



This Catalog and Student Handbook is an official publication of Radians College. It describes the program offerings, policies, procedures, and regulations of the college.

The provisions of this bulletin are not to be regarded as an irrevocable contract between the college and the student.

The contents of this bulletin are subject to change through normal administrative channels. Revisions are publicized by appropriate means each school year. Any regulations adopted during the school year and announced to the students have the same force as if they were published in this Catalog and Student Handbook.

COLLEGE ADDRESS

**Radians College**  
1025 Vermont Avenue, NW  
Suite 200  
Washington, DC 20005

Radians College is an educational division of Health Management, Inc.

**CONTACT INFORMATION**

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The office is closed daily from 1:00 pm – 2:00 pm.

**For information about:**

**Write to:**

Nursing Programs.....	Dean, School of Nursing
Applications and catalogs.....	Director, Admissions and Records
Evaluation of transfer credits .....	Director, Admissions and Records
Graduation requirements .....	Director, Admissions and Records
Financial information .....	Director, Student Finance

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***AUTHORIZATIONS AND APPROVALS***

Radians College is a division of Health Management, Inc., a District of Columbia corporation founded in 1983. HMI Regency School, the initial educational unit, has been in operation since 1991.

- Radians College is authorized and licensed by the District of Columbia Education Licensure Commission to offer degree and certificate programs in nursing
- The Associate Degree in Registered Nursing and the Certificate in Practical Nursing programs are accredited by the District of Columbia Board of Nursing
- Radians College is approved for Veterans education benefits.

Radians College is a Candidate for Accreditation, as of November 2009, by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia PA 19104 (267) 284-5000.

Candidate for Accreditation is a status of affiliation with a regional accrediting commission which indicates that an institution has achieved recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, seems to have the resources to implement the plans, and appears to have the potential for obtaining its goals within a reasonable time.

**ACADEMIC CALENDAR**

A calendar of subsequent term registrations, holidays, examinations, and graduation will be given to students at the time of the initial registration for each cohort group. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**ASSOCIATE DEGREE PROGRAM**

The Associate Degree in Registered Nursing follows a full-year continuous academic calendar. A new class may start whenever a full cohort group of qualified students is formed. The general calendar however is as follows:

**Spring Term**

The Spring Term begins in early January and ends in April / May.

**Summer Term**

The Summer Term begins in May and ends August.

**Fall Term**

The Fall Term begins in September and ends in December.

**PRACTICAL NURSING PROGRAM**

The Practical Nursing program offers day with groups starting each year as follows:

Day Classes

January

May

September

## **GENERAL INFORMATION**

### **Mission Statement**

The mission of Radians College is to prepare students to be competent, caring and wholesome individuals to serve as members of inter-disciplinary teams in health care and human service settings.

### **Philosophy**

Radians College operates according to the belief that each person is unique, with the ability to think and to do. The college provides an atmosphere of mutual respect, student support, a learning environment, faculty and staff to assist and encourage students to develop to their maximum potential—intellectually, socially, physically, and spiritually.

While emphasizing academic excellence and professional competence, Radians College prepares students to be committed to life-long learning and selfless service.

### **Objectives**

In the accomplishment of its primary mission, Radians College actively directs its resources in achieving the following objectives:

- **Quality**

Sets standards of quality and plans to accomplish them in teaching and learning, in academic programs and course content, in student services, in all social functions, in facilities appearance, and in workmanship.

- **Respect**

Attracts a diverse student population; makes professional and career opportunities available to minorities, international and adult students; and provides an environment of mutual respect for ethnic, religious, economic and social backgrounds practiced by welcoming and valuing all without regard to race, color or gender.

- **Academic Scholarship**

Strives for high standards in teaching, research and instructional presentations, and in the use of technologies commensurate with the scope and requirements of the programs offered.

- **Service**

Promotes service to our campus, to local and global communities.

- **Integrity**

Consciously integrates ethical values, openness, fairness and transparency of actions into all courses and activities.

- **Safety**

Creates an atmosphere where all within the academic community feel safe physically, socially, philosophically, and psychologically.

- **Health**

Advocates clean and wholesome body, mind, and spirit.

- **Accountability**

Meticulously implements outcomes-based accountability measures to meet the expectations of the accrediting agencies, the District of Columbia government, and the many stakeholders.

## **The College**

Radians College is an institution committed to offering certificate and degree programs in health care and social service disciplines.

## **Calendar**

The college follows a semester calendar with continuous year-round instruction. The length of each term may vary. Generally, the fall term begins at the end of August or beginning of September and finishes at the end of December. The spring term begins in early January and finishes in late April or early May. The summer term begins in early May and finishes in August. In addition to regular classes, shorter modules may be offered, including workshops and concentrated classes. A comprehensive calendar of events is published at the beginning of each year.

## **Location**

Radians College's academic instructional and lab facilities are located at 1025 Vermont Avenue, NW, Washington, DC. Its world-class metropolitan setting affords unrivaled opportunity for learning, work, recreation, and service.

## **History**

Radians College is an educational division of Health Management, Inc. (HMI). Established in 1983, HMI is committed to the development and implementation of programs which enhance individual and organizational productivity and well being. Educational programs in the area of health care, particularly nursing, have been a major emphasis of HMI since the establishment of HMI Regency School in 1991.

As the fastest growing segment of the economy, the health care industry has many exciting opportunities to offer individuals, and HMI Regency School has played a key role in assisting students to take advantage of those opportunities. The school, licensed by the D.C. Educational

Licensure Commission and accredited by the D. C. Board of Nursing, has graduated over 1,600 practical nurses and 400 nursing assistants since its inception.

In 2004, the Board of Directors voted to upgrade the school to offer an Associate Degree in Nursing for the training of registered nurses. Thus far, there have been 131 graduates of the ADN (RN) program.

### **Programs Offered**

Radians College offers the following programs:

- Associate Degree in Registered Nursing
- Certificate in Practical Nursing

### **Overview of Graduation Requirements**

The Associate Degree in Registered Nursing requires a minimum of 70 semester credit hours. The Certificate in Practical Nursing requires 1,608 clock hours of theory, laboratory, and clinical instruction. Specific course requirements are shown under sections describing each program.

### **College Standards and Student Conduct**

As set forth in the college's Mission Statement, Radians College aims to prepare its students to be competent, caring and wholesome individuals to be members of inter-disciplinary teams in health care and social service settings. The intended outcome of education at Radians College (Radians) is to train students who bring competence and moral leadership to their communities.

An environment hospitable to these goals requires students at Radians to embrace stipulated standards and abide by expressed rules of conduct. The Student Policies section describes student life and services in detail, and sets forth the policies and standards of conduct students are expected to honor. All students are asked to become familiar with the policies and procedures before enrolling. Since admission to Radians is a privilege, not a right, students must choose before enrolling whether they wish to accept the principles and standards of the college. By enrolling at Radians, students indicate their commitment to honor and abide by the policies and regulations as long as they remain students at Radians.

After enrollment, students who are out of harmony with the mission, policies, and standards, and are not willing to comply voluntarily with these standards, may be dismissed from the college.

### **Student Services**

- Counseling
- Academic Advising
- Computer Facilities
- Job Placement Assistance

### **Students with Disabilities**

Radians College is committed to providing access to learning opportunities for students with disabilities who meet the standard criteria for admission. It is the responsibility of the student to provide current documentation from a licensed professional. The documentation must include the nature of the disability, the need for services, and clearly describe the kinds of accommodations recommended by the licensed professional.

Please note that nursing and health-related programs require the students to demonstrate a prescribed list of competencies which are necessary for successful matriculation in the program.

### **Non-Discrimination Policy**

Radians College is committed to equal educational and employment opportunities for all men and women and does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, handicap (except in health care programs where specific skills and proficiencies are required in order to provide patient care), family responsibilities, or political affiliation among its students or among applicants for admission.

Radians College welcomes applications from all students whose principles and interests are in harmony with the policies and principles expressed in this bulletin.

### **Employment Disclaimer Statement**

While Radians College does not guarantee employment, the following job placement services are offered:

- Career days
- On-campus visits by representatives from agencies and facilities
- Job vacancy announcements posted on the student bulletin board
- Resume writing and job interview skills included as part of the curriculum

### **Privacy of Student Records**

The Family Educational Rights and Privacy Act of 1974 provides that the college will maintain the confidentiality of student records. Radians College accords the rights under the law to students who are declared independent.

Directory information may be given to a third party approved by Radians without the written consent of the student. The college considers the following to be directory information: student name, address, telephone number, e-mail address, marital status, fields of study, month and day of birth, dates of attendance, degrees and awards received, and previous educational institution attended.

Personally identifiable information, including grade reports, will not be released to a third party unless a student specifically requests in writing that this be done. Forms are available in the Records Office. Federal guidelines do allow the college to share academic information with college personnel and other institutions that may have legitimate educational interest in this information.

Students have the right to inspect and review their official records maintained by the Office of Admissions and Records. Students wishing to review their records must make written requests to the Director of Admissions and Records.

**Rights of Petition**

Students who feel they have valid reasons for requesting an exemption from, or an exception to, an academic, social or financial policy may submit a written petition to the appropriate committee. This petition must clearly state the request and must give supporting reasons. The chair of the committee will notify the student of the committee’s decision. Committees do not approve student requests retroactively.

The following standing committees serve student and academic issues:

President’s Council	Academic policies, Student discipline issues
Academic Council	College Strategic Plan, Policy Updates, Schedules, Graduation Plan
Admissions Committee	Student admissions Admissions testing
Curriculum Committee	Nursing curriculum Textbook selections
Hearing Board	Student Appeals
Student Senate Committee	College / Class Information, Class Issues

**Office Hours**

Administrative office hours:

Monday – Thursday 8:30 am – 1:00 pm 2:00 pm – 5:30 pm

Fridays 8:30 am – 1:00 pm 2:00 pm – 4:00 pm

**The office is closed daily from 1:00 pm – 2:00 pm.**

## **ADMISSIONS INFORMATION**

### **General Information**

Decisions on admission to Radians College are made irrespective of race, sex, religion, color, ancestry, national origin, ethnic origin, age, marital status, or disability as provided by law. While the college does not discriminate against handicapped individuals, applicants may be required to meet legitimate physical qualifications essential to participate in particular programs.

All students are expected to uphold the policies and standards of Radians College.

Since space is limited in professional programs, admission shall be offered preferentially to those whose performance record indicates the highest probability of success. However, all students are required to meet at least the minimum admission requirements.

### **Application Procedure**

A complete application includes:

- Application fee (non-refundable)
- Completed application form
- Final official high school transcript\* (not necessary if student has earned more than 24 semester credits at the college level)
- Official transcripts\* from all accredited colleges and universities attended
- One recommendation regarding academic ability from the principal, dean of students, teacher, or guidance counselor
- One recommendation from an adult, preferably an employer, pastor or supervisor, capable of providing a character reference
- If educated outside of the United States, present official foreign credentials evaluation from one of the following organizations: World Education Services, Inc. (WES), or Education Credential Evaluators, Inc. (ECE)
- Successful completion of placement or pre-admission tests as specified by the program the student is applying for

**\*Special Notes About Transcripts:** Final high school transcripts are academic documents that include all grades, the graduation date, the institution's seal, and signature of the registrar.

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Official documents are those that are completed, produced and sealed in an envelope by the issuing institution. If the seal of the envelope is broken before reaching the Admissions Office, the transcript is no longer considered to be an official document.

***Ownership of Documents:*** The application form and any materials submitted with the application form for application to Radians College become property of the college.

***Accuracy of Information:*** All information presented in application to the college must be accurate, complete, and honestly presented. Any information submitted on behalf of the applicant such as letters of recommendation and transcripts must be authentic. Providing inaccurate information, misleading information, or omitting information on application to the college may be cause for the rescision of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

***Specific Process:*** Submit all of the above items at the same time in one envelope. Request that the transcripts be mailed to you, but do not open the envelopes or they will not be accepted as official. To ensure the confidentiality of the recommendations, persons providing references should enclose them in sealed envelopes and sign their name across the sealed flap.

Mail completed application to:

Office of Admissions & Records  
Radians College  
1025 Vermont Avenue, NW  
Suite 200  
Washington, DC 20005

### **Admission Requirements – Associate Degree in Registered Nursing (Pre-Requisite Phase)**

The Associate Degree in Registered Nursing offered by Radians College consists of two phases—the Pre-nursing Phase and the Nursing Phase. Minimum admission requirements for the Pre-nursing Phase of the degree program are as follows:

- **High School Graduation:** Present evidence of graduation from an accredited high school with a minimum cumulative GPA of 2.75 or equivalent (based on a 4.0 scale). Official secondary school transcripts are required for freshman students who have less than 24 semester credits (or 36 quarter credits) of college or university credits.
- **GED Scores:** Students who have successfully completed the U.S. General Education Development (GED) exam must have an average score of 50 and no standard score below 40 on any of the five tests.
- **Pre-Admissions Test:** All applicants must achieve a satisfactory score on the pre-admissions test and complete an essay on-site. (The college offers a pre-admission Skills

Enhancement Program to help students preparing to take the Pre-admission examination for Registered Nursing. Students are urged to call the college on how to enroll for this service.)

- Transfer Students: Submit official transcripts showing a combined cumulative college GPA of 2.75 or above.
- References: Arrange for a minimum of two references from previous teachers, pastors, guidance counselors or employers to be sent in a sealed and signed envelope directly to the college.
- Personal Interview: Satisfactorily complete a personal interview with a designated official of the college.

### **Admission Requirements—Associate Degree in Registered Nursing**

Students who have completed the pre-requisite Phase at Radians or elsewhere will be eligible for consideration for admission to the Nursing Phase. Admission to the Clinical Nursing Program is granted only to students with above average grades and acceptable recommendations. Minimum requirements are as follows:

- A cumulative college GPA of 2.75 or above.
- Completion of a minimum of 40 semester credits of prescribed courses shown below with no grade below “C”, and a minimum grade point average of 2.75; admission is granted to the most qualified students as space is available. Preference will be given to qualified students who completed all pre-nursing courses at Radians College with a grade point average of 3.00 or above.
- All Radians College general education and pre-requisite courses are offered on the Washington Adventist University Campus, Takoma Park, MD, and they include:

ENGL 101	English Composition	3 semester hours
MATH 101	College Mathematics	3
BIOL 111	Anatomy and Physiology	4
PSYC 105	Introduction to Psychology	3
BIOL 112	Anatomy and Physiology II	4
PSYC 210	Developmental Psychology	3
CHEM 105	Introduction to Chemistry	4
ENGL 102	Research and Literature	3
BIOL 150	Microbiology	4
NUTR 260	Nutrition	3
SOCI 105	General Sociology	3
CPTR 105	Introduction to Computers	3

**TOTAL**

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**40 semester hours**

- At least two satisfactory references from previous teachers or employers;
- A personal interview with a designated official of the college;
- A current certificate of health received from a licensed practicing physician or a certified nurse practitioner;
- Documentation of the required tests or immunizations: Tuberculosis Skin Test at least annually (PPD) or chest X-ray annually if PPD is positive, VDRL annually, MMR and Tetanus/Diphtheria (TD) within the last 10 years, Varicella Titer and Hepatitis B Vaccine (series of 3 injections);
- Drug Test: B & W Lab, 3140 Georgia Avenue, NW, Washington, DC. Results must be sent by the lab directly to Radians College (required before admission into clinicals);
- A current CPR certificate for Health Care Providers (BLS) from the American Heart Association; current CPR certification must be maintained throughout the nursing program;
- Satisfactory background check: Radians College secures this background check through Kroll Background America, Inc. A fee for this service is charged;
- Satisfactory fulfillment of all financial obligations to Radians College.

### **Admission Requirements – Certificate in Practical Nursing**

To gain admission to the Certificate in Practical Nursing program, a student must have earned a high school diploma or a high school equivalency (GED) certificate. The following documents are required:

- An application form and payment of non-refundable application fee;
- An official high school transcript showing at least a 2.00 (C) cumulative GPA (based on a 4.0 point scale) or an official GED certificate with passing scores;
- International secondary students must have a transcript which indicates “pass” for all subjects;
- Pre-Admissions Test: All applicants must achieve a satisfactory score on the pre-admissions test and complete an essay on-site. (The college offers a pre-admission Skills Enhancement Program to help students preparing to take the Pre-admission examination for Practical Nursing. Students are urged to call the college on how to enroll for this service.);
- A personal interview with the Director of Admissions & Records or designee;

- Two references from previous teachers or employers;
- Financial counseling with the Director of Student Finance;
- A current certificate of health received from a licensed, practicing physician or certified nurse practitioner;
- Documentation of the required tests or immunizations: Tuberculosis Skin Test at least annually (PPD) or Chest X-ray at least annually if PPD is positive, VDRL annually, MMR and Tetanus/Diphtheria (TD) within the last 10 years, Varicella Titer and Hepatitis B Vaccine (series of 3 injections);
- Drug Test: B & W Lab, 3140 Georgia Avenue, NW, Washington, DC. Results must be sent by the lab directly to Radians College (required before admission to clinicals);
- A current CPR certificate for Health Care Providers (BLS) from the American Heart Association; current CPR certification must be maintained throughout the nursing program;
- Satisfactory background check: Radians College secures this background check through Kroll Background America, Inc. A fee for this service is charged.

### **Transfer Credit Policy**

Radians College recognizes prior learning of admitted students by waiving pre-nursing requirements or awarding equivalent credit for comparable courses required for the program. Such courses must have been completed within a reasonable period of time prior to admission at an accredited college or university with satisfactory grades presented on official transcripts.

Credits awarded for foreign credentials are based on official credentials evaluation from one of the following organizations: World Education Services, Inc. (WES); or Educational Credentials Evaluators, Inc. (ECE).

**NOTE: Radians College will not accept transfer credits from other Practical Nursing programs. No nursing courses will be accepted for transfer from other associate degree programs in nursing.**

**Associate Degree Program:** Specific transfer credit policies affecting the pre-requisite courses for the degree program in Registered Nursing are as follows:

- Up to 40 semester credits will be accepted if the courses are comparable to the pre-nursing courses required for admission to the nursing phase.
- Only grades of “C” or better will be accepted. Credits for Advanced Placement Examinations will be granted for courses with scores of four (4) or better.
- Credits will be accepted if the English and science courses were taken within five (5) years of admission, and the other required non-English, non-science courses (psychology, sociology, nutrition, computer science, and mathematics) were taken within seven (7) years of admission.
- For courses with laboratory components, both the theory and lab portions of the courses must be completed with a grade of “C” or better.

### **Simultaneous Enrollment in Other Colleges**

Students admitted to the program agree to complete all the remaining course requirements through Radians College. Courses completed at another college, without prior approval, while simultaneously enrolled at Radians College will not be accepted.

### **Visa Status for International Students**

It is the responsibility of the student to make sure that his/her visa status makes it possible for the student to enroll at Radians College.

- Radians College is authorized to issue Form I-20 for student visa status to foreign students.
- Students can apply for a Form I-20 by contacting the Director of Admission and Records.
- Radians College is not authorized by the Immigration and Naturalization Service to change, extend, or transfer any visa status.

### **Admission Deposit Requirement**

In order to confirm space in the designated program at Radians College, students are required to pay a deposit as specified in the letter of admission by the designated deadline. The deposit is applied toward the initial term’s tuition charges and is refundable if a written cancellation or request for deferral of enrollment is received by the Director of Admissions and Records prior to the beginning of the term as specified in the Refund Policy.

## **FINANCIAL INFORMATION**

### **Financial Policies**

It is the responsibility of the student to follow the *Tuition Payment Policy* of the college.

At the beginning of each semester each student will be required to make definite arrangements with the Finance Office concerning school expenses, taking into consideration the entire program as well as the current semester. A financial payment agreement must be completed and signed by the Student Financial Director and the student. A student will not be permitted to continue with the course, take final exams, register for the next term of study, obtain transcripts, participate in the graduation ceremony, or have any other services provided by the college if financial obligations have not been met.

### **Tuition Payment Policy**

Full tuition and fees must be paid at or before the beginning of a term of study. If financing is needed, Radians College works through Sallie Mae to obtain financing for qualified applicants. A limited extended payment plan is offered to those unable to pay the full term's tuition and fees at the time of registration. (An administrative fee is charged for this service.) This will be arranged during a financial counseling session scheduled through the college office prior to the start of the program. Sufficient time must be given for the processing of the application to Sallie Mae (generally two weeks).

**Admission Deposit:** At the time of the admission interview, and upon acceptance into the program, the student will be required to make a deposit. This deposit is required to secure a place in a given class provided all admission requirements are met. This deposit is applied toward the tuition for the initial term. Any financial assistance or loan approvals will not be substituted for this required deposit.

In the admission registration process the student will be issued information on the following items and be required to sign documents indicating acceptance of the terms and conditions:

- Schedule of Tuition and Fees and Payment Agreement.
- Tuition Payment Schedule and agreement of payment schedule for each term in the program.
- Tuition Payment/Refund Policy.

**Payment Options:** The following options for payment of tuition and for each term are available to students:

- Payment in full at the beginning of each term. Cash, Money Orders, Visa, Master Card, Discover, and PayPal (online) are accepted forms of payment.
- Extended Payment Plan as outlined in an individualized Tuition Payment Schedule. The schedule allows a student to pay the amount due for the term over 60 days; an administration fee is charged.

**Sallie Mae Loans:** These loans are processed through the college. It is the responsibility of the student to make sure that the loan application is submitted well in advance of the start of the term. Even though a Sallie Mae loan has been applied for, the student must sign the *Tuition Payment Schedule* and will be responsible to make payment on at least the *Extended Payment Plan*.

### **Tuition and Payment for Repeated Courses**

Should a student have to repeat a course, the student must pay the tuition for this course in addition to any previous balance as agreed to in the Tuition Payment Schedule. Students who are not being readmitted into the Practical Nursing program but are allowed to repeat a course within the next consecutive term are expected to pay the additional tuition for the repeated course charged at the rate of their current class. Students who do not repeat a course within the next consecutive term will be charged the tuition rate in effect at that time.

### **Tuition and Payment for Students Granted Readmission**

Students who have been granted readmission by the Admissions Committee are subject to the tuition and fees in effect at the time of readmission. The following must be satisfied prior to readmission:

- The outstanding tuition and fees for previous course work must be paid.
- Students must complete financial counseling to determine a schedule of payment of remaining tuition and fees.
- A new Payment Agreement must be signed.

### **Bookstore Purchases**

Books required for classes may be purchased at the Radians College Bookstore. Payments must be made at the time of purchase. Cash, Money Orders, Visa, MasterCard and Discover are accepted.

## **Schedule of Tuition and Fees**

**Tuition** for the various programs offered by Radians College is based on the type of program. Specific and current information will be provided on request to prospective students. Tuition covers classroom and clinical instruction only. An **Enrollment Confirmation Deposit** is required upon acceptance into the program. Students are responsible for the cost of the required certifying examination. The cost of books, uniforms, and other appropriate clinical equipment is the student's responsibility and is not included in the tuition amount.

**Fees** are consistent for all programs as applicable, and are non-refundable. The following is a list of all fees:

- Application Fee (non-refundable)
- Pre-entrance Testing Fee (non-refundable)
- Registration Fee (per term, non-refundable)
- Computer Lab Fee (RN/PN) (per term)
- Skills Lab Fee (RN/PN) (per term)
- Late Registration Fee
- Late Payment Fee
- Returned Check Fee (for checks up to \$500)
- Returned Check Fee (for checks over \$500)
- Billing Administration Fee (extended payments)
- Graduation Fee
- Background Check Fee (non-refundable)
- Comprehensive Exam Review Fee
- State Board Application (PN) Fee as charged by the Nursing Board
- State Board Application (RN) Fee as charged by the Nursing Board
- NCLEX-RN/PN Exam Fee as charged by the exam board

A current Schedule of Tuition and Fees will be updated periodically and available upon request. Each schedule will indicate the dates for which it will be effective. Such tuition and fees are subject to change without notice.

## **Refund Policy—Associate Degree Program**

Students changing their schedules need to come to the Records Office and complete an add/drop form. They are obligated to pay tuition fees for all portions of the term in which there are/were enrolled

Should a student withdraw from any course(s), the tuition will be due for the prorated period of time attended subject to the refund policy for the Associate Degree Program. Note: The date of withdrawal is considered to be after written permission/notice is received by Radians; dropping or not showing for class without notice is considered absence, not withdrawal. Refunds for tuition due and paid will be prorated according to the following:

- Up to one week prior to the first day of the class – 100% refund.

- Within one week prior to the first day of the class – 90% refund.
- Up to one week after the first day of the class – 75% refund.
- After one week, before two weeks after the first day of the class – 50% refund.
- No refund after two weeks after the first day of the class.

Note: The refund schedule shown above assumes all courses in a given term start at the beginning of the term and continue in session through the entire term. For courses that do not run for the entire term, refunds will be prorated according to the actual number of scheduled weeks versus the total number of weeks in the term to a maximum refund of 50% as outlined above.

Refunds affecting Sallie Mae loans received by students who withdraw from classes during a semester will be paid in coordination with Sallie Mae based on the student's withdrawal date and the applicable refund policy.

Refunds due students will be mailed to the students within 30 days of the official date of withdrawal.

### **Refund Policy—Practical Nursing Program**

A student, who has signed the Enrollment Agreement, has the right to rescind the agreement within seventy-two (72) hours from the date of the signing. This period shall commence from the date of the signing but shall not include or end on any Saturday or Sunday or legal holiday. Any decision to rescind must be submitted to Radians College in writing by the student. If a student so rescinds the Enrollment Agreement, he/she is entitled to a refund of any tuition or registration fees paid to the institution. Any student wishing to withdraw from the course after seventy-two (72) hours of signing the Enrollment Agreement and who has registered for the course, may do so and receive a refund according to the following provisions:

- Students changing their schedule need to come to the Records Office and complete an add/drop form.
- Students are obligated to pay tuition fees for all portions of the term in which they are/were enrolled
- Refund amounts, for students voluntarily withdrawing or who does not attend classes for 30 days, or terminated by Radians College for unsatisfactory behavior and/or unsatisfactory scholastic performance, are based on the following:
  - From the date of registration for the current term until the first week of classes, the amount refunded is the total amount of tuition paid
  - For withdrawals after the commencement of course, but prior to the completion of 75% of the course, a prorated portion of the amount paid will be refunded. The prorated amount of refundable tuition is determined by the total number of weeks of instruction in the program less the total number of weeks attended (a week is

considered to start on a Sunday ending the following Saturday). Any portion of a week's attendance is considered a full week's attendance. The official date used to determine a refund shall be based on and computed from the date of receipt of the written notice of withdrawal or last day of attendance, whichever is later

- No refund will be given upon withdrawal after completion of 75% of the scheduled course
- All fees, other than tuition, are non-refundable after the 72-hour period

Refunds for students who have financed their tuition through Sallie Mae will be paid in coordination with Sallie Mae. Refunds will be applied to any balances still owed to Sallie Mae; any excess refunds remaining will be paid directly to the student.

Refunds due students will be mailed to the students within 30 days of the official date of withdrawal.

### **Release of Transcript or Diploma**

By action of the Board of Directors of the college, a diploma or transcript (official or unofficial) may not be released until the **student's financial account is paid in full.**

To expedite the release of transcripts, diplomas, and other legal documents, a money order should be sent to cover the balance, if any, of the student's account. Requests for transcripts must be in writing and signed by the student. If paid by personal check, there will be a three-week delay in processing. (For further details see Academic Information: Transcripts, Grade Reports, and Letters of Verification).

By enrollment and continued attendance at Radians College, the student expressly grants the college a Security Interest in all diplomas, transcripts, records, and all information or documentation of any kind related to the student arising from the education provided by the college to the student which is in the possession, custody, or control of the college. The Security Interest shall secure the payment and performance of the college's financial policies, and performance of all other liabilities, and obligations of the student to the college of every kind and description, due or to become due, and now existing or hereafter arising.

**Statements**

Itemized statements will be issued each month giving an account for the previous month. Tuition and required fees will appear on the first month's statement. Other charges will appear as they are incurred. The college operates on a cash basis and requires prompt payment of accounts.

Checks or money orders should be made payable to Radians College and sent to or paid at:

Radians College  
Student Finance Office  
1025 Vermont Avenue, NW  
Suite 200  
Washington, DC 20005

Please include student identification number on check or money order. Payments can also be made by Visa, MasterCard, Discover, and PayPal (online).

## ***STUDENT POLICIES***

### **Introduction**

This Student Handbook Policies section provides information on students' rights and privileges, student codes of conduct, student services, and policies and procedures affecting student life on Radians College campus. By enrolling at Radians the student agrees to abide by all of the handbook policies and conditions while enrolled at the college. During an academic year it is sometimes necessary to make amendments to various regulations. Once announced, they are applicable as if they were published in this handbook. Each academic program may also have departmental policies affecting student behavior, especially in classroom and clinical settings. Students are required to comply with all such policies to continue in the program.

### **Students' Bill of Rights**

- ***Radians College students have the right to an environment that is conducive to learning.*** The right to an educational environment conducive to learning includes additional rights described throughout this handbook.
- ***Radians College students have the right to access their personal academic records and files, and the right to the privacy of those records and files.*** According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all confidential student records, files, and data maintained by a college must be available for inspection by the student. Students may challenge records they believe to be inaccurate, is misleading or otherwise inappropriate, and may place certain limitations on access by others. Requests to review confidential files should be made to the Director of Admissions and Registration.
- ***Radians College students have the right to admission to educational programs and activities.*** All organizations, programs, activities of the college are open to all eligible students without respect to race, ethnicity, age, gender or physical ability.
- ***Radians College students have the right to appropriate, affirming and respectful behavior in their interactions with other members of the college community.*** High standards of dress and behavior are held on campus. Disrespectful actions, regardless of the severity, are not acceptable. These actions include those based on differences in race, culture, religion, gender, sexual orientation, age or ability. This right is violated by acts of intimidation and dishonesty, and conduct that is immoral, disorderly, lewd, indecent or obscene as expressed in language, action or personal appearance.
- ***Radians College students have the right to compete on a fair and equal basis for academic recognition.*** This right precludes such behaviors as cheating, plagiarism and other acts of academic dishonesty.

- ***Radians College students have the right to an environment that promotes wellness and safety.*** College life demands a high level of alertness and mental fitness. Students are encouraged to make time in their schedules for adequate rest and exercise. Behaviors that violate this right include physical, sexual, verbal and emotional harassment/abuse; threatening and dangerous behavior; breaking and entering; theft; obstructing or disrupting the study, work, social life of others; and possession of firearms, other weapons and explosives. The right to wellness and safety demands a drug, alcohol, and tobacco-free environment.
- ***Radians College students have the right to acceptable modes of public expression, respectful disagreement, and appeal.*** The responsibilities that accompany this right to expression include appropriate levels of personal restraint. It is the college policy to engage representatives in consultation or study of pertinent college policies or issues.

A student or group of students who wish to express views to achieve changes shall discuss the matter directly with the college personnel in whose area of responsibility the matter falls. Petitions for action or redress of grievance should be presented directly to a college officer instead of being published initially in the news media, either on or off campus.

Interchange of views between students and faculty person-to-person, in groups or meetings and by written documents presented personally, is encouraged. Conduct at these discussions must be in accordance with the spirit of mutual respect and courtesy. Freedom of expression does not include any right to interfere with regular activities of the college or to distract, hinder or intimidate others in accomplishing their goals.

- ***Radians College students have the right to fair and equitable treatment in academic matters.*** If a student feels that his/her academic rights have been violated, the student should speak personally with the teacher. If the disagreement is not resolved, the student may appeal to the department chairperson or the Dean of the school, and follow the Academic Grievance Policy and Procedure shown in the Academic Information section of this catalog.
- ***Radians College students have the right to expect the college to follow appropriate discipline procedures as described in this handbook.*** Within the guidelines of Radians policies, a committee of faculty and administrative staff administer the discipline of students who violate rights and responsibilities. Every effort is made to provide consistent, open and fair discipline. Students have the right to appeal disciplinary actions if stated college processes are not followed. On appealing academic decisions, students are expected to follow the Academic Grievance Policy and Procedure outlined in the Academic Information section of this Catalog.

## **Student Codes of Conduct**

Radians College holds in high esteem the following characteristics: honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others; respect for and obedience to the laws of the city, state and federal government; appropriate dress, general cleanliness; and a willingness to do good in every situation. Therefore, all students are expected to abide by the following standards:

***Drug-Free:*** Radians College is a drug-free campus. The college recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health and, therefore, it strongly discourages members of the community from using them. No member of the community may use tobacco, alcohol or illegal drug products on college facilities. Students whose off-campus behavior reflects negatively on the college community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.

***Wholesome:*** Exercise wholesome thought and speech patterns. Use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity and/or people groups, is not acceptable.

***Balanced:*** Students are encouraged to build balanced, healthy relationships. In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.

***Responsible Discretion:*** Students are expected to exercise discretion in their selection of reading materials, Internet activity and entertainment.

## **Policies and Procedures**

### **Academics**

***Academic Honesty:*** As an institution of higher education, Radians College is committed to the search for truth—a search that requires careful compliance with the principles of academic integrity in the discovery, clarification, and dissemination of all information. This commitment to truth assumes that each member of the campus community adheres to the highest standards of honesty and integrity in the completion of his or her academic requirements.

The academic integrity policy describes the responsibilities of students and faculty. It also defines and gives examples of academic dishonesty, describes the consequences for violations of academic integrity, and provides an appeals process.

***Academic Penalties:*** If a student violates the academic integrity policy by cheating, plagiarism, fabrication, facilitating academic dishonesty, or any other instance that undermines or has the potential to undermine academic integrity, he/she will receive an “F” for that particular assignment or examination, and may also receive an “F” for the course. The student will also be expelled from Radians College.

### **Academic Advisement**

Students will meet their assigned academic advisor when they register for the first time at Radians College. The advisor helps choose classes each semester and offers academic and personal guidance.

While an advisor guides in a student's choices and answers questions, it is the student's responsibility to know and fulfill degree requirements as outlined in the college catalog.

### **Academic Dismissal**

Students are considered ineligible to continue their studies at Radians College if their academic progress is unsatisfactory. Each department or program has the right to specify the academic performance standards required to continue in the program.

### **Automobile Parking**

Fee-based parking lots and garages are available close to the campus. Street parking is permitted during designated hours as posted and controlled by the city. Since downtown parking is limited, students are advised to utilize public transportation when possible. Information on parking may be obtained from the Office of Admissions and Records.

### **Calendars**

Calendars are distributed on the first day on the class along with the class syllabus.

### **Cell Phones**

Students are expected to turn off the ringers and text messages in their cell phones when they enter the academic facilities. Cell phones may be used during the class schedule breaks in the lobby of the building or outside the building. Emergency calls should be directed to the college administrative office and handled by the staff while the student is in class.

### **Computer Lab (See also Student Computer Use)**

Computers are available for student use in the computer lab during posted hours. A valid student ID card is required.

### **Counseling Services**

**Counseling** is available in the following areas:

- *Academic Counseling* - through the academic advisor.
- *Financial Counseling* - through the Student Finance Office.

- **Personal and Psychological Counseling** - by special arrangement through the Deans's Office. The college has contracted to provide limited assistance as requested. Prolonged and highly specialized cases will be referred to local psychologists or psychiatrists.

### **Disciplinary Procedures**

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to Radians College is a voluntary commitment to uphold the college's standards. Therefore, Radians expects students to comply with all laws, and college regulations. Student conduct that violates these laws and regulations may result in college disciplinary action.

When necessary, counsel, advice and minor restriction may be given by the appropriate official. A student who may be subject to serious discipline will be counseled by the appropriate official regarding their rights and possible disciplinary actions.

When discipline of a serious nature is appropriate, the official designated by the President will meet with the student. A report will be given to the chair of the Administrative Committee, which will discuss the situation and make a decision about the appropriate action to be taken

The student will be notified verbally and by letter of the committee's decision. This letter will become part of the student's official record. Notice of the action will be made available to all college employees or departments directly related to the student concerned.

### **Appeals Process**

If the student feels that the disciplinary process described by the college has not been followed by the Administrative Committee, the student may appeal, in writing, to the President of the college requesting a review of the process.

### **Disciplinary Actions**

The following disciplinary actions are adopted by Radians College with the intent to provide flexibility to the disciplinary process. Radians College reserves the right to amend, change, and/or determine what actions are to be imposed. They include, but are not limited to:

- Warning – written notice that continuation or repetition of inappropriate conduct may be cause for more serious disciplinary action.
- Probation – a trial period during which a student has an opportunity to prove that he/she can be a responsible and effective member of the college community; during the probation period, the student may be subject to the conditions specified by the college.
- Suspension – shall be for a specific period of time or until a specific condition is met after which time the student must apply to the Administrative Committee for

reinstatement; students suspended for the remainder of a semester will be charged tuition and fees up until the day of disciplinary action.

- Dismissal or Expulsion – termination of student status; no refunds on college payments will be made; the individual is not permitted on college premises; students dismissed for the remainder of a semester will be charged tuition and fees up until the day of disciplinary action.

### **Dress Code**

Students are expected to apply mature and professional judgment in their dress and appearance. These expectations are based upon standards of modesty, good taste, appropriateness for clinical laboratory settings, and social expectations. Neat, clean, street clothing is appropriate in campus facilities. **NOTE: Nursing students are requested to adhere to the dress code specified by the department.**

Standards of professionalism and appropriateness vary across academic disciplines; however, students in all programs should become familiar with standards of dress in their intended profession. The following guidelines define our minimal expectations for classroom dress. It may be appropriate at times for students to dress more formally than these minimal standards. Students should be sensitive to faculty expectations/requirements.

#### **Men**

Dress/sport shirt; slacks, pants, shoes or sandals are to be worn on campus. Slippers, bathrobes, and other articles of clothing that have been long established as “at home” attire are not to be worn on campus as outerwear. Hats and baseball type caps must be removed when entering the college facilities.

#### **Women**

Dresses and blouses should be appropriate to maintain personal modesty, and professional appearance. Shoes or sandals are to be worn on campus.

#### **Men/Women**

Clothing peculiar to cult groups and those bearing slogans and/or insignia not in harmony with the standards and philosophy of Radians is prohibited. Exercise wear, swimwear and other types of “specialty” clothing are not to be worn on campus facilities.

### **Financial Aid**

Radians College participates in Sallie Mae Career Loans. These are available to eligible students.

### **Financial Obligations**

Students will not be permitted to continue their courses, register for next term of study, obtain transcripts, or have any other services provided by the college if financial obligations have not been met.

### **Harassment Policy**

Members of the Radians College community are to exemplify a considerate and respected attitude and must not indulge in sexual behavior harmful to themselves and others. To coerce or force a person to engage in any acts that are against their will is both a violation of Radians policies and civic law. Radians recognizes that there are many forms of harassment: obscene and/or unwanted phone calls, stalking, hate crimes, physical and/or sexual assault, and date rape. Radians has an obligation to provide, as nearly as is possible, a campus environment free from these risks. Anyone who has experienced such treatment should submit a written report to the President's Office.

### **Health Services**

As a college which caters primarily to non-residential, commuter adult students, Radians College does not operate a full-service Health Services Unit. In case of emergencies, students are advised to call 911.

### **Human Rights Policy**

Radians College is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of handicap, (except in those health care programs where specific skills and proficiencies are required to provide patient care), gender, race, color or national origin in its education and admissions policies, financial affairs, employment programs, and student services.

### **Library**

Radians College's on-campus library has a core selection of books and reference materials. The college provides additional library resources through on-line channels and inter-library arrangements with other colleges and universities.

### **Noise Pollution and Noise Control**

Members of the college community are required to control the volume of their sound equipment while on campus or surrounding streets. Because the college is sharing physical facilities with other business organizations, it is extremely important that students control the noise level in the lobbies, hallways, restrooms, and near the building. Students taking tests/exams are required to remain in the classroom until the teacher dismisses all students as a group.

## **Safety and Security**

Entrance to campus facilities is monitored by security personnel during specified hours. Other remote security devices are installed throughout the facilities. Students are advised to guard their personal belongings at all times and report any suspicious activities to college officials.

## **Snow/Inclement Weather Policy**

In the event of inclement weather or other emergencies, the college may close or alter hours of operation. **All students on the DC campus are required to call Radians College for accurate information on cancellation of classes or any other changes to the regular schedule.** All students taking classes on the Washington Adventist University (WAU) campus must call WAU for any changes.

## **Student Computer Use**

**Rationale:** Radians College is committed to providing a limited access to computing services to support the needs of students, faculty, and staff. The policies described below are designed to ensure the security and integrity of computer resources available on campus, to assure that users have reasonable access to the facilities, and to ensure that the action of any one user will not adversely affect any aspect of the work of another. The college reserves the right to control, evaluate and monitor all student computers and electronic telecommunications except as may be prohibited by federal or state laws.

**Passwords:** Users of computer resources at Radians are responsible for safeguarding assigned passwords and for using them for their intended purposes only. Each user is responsible for all activity that occurs under authorization of their password. Following the precautions below will help prevent unauthorized use of and liability for unauthorized use of computer resources:

- Maintain the confidentiality of passwords (do not give your password to another individual).
- Log off of your account when leaving (even for a short time).
- Change your passwords regularly.
- Only use computer accounts for which you are authorized.

**Illegal Use of Software:** All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. Users of computer resources are subject to applicable laws governing intellectual property and should be aware that the copying, distribution, or use of protected software without proper permission or license is prohibited. It is the policy of Radians College to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and may be subject to disciplinary action.

**Changing Settings on College Computers:** Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited.

**Personal Web Pages:** Creating or maintaining a personal web page that is inconsistent with the college's principles is prohibited and may be subject to disciplinary action or loss of computer privileges.

**Prohibited Activities:** Students shall not use computer resources of the college in any activity that violates federal, state, or local laws.

### **Substance Abuse Policy**

Radians College is committed to providing a drug-free environment to help students attain the highest level of mental, physical, and moral health. This will allow students to be truly free and in control of their lives. **The manufacture, possession, distribution or use of illegal drugs and the use of alcohol or tobacco is strictly prohibited on Radians College premises.** Any student who appears to be intoxicated or under the influence of illegal drugs on college premises or clinical sites will be asked to leave the facility and be subjected to disciplinary action.

## **ACADEMIC INFORMATION**

### **Degrees & Programs**

Radians College offers academic programs leading to the following awards:

- Associate Degree in Registered Nursing
- Certificate in Practical Nursing

Degrees and certificates are conferred only upon those who satisfactorily complete the specific requirements for graduation. Pre-nursing courses and general education requirements may be transferred in from other accredited colleges and universities. However, all the nursing courses must be completed at Radians College. Radians College will not accept transfer credits in nursing from other Associate Degree or Practical Nursing programs.

### **Selection of Bulletin for Graduation**

Students are normally expected to meet the requirements as published in the bulletin for the school year in which they originally entered Radians College. Students are expected to follow the requirements of a single bulletin in its entirety to qualify for graduation. The student may be required to follow a current or newer bulletin under the following circumstances:

- If the student has withdrawn from the program or has failed to continue in the program, he/she will be expected to follow the bulletin in effect upon re-registration at Radians.
- If a department revises the curriculum in order to meet new accreditation agency guidelines, and/or new NCLEX standards, a continuing student may be required to follow the new requirements. In such cases the college will make every effort to help the student complete the graduation requirements within the shortest time period.
- If the student's academic progress is not satisfactory, the student's department may require the student to follow the newer bulletin.

### **Student Responsibility**

The responsibility for meeting graduation requirements rests primarily upon the student. Therefore, students should become acquainted with the requirements as set forth in their bulletin and consult carefully with their advisor to plan a sequence of courses each semester that fulfills these requirements. To assist students in meeting the requirements, graduation checklists are available through the Office of the Director of Admissions and Records.

**General Education Requirements and Pre-Requisites – Associate Degree**

The Associate Degree in Registered Nursing requires specific courses which simultaneously fulfill the general education requirements as well as pre-requisites, for admission to the Clinical Nursing Phase. A minimum GPA of 2.75, with no grade below a C, is required. All general Radians College education and pre-requisite courses are offered on the Washington Adventist University Campus, in Takoma Park, MD.

The general education program provides students the opportunity to develop and practice basic skills (writing, speaking, analytical thinking, and information literacy) in the context of a wide variety of disciplines. In these distribution courses students will:

- Explore fundamental concepts of the humanities, social sciences, and natural sciences for personal and professional fulfillment.
- Understand fundamental methods of scientific investigation and quantitative thinking.
- Acquire knowledge of belief systems, values, and ethics.
- Explore the diversity of human expression provided by literature, humanities, and the arts.
- Integrate the principles of a wholesome life – physically, mentally socially and ethically.

The general education and pre-requisite portion of the nursing program is given below:

Basic Communication Skills (6 semester hours)

ENGL 101 English Composition (3 semester hours)  
ENGL 102 Research and Literature (3 semester hours)

Physical/Natural/Mathematical Sciences (7 semester hours)

MATH 101 College Mathematics or equivalent (3 semester hours)  
BIOL Biology elective (4 semester hours)  
OR  
CHEM Chemistry elective (4 semester hours)

Social Sciences (6 semester hours)

PSYC 105 Introduction to Psychology (3 semester hours)  
SOC 105 General Sociology (3 semester hours)

Computer Literacy (3 semester hours)

CPTR 105 Introduction to Computers or equivalent (3 semester hours)

**Class Schedule – Associate Degree Program**

The general education and pre-requisite class schedule attempts to accommodate adult learners with family and work responsibilities. As much as possible, each course under the pre-requisite phase is scheduled to meet just once a week, and all classes for the term may be taken by attending classes two days a week. Full-time commitment is required under the Nursing Phase.

General education and pre-requisite classes generally start at 8:00 a.m. and end around 5:00 p.m. Class days will be lengthened when the schedule includes clinical courses and science courses with laboratory sessions.

The Clinical Nursing Program is full-time, and requires students to have up to 5-days-a-week commitment to the nursing classes. Theory classes and skills labs begin at 8:00 am and end by 5:00 pm. Clinical begins at 6:30 am and ends at 4:30 pm.

Under the cohort-based student group system, each group of successful students will generally progress together until graduation.

New cohort groups and terms generally begin in January, May and September. See the Academic Calendar section for duration of terms and holidays.

**Class Schedule – Practical Nursing Program**

- Day classes begin in January, May and September  
Class Hours: 8:00 a.m. to 3:00 p.m. (Monday thru Friday)  
Clinical Hours: 6:30 a.m. to 4:30 p.m. (as assigned by the college)
- A class schedule will be given to each student on the first day of the class.
- Breaks may be scheduled between each term of study.

**Registration Procedure**

All students are expected to register during the periods specified in the school calendar. An outline of the registration procedure will be available at the time of registration. Registration is not official until all signatures required have been obtained, the data is entered in the computer, and a confirmation of registration is received. See under the program section for additional registration procedures.

### **Late Registration**

Depending on availability of space, the first two days of the term following registration days will be for late registration. Late registrations are highly discouraged.

Initial registration or the addition of courses is allowed up to two days after the beginning date for classes, at the discretion of the department. Late registrants will be charged the late registration fee, and tuition charges are retroactive to the beginning of the semester. Students registering late are expected to make up course work already missed. Late registrants may not be allowed to start a class with clinical requirements. Students may not register for the course after the late registration period.

### **Course Audit Registration**

Students interested in auditing a course must register during regular registration session indicating that the course is being audited. There will be a fee charged for auditing the course.

### **Changes in Registration**

Registration changes can be made only by means of an add/drop form. Changes made during the first week of classes will not appear on the permanent record unless they constitute a complete withdrawal. After the first week of classes, a fee will be charged for each add/drop voucher.

### **Withdrawal and Readmission**

A student may request to withdraw from a course and receive a “W” rather than a grade. The student must fill out a withdrawal request form and submit the request by the pre-determined date on the course syllabus. The student must use the withdrawal request form that may be obtained from the administrative office, complete it, have the course instructor sign it, then the student(s) must submit the request to the Assistant Director of Admissions and Records. Students must also be prepared to make an appointment to meet with the Assistant Director of Admissions and Records and, if necessary, the Director of Student Finances as part of the withdrawal request process. All of this must be done before the withdrawal deadline. The Assistant Director of Admissions and Records will notify the student(s) and instructor of the official decision. Students who make the request after the deadline will receive a “WP” (if they have a passing class average) or a “WF” (if they have a failing class average), if the request is granted. Students are expected to continue attending classes, skills lab, and clinicals, while waiting for the official decision.

A student granted readmission must have a clear financial balance, and is subject to the tuition rate and fees in effect at the time of re-entry. A student requesting readmission after voluntary withdrawal must submit a written request addressed to the Admissions Committee. If approved, the student must meet all admission criteria prior to re-entering the program. There will not be any consideration of withdrawal requests within one- week of the last day of the courses.

### **Attendance Policy**

- Attendance is required for class and clinicals and skills laboratory (skills lab) sessions. A student may not miss more than 10% of classroom and/or clinical instruction. Any missed class and/or clinical time, excused or unexcused, will be included as part of the 10% total allowed. Absences in excess of 10% will result in an “F” for the course.
- Excused absences are granted for death of an immediate family member with proper documentation, and/or illness or the student giving birth officially documented in writing by the Attending Physician or credentialed health care provider (i.e., Nurse Practitioner, Midwife or Physicians Assistant). Faculty must be notified immediately of any such circumstances and prior to the class, clinical or skills lab. This must be done in order to grant the absence as excused. Any assignments, examinations, or experiences missed during an excused absence must be made-up by the student. The student is responsible to make the appropriate arrangements with Faculty, in a timely manner.
- All tardiness of more than fifteen minutes will be reported and recorded.
- Three times tardy equals one absence.
- Students will arrive on time for class and clinicals and will remain for the full session. Students must be at the clinical site ready to begin the experience at the time designated on the course schedule. Students must remain on the unit until the end of clinical time indicated on the course schedule, and until patient assignments and documentation are completed.
- Student must notify the College/Clinical Instructor regarding tardiness or absence. Failure of student to communicate with the instructor regarding tardiness or absence may jeopardize the student’s standing in the course.

### **Class Load**

**Units of Credit:** Credit is indicated in semester hours. Each semester hour of credit represents at least 750 minutes of class or 1500 minutes of laboratory time. Clinical courses will require as many as 2250 minutes per hour of credit.

**Full-Time Status:** A student carrying 12 or more hours per semester is considered to be a full-time student. All students enrolled for the full curriculum in the Nursing Phase are considered full-time students.

### **Testing and Evaluation**

Credit is not granted in courses unless the required examinations and assignments as prescribed by the instructor are completed by the student. Adherence to the published examination schedule is expected.

- Regular evaluation of student performance will be conducted in each course and will be used as criteria for determining course grades.
- The scholastic rating of each student is determined by testing, class participation, laboratory competence and conduct.
- The course requirements and the computation of course grades will be published in each course syllabus and given to the student at the beginning of the course.
- Students must complete each course with a minimum grade of “C” or “Pass.” In order to attain a major GPA of 2.50 or above in the degree program, grades higher than C’s may be required in some of the courses.
- Students must pass both theory and clinical components **simultaneously** in order to pass any nursing course.
- Clinical will be graded on a pass or fail basis. Students will be evaluated according to stated criteria for each course. Students who fail the clinical component must repeat both theory and clinical components of the course.
- Tests / examinations missed due to absence or tardiness will not be made up. Exceptions will be made for death of an immediate family member with proper documentation, and/or illness or the student giving birth officially documented in writing by the Attending Physician or credentialed health care provider (i.e., Nurse Practitioner, Midwife or Physicians Assistant).
- NCLEX Predictor Exams, also referred to as Comprehensive Exam and Exit Exam, are given to fulfill the requirements for completing the Practical Nursing and Associate Degree in Nursing (ADN-RN) Programs. This exam is given as a mandatory requirement to complete the Comprehensive Review Courses (PN 323) for the Practical Nursing program. In addition, the exam will follow the Leadership in Nursing Course (NURS 270), and is a requirement for graduation in the Associate Degree in Nursing (ADN-RN) Program.
- Radians College uses NCLEX Predictors such as HESI and ATI Comprehensive Exams, and reserves the right to decide any exam selection, and make the announcement of said selection and pass scores.

### **Academic Reports**

**Grade Reports:** Progress of the student is monitored by the teacher, advisor, and the dean or department head. Grade reports will be issued by the Office of the Director of Admissions and Records.

A grade may be changed by the teacher during the succeeding semester only to correct an error made in determining or recording the grade.

**Transcripts, Grade Reports, Letters of Verification:** Requests must be in writing and should give the student's name (current, and name when a student), current address, Social Security number, and year last attended. They must be signed by the student, and sent to the Records Office, Radians College, 1025 Vermont Avenue, NW, Suite 200, Washington, DC 20005. Fax requests will be honored if the student's signature is included in the fax.

Transcripts will not be released for students who lack financial clearance from the Finance Office. If an outstanding account is paid by check, the Finance Office releases the transcript only after the check has cleared the bank (may take up to three weeks). To avoid delay, a money order is recommended.

### **Grades and Credits**

#### *Grades*

<u>Grade</u>	<u>Points</u>	<u>Definitions</u>	<u>Scale</u>
A	4.00	superior	90% - 100%
B	3.00	above average	80% - 89%
C	2.00	average	75% - 79%
D	1.00	below average	65% - 74%
F		failure	64% & Below
XF		failure due to plagiarism	
I		incomplete	
AU		audit	
W		withdrawal	
P		pass	
WP		withdrawal while passing	
WF		withdrawal while failing	

### **Incompletes**

Incompletes (I) may be given to students who have not completed the course requirements. An Incomplete Grade Contract must be signed by the student and instructor before an “I” is granted. Incompletes can be changed to the earned grade provided requirements outlined in the contract are completed by the specified deadline, not to exceed two weeks after the end of the course. If the course requirements are not completed during the time allotted, the student will receive no credit for the missing coursework which will be reflected in the final course average. An incomplete in a pre-requisite course must be removed, with an earned course passing grade, before progressing in the nursing programs.

### **Pass/Fail Grades**

The course description of some courses calls for P (pass) or F (fail) grades. The grade of P must be at the C level or above. Clinical components will be graded on a “Pass” or “Fail” basis. Students who fail the clinical component must repeat both theory and clinical components of the course.

### **Course Repeat Policy**

A minimum grade of “C” or “Pass” is required for all courses. Immediate dismissal will result if a student receives one “F” in a nursing course. In addition, if a student receives a “D” in the same nursing course for the second time, the student will be dismissed from the program. Students who are unsuccessful in a nursing course may request, in writing, to repeat the course. Accommodations for students who are requesting to retake courses are based, in part, on availability.

### **Transfer Credits**

Credits earned at other accredited colleges and universities are accepted to meet equivalent general education and pre-requisite courses. Only grades of “C” or above will be accepted. The college reserves the right to reject credit earned at other institutions or require validation examinations to meet current content requirements in specific courses.

See section under “Transfer Credit Policy” in the Admissions Information section.

### **Provisions for Individual Differences**

The college realizes that individual differences exist among students in their educational background, academic potential, personal growth and development, motivation, learning styles, and study habits. In view of these individual differences, Radians College is committed, and in compliance with the American Disabilities Act, providing eligible students assistance in meeting the rigorous demands of obtaining a college education.

Students with health issues must submit documentation from their physician and/or health care provider that they are under medical supervision. If the medical condition is related to the student's poor academic or clinical performance, documentation from the physician and or health care provider must be submitted. Upon submission of satisfactory documentation, the student will be granted a "W" from the college.

The overall progress of the students is carefully examined by the advisors, the Dean and the Department Faculty. Appreciation and encouragement are directed toward those whose performance exhibits progress and excellence. For those who are not progressing satisfactorily, academic assistance is provided and remedial measures are required. When these fail, the college advises students to terminate their studies at Radians College and to re-evaluate their goals and their resources.

### **Dismissal Policy**

The college reserves the right to dismiss a student from the program if the student's scholastic achievement, emotional stability, clinical competence or integrity proves unsatisfactory for safe patient care. Students are considered ineligible to continue in a major program if they are not meeting the specific requirements of the program determined by the department faculty. Please refer to the departmental sections for requirements for satisfactory progression in the program and the type of academic assistance provided.

### **Academic Integrity -- Cheating and Plagiarism**

Radians College is committed to the search for truth—a search that requires careful compliance with the principles of academic integrity in the discovery, clarification, and dissemination of all information. This commitment to truth assumes that each member of the college adhere to the highest standards of honesty and integrity in the completion of his or her academic requirements. A breach in academic integrity, such as cheating and plagiarism are dishonest behaviors and will not be tolerated.

***Cheating:*** Includes, but is not limited to, intentionally using or attempting to gain unfair advantage for self or others by deception or breaking rules; and to use unauthorized materials, information, or study aids in any academic exercise. A student found cheating will receive an "F" for that particular assignment or examination, and may also receive an "F" for the course. The student will also be expelled from Radians.

***Plagiarism:*** Intentionally or knowingly representing the words or ideas of another person as one's own in an academic assignment. A student found plagiarizing will receive an "F" for that assignment or examination, and a warning. A student found to repeat acts of plagiarism will receive an "F" for that assignment or examination, and may also receive an "XF" for the course, signifying failure of the course due to plagiarism. The student will also be expelled from Radians College.

## **Grade Appeal**

Before filing any appeal of a course grade, the student will first address his or her concerns in writing to the faculty member who assigned the grade. Should the faculty member detect arithmetic or clerical error that influenced the grade assignment to the student's detriment, the faculty member will initiate a Change of Grade form. If no such error is found, the student may submit a grade appeal request to the Faculty-Student Coordinator. Such a request for appeal must be made no later than the end of the second week of the next regularly scheduled enrollment period.

## **Academic Grievance Policy and Procedure**

Students who feel they have been treated unjustly are entitled to appeal for an impartial review and reconsideration of their cases. The following procedures must be followed:

- Request a conference with the instructor or staff member involved.
- Should no solution be reached with the instructor or staff member, within 5 working days, request in writing a conference with the Assistant Director of Admissions and Records. The written request should include the cause of the problem.
- Should no solution be reached with the Assistant Director of Admissions and Records, within 5 working days, request in writing a conference with the Dean. The written request should include the cause of the problem.
- If, after the written request is presented to the Dean and a conference held, the student is not satisfied, then the student, within 5 working days shall request the Dean in writing that the matter be considered by a Hearing Board.
- The Dean will appoint a Hearing Board, consisting of members of the faculty and staff. The student will be invited to attend the Hearing Board meeting.
- The student may appeal the Hearing Board's decision within 5 working days to the President of Radians College.
- The student may appeal the President's decision within 5 working days to the Radians College Board of Directors. The Board will consider the students appeal at the next regularly scheduled meeting.
- The Board's action shall be considered the final ruling of the college.

**Graduation with Honors**

To qualify for honors, the GPA's designated must be earned in the following two areas by the beginning of the final term in which the degree is expected:

- On all credits attempted at all colleges.
- On all credits attempted at Radians College.

<u>Honors</u>	<u>Minimum GPA</u>
cum laude (Honors)	3.50
magna cum laude (High Honors)	3.75
summa cum laude (Highest Honors)	3.90

Students who graduate with *cum laude*, *magna cum laude*, or *summa cum laude* will have that status indicated on their transcripts and diplomas and noted in the graduation program.

**Graduation Ceremony**

Formal application for graduation must be submitted by the deadline specified by the Director of Admissions and Records.

Commencement exercises are held as announced in the Academic Calendar. All candidates must participate in the commencement exercises unless granted permission to graduate *in absentia*. Request to graduate *in absentia* must be submitted to the Director of Admissions and Records at least 10 days prior to the date of graduation.

## ***SCHOOL OF NURSING***

**India Medley, Dean, School of Nursing**

### **Programs Offered**

Associate Degree in Registered Nursing  
Certificate in Practical Nursing

### **Philosophy**

The faculty believes that each individual is a bio-psycho-social-spiritual being in a constant state of adaptation to stressors. Health is a dynamic state measured on a wellness-illness continuum. A state of wellness exists when the individual effectively adapts to stressors. Illness results when mechanisms fail. Through self-care and adaptation, individuals achieve maximum wellness within their society.

We believe nursing is an art and a science that requires judgment and caring. Nursing is the act of assisting healthy, disabled, ill, or dying individuals of any age to meet their basic needs of life, optimal health, and self-care. In the delivery of nursing care, the practical nurse collects data needed to make assessments, plans, implements, and evaluates quality of care for individuals of all ages with a registered nurse. The care is achieved through use of preventive, rehabilitative, therapeutic, and supportive measures under the direction of other licensed health professionals.

Education is a continuous process of learning, which is demonstrated by individual behavioral changes. The faculty believes that education is one of the most important assets we acquire during a lifetime. The faculty recognizes that each student is a unique individual with his or her potential for learning and that new learning experiences are based on previously acquired concepts. The educational program contains components that proceed from simple to complex.

The program prepares the students to function safely and efficiently as a beginning practitioner of practical nursing. The faculty assumes the responsibility for teaching, supervising, and evaluating students in personal and professional development (nursing skills, practice and knowledge). Due to the changing needs of society and the nursing profession, we recognize the need for continuous evaluation and revision of the curriculum.

### **School of Nursing Policies and Procedures**

The policies and procedures outlined in this section apply generally to the RN as well as the PN programs. However, any variations are shown under the program sections.

## **Admissions Requirements**

Admission to nursing programs is competitive. The requirements for admission to each program are fully described under the Admissions Information section of this Catalog.

## **Registration Procedure**

- To secure space in the program and to help plan for the following term, Radians College expects enrolled students to pre-register for the following term according to a published schedule. The schedule may vary for each program. All requirements must be current: physicals, CPR, background check, and finance.

## **Progression in the Program**

- **A minimum grade of “C” or “Pass” is required for all courses.** Pre-requisite courses must be successfully completed before progressing to the next term.
- A student who fails the theory portion of a course but passes the clinical portion must repeat both the theory portion **and** clinical portion of the course. A student must earn a grade minimum of a “C” in theory and a “Pass” in clinical in order to progress in the nursing program.
- Immediate dismissal will result if a student receives one “F” in a nursing course. In addition, if a student receives a “D” in the same nursing course for the second time, the student will be dismissed from the program.
- A student who fails the clinical portion of a course automatically fails the theory portion of the course. Every student must pass clinical portions of the course in order to pass the nursing courses.
- A student may not register for the next term of study if minimum grades have not been earned or if financial obligations have not been met.
- NCLEX Predictor Exams, also referred to as Comprehensive Exam and Exit Exam, are given to fulfill the requirements for completing the Practical Nursing and Associate Degree Programs (ADN-RN). This exam is given as a mandatory requirement to complete the Comprehensive Review Courses (PN 323) for the Practical Nursing program. In addition, the exam will follow the Leadership in Nursing Course (NURS 270), and is a requirement for graduation in the Associate Degree in Nursing Program (ADN-RN).
- Radians College uses NCLEX Predictors such as the HESI and ATI Comprehensive Exams, and reserves the right to decide any exam selection, and make the announcement of said selection and pass scores.

- Radians College reserves the right to ask the student to retake selected courses if the student fails to make satisfactory progress toward completion of the program.

### **Dismissal Policy**

The college reserves the right to dismiss a student from the program if the student's scholastic achievement, emotional stability, clinical competence or integrity proves unsatisfactory for safe nursing practice.

### **Student Conduct Policy**

Any student not respecting the rights of fellow students and faculty by: consistent disruption of the class or clinical, physical abuse or the threat of physical harm, or the defacing of college property; will be subject to dismissal from the program. When attending clinical sites, students are subject to all policies which govern that institution.

### **Alcohol and Substance Abuse Policy**

Any student who appears to be intoxicated or under the influence of illegal drugs on college premises or clinical sites will be asked to leave the facility; such a student may face expulsion from the college upon review of the case by the Administrative Committee.

### **Student Identification**

- Students will be issued a Radians College picture I.D. card at the beginning of the program.
- Students will have the I.D. card whenever they are on college premises, and the I.D. card must be worn at the clinical facilities.
- Students will be charged for replacement of lost/damaged I.D. card.

### **Classroom Attire**

- Casual/appropriate clothes are allowed. Shoes and shirts must be worn at all times. Knee-length shorts for male and female students, culottes, slacks, shirts, or dresses are appropriate attire.
- Halters and short-shorts are examples of inappropriate attire.
- Males are not allowed to wear hats in the building.
- The college reserves the right to determine the appropriateness of classroom attire.

- Students inappropriately dressed will be dismissed and considered absent for the day.

**Uniform Policy**

- The college uniform including the student ID card, must be worn on days in which you are in the clinical area unless faculty specifies otherwise.
- The uniform must be clean and neat.
- Plain white stockings will be worn with uniform dress and plain white socks will be worn with uniform pants.
- White shoes will be worn with the uniform by both men and women. They should be chosen with comfort and safety in mind.
- Hair should be neat as well as comfortable. If your hair is longer than shoulder length, it must be tied back.
- The use of artificial nails is banned.
- Nails must be clean, short and neatly trimmed.
- Jewelry must be limited to a plain wedding band and plain stud earrings.
- The uniform regulations stated above apply to most clinical settings. However, in some clinical facilities or sites of clinical practice dress codes may vary. Students are expected to adhere to any specific requirements.
- Anyone inappropriately dressed will be asked to leave the clinical setting.
- When religious guidelines affect what is worn, these concerns will be handled on an individual basis.

### **Clinical Facilities**

Radians College utilizes the many high-quality clinical facilities in the Washington Metropolitan area. These facilities include, but are not limited to: Children's National Medical Center, George Washington University Hospital, Holy Cross Hospital, Howard University Hospital, Providence Hospital, Shady Grove Hospital, Washington Adventist Hospital, and many local long-term care facilities.

### **Clinical Entrance**

- Students must submit certificate of health received within the last six months from a licensed, practicing physician or licensed nurse practitioner or physician's assistant.
- Documentation of required tests or immunizations: see **Admission Requirements**.
- A current CPR certification for Health Care Providers (BLS) from American Heart Association must be maintained by PN students.
- Proof of Health Insurance.
- Faculty may deny clinical experience for the following reasons:
  - Student is unprepared for patient care.
  - Student worked the night before a morning clinical or the day of an evening clinical.
  - Student appears either physically or psychologically ill.
  - Student is unaware of his/her own limitations or fails to seek help when he/she recognize his/her limitations.
  - Student is unkempt and/or unclean.
  - Student is in violation of the uniform policy.
  - Student is late.

### **Health Guidelines**

- At any given time, a health care worker's health status affects the quality of patient care and his/her own learning. If you are aware of any temporary or on-going condition which may affect your optimal performance in the clinical area, you are expected to seek appropriate medical attention and communicate this to the Faculty-Student Coordinator

at registration. Any new health condition must likewise be communicated when it is first diagnosed or identified.

- The Dean, Faculty-Student Coordinator and individual clinical faculty have the right to require additional information regarding the medical problem. The nature or sequence of the clinical experience may need to be altered to provide optimal student learning and to ensure the student and client's well being.
- A student under the care of a physician must have a medical clearance from the attending physician before returning to class and/or clinical.
- The physician's statement must be presented to the Faculty-Student Coordinator in order to receive a permit to return to class and/or clinical.
- In the event of pregnancy, a student may continue in the program upon advice from her physician that the student will be physically able to perform the tasks required from students enrolled in the program, and after consultation with the Dean regarding the student's options.

### **Transportation to Clinical Areas**

Students are expected to provide their own transportation to and from agencies used for clinical experiences.

### **State Board Licensure Applications**

The National Council Licensure Examinations (NCLEX) for RN's and PN's are administered locally by the National Council of State Boards of Nursing, Inc. Applications for state licensure must be submitted to the Board along with an official transcript. A student's official transcript will be issued only when all academic requirements, fees and contracted payment plans are satisfactorily fulfilled.

## **ASSOCIATE DEGREE IN REGISTERED NURSING**

### **Introduction**

The Associate Degree in Registered Nursing was launched by Radians College in order to help meet the overwhelming need for registered nurses. In 2002, the United States Department of Health and Human Services identified a nursing shortage in excess of 275,000 over the next five years. In the District of Columbia and the neighboring states of Maryland and Virginia, the combined shortage will reach 21,784 by the year 2010.

### **Major Features of the Associate Degree in Registered Nursing**

Radians College's Associate Degree in Registered Nursing offers the prospective student the following features:

- A general education and pre-requisite class schedule which considers the needs of adult students with family and work responsibilities.
- Class schedule designed for attendance two to four days a week in the pre-requisite program, and up to five days a week in the Clinical Nursing Program.
- Full-time and part-time options for the completion of pre-requisite courses only.
- 70-credit program designed to be completed within 28 months.
- Cohort-based classes formed when a group of students is ready to start a new sequence of courses.
- Extended payment plans for those who wish to pay the tuition in installments.
- Sallie Mae loan program available for eligible students.

### **Program Objectives**

The Associate Degree in Registered Nursing prepares the student to serve as a Registered Nurse (RN) upon satisfactory completion of the NCLEX-RN examinations. The objectives of the associate degree program are to:

- Integrate theoretical knowledge acquired through the study of all nursing subjects and cognates which will provide the student with the knowledge needed to care for clients in a multicultural society using the nursing process within the theoretical framework to assess, plan, implement and evaluate the client's care.
- Identify client care needs in all age groups.

- Provide safe and competent care utilizing appropriate clinical knowledge, skills and abilities.
- Use the nursing process within the theoretical framework to assess, plan, implement and evaluate the health care needs of multicultural clients.
- Communicate effectively with clients, their family members, co-workers, and other members of the health care team.
- Assume accountability and responsibility for nursing actions within his/her scope of practice.
- Demonstrate knowledge of the role of the registered nurse as a new graduate nurse while evaluating personal and career growth potential.

### **Admission Requirements**

Admission is granted to qualified applicants who meet all the admission criteria and standards published in this Catalog. Inasmuch as the college can effectively serve only a limited number of students, even qualified applicants may be asked to delay their entry to the program to a later semester. Please refer to the Admissions Information section of the Catalog for admission to the program.

### **Admission to the Clinical Nursing Phase**

Radians College allows students, who have completed all pre-requisite courses with acceptable grades, to apply for admission to the Clinical Nursing Phase—the final year of full-time studies. Please refer to the Admissions Information section of this Catalog for a description of admissions requirements for the Clinical Nursing Phase.

### **School of Nursing Requirements**

All nursing students are required to show awareness of and respect for the policies and procedures set forth by Radians College. Please see general departmental policies and procedures under the School of Nursing section.

### **Eligibility to Remain in the Program**

Radians College reserves the right to administratively withdraw a student if, for any reason, the student's scholastic achievement, emotional stability, mental health, physical health, ability to work with people, and/or clinical competence, and/or integrity proves unsatisfactory for safe nursing practice. Students are required to maintain a satisfactory level of academic achievement in order to remain in the program. The following standards apply:

- Students are required to maintain a cumulative college GPA of 2.50 or above at all times.
- Students may not remain in the nursing program when a final nursing major GPA of 2.50 is mathematically unattainable.
- Students must achieve a "C" or above in all nursing courses. Immediate dismissal will result if a student receives one "F" in a nursing course. Students who are unsuccessful in a nursing course may request, in writing, to repeat the course. Accommodations for students who are requesting to retake courses are based, in part, on availability. Students who do not pass the same nursing course for the second time will be dismissed from the program.
- Students must achieve a minimum composite test score of "C" (minimum of 75%) in nursing courses to pass the course.

### **Graduation and Course Requirements**

In order to be granted the Associate Degree in Nursing, the student must fulfill the following:

- Complete a total of 70 semester credits, including all the courses required for the Associate Degree in Registered Nursing shown below.
- Earn a GPA of 2.50 or above in nursing courses, with no grade less than "C".
- Earn a minimum GPA of 2.50 with no grade below a "C" in all pre-nursing cognate and general education courses.
- Successfully pass Comprehensive Exams / Exit Exams designated by the School of Nursing.
- Meet all graduation requirements and departmental requirements as stated in the Catalog and as announced

**GENERAL EDUCATION REQUIREMENTS** **21 semester hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Hrs</b>
ENGL 101	English Composition	3
ENGL 102	Research & Literature	3
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
SOCI 105	General Sociology	3
MATH 101	College Mathematics	3
CPTR 105	Introduction to Computers w/lab or equivalent	3

**PRE-REQUISITE COGNATE REQUIREMENTS** **19 semester hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Hrs</b>
BIOL 111	Human Anatomy & Physiology I w/lab	4
BIOL 112	Human Anatomy & Physiology II w/lab	4
BIOL 150	Microbiology w/lab	4
CHEM 105	Introduction to Chemistry w/lab	4
NUTR 260	Nutrition	3

**All Radians College General Education and Pre-Requisite Courses are offered on the Washington Adventist University (WAU) Campus, Takoma Park, MD**

**NURSING COURSE REQUIREMENTS** **30 semester hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Hrs</b>
NURS 101	Foundations of Nursing	6
NURS 102	Techniques of Clinical Nursing	3
NURS 125	Adult Health Nursing	8
NURS 220	Maternal and Newborn Nursing	4
NURS 230	Parent/Child Pediatric Nursing	4
NURS 245	Mental Health Nursing	3
NURS 270	Leadership in Nursing	2

**All Clinical Nursing courses are held at Radians College in Washington, DC.**

**TOTAL HOURS** **70 semester hours**

***Note:*** *A course in Principles of Organic and Biochemistry (4 hours) is highly recommended for students who plan to continue their studies toward the completion of a Bachelor of Science in Nursing. Credits must be earned through a four-year college or university*

**Sequence of Courses**

The normal sequence of courses for the associate degree program is given below:

**Term I**

ENGL 101	English Composition	3 semester hours
MATH 101	College Mathematics	3
BIOL 111	Human Anatomy & Physiology I	4
PSYC 105	Introduction to Psychology	3
<b>Total for the Term</b>		<b>13</b>

**Term II**

ENGL 102	Research and Literature	3
BIOL 112	Human Anatomy and Physiology II	4
PSYC 210	Developmental Psychology	3
CHEM 105	Introduction to Chemistry	4
<b>Total for the Term</b>		<b>14</b>

**Term III**

BIOL 150	Microbiology	4 semester hours
SOCI 105	General Sociology	3
NUTR 260	Nutrition	3
CPTR 105	Introduction to Computers	3
<b>Total for the Term</b>		<b>13</b>

**Term IV**

NURS 101	Foundations of Nursing	6
NURS 102	Techniques of Clinical Nursing	3
<b>Total for the Term</b>		<b>9</b>

**Term V**

NURS 125*	Adult Health Nursing	8
<b>Total for the Term</b>		<b>8</b>

**Term VI\*\***

NURS 220*	Maternal/Infant Nursing	4
NURS 230*	Parent/Child Pediatric Nursing	4
NURS 245	Mental Health Nursing	3
NURS 270	Leadership in Nursing	2

<b>Total for the Term</b>	<b>13</b>
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<b>TOTAL REQUIRED FOR GRADUATION</b>	<b>70 Semester hours</b>
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\* *New course numbers and course sequence effective August 1, 2007.*

\*\* All students are required to successfully pass a NCLEX Predictor Exam (Comprehensive Exam / Exit Exam) designated by the School of Nursing during this term.

**Course Descriptions—Pre-Requisite Cognates and General Education Courses**

**BIOL 111; 112 Human Anatomy and Physiology (4; 4 credit hours)**

*Prerequisite for BIOL 112: BIOL 111 with a minimum grade of “C”*

A study of the macroscopic and microscopic structure and functions of tissues, organs, and systems of the human body with overviews of pathological applications.

**BIOL 150 Microbiology (4 credit hours)**

*Prerequisite: CHEM 105*

A study of the structure, function, organization, classification, distribution, activities, and medical significance of viruses, monera, protista, fungi, and animal parasites.

**CHEM 105 Introduction to Chemistry (4 credit hours)**

A study of the principles of chemistry underlying the structure and properties of all types of matter, whether living or nonliving. The course emphasizes the development of atomic theory and the periodic table of the elements; basic inorganic chemistry including states of matter, properties of the elements, compounds, solutions, chemical reactions, stoichiometry, properties of acids, bases and salts; and some chemistry of the environment.

**CPTR 105 Introduction to Computers (3 credit hours)**

Development and practical application of hardware and software use skills and an overview of the field of computing. Use of word processors, electronic spreadsheets, database software, presentation software, email, and web browsers, accomplishing common tasks is covered at basic through intermediate levels. Knowledge of common computer-related terminology and concepts, adaptability in new computing environments and awareness of the social and ethical impact of computing are emphasized to aid success in college and the workplace.

**ENGL 101 English Composition (3 credit hours)**

This course is designed to advance writing skills for college and professional purposes. Starting with the importance of considering audience and purpose, the course emphasizes the need for organization, development, coherency, and stylistic consistency in writing. Additionally, students will analyze a variety of texts and develop critical thinking skills.

**ENGL 102 Research and Literature (3 credit hours)**

*Prerequisite: ENGL 101 with a minimum grade of "C"*

A study of poetry, short stories, drama, and the process of writing a research paper. ENGL 101 and 102 are prerequisites to all other courses in the department.

**MATH 101 College Mathematics (3 credit hours)**

This general course is a general course especially suited for non-mathematics or non-science majors. Topics include introduction to problem solving, sets, functions and logic, numeration systems, consumer mathematics, geometry and the metric system.

**NUTR 260 Nutrition (3 credit hours)**

*Prerequisites: BIOL 112 and CHEM 105*

Basic principles of human nutrition and health – the functions and importance of carbohydrates, fats, protein, vitamins, and minerals, the relationship of nutrition and exercise to weight management with an understanding of diet modification in disease.

**PSYC 105 Introduction to Psychology (3 credit hours)**

The basic principles and concepts in psychology including the principles of motivation, learning, and perception. Designed to introduce college students to history, development, and present scope of psychology with additional emphasis on non-Western psychological approaches. A prerequisite for all other courses in psychology.

**PSYC 210 Developmental Psychology (3 credit hours)**

*Prerequisite: PSYC 105*

Developmental Psychology is the study of human development from conception till death. The study of life-span development is accomplished by examining the stages of infancy, childhood, adolescence, and adulthood. The course covers the cognitive, moral, physical, social, and emotional changes that are typical at each stage of development.

**SOCI 105 General Sociology (3 credit hours)**

A general introduction to the basic forms of human association and interaction dealing with the social processes, institutions, culture, and personality development.

**Course Descriptions—Associate Degree in Registered Nursing Courses**

**NURS 101 Foundations of Nursing (6 credit hours)**

*Prerequisite: Successful completion of all General Education and Pre-Requisite Courses with a minimum GPA of 2.50*

This course begins with an introduction of the basic foundations of professional nursing. The development of fundamental skills will be taught in this class which teaches the individual the nursing skills necessary to provide safe client care. Focus is on basic skills, concepts, developmental theories, and information related to health, nursing, communication, and aging. This course also addresses basic health/illness conditions from simple to complex and introduces the student to medical and surgical nursing.

**NURS 102 Techniques of Clinical Nursing (3 credit hours)**

*Co-requisite: NURS 101*

This clinical course will guide the student through the theory positions of Fundamental of Nursing with hands on clinical experience, which supports that of the theory taught in the classroom. Techniques will move from simple to complex and will parallel that which students have learned in theory. Sixteen hours of clinical per week.

**NURS 125 Adult Health Nursing (8 credit hours)**

*Prerequisites: NURS 101 & 102 with a minimum grade of “C”*

Primary and advanced level nursing skills, theory and didactic taught using medical surgical nursing covering the entire lifespan. Emphasis is on acute care and chronic illnesses which affect clients from a multi-cultural society. Emphasis is placed on using the theoretical knowledge and resources to promote human needs fulfillment within a variety of settings. Four theory and six clinical hours per week.

**NURS 220 Maternal and Newborn Nursing (4 credit hours)**

*Prerequisites: NURS 101, 102, & 125 with a minimum grade of “C”*

*Co-requisite: NURS 230*

Theory in this course will focus on maternity and women’s health. Obstetrics and gynecology will be covered in detail with theory and clinical in these primary areas.

**NURS 230 Parent/Child Pediatric Nursing (4 credit hours)**

*Prerequisites: NURS 101, 102 & NURS 125 with a minimum grade of “C”*

*Co-requisite: NURS 230*

This course is designed for instruction in the wholistic care for pediatric clients. Acute as well as chronic illnesses throughout childhood will be taught with theory, didactic and clinical paralleling the theory and instruction.

**NURS 245 Mental Health Nursing (3 credit hours)**

*Prerequisites: NURS 101, 102, 125, 220 & 230 with a minimum grade of “C”*

Students in this course will learn the process of psychiatric nursing. Acute and chronic illness in the psychiatric field will be taught. Medications, treatments and current trends will also be taught. Clinical experience will mirror theory.

**NURS 270 Leadership in Nursing (2 credit hours)**

*Prerequisites: NURS 101, 102, 125, 220 & 230 with a minimum grade of “C”*  
*Co-requisite: NURS 245*

Current leadership and management techniques will be taught in this course. Emphasis is also placed on delegation, disaster planning, and integration of all the nursing specialty areas, in order to meet the challenges of a leadership role in the healthcare setting. To assist in the comprehensive nature of this course, students will attend and complete KAPLAN and HESI NCLEX-RN review sessions.

**Following NURS 270, Associate Degree in Nursing (ADN-RN) students are required to take and successfully pass a NCLEX Predictor such as HESI and ATI Comprehensive Exams in order to complete and graduate from the Associate Degree program. Radians College reserves the right to decide any exam selection, and make the announcement of said selection and pass scores.**

## ***CERTIFICATE IN PRACTICAL NURSING***

### **Introduction**

The certificate program in Practical Nursing was introduced by Health Management, Inc. in 1991. Over 1,600 practical nurses have graduated from HMI Regency School, now Radians College.

The class schedule is designed to accommodate adult students with family and work responsibilities. Day and evening classes are available. As many as six groups of students are admitted each year.

### **Objectives**

At the completion of the program, the graduate is able to:

- Identify patient care needs in all age groups.
- Provide safe, competent care utilizing appropriate knowledge, skills, and abilities.
- Communicate effectively with clients, their family members, co-workers, and other members of the health care team.
- Assume accountability and responsibility for nursing actions within his/her scope of practice.
- Demonstrate knowledge of the role of the practical nurse as a competent practitioner.
- Participate in and evaluate personal and career growth potential.

### **Admissions Requirements**

To gain admission to the Practical Nursing program, a student must have earned a high school diploma or a high school equivalency (GED) certificate with acceptable scores. Please refer to the Admissions Information section of this Catalog for a full description of the requirements for admission.

### **Transfer Policy**

Radians College does not accept transfer credits from other Practical Nursing programs.

### **Progression in the Program**

- **A minimum grade of “C” or “Pass” is required for all courses.** Pre-requisite courses must be successfully completed before progressing to the next term. A student receiving a grade of less than “C” or “Fail” must repeat the course.
- A student who fails the theory portion of a course but passes the clinical portion must repeat both the theory portion **and** clinical portion of the course. A student must earn a grade minimum of a “C” in theory and a “Pass” in clinical in order to progress in the nursing program.
- Immediate dismissal will result if a student receives one “F” in a nursing course. Students who are unsuccessful in a nursing course may request, in writing, to repeat the course. Accommodations for students who are requesting to retake courses are based, in part, on availability. Students who do not pass the same nursing course for the second time will be dismissed from the program.
- A student who fails the clinical portion of a course automatically fails the theory portion of the course. Every student must pass the clinical portion of the course in order to pass nursing courses.
- A student may not register for the next term of study if minimum grades have not been earned or if financial obligations have not been met.
- NCLEX Predictor Exams, also referred to as Comprehensive Exam and Exit Exam, are given to fulfill the requirements for completing the Practical Nursing and Registered Nursing programs. This exam is given as a mandatory requirement to complete the Comprehensive Review Courses (PN 323) for the Practical Nursing program. In addition, the exam will follow the Leadership in Nursing Course (NURS 270), and is a requirement for graduation in the Associate Degree in Nursing Program.
- Radians College uses NCLEX Predictors such as the HESI and ATI Comprehensive Exams, and reserves the right to decide the exam selection, and make the announcement of said selection and pass scores.
- Radians College reserves the right to ask the student to retake selected courses if the student fails to make satisfactory progress toward completion of the program.
- Students must complete the program within 1.5 times the normal program length.

### **Dismissal Policy**

The college reserves the right to dismiss a student from the program if the student’s scholastic achievement, emotional stability, clinical competence or integrity proves unsatisfactory for safe nursing practice.

### **Program of Study**

The Practical Nursing program consists of 1608 contact/clock (CH) hours of theory and clinical course work. Three day and three evening classes are admitted annually. Upon completion of all academic and financial requirements, the student will receive a certificate of completion from the school and is eligible to take the licensure examination (NCLEX-PN).

The course of study includes the following courses, contact hours and equivalent semester credits:

<b>Course No.</b>	<b>Course Title</b>	<b>Contact Hours</b>
PN 100	Study Skills Workshop	10
PN 115	Fundamentals of Nursing	305
PN 121	Anatomy and Physiology	105
PN 123	Pharmacology I	77
PN 219	Pharmacology II	63
PN 221	Common Adult Health Problems I	270
PN 225	Common Adult Health Problems II	283
PN 310	Maternal Newborn Nursing	137
PN 315	Pediatric Nursing	137
PN 317	Mental Health /Illness	89
PN 320	Professional Issues & Trends	63
PN 323	Comprehensive Review	69
	<b>TOTAL HOURS</b>	<b>1608</b>

Equivalent semester credits are measured by using the following scale:

- 15 lecture contact hours equals 1 credit
- 30 laboratory contact hours equals 1 credit
- 45 clinical/externship contact hours equals 1 credit

### **Graduation Requirements**

To become eligible for graduation, students must complete all course requirements with a minimum grade of “C” or “Pass,” pass the Comprehensive Exam and fulfill all academic and financial requirements.

**Course Descriptions—Practical Nursing Program**

**PN 100 Study Skills Workshop (10 clock hours)**

*Prerequisite:* Admission to the practical nursing program

This course is designed to familiarize the practical nursing students with the basic note-taking, text-book reading, and test-taking skills as pertaining to the nursing program. In addition it provides theoretical knowledge to manage time effectively, control internal/external distractions, improve recollecting techniques, and improve test-taking skills.

**PN 115 Fundamentals of Nursing (305 clock hours)**

*Prerequisite:* PN 100

*Co-requisites:* PN 121

The Fundamentals of Nursing course focuses on basic nursing concepts which are the basic for standards and scope of practice for the Practical Nurse. Essential core elements will be emphasized with the integration of Abraham Maslow's Theory of Basic Needs. Theoretical concepts of critical thinking, health and illness, health promotion, legal and ethical aspects of nursing, nursing process, teaching-learning, documentation, communication, growth & development (adult and older adult focus), culture, caring, nutrition, infection control, fluid, electrolyte, and acid-base balance are taught and applied as they relate to nursing care. Highlighted throughout the course is the role of the Practical Nurse.

**PN 121 Anatomy and Physiology (105 clock hours)**

*Prerequisite:* PN 100

This course is designed to provide the student with the relationship between physiology and anatomy, the interrelations among the organ systems, and the relationship of each organ system to homeostasis. It will also provide the basic introduction of biology, chemistry, histology, and microbiology which contribute to the proper functioning of the human organism.

**PN 123 Pharmacology I (77 clock hours)**

*Prerequisites:* PN 115, PN 121

*Co-requisites:* PN 115

This course is the first part to introduce some basic principles of drug actions and to provide the students with the foundation of dosage calculations. The student nurse will be provided with care concepts related to the administration of medication. Drugs classified for treatment of the cardiovascular, respiratory, endocrine, hematologic, and gastrointestinal systems are explored. Dosage calculations and techniques of medication administration are emphasized for safety and competency.

**PN 219 Pharmacology II (63 clock hours)**

*Prerequisites: PN 100, PN 115, PN 121, PN 123*

This is the second part of the introduction of some basic principles of drug calculation. The student will be expected to safely and competently apply the concepts related to the administration of medication. Drugs classified for treatment of the renal, nervous, and musculoskeletal systems are explored. Drugs used for anti-inflammatory and anti-infective purposes are also emphasized.

**PN 221 Common Adult Health Problems I (270 clock hours)**

*Prerequisites: PN 219 with a minimum grade of "C."*

This course presents the concepts and skill related to the nursing care of adults with common health problems. Emphasis is on the pathophysiology, clinical manifestations, medical and surgical treatment, and the use of the nursing process. Health problems studied include alterations of the gastrointestinal, musculoskeletal, endocrine, urinary, cardiovascular, blood and lymphatic systems.

**PN 225 Common Adult Health Problems II (283 clock hours)**

*Prerequisite: PN 221 with minimum grade of "C."*

This course presents the concepts and skills related to the nursing care of adults with common health problems. Emphasis is on the pathophysiology, clinical manifestations, medical and surgical treatment, and the use of the nursing process. Health problems studied include alterations of the neurological, sensory, respiratory, integumentary, and reproductive systems. Oncology and immune systems disorders are also studied.

**PN 310 Maternal and Newborn Nursing (137 clock hours)**

*Prerequisites: Term II Courses with minimum grade of "C."*

This course focuses on human needs during pregnancy from conception through the postpartum period and on needs of the newborn. Normal physiological changes of pregnancy as well as common health problems are studied within the framework of the nursing process.

**PN 315 Pediatric Nursing (137 clock hours)**

*Prerequisites: Term II Courses with a minimum grade of “C,” successful completion of PN 310 with a minimum grade of “C.”*

This course focuses on the basic care of infants and children with common pediatric diagnosis. Normal psychological changes and concepts of growth and development, as well as health problems of children are organized with the framework of the nursing process.

**PN 317 Mental Health/Illness (89 clock hours)**

*Prerequisites: Term II Courses with a minimum grade of “C,” successful completion of PN 310 and PN 315 with a minimum grade of “C.”*

The dynamics of mental health and illness, and the role of the practical nurse in this setting are explored in this course. Mental health promotion, mental illness prevention, and the integration of the nursing process in the care of clients are emphasized in the theory and clinical experiences.

**PN 320 Professional Issues & Trends (63 clock hours)**

*Prerequisites: Term II Courses with a minimum grade of “C,” successful completion of PN 310, PN 315, and PN 317 with a minimum grade of “C.”*

This course is designed to introduce basic leadership and management concepts and strategies. Skills needed to enter the health care work forces, resume writing, and the interview process are studied.

**PN 323 Comprehensive Review (69 clock hours)**

*Prerequisites: Term II Courses with a minimum grade of “C,” successful completion of PN 310, PN 315, PN 317, PN 320 with a minimum grade of “C.”*

This course is designed to meet the specific needs of the students preparing to take the Comprehensive Examination and the NCLEX-PN. The NCLEX-PN Test Plan and application process are explained. The review of nursing theory and test-taking strategies are emphasized.

NCLEX Predictor Exams, also referred to as Comprehensive Exam and Exit Exam, are given to fulfill the requirements for completing the Practical Nursing program. This exam is given as a mandatory requirement to complete the Comprehensive Review Course for the Practical Nursing program.

Radians College uses NCLEX Predictors such as the HESI and ATI Comprehensive Exams, and reserves the right to decide the exam selection, and make the announcement of said selection and pass score.

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