:	$15,000	-	$1,000	=	$14,000
	Total Student Paid	-	Nonrefundable Items		Refundable Amount

Step 6:	$14,000	-	$7,500	=	$6,500
	Refundable Amount	-	Amount Owed the School	=	Refund Amount to Student

Financial Assistance

Angeles Institute offers students several options for payment. Angeles Institute will make every effort to assist students to achieve their educational goals by helping them meet their financial needs. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. Arrangements to finance your education can be made by regular, monthly payments through an installment plan. Various options may require an application and have eligibility requirements as indicated by the facility, company, &/or agency (e.g., Loan programs, employer programs, scholarships, financial aid).

Option 1: Full Payment of the Program/Course
Option 2: Installment Payments (10 months) for the Total Program Cost
Option 3: Private Loan programs or Career Training Loans (e.g., TFC)
Option 4: Student's Employer Reimbursement or Direct Payment
Option 5: Scholarships (e.g., California's Vocational Nursing Scholarship)
Option 6: Financial Aid Award (e.g., Free Application for Federal Student Aid)
Option 7: Veteran's Education Benefits (e.g., CSAAVE)

Financial Aid is based on the length of the program. The academic year for Angeles Institute is 900 clock hours and 26 weeks. The Vocation Nursing is considered to be 1.5 academic years.

Financial Aid Availability
Angeles Institute is authorized by the U.S. Department of Education to participate in Title IV Federal Student Aid programs, including:

- Federal Pell Grant
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Parent PLUS Loans

Students may apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov. Our Financial Aid Office is available to assist with eligibility requirements, application steps, entrance/exit counseling, and loan repayment options.

Important Note:
Angeles Institute does not currently participate in California state financial aid programs, including Cal Grant, the California College Promise Grant (CCPG), or other programs administered by the California Student Aid Commission (CSAC).

Veterans Affairs (VA) Educational Benefits

Angeles Institute welcomes eligible veterans and their dependents. Students may use Veterans Affairs educational benefits subject to approval by the U.S. Department of Veterans Affairs.
To use VA benefits:

- Submit your Certificate of Eligibility (COE),
- Complete the Veterans Intake Form, and
- Notify the Financial Aid Office prior to enrollment.

Required Consumer Information
In accordance with federal and state regulations, Angeles Institute provides the following consumer information to all enrolled and prospective students. This information is available online and in print upon request from the Financial Aid Office:

- Tuition and fee schedule (Cost of Attendance)
- Financial aid eligibility, application, and disbursement process
- Satisfactory Academic Progress (SAP) policy
- Student Loan Code of Conduct
- Return of Title IV Funds (R2T4) policy
- Student complaint and grievance process
- Licensing exam pass rates (if applicable)
- Program completion and job placement rates

Visit our website at www.angelesinstitute.edu for more information, or request printed materials from the Financial Aid Office.

Internal Policy Review Procedure
The Financial Aid and Consumer Information section of the catalog is reviewed annually by the Financial Aid Administrator and the School Director. This review ensures compliance with the California Bureau for Private Postsecondary Education (BPPE) and U.S. Department of Education requirements.

Revisions are incorporated into the next edition of the catalog. Any material changes are communicated to currently enrolled students by email and posted on the school's website.

Return of Title IV (R2T4) Funds Policy

The Federal Return to Title IV funds formula dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point.

For official withdrawals a student's withdrawal date is the date the school received notice from the student they are withdrawing. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.

The federal formula requires a Return to Title IV calculation if the student received or could have received federal financial assistance in the form of Pell Grants, Stafford Loans, or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. After the 60% point 100% of Title IV aid will be considered earned.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student received less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account. Pell grant funds must be disbursed with 45 days of the student's date of determination. Direct Loan funds must be offered within 30 days of the student's date of determination.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal PLUS Loan
4. Direct PLUS Loan
5. Federal Pell Grant
6. FSEOG

Refunds of unearned aid will be made to the federal programs within 45 days of the student's date of determination. Credit balances must be disbursed within 14 days of the calculation of the Return to Title IV.

The statue requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school form the total amount of unearned Title IV funds to be returned.

Loans Obtained

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

All program start-end dates are projected and subject to change.

Programs/Courses – Descriptions and Start Dates

Vocational Nursing (VN) Program

The Vocational Nursing Program is a 44 week program designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals and families. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to become an entry-level practitioner.

EDUCATIONAL OBJECTIVES

The purpose of the Vocational Nursing Program is to provide students with the classroom, lab and clinical experiences to apply for licensure and become an entry-level practitioner. To achieve this goal, each student will:

1. Become familiar with the roles and responsibilities, duties, clinical skills, and supervisory skills required of the Vocational Nurse.
2. Become familiar with and demonstrate the legal limitations and accountabilities with the scope of practice as defined in the Vocational Nursing Practice Act.
3. Utilize the nursing process, with guidance, in providing care for individuals and families from various cultural backgrounds and developmental levels.
4. Assess basic physical, emotional, spiritual and sociocultural needs of the individual/family.
5. Contribute to the development of nursing care plans for patients with common, well defined health problems.
6. Develop communication, interpersonal and critical thinking skills and effectively utilize these skills.
7. Collaborate with other health team members in revising the nursing care plan to meet goals.

8. Become familiar with the healthcare industry and issues facing professional working in the healthcare industry.
9. Demonstrate an understanding of the employment and educational opportunities in the field of nursing.

CAREER OBJECTIVES

The Vocational Nursing Student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled nursing facilities, a clinic, doctor's offices, long term care, corrections, home health care, hospice, or for a nursing registry. After the successfully completing the program and passing the State Board licensing examination (NCLEX-PN) the graduate will be able to obtain an entry level healthcare position. The vocational nursing graduate may choose to enter a Registered Nursing Program in lieu of career placement. Standard Occupational Classification (SOC) Codes: 29-2061; 31-1014; 31-1122

LENGTH OF EDUCATION

The length of the program is 1610 hours; approximately 44 weeks in duration.

PROGRAM OUTLINE

Course Title	Course Number	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Vocational Nursing						
Client Centered Care	VN 100A	256	64	0	320	28.8
Fundamental/Basic Clinical Skills	VN 100B	0	0	200	200	6.7
The Client with Healthcare Deficits: Medical-Surgical & Advanced Clinical Skills	VN 200AI & VN200AI/CL	234	78	208	520	34.2
The Client with Healthcare Deficits: Specialties & Advanced Clinical Skills	VN 300AD & VN300AD/CL	112	16	192	320	18.4
Advanced Clinical Practice & Preceptorship	VN 300E	0	0	200	200	6.7
Role Transition: Career & NCLEX Prep	VN 300F	50	0	0	50	5.0
Totals		652	158	800	1610	99.8

*****Hours listed does not include mandatory NCLEX Review program*****

INSTRUCTIONAL EQUIPMENT

Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, simulators, Balance Scale, Wheelchair, Walker, Crutches, Cane, Gait belts, Stethoscopes, Medication Simulators, Syringes,

Syringe Disposal Equipment, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, Pulse oximeter, and Sterile Gloves.

INSTRUCTIONAL MODE/METHODS

- Lectures, Discussions
- Skills Laboratory Activities
- Group Activities, Projects
- Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs, Field trips
- Satellites experiences
- Clinical experiences

VN Program Course Descriptions

VN 50 – Beginning Topics in Nursing

VN 50 is an introductory course designed to prepare students for entry into vocational nursing education. The course focuses on academic readiness, professional behaviors, and foundational knowledge necessary for success in patient/resident care. Key areas of study include Certified Nursing Assistant (CNA) and Home Health Aide (HHA) concepts, student success strategies, medical terminology, and effective communication. Emphasis is placed on developing habits, attitudes, and learning skills that support success in both the classroom and clinical environments.

VN 100A – Client Centered Care

VN 100A establishes the foundation of Vocational Nursing Fundamentals, preparing students for safe, effective entry into clinical learning in VN 100B. The course provides an orientation to the institute, program expectations, and the role of the vocational nursing student as part of the healthcare team. Students are introduced to essential fundamental nursing concepts, including growth and development, therapeutic communication, interpersonal skills, physical assessment, documentation, safety principles, emergency procedures, infection control, and end-of-life care. Core theoretical frameworks such as Orem's Self-Care Theory and the nursing process are introduced to support beginning clinical judgment. Foundational anatomy and physiology, nutrition, perioperative concepts, and basic pharmacology, including medication actions, interactions, adverse effects, dosage calculations, and medication preparation, are incorporated to build early competency in vocational nursing practice. The course also explores professional behaviors expected of the vocational nursing student, including the role of the LVN, responsibility,

accountability, goal setting, appropriate communication, and effective interaction within the healthcare environment. A structured skills-lab component supports the development of psychomotor abilities and skills necessary for progression into VN 100B and subsequent clinical nursing courses.

VN 100B – Fundamentals/Basic Clinical Skills

VN 100B develops the foundational psychomotor and clinical concepts upon which all subsequent nursing courses build. This course provides supervised laboratory and introductory clinical skills practice aligned with the fundamental nursing knowledge introduced in VN 100A. Students apply the nursing process, critical thinking, and safety principles while performing beginning-level nursing interventions. Content includes fundamental nursing skills across gerontology and basic medical-surgical care, emphasizing safe patient handling, communication, and direct client care techniques. Students develop entry-level competencies in assessment, hygiene, mobility, comfort measures, infection control, documentation, and therapeutic communication. VN 100B prepares students for progression into more advanced clinical skills and direct-care clinical rotations in later terms by reinforcing essential habits of safety, professionalism, and competence in fundamental vocational nursing practice.

VN 104 Foundations of Nursing Success (SPARK)

VN 104 provides foundational strategies to promote academic success, professional readiness, and metacognitive awareness in the Vocational Nursing program. Emphasis is placed on self-assessment, critical thinking, organization, and reflective learning to strengthen students' ability to manage academic demands and clinical responsibilities. Through the SPARK (Strategic Practices for Academic Retention and Knowledge) framework, students develop individualized learning strategies, enhance time management and test-taking skills, and cultivate resilience for both classroom and clinical environments. This course is graded on a pass/fail basis and is taken concurrently with VN100A.

VN 105 Basic Nursing Fundamentals

VN 105 provides an accelerated review of foundational nursing concepts for students with prior healthcare experience or previous nursing education who are seeking advanced placement or reentry into the Vocational Nursing program. The course reinforces essential knowledge and skills required for safe entry into the core nursing curriculum. Content includes review of foundational nursing concepts such as nursing history, cultural and ethical considerations, communication, documentation, admission/transfer/discharge procedures, lifespan development, the nursing process, critical thinking, safety, asepsis and infection control, nutrition, fluid and electrolyte balance, complementary and

alternative therapies, and medical terminology. Additional topics include patient education, anatomy and physiology, care of clients experiencing urgent alterations in health, perioperative concepts, and end-of-life care. Successful completion of VN 105, VN 106, and VN 107 (taken concurrently) is required for eligible students to transition or reenter the Vocational Nursing program. This course is graded on a pass/fail basis and may be taken concurrently with VN 106 and VN 107.

VN 106 Pharmacology

VN 106 provides the 54 theory hours of pharmacology required by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The course introduces essential pharmacological principles and prepares students for safe medication administration within the vocational nursing scope of practice.
Content includes:

- **Knowledge of commonly used drugs and their actions**, including therapeutic effects, adverse reactions, contraindications, and drug interactions.
- **Computation of dosages**, with emphasis on accuracy, clinical application, and competency in calculating oral, parenteral, and specialty medication dosages.
- **Preparation of medications**, including safe handling, labeling, storage requirements, and prevention of medication errors.
- **Principles of medication administration**, covering routes of delivery, infection control, documentation standards, legal and ethical considerations, and patient education related to drug therapy.

Throughout the course, students integrate clinical judgment, safety practices, and nurse-patient communication related to pharmacological care. Dosage calculations must be demonstrated at a competency level. VN 106 is graded on a pass/fail basis and fulfills the BVNPT pharmacology requirement for vocational nursing programs. Note: VN 106 is part of the required readiness series (VN 105-107) for reentry, transfer, or advanced placement students.

VN 107 Nursing Clinical Skills

VN 107 develops the essential psychomotor and clinical reasoning skills required for safe, entry-level vocational nursing practice. Building on the foundational concepts introduced in VN 100A and VN 100B, this course prepares students to demonstrate competency in fundamental nursing skills prior to participating in patient-care clinical rotations. Students receive structured instruction and supervised practice in core nursing procedures, followed by mandatory hands-

on skills testing. To successfully complete the course, students must demonstrate competency in the following areas:

- Hand hygiene and infection control practices
- Personal protective equipment (PPE) application and removal
- Sterile technique and sterile field management
- Body mechanics, positioning, transfers, and safe patient mobility
- Bedmaking and bed bath procedures
- Vital signs measurement and interpretation
- Head-to-toe physical assessment
- Urinary catheterization (male and female, per curriculum scope)
- Suctioning (oral, nasopharyngeal)
- Nasogastric tube (NGT) placement and basic management
- Medication administration (introductory level, within VN 107 scope)
- Wound care and basic dressing changes
- Ostomy care and appliance management

Students also practice accurate documentation, appropriate communication, and integration of basic healthcare technology. Emphasis is placed on safety, clinical judgment, accountability, and readiness for supervised patient care. Successful completion of VN 107 requires passing all designated skills competency evaluations. The course is graded on a pass/fail basis. Note: VN 107 is part of the required readiness series (VN 105-107) for reentry, transfer, or advanced placement students.

VN 200AI – The Client with Healthcare Deficit: Medical-Surgical

VN 200AI introduces students to foundational and intermediate concepts related to the nursing care of adult clients with alterations in health across major body systems. Students explore the etiology, pathophysiology, diagnostic testing, and medical/surgical treatments associated with integumentary, musculoskeletal, respiratory, cardiovascular, gastrointestinal, endocrine, reproductive, renal, and neurosensory disorders. Emphasis is placed on recognizing signs and symptoms, understanding disease progression, implementing appropriate nursing interventions, and applying the nursing process to provide safe and effective client-centered care.

Throughout the course, students examine age-related considerations, cultural and psychosocial influences, nutritional needs, and risk-reduction strategies. Pharmacology is integrated within each system to reinforce medication safety, therapeutic monitoring, and sound clinical decision-making. Critical thinking, prioritization, and professional communication skills continue to develop as students engage with increasingly complex concepts.

VN 200AI/CL – Advanced Clinical Skills: Medical-Surgical Nursing

The clinical learning experiences within the VN 200AI/CL series allow students to apply theoretical concepts from VN 200AI in a variety of healthcare settings. Clinical placements may include, but are not limited to, medical-surgical units, subacute facilities, long-term care centers, residential care settings, and approved simulation-based or virtual clinical environments integrated to support course objectives. Under supervision, students practice patient assessment, documentation, safe medication administration, infection control, and implementation of evidence-based nursing interventions. Clinical rotations and skills-lab sessions align with the body-system modules covered in theory, allowing students to connect knowledge with hands-on care. Emphasis is placed on clinical judgment, safe practice, prioritization, communication, and beginning-level time management. By the end of the term, students demonstrate increased clinical proficiency and readiness for specialty-focused coursework in Term 3.

VN 201T/201R Medical-Surgical 1

VN 201 focuses on the theory and foundational skills reentry or transfer students must demonstrate to progress into VN 200A. The course reviews and evaluates competence in the principles of nursing care for clients with alterations of the integumentary, musculoskeletal, respiratory, and cardiovascular systems. Fundamentals and pharmacology concepts necessary for safe medical-surgical practice are also reinforced.

Students are required to complete all assigned theory modules, quizzes, and examinations. All required content areas and assessments must be passed to be granted reentry or transfer eligibility. This course is graded on a pass/fail basis. Corequisite: VN 105, VN 106, VN 107 (as assigned for reentry requirements)

VN 202T/202R Medical-Surgical 2

VN 202 continues the structured review and evaluation process for reentry or transfer students preparing to enter VN 200E. This course covers the theory and nursing principles required for clients with alterations in the gastrointestinal, endocrine, reproductive, renal, and neurosensory systems. Foundational concepts in fundamentals and pharmacology are further reinforced to ensure competency for progression.

Students must complete all assigned theory modules, quizzes, and examinations. All examinations and content areas must be passed to qualify for reentry or transfer into VN 200E. This course is graded on a pass/fail basis. Corequisite: VN 105, VN 106, VN 107 (as assigned for reentry requirements).

VN 300AD – The Client with Healthcare Deficit: Specialties

VN 300AD advances the student's knowledge in specialty areas of nursing, including immunology/oncology, mental health/rehabilitation, obstetrics, pediatrics, and care of vulnerable populations. Students explore complex disease processes, diagnostic and treatment modalities, developmental considerations, and specialized nursing interventions across the lifespan. Emphasis is placed on cultural and psychosocial factors, ethical and legal considerations, family-centered care, and health promotion.

Students strengthen clinical reasoning, prioritization, and the use of the nursing process as they prepare to manage increasingly complex client care. Specialty pharmacology, patient safety, and holistic care principles are integrated throughout the course.

VN 300AD/CL – Advanced Clinical Skills: Specialties

The clinical learning experiences within the VN 300AD/CL series provide opportunities for students to apply specialty nursing concepts from VN 300AD in diverse healthcare settings. Clinical placements may include, but are not limited to, mental health units, obstetric and pediatric facilities, rehabilitation centers, ambulatory clinics, provider offices, subacute and long-term care centers, residential care settings, and approved simulation-based or virtual clinical environments integrated to support course objectives. Students perform comprehensive assessments, provide safe and culturally competent care, engage in therapeutic communication, and implement age-appropriate and condition-specific interventions. Emphasis is placed on clinical judgment, teamwork, prioritization, documentation accuracy, and patient safety in specialty practice environments.

VN 301T/301R – Medical-Surgical 3 with Specialties

VN 301 provides the theory and foundational skills necessary for transfer or re-entry students to progress into VN 300AD, the first course in the Term 3 sequence. The course reviews and evaluates competency in the nursing care of clients with alterations in the immunologic/oncologic, mental health/rehabilitation, obstetric, and pediatric systems. Additional reinforcement of fundamentals, medical-surgical concepts, and pharmacology ensures readiness for Term 3 theory and clinical practice.

Students must complete all assigned modules, quizzes, and examinations. All examination content must be passed for approval to enter Term 3. This course is graded on a pass/fail basis.

VN 300E – Advanced Clinical Practice & Preceptorship

VN 300E integrates medical-surgical and specialty concepts into an advanced, progressively independent clinical experience. Clinical placements may include, but are not limited to, skilled nursing facilities, outpatient/satellite clinics, ambulatory care centers, healthcare provider offices, residential care settings, daycares, and approved simulation-based or virtual clinical environments integrated to support course objectives. Students also complete required maternity and pediatric clinical days.

Students manage multiple clients, demonstrate prioritization and time management, apply clinical judgment, and collaborate effectively with the healthcare team. Students may elect a preceptorship under a qualified licensed nurse or other licensed healthcare provider. VN 300E emphasizes safe, effective LVN-scope practice and readiness for transition to entry-level vocational nursing roles.

VN 302R – Medical-Surgical 4 with Specialties

VN 302R is intended for repeating or reentry students who must demonstrate readiness to progress into VN 300E. The course provides targeted review and competency assessment in physical assessment, medical-surgical nursing, mental health nursing, pediatric nursing, maternity and childbearing family concepts, and clinical safety. Theory and clinical skills evaluations, including quizzes and examinations, must be successfully completed to regain eligibility for progression into VN 300E. This course is graded on a pass/fail basis.

VN 300F – Role Transition: Career and NCLEX Preparation

VN 300F prepares students for transition to the LVN role and the NCLEX-PN examination. Content includes scope of practice, delegation, prioritization, ethical and legal considerations, communication, teamwork, employment readiness, and professional issues. Students engage in NCLEX-style question practice, computer-assisted simulations, test-taking strategy development, targeted remediation, and review of essential vocational nursing content. Career preparation includes resume development, job search strategies, interviewing techniques, and understanding workplace expectations. Instruction on IV/BW procedures, professional organizations, continuing education, and transition-to-practice considerations are also included.

VN 300G – NCLEX-PN Preparation for the VN Student

A focused review course emphasizing NCLEX-style questions, test-taking strategies, clinical judgment, prioritization, and safety. Students complete practice exams, analyze performance areas, and develop individualized study plans for successful NCLEX-PN completion.

VN Program Start Dates

Class Start	01/20/2026	Estimated Completion Date	11/20/2026
Class Start	04/20/2026	Estimated Completion Date	02/19/2027
Class Start	07/20/2026	Estimated Completion Date	05/21/2027
Class Start	10/19/2026	Estimated Completion Date	08/20/2027
Class Start	01/19/2027	Estimated Completion Date	11/19/2027
Class Start	04/19/2027	Estimated Completion Date	02/18/2028
Class Start	07/19/2027	Estimated Completion Date	05/19/2028
Class Start	10/18/2027	Estimated Completion Date	08/18/2028

Nurse Assistant Training Program (CNA program)

Course Description:

The Nursing Assistant Training Program (CNA Program) is designed to familiarize students with basic principles, knowledge and skills which form the basis of patient care. The nursing assistant assists the nursing team in bathing, dressing, feeding, ambulating, and transporting patients. They also assist with meeting the physical and emotional needs of patients. The Nursing Assistant Training Program (CNA Program) is an opportunity to learn skills and prepare for a career in the healthcare field. Students receive classroom and skills laboratory instruction as well as supervised clinical experiences in nursing care at an acute care setting, Skilled Nursing Unit, Long Term Care Facility or Assisted Living Facility.

Educational Objectives:
Upon completion of this course/program, the student will be able to:

1. Perform basic nursing skills for clients in a variety of settings.
2. Safely and effectively perform personal care skills.
3. Recognize the psychological, emotional, physical and spiritual needs of clients.
4. Demonstrate appropriate attitudes in giving nursing care.
5. Exhibit proper ethical and legal behavior in giving nursing care.
6. Demonstrate effective communication and interpersonal skills.
7. Demonstrate behavior that maintains the rights of the client.
8. Perform nursing care with regard to the principles of infection control.
9. Acquire the proper knowledge and skills to respond to emergencies.
10. Be aware of educational opportunities.
11. Be prepared to take the State Nursing Examination and Certification to become a Certified Nursing Assistant (CNA).

Career Objectives:
After successful completion of the program and required testing the Nursing Assistant Training Program (CNA Program) prepares the graduate for entry-level employment in healthcare in a variety of settings (e.g., home health care agencies, long term care facilities, medical offices, outpatient clinics, labs, and other healthcare facilities) or in lieu of career placement the graduate may

choose to enter a Vocational Nursing Program. Standard Occupational Classification (SOC) Codes: 31-1014; 31-1122

Length of Education:
The length of the program is 176 hours; approximately 5 or 10 weeks (FT/PT).

Program Outline:

Course Title	Course Number	Theory (Lab) Hours	Clinical Hours	Total Hours	Credit Units

Nursing Assistant Training Program (CNA Program) – CNA 100

Nursing Assistant Training Program (CNA Program)	CNA 100	76	100	176	11
Totals		76	100	176	11

Instructional Equipment:
Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, Balance Scale, Wheelchair, Walker, Crutches, Cane, Stethoscopes, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, and Gloves.

Instructional Modes and Methods:
- Lectures
- Discussions
- Skills Laboratory Activities
- Group Activities
- Projects, Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs
- Clinical experiences

Resources:
On-campus & online library, skills lab, and computer lab for student use.

Evaluation:
Classroom: Quizzes, Tests, and Computer, & Clinical and Skills Lab Evaluations.
Clinical: Satisfactory completion of objectives.

<u>CNA program (Full-time) Start Dates:</u>

Class Start	01/20/2026	Estimated Completion Date	02/20/2026
Class Start	04/20/2026	Estimated Completion Date	05/22/2026
Class Start	07/20/2026	Estimated Completion Date	08/21/2026
Class Start	10/19/2026	Estimated Completion Date	11/20/2026
Class Start	01/19/2027	Estimated Completion Date	02/19/2027

Class Start	04/19/2027	Estimated Completion Date	05/21/2027
Class Start	07/19/2027	Estimated Completion Date	08/20/2027
Class Start	10/18/2027	Estimated Completion Date	11/19/2027

CNA program (Part-time) Start Dates:

TBA

Home Health Aide (HHA) Program

Course Description:

The Home Health Aide (HHA) Program is designed to familiarize students with basic principles, knowledge and skills which form the foundation of patient care in the home environment. The California State-approved Home Health curriculum provide 20 hours of theory and 20 hours of clinical training. The HHA theory component includes: Introduction to Aide and Agency role; Interpretation of Medical and Social Needs of the Clients; Personal Care Services; Nutrition; and Cleaning and Care Tasks in the Home. The clinical component includes supervised clinical skills training in a licensed healthcare facility setting, where students practice and demonstrate patient care skills with direct patient contact. The Home Health Aide Program provides students with the opportunity to develop skills and prepare for entry-level employment in the healthcare field. The Nursing Assistant and Home Health Aide programs may be taken as separate components; however, the Home Health Aide component requires a Certificate of Nursing Assistant or concurrent enrollment in a Nursing Assistant program.

Educational Objectives:
Upon completion of this course/program, the student will be able to:

1. Perform basic nursing skills for clients in a variety of settings (e.g., home health, assisted living, long-term care).
2. Safely and effectively perform personal care skills.
3. Recognize the psychological, emotional, physical & spiritual needs of clients.
4. Demonstrate appropriate attitudes in giving nursing care.
5. Exhibit proper ethical and legal behavior in giving nursing care.
6. Demonstrate effective communication and interpersonal skills.
7. Demonstrate behavior that maintains the rights of the client.
8. Perform nursing care with regard to the principles of infection control.
9. Acquire the proper knowledge and skills to respond to emergencies.
10. Describe basic principles of nutrition, food selection, storage, & planning/preparation of different diets for the home care setting.
11. Describe basic principles of home cleaning.

Career Objectives:
After successful completion of the program and required testing the Home Health Aide (HHA) Program prepares the graduate for entry-level employment

in healthcare in a variety of settings (e.g., home health care agencies, long term care facilities, and other healthcare facilities) or in lieu of career placement the graduate may choose to enter a Vocational Nursing Program. Standard Occupational Classification (SOC) Codes: 31-1121; 31-1122

Length of Education:

The length of the program is 40 hours; approximately 1 or 2 weeks (FT & PT).

Program Outline:

Course Title	Course Number	Theory Hours	Clinical Hours	Total Hours	Credit Units
Home Health Aide Program – HHA 100					
Home Health Aide (HHA) Program	HHA 100	20	20	40	3
Totals		20	20	40	3

Instructional Equipment:

Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, Balance Scale, Wheelchair, Walker, Crutches, Cane, Stethoscopes, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, and Gloves.

Instructional Modes and Methods:

- Lectures
- Discussions
- Skills Laboratory Activities
- Group Activities
- Projects, Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs
- Clinical experiences

Resources:

On-campus & online library, skills lab, and computer lab for student use.

Evaluation:

Classroom: Quizzes, Tests, and Computer, & Clinical and Skills Lab Evaluations.
Clinical: Satisfactory completion of objectives.

HHA Program (Full-time) Start Dates:

Class Start	02/23/2026	Estimated Completion Date	02/27/2026
Class Start	05/25/2026	Estimated Completion Date	05/29/2026
Class Start	08/24/2026	Estimated Completion Date	08/28/2026
Class Start	11/23/2026	Estimated Completion Date	12/01/2026
Class Start	02/22/2027	Estimated Completion Date	02/26/2027
Class Start	05/24/2027	Estimated Completion Date	05/28/2027
Class Start	08/23/2027	Estimated Completion Date	08/27/2027

Class Start 11/22/2027 Estimated Completion Date 11/30/2027

HHA Program (Part-time) Start Dates:

TBA

Catalog Certification

Angeles Institute certifies that the information contained in this publication is current and correct, but is subject to change without notice.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to The Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818; Telephone (toll-free): 888-370-7589; 916-574-8900; website address: http://www.bppe.ca.gov; Email bppe@dca.ca.gov ; Fax: 916-263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site http://www.bppe.ca.gov/forms_pubs/complaint.pdf

Angeles Institute does not have, is not, or has not:

1. A pending petition in bankruptcy,
2. Operating as a debtor in possession,
3. Filed a petition within the preceding five years,
4. Had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.