

# Platt College Catalog

2012-2013



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Aurora, Colorado 80014  
303-369-5151  
303-745-1433 (fax)

Visit us 24/7 on the Web at  
[www.plattcolorado.edu](http://www.plattcolorado.edu)

*Setting the Standard in Nursing Education!*

*Platt College does not discriminate on the basis of gender, sexual orientation, race, color, religion, age, mental or physical disability, veteran status or national origin in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body.*

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## Accreditation

Platt College is an accredited member of the Accrediting Commission of Career Schools and Colleges (ACCSC).

### ACCSC

2101 Wilson Blvd., Suite 302

Arlington, VA 22201

703-247-4212

[www.accsc.org](http://www.accsc.org)

The baccalaureate nursing program from the School of Nursing at Platt College is accredited by the National League for Nursing Accrediting Commission (NLNAC).

### NLNAC

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

404-975-5000

[www.nlnac.org](http://www.nlnac.org)

## Authorizations/Approvals

Platt College is authorized by The Colorado Department of Higher Education.

Colorado Department of Higher Education

1560 Broadway, Suite 1600

Denver, CO 80202

303-866-2723

<http://highered.colorado.gov>

The baccalaureate nursing program (prelicensure track) from the School of Nursing at Platt College is approved by the Colorado State Board of Nursing.

Colorado State Board of Nursing

1560 Broadway, Suite 1350

Denver, CO 80202

303-894-2430

<http://www.dora.state.co.us/NURSING>

## Affiliations

*Approved for:*

- 1) Educating veterans and eligible persons
- 2) Federal student financial aid programs

*Member of:*

- 1) Colorado Association of Career Colleges and Schools
- 2) Training Assurance Foundation



## President's Welcome

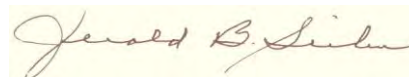
Our top priority at Platt College is meeting the needs of today's diverse student body. We are a college dedicated above all else to your success. We recognize that gaining entrance to Platt College is just the beginning. At Platt College we believe that everyone who has a goal and is willing to work hard to achieve that goal should be given the opportunity to succeed through the availability of high quality accessible education.

An integral part of our mission is to provide a vibrant environment that enhances student-centered learning opportunities. At the same time, we are thinking for the future: about our hopes for you, our commitment to our alumni and community, and our advancing curriculum and instruction.

Publicly, we acknowledge our role in the community as *Setting the Standard in Nursing Education*. It is this standard that makes Platt College a strong private institution of higher learning with a rich history. We are continually developing new and creative ways to help you succeed at any stage in your life. At Platt College, our faculty and staff have a continuous commitment to quality education, personal growth, and an endeavor to meet the diverse, professional employment and educational needs of our service area.

On behalf of the faculty and staff, thank you for choosing Platt College.

Sincerely,



Jerald B. Sirbu, President/CEO



## College Calendar

<b>Start Dates</b>	<b>End Quarter</b>
January 2, 2012	March 25, 2012
March 26, 2012	June 17, 2012
June 18, 2012	September 9, 2012
September 10, 2012	December 2, 2012
January 7, 2013	March 31, 2013
April 1, 2013	June 23, 2013
June 24, 2013	September 15, 2013
September 16, 2013	December 8, 2013
<b>Intersession Dates*</b>	
December 3, 2012	December 14, 2012
December 9, 2013	December 20, 2013
<b>Break</b>	
December 17, 2012	January 6, 2013
December 23, 2013	January 5, 2014

All academic programs are offered on a twelve (12) week quarter system. \*The intersession is considered a stand-alone term for the purposes of grade point average. However, intersession tuition is applied to the winter quarter of each year (January-March).

*This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the college, including severe weather, loss of utility services, or orders by federal or state agencies.*

## History of Platt College

- 1879** Platt College originates in Missouri
- 1980** the San Diego campus is founded, with emphasis in Drafting, Floral Design, Travel/Tourism and Production Art (*the Denver school was originally a branch campus of the San Diego school*)
- 1986** the Denver Extension is founded with the intent of emphasizing Business Technology in addition to Floral Design and Production Art
- 1987** Graphic Design is added
- 1989** Computer Graphics is added
- 1990** the American Education Development Corporation purchases the College
- 1991** Associate of Applied Science Degree programs are added
- 1992** Electronic Prepress Technology is introduced, followed by an Associate of Occupational Studies Degree in Advanced Computer Graphic Design
- 1996** the Graphic Arts Industry continued its evolution toward digital output when advanced programs were introduced emphasizing Interactive Multimedia Graphics and Webpage Design
- 1997** Bachelor of Arts Degree Programs with specialization in the Graphic Arts and Advertising were added
- 2000** Information Technology Networking and Website Design are added as vital components of the program balance
- 2005** The Bachelor of Science in Nursing (BSN) Program is developed (Prelicensure track)

- 2010** Media Arts is added with an emphasis in web technologies, advanced web design, and web programming
- 2012** Online education is added at Platt College
- 2012** An online Post Licensure track is added to the Bachelor of Science in Nursing (BSN) Program is added in the School of Nursing

## Degrees

### Bachelor of Arts Degree Program

Media Arts

### Bachelor of Science Degree Programs

Bachelor of Science Nursing

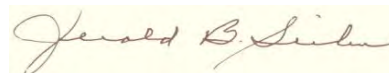
- Prelicensure Track
- Post Licensure Track

## Legal Description

The college is owned by the American Education Development Corporation doing business as Platt College and incorporated under the laws of the State of Colorado. American Education Development Corporation assumes full responsibility for the educational agreements between the College and the students. Jerald B. Sirbu, President/CEO.

### Certification

Certified as true and correct in context and policy. Jerald B. Sirbu, President/CEO May 1, 2012.



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## General Information

### Vision

Platt College is dedicated to academic excellence, personal and professional ethics, integrity, and growth in an environment of mutual respect and diversity that meets the needs of a changing global environment.

### Core Values

At Platt College, we place high value on:

- **Diversity**  
Platt College embraces diversity in cultural backgrounds, personal characteristics and recognizes the free expression of ideas, opinions, and differences in people, and respects the rights of students, faculty, and staff.
- **Excellence in the Learning Process**  
Platt College values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and in establishing high academic instruction.
- **Ethics and Integrity**  
Platt College fosters a strong work ethic and places fairness, objectivity, honesty, and accountability at the forefront of its policies and procedures in all aspects of the College.
- **Personal Development**  
Platt College is committed to intellectual and personal growth.

- **Community**

Platt College is committed to being a caring campus community of students, faculty, and staff to work collaboratively to foster leadership and development. We endeavor to provide a highly educated, employment-ready, diverse professional workforce to meet the needs of our service area.

### Statement of Mission

Platt College offers quality undergraduate education and provides graduates with competencies, skills and levels of education for employment and continued success in higher education.

While fostering life-long learning for individuals and communities, we pledge to support and encourage intellectual growth by offering small, interactive classes taught by highly educated professionals, by providing student and alumni support and career services to assist in instruction and employment opportunities, and by offering technological and creative endeavors that enhance student-centered learning opportunities.

In fulfilling its mission, Platt College pursues engagement in teaching, learning, scholarship and service for faculty, staff, and students.

Platt College provides baccalaureate degrees with an emphasis in educating individuals in the College's service area of metro Denver. The College fosters an environment conducive to learning and personal growth.

Platt College supports the professional development of faculty and staff and is committed to maintaining a work environment that promotes diversity without regard to race, gender, sexual orientation, religion, national origin, age, disability, or veteran status.

### **Class Schedules**

Classes are scheduled between 7:30 am and 8:00 pm, Monday through Friday. Classes may also be scheduled between 8:00 am and 6:00 pm on Saturdays. Nursing clinical experiences may be scheduled at anytime Monday through Sunday, depending on the individual clinical availability.

### **Limitations and Reservations**

Platt College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students. These changes will govern current and formerly enrolled students and will become effective whenever determined by the College. Enrollment of all students is subject to these conditions.

The course offerings and requirements of the College are continually under examination and revision. This catalog presents course offerings and requirements in effect at the time of publication but does not guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the College.

Platt College provides the opportunity for students to increase their knowledge by providing programs of instruction through faculty who meet the academic and professional preparation criteria required by the Accrediting Commission of Career Schools and Colleges and appropriate programmatic accrediting body (where applicable) at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The College does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific skills or knowledge, or will be able to successfully sit for, pass, or complete any specific examination for any course, degree, or licensure.

Every effort is made to provide excellence in education. In order to be current with technology, Platt College maintains the right to revise, at any time, and without prior notice, the programs of study, courses, hours, academic calendars, policies, faculty, regulations, or tuition and fees as circumstances may require. In no case will the tuition and fees be greater than the contract amount.

Students will be notified in an addendum as changes, additions, or deletions occur to the current catalog, college policies and curricula. Current information about offerings and requirements are available in the Admissions Office.

## **Misrepresentation of Academic Credentials**

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false, and with the intent to secure employment at or admission to an institution of higher education, represents, orally or in writing that such a person:

1. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; or
2. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
3. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

## **Nondiscrimination**

Platt College does not discriminate on the basis of gender, sexual orientation, race, color, religion, age, mental or physical disability, veteran status or national origin in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body.

## **Diversity Mission Statement**

Our pledge at Platt College is to foster an environment free from discrimination. We aspire to recruit and retain outstanding faculty, staff and students from varied backgrounds and viewpoints. We are committed to encouraging faculty, staff and students to cultivate an environment of civility and tolerance.

## **Civility Statement**

At Platt College we cultivate an environment of civility to all faculty, staff and students. We understand that people differ by nature which encourages growth, inclusion and learning. Civil interaction with people requires respect, integrity and honesty. Conflict and difference of opinion exist within any community and values find expression in many different ways. We value meaningful human connections through interactions that are collaborative, respectful and involve a free and open exchange of ideas, perspectives, and opinions. We value creative expression as a hallmark of learning and we encourage individuality.

Platt College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the institution shall promote equal opportunity and treatment through a

positive and continuing Affirmative Action Program.

The Director of Financial Aid serves as the Title VI, Title IX officer responsible for assuring compliance with Platt College's Sexual and Racial Harassment Policy.

### **ADA Accommodations**

A disability is a condition that substantially limits "major life activity," such as walking, hearing, seeing, speaking, breathing, or learning.

ADA laws protect:

- Physical disabilities
- Psychological disabilities
- Health-related disabilities
- Learning disabilities
- Attention Deficit Hyperactivity Disorder

The Office of the Academic Support and Career Services facilitates accommodations for students and prospective students.

Those who wish to request accommodations should contact the Academic Support and Career Services Coordinator, and provide up-to-date documentation of disability.

All information discussed is confidential between the Academic Support and Career Services Coordinator and the prospective student, student or employee.

Platt College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which are designed

to prevent discrimination against qualified individuals with disabilities.

In compliance with the American with Disabilities Act, students are encouraged to contact the Academic Support and Career Services Coordinator at the beginning of their program for possible assistance with accommodations. The student is responsible for voluntarily and confidentially providing appropriate documentation regarding the nature and extent of a disability.

Platt College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs. Medical documentation of disabilities and requested accommodations. At any time during their program, if students feel they have a disability that requires accommodations, they will need to contact the Academic Support and Career Services Coordinator.

Platt College is committed to equal access and participation for all persons, including those with disabilities, in academic and other programs sponsored by Platt College.

The Academic Support and Career Services Coordinator assists the College community in creating and maintaining a welcoming, accessible environment for prospective students, current students and employees with disabilities.



## Facilities

Platt College provides a computer lab that incorporates Macintosh computers with a color scanner, laser printer, color printer and large screen monitor. The lab's Macintosh and computers have CD-ROM and DVD drives, CD-R and DVD recorder, scanner, video digitizing system, DV camera, and lighting and sound recording equipment. All computers are connected wirelessly to an Apache server with MySQL database which is housed in the College's network room.

Classrooms are equipped with media equipment, presentation equipment, and overhead projectors. Video recording equipment is available upon request.

Labs (simulation and science) include patient centered care equipment, simulation mannequins, human simulators, health assessment technology, computer based instruction modules, and science laboratory equipment. An eyewash station is located in the science lab.

A student lounge is provided for use as a study center and a place for dining between classes. A refrigerator, two microwaves, and vending machines for snacks and drinks are available.

Additional student services are located on the first floor of the building which includes a student study area and multi-purpose conference room.

The facility, located on the first and second floors, has elevator service and is fully accessible to the disabled.

Ample complimentary parking is provided.

Individual class sizes fall within a range of 1 to 40 students, depending on the nature of the class and the subject being offered. Supervised laboratories operate with an approximate ratio of one instructor per 20 students. The maximum number of students in a classroom or laboratory setting of instruction is 40.

### Knowledge Resource Library

#### Mission Statement, Resources and Services

##### Mission Statement

The Knowledge Resource Library staff provides outstanding resources and professional technical skills to users, collaborates with faculty and students in individual, group and virtual settings, and assists with the instruction of critical thinking skills for lifelong learning.

The Knowledge Resource Library is staffed with one full time professional with a master's degree in library and information science and one part time library assistant. The Information Specialist and library assistant provide research assistance from 8 am – 6:30 pm Monday through Thursday and 8 am – 5 pm on Friday. Seven computers, two printers, one copy machine and six study desks are located in the library.

### Online Databases

The online databases enable users to access electronic resources 24 hours a day 7 days a week. The databases are resources for the academic (liberal arts), nursing and graphic design faculty, students, staff, and administration. They cover a multitude of subjects which include nursing, business, online dictionaries & encyclopedias, drugs, general & interdisciplinary, humanities, psychology, science & technology, social sciences and book reviews.

The database providers are well recognized in the library community and include EBSCO, Research Databases, Proquest and Gale databases, ebooks, online reference books, Credo reference ebooks, and the Micromedix drug database. Platt College also has a subscription with Photospin for access to high resolution photos, illustrations, fonts, audio, and video.

### Print Resources

The Knowledge Resource Library is a well-established academic library with over 2,000 print books.

### Inter Library Loan

Books and journal articles can be borrowed from other Colorado libraries.

### Library/Database Training

Classroom training is conducted by the information specialist, and individual /reference assistance is available during library hours.

*Ask Academic* is a chat library service that offers library services 24/7 for students, staff, and faculty.

### Reference/Citation Support

The library provides support of American Psychological Association and Chicago Manual of Style references by use of Zotero, an add on to the firefox browser. References are also formatted electronically in databases. The latest editions of both styles are available in print in the library.

## Enrollment Services

For information on graduation rates, median debt of graduates completing College programs and other important information, visit [www.plattcolorado.edu](http://www.plattcolorado.edu).

Platt College offers different degree programs. In order to be admitted as a student, individuals must meet the requirements of admission to the program in which they are applying. These requirements differ depending on the type of admission chosen. The requirements reflect the academic background and/or basic academic competencies required to succeed in the various courses and programs.

Some specialized programs have specific admission requirements in addition to the College's general admission requirements. Acceptance to the College does not constitute admission to these programs (*See Programs with Special Admission Requirements*).

## Admission Procedure

All new applicants must meet with an Admissions Representative to complete all application, testing, and transcript requests. For more information about program specific admission requirements, please call 303-369-5151.

## Veterans

Individuals who qualify for educational benefits through the Veterans Administration must submit a listing of previous education and training as part of the admissions process. The college maintains a file for each veteran and/or eligible person which includes the following:

- Record of previous education and training.
- Record of the credit allowed for previous education and training. The enrollment period may be shortened to account for credit allowed. This information will be submitted to the Department of Veterans Affairs as required.
- Each course enrolled in by term.
- Final result of each course enrolled in by term i.e. passed, failed, incomplete, withdrawal.
- Record of any enrollment in course from which there was a withdrawal.

- Record of any withdrawals including the last date of attendance.

Transfer credit may be granted for courses completed at accredited institutions of higher education approved by the US Department of Education.

### A. Transfer Credit

Decisions concerning transfer credit are based on (1) equivalence of course content and level of instruction to that provided by Platt College and (2) appropriateness and applicability of credit to the student's program at Platt College.

Transfer credit is only accepted from students in the BSN program (Prelicensure Track).

Once students are admitted to Platt College, official transcripts are evaluated and transfer credit is reviewed by the Registrar. Unofficial transcripts may be used for advising and course selection but are not acceptable for transfer of credit. As the Registrar reviews the official transcript, the student may be asked to provide the course description(s) from the catalog under which he/she was enrolled.

All transfer credit must be submitted for review during the first two quarters of the program. Courses that are not offered as part of the program requirement will not be accepted as transfer credit. Transfer credit submitted after a student's completion of the first two quarters will not be reviewed nor will transfer credit be awarded. The student will be contacted in regards to the outcome of the transcript evaluation. There is a \$50.00 transfer credit

review submission fee and a \$75.00 transcription fee per credit hour awarded.

The maximum transfer credit awarded cannot exceed 50% of the quarter credit hours of the total program requirement. The Vice President of Academic Affairs has the final decision on issuance of all transfer credit.

Quarter hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded. The College policy for the granting of credit for previous training shall not impact the refund policy.

### 1. **Foundational Liberal Arts Courses (General Education)**

Only general education course grades of “C” or higher that are ten (10) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

### 2. **Foundational Science Courses (Cognates)**

Cognate courses at Platt College are defined as courses offered in the science discipline. The purpose of cognate courses is to provide a student with more diverse perspectives in interdisciplinary fields. Cognate classes at Platt College include:

- BIOL 112, BIOL 206, BIOL 223, BIOL 224, BIOL 300, BIOL 350
- CHEM 121

Only cognate course grades of “C” or higher that are ten (10) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

### 3. **Nursing Courses**

Only nursing course grades of “B” or higher that are five (5) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

Individuals receiving transfer credit for nursing (NSG) courses must successfully pass the corresponding ATI assessment(s) if applicable (see Policy 02:15:00 *Pass to Progress*). The corresponding ATI must be taken prior to the quarter that course is offered in the standard course sequencing guide. ATI assessments are only available to enrolled students and will not be given during the nursing application process. The Registrar will notify the student regarding the ATI assessments that the student will be required to take based on his/her transfer credit evaluation. The Administrative Assistant for the School of Nursing will work with individuals to secure ATI IDs and passwords and determine the dates and times for the proctored assessments. As with Policy 02:15:00 *Pass to Progress*, individuals taking ATI assessments to secure transfer credit for nursing (NSG)

courses will have two attempts to meet program benchmarks. If the student fails to meet the program benchmark on the second attempt, the student will be required to enroll in the respective nursing course(s) at Platt College. Students who successfully pass the ATI assessment will have credit for the corresponding course(s) held in their academic file and applied to their transcripts when the course is offered.

### **Graphic Design Courses**

Only graphic design course grades of “C” or higher that are five (5) years or less from the date of completion will be accepted for transfer credit from an institution approved by the US Department of Education.

Platt College uses quarter hours; however it is possible to convert semester hours into quarter hours. Multiply the semester hour by 1.5 to equal the quarter credit hour (ex: 4 semester hours x 1.5 = 6 quarter credit hours).

### **B. General Transfer Pathways from Colorado Colleges and Universities**

To help eliminate the guesswork of transferring general education course credits, Colorado has developed the statewide guaranteed transfer (gt) program (gtPATHWAYS Planning Guide) and the statewide transfer policy.

Further information may be found at:  
<http://higher.ed.colorado.gov/academics/transfers/gtpathways/>

gtPATHWAYS applies to accredited Colorado public institutions of higher education, and there are more than 500 lower-division general education courses in 20 subject areas approved for guaranteed transfer. These courses will automatically transfer and continue to count toward meeting general education core or graduation requirements for any liberal arts or science associate or bachelor’s degree program provided a student does not exceed the 50% maximum.

### **C. Transferability of Credit to Other Institutions**

Because each degree program of study at a particular college or university has specific course requirements, transferring from one institution to another is difficult.

Each and every individual college or university has its own transfer credit policy. Ultimately, it is the student’s responsibility to ensure he or she is taking courses that will transfer. Platt College encourages students to become well informed about transferability of credit. Platt College cannot guarantee transferability of credits to other institutions.

### **External Credit Policy**

I. External credit can only be accepted from students in the BSN program (Prelicensure Track). Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, and (3) high school Tech Prep programs.

To receive external credit, the following conditions must be met:

1. Credit is awarded only in areas offered within the current curriculum of the College and related to the student's educational program.
2. Credit is awarded only for those learning experiences in which it can be documented that the outcomes for specific courses in an approved degree program have been met.
3. All external credit must be submitted for review during the first two quarters of the program. External credit submitted after a student's completion of the first two quarters will not be reviewed nor will external credit be awarded.

Quarter hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded.

Transfer of external credit from Platt College to other institutions is at the discretion of the receiving institution.

## II. External Credit by Examination

Students may earn college credit for College-Level Examination Program Subject Examinations (CLEP) taken after their admissions date to Platt College. Students may earn college credit by examination for acceptable (national benchmark) scores on the CLEP Examinations. Official documentation must be received directly from the testing agency. Requests for credit by examination are submitted to the Registrar. The test results are evaluated by the Registrar and, if credit is earned, recorded on the student's record. The

Platt College of Aurora, Colorado CLEP code is 4460.

CLEP: Applications and information on the CLEP are available by writing the College Level Examination Program, Box 6600, Princeton, New Jersey 08541-6600, by calling (609)-771-7865, or by accessing [www.collegeboard.com](http://www.collegeboard.com). Credit is awarded for acceptable scores received on subject examinations only. All fees associated with CLEP testing are the responsibility of the student.

## III. External Credit for Military Service/Schools

Credit may be awarded for attendance at military schools and job classifications based upon recommendations from the Office of Educational Credit of the American Council on Education. Military service credit is awarded provided that proper documentation supporting service-related educational experiences is presented to the Registrar before the end of the second quarter from the start of the program.

## IV. External Credit for Tech Prep Programs

A student, who has completed a secondary course of study and has received a high school diploma or general education diploma (GED), has enrolled in a college or university within two years of graduation, and who demonstrates attainment of equivalent learning outcomes for specified courses will receive credit for those courses.

Students wishing to participate in receiving external credit must:



- Meet specific performance requirements.
- Enroll at Platt College within two (2) years of the date of graduation from high school or from the date of completing the general education diploma (GED).

### **Foundation Liberal Arts and Sciences (General Education) Requirements**

The Foundational Liberal Arts and Sciences curriculum at Platt College strives to introduce all students to the fundamental knowledge, skills, and values that are essential to further study in the major, to the pursuit of life-long learning, to the development of educated members of the community and the world, and to provide the foundation for becoming informed, independent thinkers who can comprehend, evaluate, and address the issues that human beings face in their personal lives, in their careers, and in community and public affairs.

## **The Effective Citizen Model**

Platt College has adopted a liberal arts (general education) model similar to one of the three models described in Robert Newton's (2000) *Tensions and Models in General Education Planning*, the *Effective Citizen* model in which the needs of society and the student are emphasized in the general education curriculum. Coherence is achieved through general education goals that focus on the skills, knowledge, and values that can be applied in a broad range of situations, from community

action to entrepreneurship. Students take general education courses in the following categories:

*Effective Communication in Speaking and Writing, Humanities, Human Influence, Informed Citizen, Mathematical Skills and Technology, Scientific Method*

### **Foundational Liberal Arts and Sciences (General Education) Competencies**

Upon completion of their degree program, students will,

- communicate effectively by demonstrating the ability to speak, listen, read and write with clarity, coherence, and persuasiveness.
- have a richer understanding and appreciation of the humanities and fine arts, and an appreciation, and evaluation of the aesthetic, historical, philosophical and literary dimensions of human experience.
- demonstrate awareness of the interdependent nature of individuals and societies and thus better equips them for thoughtful participation in a democratic society. Study here also encourages greater sensitivity to differences among people and thus exposes students to significant issues of cultural diversity, ethics and dilemmas in the personal, business and social arenas of their lives.
- be able to participate as informed and responsible citizens in solving social,

economic and political problems in a multicultural and global society.

- be able to comprehend and to use quantitative concepts and methods to interpret and to critically evaluate data and to effectively problem-solve in a variety of contexts demanding quantitative literacy.

## Statement of Satisfactory Academic Progress

*The following information applies to all students, regardless of program of study, attending Platt College:*

Satisfactory academic progress (SAP) is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete their program of study. Platt College expects students to progress through the program based on satisfactory academic progression standards. The School of Design and the School of Nursing at Platt College individually determine the criteria requirement for SAP. All students will be considered to be in a state of satisfactory progress at the time of initial enrollment.

Federal regulations require that a student receiving financial assistance from a state or federal aid program must make SAP as determined by the institution from which such aid is received. Platt College's standards for

determining SAP are the same for all students enrolled in the same educational program, regardless of financial aid receipt. Platt College students, regardless if they are receiving financial assistance, will have their satisfactory progress measured by their cumulative grade point average and credit hours offered. Consistent application of standards exists to all students regardless of category (i.e., full time, part time, receiving financial aid, not receiving financial aid) and educational program.

### Step-by-Step Discipline (Warning/Probation/Temporary Suspension/Termination)

- Step One: The student is placed on academic warning the subsequent quarter after a student fails to meet satisfactory academic progress; time period is two consecutive quarters.
- Step Two: The student is placed on academic probation the subsequent quarter after a student fails to meet satisfactory academic progress and is already on academic warning for two consecutive quarters; time period is one quarter.
- Step Three: The student is placed on temporary suspension the subsequent quarter after a student fails to meet satisfactory academic progress and is already placed on academic warning for two consecutive quarters and academic probation for one quarter; time period is one quarter. After the student has been temporarily suspended for one quarter, he/she is eligible to return to Platt College. If a student continues to not

meet satisfactory academic progress upon return, he/she will return to step one.

- Step Four: Termination is issued when a student is placed on temporary suspension and fails to return to the College after the temporary suspension time period elapses. After a student is terminated from the College, the student must reapply for entry.
- Students' academic progress, both the qualitative (grade-based) and quantitative (time-based) SAP measures, are reviewed quarterly. A student on academic warning or probation may continue to receive financial assistance for one payment period despite a determination that the student is not making satisfactory academic progress. However, while a student is on academic warning or probation, Platt College may choose to require that the student repeat a failed course and/or take a reduced course load. Course repeats are included in a student's cumulative GPA, and count towards the pace of completion.

#### **Notification: Student Progress and Progress Reports**

- Student progress is evaluated through daily assignments, hands-on assessments, quizzes, written examinations, and other methods as determined by the course faculty. Student progress is measured by the use of a 4.0 grade scale.

- Students are entitled to a regular accounting of their academic status. Students may monitor their SAP on *My Platt College*. Students placed on academic warning, probation, or temporary suspension are informed in writing at the time the action is taken. Students are strongly encouraged to receive advising from the appropriate faculty member or administrator in an effort to improve their academic performance. Further, students are informed by the Financial Aid Office in writing how their financial assistance may be affected by not meeting satisfactory academic progress.

#### **Maximum Time Frame**

- Students must complete their programs within a prescribed time frame. The maximum time frame is limited to 1.5 times the normal length of the program in duration or credit hours required to complete the program. Students who fail to complete their programs within the maximum time frame will be dismissed.

The pace at which a student must progress through his or her education program to ensure he or she will complete the program within the maximum time frame depends on which educational program the student is enrolled. Temporary suspensions, breaks, and LOAs are not factored into maximum time frame calculations.

Temporary suspensions, breaks, and LOAs are not factored into maximum time frame calculations.

The Office of the Registrar at Platt College calculates the pace by credit hour at which a student is progressing by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. The Office of the Registrar at Platt College calculates the pace by duration at which a student is progressing by counting the number of months less LOAs, less temporary suspension, less breaks.

Course incompletions, withdrawals, and repetition of courses can affect a student's GPA and pace of completion by one or more quarters. Credit hours from another institution that are accepted toward a student's educational program counts as both attempted and completed hours.

### **Leave of Absence (LOA)**

A Leave of Absence (LOA) may be granted for medical reasons or personal situations. A request for a LOA must be submitted in writing to the Registrar and include a student signature and date.

The LOA for students may not exceed one hundred and sixty-six (166) days (excluding holidays and breaks designated in the Academic Calendar) in any twelve (12) month period.

Students taking a LOA need to be aware that not all classes are offered each quarter. Students who

do not return to their program of study from an approved LOA will be considered as having withdrawn effective at the end of the first week of the quarter in which they were scheduled to return. A student should contact the financial aid office to determine eligibility for an LOA.

### **Termination before Completion**

A student who wishes to withdraw from Platt College during his/her program should meet with the Registrar. It is expected that students will complete a *Request to Permanently Withdraw from Degree Program* and a *Student Exit Checklist*. Students are also required to notify the Financial Aid Office when a change of status occurs (ex: change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education.)

### **Reestablishment of Eligibility Process**

Students who wish to initiate a review of any type of concern or complaint regarding the SAP policy shall use the *Informal Complaint Procedure* within Policy 02:16:00 *Grievance*.

### **The following information applies to students of the School of Design:**

A School of Design student must maintain a minimum cumulative grade point average of 2.0 ("C"). Students' academic progress will be reviewed quarterly. The student must achieve a cumulative 2.0 grade point average in order to attain Satisfactory Academic Progress and graduate with a Platt College degree.

A School of Design student whose cumulative grade point average drops below 2.0 at the end of the quarter will be placed on academic warning, probation, or temporary suspension. Students who are placed on academic warning or probation will be notified in writing by the Registrar. After notification, the student must make an appointment with the Vice President of Academic Affairs for advisement.

**The following information applies to students of the School of Nursing:**

A School of Nursing student must maintain a minimum cumulative grade point average of 2.75 (“C”). Students’ academic progress will be reviewed quarterly. The student must achieve a cumulative 2.75 grade point average in order to attain Satisfactory Academic Progress and graduate with a Platt College degree.

A School of Nursing student whose cumulative grade point average drops below 2.75 at the end of the quarter will be placed on academic warning, probation, or temporary suspension. Students who are placed on academic warning or probation will be notified in writing by the Registrar. After notification, the student must make an appointment with the Associate Dean, School of Nursing for advisement.

## **Academic Standards**

### **Grade Notification**

Students can monitor their course grades on *My Platt College*. Final grades are released by the Registrar via *My Platt College* at the end of each quarter. Students may also request an official transcript from the Registrar.

### **Attendance Policy (On-ground Programs)**

#### **A. Didactic and Laboratory Courses**

I. Attendance is taken every day in every class. Students are allowed absences totaling no more than 20% of the total contact hours for each course. In the event of an absence or tardy, missed work must be made up in accordance with faculty syllabi requirements.

II. Beginning with the first class period, faculty are required to keep complete and accurate records of student attendance for all classes taught. Absences must be reported and submitted at the end of every class and at the end of every quarter to the Registrar.

III. Step-by-Step Discipline  
(Warning/Probation/Temporary  
Suspension/Termination)

- Step One: The student is placed on attendance warning the subsequent quarter after a student fails to meet the attendance requirements; time period is one quarter.

- Step Two: The student is placed on attendance probation the subsequent quarter after a student fails to meet the attendance requirements and is already on attendance warning; time period is one quarter.
- Step Three: The student is placed on temporary suspension the subsequent quarter after a student fails to meet the attendance requirements and is already placed on attendance warning for one quarter and attendance probation for one quarter; time period is one quarter. After the student has been temporarily suspended for one quarter, he/she is eligible to return to Platt College. If a student continues to not meet the attendance requirements upon return, he/she will return to step one.
- Step Four: Termination is issued when a student is placed on temporary suspension and fails to return to the College after the temporary suspension time period elapses. After a student is terminated from the College, the student must reapply for entry.

IV. Should a student miss three consecutive days of class, the Registrar will notify the appropriate administrator. The student will be contacted by the Registrar. An absence of two weeks' worth of all courses may cause the student to be temporarily suspended. After the student has been temporarily suspended for one quarter, the student should return to Platt College and the student continues to not meet the attendance requirements, the student will return to step one.

V. Students placed on attendance warning, probation, or temporary suspension will be

notified by the Registrar via the approved method for official communications according to Policy 07:11:00 *College Communication*.

## **B. Bachelor of Science in Nursing (BSN) Program Clinical Learning Experiences: (Prelicensure Track)**

### I. Absence or Tardiness in the Clinical Area:

Attendance for all scheduled clinical rotations is mandatory. In the event of illness or an unusual circumstance, students are required to notify the clinical faculty member of an absence or tardy at least 30 minutes prior to the start of the clinical day. Failure to notify the clinical instructor will result in a failing grade for the day and a charge of \$50 per contact hour will be assessed to make up the missed clinical experience. The contact information for clinical faculty members/clinical scholars/clinical preceptors will be provided to the student(s) when he/she is scheduled for a clinical learning experience by the Clinical Placement Coordinator via email. The student will receive a failing grade for that clinical day and will be charged to make up the missed clinical experience.

Should a student meet the prerequisites and corequisites of a didactic course and decide to register for a didactic course out-of-sequence from the approved program course sequencing guide, a student must understand that their scheduled clinical rotations take precedence over the out-of-sequence course attendance.

Attendance for all scheduled clinical rotations is mandatory. Therefore, even though the student may have registered for an out-of-sequence



course, the student must attend their clinical should there be an overlap in scheduling. If a student should choose to register for a didactic course out-of-sequence from the approved program course sequencing guide and have a clinical overlap with the course, they must miss the course to attend clinical however the absence in their course will not be considered as “excused” and as such, the student will be held accountable per the syllabus for any and all content, homework, assignments, participation points, presentations, etc. scheduled for the date(s) the student is absent in order to attend clinical. Students must make arrangements in writing with the faculty member regarding their plan to maintain the course expectations prior to missing the course day to attend clinical. Per Policy 02:05:00 *Student Attendance and Attendance Reporting*, students are allowed absences totaling no more than 20% of the total contact hours for each didactic and laboratory course.

### **Returning to Clinical After Illness or Injury**

- A physician’ or mid-level provider's clearance may be required before a student returns to the clinical area following illness or injury. Major illness, injury, surgery, communicable diseases, and pregnancy require a physician or mid-level provider's clearance.
- A pregnant student must present a physician or mid-level provider's statement to continue in clinical experiences.
- Students with a fever of 101°F or above, nausea and/or vomiting, diarrhea, or

any other condition classified as contagious, such as conjunctivitis (pinkeye), may not attend clinical. The absence policy will apply.

- Illnesses occurring at the College or clinical site may require transport by emergency medical services (EMS). Students are financially responsible for their own medical care, including emergency transportation from the College or clinical site.
- Students with casts, splints, or a condition that inhibits movement also need a physician or mid-level provider's clearance
- Students not meeting the physical and/or emotional requirements of agencies may request a leave of absence.

### **Course Repeat**

Students are permitted to repeat courses in which their final grades are “C” or lower. If a student is required to take a course that is a prerequisite to other courses, that course must be successfully completed before advancing to other courses.

The student will be charged the full tuition rate at the time the course is repeated. The original failing grade will be calculated into the student’s cumulative GPA until the repeat has been completed. At that time, the previous failing grade will still be shown on the student’s transcript, however an indication that the course was repeated will be noted. Furthermore, the old grade will then not be used to calculate the GPA, only the new grade will be used to calculate the

GPA. Students must complete their academic program within 1.5 times the total program length in duration or credit hours.

### **Course Incompletion**

If extenuating circumstances warrant, a student may receive a grade of “I” (incomplete) for a course. Faculty wishing to issue a grade of “I” must request this option from the Vice President of Academic Affairs. A grade of “I” is calculated as zero (0) grade points on that quarter’s GPA. For some students, this may cause the student’s GPA to drop below minimally accepted academic standards requiring the student to be placed on academic warning or probation. The student who receives an “I” will have the first two weeks in the beginning of the next quarter to meet the requirements for course completion in order to receive a grade for the course. The new grade will then be used to calculate the student’s GPA. If the incomplete is not rectified, the “I” will be changed to the grade that was earned in the course prior to the “I.”

### **Course Drops and Withdrawals**

A student may *drop* a course any time before 10% of the contact hours for that course have been completed by notifying the Registrar. After 10% of the contact hours for a class have elapsed, a student must *withdraw* from the course by notifying the Registrar. If the student was making satisfactory progress at the time of the withdrawal, the student will receive a grade of “WP” (Withdrawal While Passing). If the student was failing the course at the time of the withdrawal, the student will receive a grade of “WF” (Withdrawal While Failing). Satisfactory

progress at the time of the withdrawal is determined by the course faculty. The student is considered enrolled in a course until the Registrar has been notified and any paperwork required has been completed. Failure to notify the Registrar may result in the student receiving a failing grade for the course and affect the student’s GPA. Students will be charged for a course if they withdraw after 10% of the contact hours for a class have elapsed.

Although grades of “WP” and “WF” do not affect the student’s GPA, they are permanently recorded on the student’s transcript.

### **Online Student Attendance and Attendance Reporting**

Beginning with the first course module, faculty are required to keep complete and accurate records of student attendance for all classes taught. One module is equal to one week.

Online courses will, at minimum, have weekly requirements for student participation. Online attendance is defined as participating in an academic activity within the online classroom, which usually includes but is not limited to, posting in a graded discussion forum, or submitting a written assignment. Faculty must include at least one weekly participation requirement per module per course in order to track and define attendance. Students should refer to individual course syllabi for specific attendance requirements.

Courses are presented in weekly units. The weekly attendance period begins Mondays at

12:00 am and ends on Sundays at 11:59 pm Mountain Standard Time (MST).

Full tuition refunds are made if a student drops from the course prior to the end of the quarter's add/drop period. No record of the course will be documented on the student transcript.

Students who do not log on to the course during the first week of the course will be automatically dropped from the course. Students will not be charged full tuition for the automatically dropped course. No record of the course will be documented on the student transcript.

If a student voluntarily withdraws after the add/drop period has elapsed, the student will be responsible for the full tuition of the course. Students who withdraw after the first week of the course will either receive a "WP" or "WF" on their permanent transcript. If the student is passing at the time of the withdraw, the student will receive a "WP" for withdraw while passing. If the student is failing at the time of the withdraw, the student will receive a "WF" for withdraw while failing. Grades of "WP" and "WF" are determined by the course faculty.

Students who do not officially withdraw or who are not automatically dropped at the end of the first week are responsible for full tuition of the course regardless of their participation in the course. Students who stop attending the course without appropriate notification to the College about withdrawing will receive a final grade for the course (whether they choose to finish the course or not).

## **Definition of a Unit of Credit**

Platt College measures student progress in quarter credit hours. A quarter credit hour is defined as follows:

One (1) quarter credit hour equals:

- ten (10) hours of classroom instruction;
- twenty (20) hours of laboratory instruction; or
- thirty (30) hours of externship/practicum instruction.

A classroom hour is equal to 50 minutes. On average, two hours of student preparation outside of the classroom should be factored for every one hour of class time.

## **Grading System**

The following are guidelines used by faculty members to establish course grading criteria.

### **Grade A – Superior Work**

The student masters the objectives of the course, is able to apply the learning, and is able to integrate learning with other knowledge.

The student consistently distinguishes himself/herself in assignments, examinations, laboratory and participation. The student demonstrates independent thinking in class assignments and discussions.

Work is consistently submitted on time and in the expected form and format.

The student consistently displays superior skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

### **Grade B – Above Average Work**

The student shows consistent mastery of the course content and objectives and is usually able to apply learning to new situations and integrate with other knowledge.

Work is consistently submitted on time and in the expected form and format.

The student consistently displays above average skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

### **Grade C – Average Work Allowing Progress**

The student shows reasonable comprehension of the course material and has an average mastery of the content which would indicate the student is capable of progressing to other coursework.

The student consistently earns average scores in tests, homework, projects and class participation.

Work is consistently submitted on time and adequately meets expectations of form and format.

The student consistently displays average skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

### **Grade D – Less than Acceptable**

The student demonstrates minimally acceptable comprehension of the course material and the competence demonstrated is insufficient to indicate the student is capable of progressing to other coursework.

Work is of inconsistent quality, often fails to meet expected form and format and is frequently late.

The student consistently displays below average skills, ability, and performance in their development of required hand and/or motor skills.

The student complies with school attendance requirements.

### **Grade F – Failing Grade**

The student demonstrates an unacceptable low or no mastery of the course objectives or content.

The student earns failing scores on tests, homework, projects and class participation.

Work is of inconsistent quality, often fails to meet expected form and format and is frequently late or not submitted.

The student fails to display minimally acceptable skills, ability, and performance in their development of required hand and/or motor skills.

The student fails to comply with the school attendance requirements.

### Academic Assistance

Any student who wishes to have extra academic assistance is encouraged to make an appointment with their faculty member(s) or the Academic Support and Career Support Services Coordinator.

### Summary of Letter Grade System

Letter Grade	Credits	Grade Points	Rating
A	1	4.0	Superior
B	1	3.0	Above Average
C	1	2.0	Average
D	1	1.0	*Minimally Acceptable
F	0	0	Fail
P	0	0	Pass
R	0	0	Retake
I	0	0	Incomplete
WA	0	0	Administrative Withdrawal
WP	0	0	Withdrawal While Passing
WF	0	0	Withdrawal While Failing
TC	0	0	Transfer Credit
EC	0	0	External Credit
ES	0	0	Transfer Credit Held in Escrow
AU	0	0	Audit

*\* Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure*

### Grading System

Reporting quality of student performance in any academic course is the responsibility of the faculty member. Each faculty member shall specify his/her grading process – the basis for achieving specified letter grades for the course – and distribute and explain these bases in writing to each student at the beginning of the quarter. The following grading system is used at Platt College:

For graphic design, general education, and cognate classes, the course evaluation is based on the following grade scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

*Cognate courses at Platt College are defined as courses offered in the science discipline. The purpose of cognate courses is to provide a student with foundational knowledge required for healthcare degrees. Cognate classes at Platt College include:*

*BIOL 112, BIOL 206, BIOL 223, BIOL 224, BIOL 300, BIOL 350, and CHEM 121*

For nursing classes (only classes with a NSG prefix), the course evaluation is based on the following grade scale:

A	90-100
B	80-89
C	75-79
D	68-74
F	67 and below

Clinical Practicum Experiences

P	Pass
F	Fail

A grade of 75 or above must be achieved in every nursing course in order to progress in the nursing program. Any grade below 75 will not be rounded up. For specific information about

the grading system, please refer to the College catalog. Letter grades of “D” or “F” in any nursing or cognate courses will constitute a course failure and the student will be required to repeat the course to achieve a passing grade at his/her own expense.

Students who stop attending one or more courses who are:

1. Passing at the time of withdraw, and notify the Registrar prior to the last day of the term will receive a “WP”
2. Failing at the time of withdraw, and notify the Registrar prior to the last day of the term will receive a “WF”
3. Passing or failing at the time of the withdraw, and do not notify the Registrar of desire to withdraw prior to the last day of the term will receive a “WA”

### **Make-up Work**

Students will be allowed to make-up missed class and lab work because of an illness or an emergency. Proof of these circumstances may be required. If students know ahead of time that they will have to miss a class, then it is extremely important that they notify faculty in order to receive assignments in advance so as not to waste valuable learning opportunities. Students have the ability to complete a Request to Reschedule Exam Form and submit for faculty approval.



## Audit

Currently enrolled students may register in a course for the purpose of audit. Permission to audit is given on the basis of space available and requires approval from the Vice President of Academic Affairs. Audit students will be required to do all the work assigned and meet all attendance requirements; however, they are not required to take the mid-term or final examinations in the course. Students auditing a course do not receive credit for the course, and a grade is not assigned. Grade reports will carry the symbol "AU" reflecting no credit attempted and no quality points earned. Fees for audited courses will be assessed at the same current tuition rate.

## Confidentiality of Student Records

All personally identifiable educational records of students are protected for confidentiality in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

I. Students or former students are protected for confidentiality. All employees of Platt College are responsible for maintaining compliance with this policy and will be subject to disciplinary action if found to be in violation. Educational records (including medical records) cannot be released without written permission or a Parental Affidavit of Dependency certified by a parent or guardian. (See *Student Consent for Release of Records*).

## II. Exceptions to Confidentiality of Student Records

- A. Disclosure in case of bona fide health or safety emergency and only to those in a position to render assistance.
- B. Disclosure to institutional officials based on a legitimate educational need as it relates to the discharge of those officials' responsibilities.
- C. Disclosure based upon a signed written consent from the student. *Student Consent for Release of Records* must be completed by the student.
- D. Disclosure pursuant to a lawfully issued subpoena or judicial order, in which case, the college will contact, in written form, the affected student before or immediately following the disclosure relative to the College's intent to comply with the order.
- E. Disclosure to parents of a student only if the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code. *Parental Affidavit for Academic Information Form* must be completed.
- F. Disclosure of records to other schools to which the student is enrolled or seeks enrollment.
- G. Directory information as permitted by FERPA Act of 1974.

## III. Student Access to Records and Right to Amend

- A. A student has the right to inspect, review and obtain a copy of his or her educational records.

- B. A student may request amendments to his or her educational records if they contain inaccurate, misleading information or are in violation of the student's rights. (See *A Summary of Your Rights Under the Fair Credit Reporting Act*).

IV. In accordance with Platt College's policies, new employees (including student workers) who work with or have access to student records will be informed of the confidentiality of student records by their supervisors during orientation sessions.

**Procedures:**

- I. Violations of this policy should be reported to the College Registrar. Complaints of violation may be filed with the Office of the Secretary, United States Department of Education.
- II. The following is a listing of the types of student educational records available, and the person responsible for each:
- A. Grades (Registrar)
  - B. Class Enrollment (Registrar)
  - C. Admissions Information (Admissions)
  - E. Attendance Records (Registrar and Individual Faculty Members)
  - F. Disciplinary Action (Program Deans/Coordinator)
  - G. Grievances (Vice President of Academic Affairs)

III. The following directory information may be disclosed by the college, unless otherwise specifically directed by a student in writing to the Registrar within fourteen (14) days following registration for classes:

- A. Name
- B. Address
- C. Telephone Number
- D. Date and Place of Birth
- E. Major Field of Study
- F. Dates of attendance
- G. Degrees and awards received
- H. Most recent previous educational institution attended
- I. President's List
- J. Perfect Attendance List
- K. Other information as approved by the college

IV. Requests for the Non-Release of Directory Information (*Request for Non-Release Directory Information*) will remain in effect until the student signs a form to cancel the request (*Cancellation of Request for Non-Release Directory Information*). These forms are available in hardcopy from the Registrar.

V. Records of Requests and Disclosures

Copies of requests for disclosures and a record of the information disclosed will be retained with a student's records for all disclosures made, except those for directory information and disclosures to other college officials. The record of disclosure may be inspected by the student, the officials responsible for the records, and by persons responsible for auditing the records.

## VI. Student Access to Records and Right to Amend

A. Compliance with a student's right to inspect, review and obtain a copy of his or her educational records will be handled in a reasonable period of time, not to exceed forty-five (45) days.

B. Amendment requests must be in writing to the Registrar, outlining the area(s) of concern, the amendment requested, and the basis for the request.

## VII. Academic Grades

Grades may not be forwarded to students via email, phone, nor by posting. In accordance with FERPA guidelines, grades must be kept in a secure location with the faculty member or other College official until collected personally by the student via *My Platt College*.

### Violations

Violations of this policy should be reported to the Registrar. Any person has the right to file a complaint with the United States Department of Education if Platt College violates the Family Educational Rights and Privacy Act (FERPA).

## Expectations of Student Conduct & Professional Behavior

Students are expected to conduct themselves in a manner conducive to learning and to the learning of others. The College is operated in a business complex and will not tolerate any behavior that interferes with or detracts from the ability of the other businesses in the building to operate.

The following statements define those behaviors which are not in harmony with the educational goals of the College:

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of college documents, records, identifications, education materials or property.
- Sexual or racial discrimination or harassment of any kind.
- Obstruction or disruptions of teaching, administration, disciplinary procedures, and other College activities including its public service functions or of any other authorized activities on premises.
- Physical abuse of any person that is related to college affairs or conduct

- which threatens or endangers the health or safety of any such person.
- Theft of, or damage to, property of the school, or using or attempting to use college property in a manner inconsistent with its designed purpose.
  - Intentional or unauthorized interference with a right of access to college facilities or freedom of movement or speech of any person on the premises.
  - Use or possession of firearms, ammunition or other dangerous weapons, substances, materials, bombs, explosives, or incendiary devices prohibited by law.
  - Disorderly conduct or lewd, indecent, obscene conduct or expression.
  - Violation of a federal, state, or local ordinance, including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses or arson, if such violation occurs on college property.
  - Failure to comply with the verbal or written directions of any college official acting in the performance of his/her duties and in the scope of his/her employment, or resisting a security officer who is acting in the performance of his/her duties.
  - Aiding, abetting or inciting others in committing or inciting others to commit any act of misconduct set forth above.

- Conviction for a crime which is of a serious nature. Upon the filing of charges in civil or criminal courts involving an offense which is of a serious nature, if it is administratively determined that the continued presence of the student would constitute a threat or danger to the college community, such student may be temporarily suspended pending the trial outcome.

## Discipline

Violation of any of the expectations of student conduct and professional behaviors set forth may result in any of the following consequences:

- Reprimand
- Specific Restrictions
- Disciplinary Warning
- Disciplinary Probation
- Disciplinary Temporary Suspension
- Termination
- Permanent Termination

## Conditions for Readmission After Termination

Students who are terminated or voluntarily terminated may apply for readmission to the College. A student who has been permanently terminated from Platt College due to direct violation of college policies and procedures are not eligible to reply for admissions entrance.

## Catalog Requirements for Graduation

Students may graduate under the catalog requirements listed for the academic year in which they were enrolled. If graduation requirements and/or graduation policies should change during the course of a student's consecutive enrollments students may choose to follow the catalog effective the year of their original enrollment or the new catalog.

If a student experiences interrupted attendance in their program of enrollment for one year or more and then returns, the catalog effective at the time of readmission is the document of authority.

Students are expected to obtain and keep a copy of the catalog effective during their year of original enrollment, any catalog changed and accepted during their time of enrollment, or the catalog in effect at the time of their readmission. See specific programs for graduation requirements.

### Other Graduation Policies

Platt College reserves the right to substitute or delete course work based on current curriculum. Students are assured that if the curriculum changes, Platt will make every effort to determine an equitable solution. Students must complete a *Student Exit Checklist* and submit to the Registrar after all signatures have been completed during the last two weeks of their final quarter.

## Student Services

### Student Identification

Each student will be issued a picture identification card at the time of admission. This identification may be used for student discounts as appropriate, access to areas within the college, and for identification purposes during practicums or externships taking place outside of Platt College. A \$5.00 fee will be charged for the replacement of lost, stolen, or damaged student ID cards.

### Housing

The Academic Support and Career Services Coordinator is the point of contact for housing information. Platt College maintains a list of housing facilities within commuting distance of the college. This list is available upon request and contains information pertinent to assisting the student in locating housing. Platt College does not supervise any student housing unit.

### Student Activities

A variety of student organizations and activities are available for Platt College students. Some of these activities are offered through student professional organizations which are discussed in more detail in program-specific student handbooks. Other activities are offered through the Office of Academic Support and Career Services for the enjoyment of student, faculty, staff and, whenever possible, student family members.

## Career Placement Services

Securing meaningful career opportunities for Platt College graduates is one of the top priorities of Platt College. Platt College makes no promises or guarantees of employment. Due to unique factors and attributes of each student it is possible that even after successfully completing a Platt College program, a student may not find employment. Students should consider their own unique employability prior to enrolling in any Platt College program.

While Platt College makes every effort to assist each student in finding employment in their field of study within 6 months of graduation, the College does not guarantee employment. Factors unique to each student, that can limit employment opportunities include, but are not limited to: *inability to meet licensure requirements as outlined by the regulatory governing bodies, conviction of a felony or serious misdemeanor, physical condition or health issues that prevent or hinder employment, geographic limitations and inability to relocate, poor work history, poor language skills or communication barriers, unique personality traits such as fear of heights or working in small work places, history of/or contemporary substance abuse, personal bankruptcy, lack of efforts on a graduate's part to pursue employment opportunities, other issues that raise doubts in the mind of an employer as to the suitability of a student to become and employee.*

Platt College has a long and proud tradition of helping students enter and succeed in careers. Your unique situation may aid or hinder your career.

Platt College's Academic Support and Career Services Coordinator offers all Platt students and graduates employment placement assistance. These graduate employment services include, but are not limited to the following:

- An employment orientation at least four weeks prior to graduation. This service will provide the student with essential information related to interviews and appointments for potential job opportunities.
- Assistance in the preparation of employment applications and resumes.
- Assistance in the preparation of employment cover letters as well as requests for letters of recommendation.
- Opportunities for prospective employers to offer interviews, employment information, applications, and testing at Platt College.
- Ongoing communication with employers regarding employment opportunities within their organizations.
- The Academic Support and Career Services Coordinator will work with the student to locate employment positions. The student is ultimately responsible for



arranging and attending employment interviews.

### **Employment While Attending College**

Platt College's Academic Support and Career Services Coordinator also offers Platt students assistance locating employment while attending college. These jobs are typically evaluated for their ability to assist the student with living expenses and are not always related to the student's program of enrollment.

### **Graduate Services**

Platt College's Academic Support and Career Services Coordinator welcomes the opportunity to provide ongoing career and personal development services to all Platt graduates.

## **General Information for Students**

### **Inclement Weather (On-ground programs only)**

Inclement Weather Notification:  
When adverse weather conditions lead to a delayed opening and/or cancellation of classes and office hours at Platt College, information will be provided through a variety of sources. Commercial broadcast outlets will also be used in the case of a delay or cancellation of all College operations.

### **College Closed**

When the College announces that it is closed, all day and evening classes are cancelled and administrative offices are closed. This decision is generally made between 5:00 a.m. and 6:00 a.m., and calls are made to local television and radio stations immediately thereafter. This applies to weekday and weekend classes; however, this does not apply to clinical placements.

### **Day Classes**

When the College announces that day classes are cancelled, all classes that start between 8:00 a.m. and 4:59 p.m. are cancelled, and administrative offices are closed as well. The decision is generally made between 5:00 a.m. and 6:00 a.m., and calls are made to local television and radio stations immediately thereafter. This applies to weekday and weekend classes.

### **Evening Classes**

When the College announces that evening classes are cancelled, all classes that start at 5:00 p.m. or later are cancelled, and administrative offices are closed as well. The decision is generally made between 3:00 p.m. and 4:00 p.m., and calls are made to local television and radio stations immediately thereafter. This applies to weekday and weekend classes.

### **Delayed Openings**

When the College announces it is opening late, classes scheduled to begin before the delayed opening time will not meet.

## **Services Available**

When the College is open, it is assumed that all scheduled services are available. For example, if the College cancels day classes but decides to open for evening classes, all offices and services normally available in the evening are to be made available.

## **Notifying Classes in Progress**

If the College must close after day or evening classes have already begun, Platt College personnel will notify faculty, staff, and students in the building.

The College President or his/her designee will contact various commercial media outlets immediately after the decision to delay or cancel classes has been made. Closure information will be made available via the Platt College website.

## **Clinical Placement**

Inclement weather that causes the College to close will not necessarily cancel clinicals. Students assigned to a clinical on an inclement weather day will be contacted by the Clinical Placement Coordinator and/or the individual clinical faculty member. If clinical time is missed due to inclement weather, the clinical hours will be rescheduled by the Clinical Placement Coordinator in collaboration with the clinical agencies. Traveling in inclement weather is the student's decision. If a student chooses not to attend a clinical day due to inclement weather, the clinical instructor and the Clinical Placement

Coordinator must be notified and the clinical absence must be made up.

Clinical faculty reserve the right to determine early release from clinical sites due to late incoming inclement weather in coordination with the Clinical Placement Coordinator.

## **Dress Code**

All students attending Platt College are expected to dress in a manner that is conducive to and appropriate for a professional learning environment. The program-specific handbooks provide additional and detailed information regarding student dress code expectations.

## **Parking**

Adequate and ample parking is provided free of charge to all Platt faculty, staff, and students. The college is not liable for damage or theft of vehicles or their contents incurred during use of Platt College parking.

## **Student Handbooks**

Platt College maintains a Student Handbook for the School of Nursing and for the School of Design which contain detailed information regarding program-specific expectations. Both are available online at [www.plattcolorado.edu](http://www.plattcolorado.edu).

## **Comparable Program Information**

The Accrediting Commission of Career Schools and Colleges (ACCSC) is an available resource for information pertaining to comparable

programs, as it relates to tuition, fees, and program length.

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.accsc.org

## Student Complaints & Grievances

Platt College prides itself on maintaining a relationship with students based on mutual respect. Every attempt is made to deal with student complaints and grievances in a fair and consistent manner. Please refer to the college website at [www.plattcolorado.edu](http://www.plattcolorado.edu) for Policy 02:16:00 *Grievance*. This provides detailed information about eligibility, definitions, complaints and formal grievance procedures as well as the application process using the Grievance and Academic Grievance forms. Complaints and formal grievance procedures are used internally at Platt College.

### Complaint Procedures

Whenever an individual entitled to utilize these procedures has a complaint, that individual is expected to attempt to resolve the matter informally. This attempt must include discussion of the complaint with his/her instructor and administrator, peer or other individuals.

### Informal Complaint Procedures

The College aims to handle complaints in a way that: encourages informal conciliation, is fair and efficient, treats complaints with appropriate seriousness, empathy and confidentiality, and facilitates early resolution

Students who wish to initiate a review of any type of concern or complaint shall use the following process:

Step One: The student should determine the type of issue, concern, or complaint he/she wishes to have reviewed. Types of issues include, but are not limited to:

(A) concerns about grades or other learning activities, (B) concerns about behaviors perceived by the student from other students, faculty or staff, and (C) any other concerns directly relating to the academic or operational processes that are under the purview of the College.

Step Two: A complaint should initially be addressed to the faculty member or member of staff who is most directly concerned with the issue. In order to ensure that the complaint is raised at a mutually convenient time, the student should try to arrange an appointment with this person. Complaints about grading and other issues affecting academic performance and progression must be made in accordance with Policy 02:24:00 *Satisfactory Academic Progress (SAP)*. Concerns about academic progression must be filed prior to the close of business at the end of the first week of the following academic quarter for which the complaint is being made.

Step Three: The student should expect a response using e-mail (or other College approved preferred contact method) as appropriate within 5 working days.

Step Four: If the issue being raised in the complaint has been reviewed by the student with the faculty involved and the student believes a satisfactory resolution has not been reached, the student may elect to progress to the next phase of informal complaint resolution which is review by a designated executive administrator of the College. The administrator shall review the complaint, collect any additional information, and render a decision within 5 days (resource availability permitting) and notify the student of the decision.

If the issue being raised in the complaint has been reviewed by the executive administrator and the student believes a satisfactory resolution has still not been reached, the student may elect to progress to the last course of action, initiation of a formal grievance (see Policy 02:16:00 *Grievance*).

### **Formal Grievance Procedures**

If all reasonable informal efforts to resolve a complaint fail, the complainant may formalize the complaint as a Grievance. The Grievance is a written statement containing a description of the grounds for the formal grievance and a specification of the remedy sought. (*See Grievance Form and Academic Grievance Form*).

A *Grievance Form* or *Academic Grievance Form* must be filed with an Administrator within one academic quarter from the time of the

occurrence leading to the Grievance, or from the time when the Grievant should reasonably have been able to determine that the occurrence leading to the Grievance might have affected his/her status. Informal grievances and efforts to resolve a complaint must occur within a three (3) day period.

If resolution is not achieved with the appropriate administrator, a hearing date is set within one week with the Grievance Committee. The decision of the Grievance Committee is final.

If a committee is needed for resolution of a grievance, the Grievance Committee will be composed of three (3) students, one (1) Platt College staff member, and one (1) Platt College Administrator determined by Platt College. In the event that a tie-breaking vote is needed the College Administrator who is not directly involved in the incident or disciplinary action serves as the tie breaker vote.

In the unfortunate event that a student or graduate of Platt College feels that his/her complaint or grievance has not been satisfactorily resolved, the individual has the option of submitting a written complaint to the following agency:

#### Contact Information:

The Accrediting Commission of Career Schools and Colleges (ACCSC).  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
703-247-4212  
[www.accsc.org](http://www.accsc.org)

The individual has the option of submitting the complaint Colorado Department of Higher Education. The individual may file a complaint at the Colorado Department of Higher Education.

Contact information:

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
(303)-866-2723

<http://highered.colorado.gov>

There is a two year limitation on the department taking action on student complaints.

#### **Student Complaint/Grievance Procedure ACCSC**

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703)- 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the Vice President of Academic Affairs or the College President.

The baccalaureate nursing program from the School of Nursing at Platt College is accredited by the National League for Nursing Accrediting Commission (NLNAC).

NLNAC  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.nlnac.org](http://www.nlnac.org)

Platt College is authorized by The Colorado Department of Higher Education.

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
303-866-2723  
<http://highered.colorado.gov>

The baccalaureate nursing program (prelicensure track) from the School of Nursing at Platt College is approved by the Colorado State Board of Nursing.

Colorado State Board of Nursing  
1560 Broadway, Suite 1350  
Denver, CO 80202  
303-894-2430  
<http://www.dora.state.co.us/NURSING>

If students do not feel that Platt College has adequately addressed a complaint or concern, they may consider contacting one of the above agencies.

## Financial Information

Tuition is due and payable on or before the first day of the class start. Arrangements for special financing may be made in cases of extreme necessity. Such financing will be determined on an individual basis by college administration. The College reserves the right to add, delete, or change fees for admission to the College or for services rendered by the College at any time without prior notice to the public.

Tuition is subject to change on an academic year basis. Notification is provided to students forty-five days (45) prior to the effective date. Rate changes may apply at the beginning of a student's new academic year. Rates will not change during a contract term. If rates change, a College Catalog Addendum may be issued. Platt College enrolls applicants on an academic year basis. A second, third, or fourth academic period enrollment is completed 4 to 6 weeks prior to the time the student is scheduled to begin education in the subsequent academic year. The Financial Aid office staff and the Director of Financial Services office staff are available for questions.

## Financial Aid

Platt College has loan and grant opportunities available for eligible students requiring financial assistance to meet educational costs. Platt College is committed to assisting students in their efforts to secure information about available financial assistance. For further questions, please make an appointment with the Financial Aid Office.

## Schedule of Fees

### Bachelor of Arts Media Arts

Tuition for the Bachelor of Arts program in Media Arts is \$54,457.50. Additional fees include: lab fees of \$1,185; supplies of \$1,185; sales tax of \$94.80; a registration fee of \$75; and application fee of \$25, totaling \$57,022.30. Approximate book fees are \$3,260 and approximate kit fees are \$630.

### Bachelor of Science Nursing (Prelicensure Track)

#### Tuition and Fees

Tuition for the Bachelor of Science in Nursing program (Prelicensure Track) is \$73,445.

Lab Fees \$2,000.00 program total  
(Use and maintenance of Lab and Equipment)  
Supplies \$1,800.00 program total  
(Supplies within the Lab Rooms-consumable inventory)  
Information Technology Fee \$1,500 program total  
(My Platt College fee and library services database fee)  
Clinical Placement Fees \$2,000 program total  
Application Fee \$75.00  
Sales Tax \$144.00 program total  
Total \$80,964.00



**Books, Tools, and Supplies (Prelicensure Track):**
*Non refundable costs*

- TEAS Examination is \$35.00 (*paid directly to ATI*)
- Background Checks for Nursing Students starts at \$65.00 (*paid directly to American DataBank*)
- Books (approximately) is \$5,500.00
- Cognate Costs and Nursing Kits (approximately) is \$575.00  
(*A & P I Specimens Cost is \$75.00, A & P II Specimens Cost is \$75.00, Chemistry Lab Cost is \$95.00, Microbiology Lab Cost is \$115.00, Nursing Kits is \$198.00-prices are subject to change*)
- Review, Certification, Subscription, Assessment Program, and Insurance Costs is \$1,295.00  
(*NCLEX Review is a one-time cost of \$110.00, ACLS Certification is a one-time cost of \$175.00, NSST Subscription Cost is a one-time cost of \$50.00, ATI RN Comprehensive Assessment Program Online is \$460.00 total (paid over four academic years), Annual Workman's Comp and Professional Liability Insurance is \$500.00 total (paid per academic year-prices subject to change)*)
- Transfer Credit Review is a one-time cost of \$50.00 (*only if applicable*)
- Transfer Credit is \$75.00 per credit hour accepted (*only if applicable*)
- Course Retake is calculated at the current full tuition rate for any and all courses (including didactic, laboratory, and clinical) that are repeated (*only if applicable*)
- Platt College student scrubs is approximately \$110.00 (*paid directly to vendor*)

- Laptop Computer is approximately \$1,000.00 (*paid directly to vendor of choice*)

**Bachelor of Science Nursing (Post Licensure Track)**

Tuition for the Bachelor of Science (Post Licensure Track) program is \$19,000.

Additional Fees include:

- Technology Fee: Library Services Database is \$275 per academic year, *My Platt College* and *My Platt College Email* is \$725 per academic year
- Clinical Placement Services is \$150 per clinical experience
- Annual Workman's Comp and Professional Liability Insurance varies by state
- Residency fees are approximately \$250.00 for hotel, \$500.00 for flights, and \$250.00 for incidentals
- Certification Fee is \$400

**Texts, Tools, & Supplies**
**Bachelor of Arts (Media Arts)**
**Bachelor of Science Nursing (Prelicensure and Post Licensure Tracks)**

Students must furnish all texts, tools and supplies required for the program of enrollment at his/her expense. Students are not required to purchase texts, tools or instructional supplies before such materials are actually needed for coursework. Students are not obligated to purchase any text, tools or instructional supplies from Platt College. The cost of texts, tools, and instructional supplies specified on page one (1)

of the Enrollment Agreement or as part of a College Catalog Addendum is an estimated cost only and is subject to change based on fluctuations in manufacturer and supplier prices. If texts, tools or supplies are purchased from Platt College, the cost of these items is nonrefundable.

## Special Fees

Fees are charged for special services as follows:

- **Repeat of Course Fee**  
This fee will be assessed for repeating any education. The student will be charged full tuition for any and all courses that are repeated.
- **Application Fee**  
A fee of \$75.00 will be assessed when a student reenters the College after withdrawal.
- **Replacement of Diploma Fee**  
Students will be charged a \$25.00 fee to replace a diploma.
- **Replacement of Student ID**  
Students will be charged a \$5.00 fee to replace an ID card.
- **Course Drop Fee**  
A one hundred percent (100%) tuition credit is granted to student for classes dropped before 10% of the contact hours for that course have elapsed. The 10% amount will be verified and determined by the Registrar. Students will be

charged the full tuition amount for courses withdrawn after the 10% of the contact hours for that course have elapsed.

- **Miscellaneous Fees**  
Students will be charged for repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of the building or its immediate surroundings.
- **Academic Transcript Fee**  
Official transcripts are free of charge to currently enrolled students. Alumni must pay \$5.00 per official transcript. The official transcript request form must be completely filled out and signed. Upon receipt, transcript requests take 5-7 business days to complete. At the time of completion of a student's program at Platt College, should there be an outstanding balance, Platt College may withhold issuance of a student's official transcript until the balance is reconciled.

## Postponement, Cancellation & Refund Policy

### Start Date Postponement

The College's policy regarding postponement of starting date and the effect on the student rights to a refund. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the College or the student, and:
- b. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the College's refund policy.

The following refund policy is applicable to all programs. Refunds will be made only in accordance with the refund policy of the College printed as follows:

### Cancellation and Refund Policy

- a. All monies paid by the applicant will be refunded within thirty (30) days; only if an applicant cancels in writing within three (3) business days of receipt of the application by a Platt College Admissions Representative; if the applicant is not accepted by the College; or in the event the College discontinues a course/program during a period of time within which a student could have reasonably completed it, except that this provision shall not apply in the event that the College ceases operation; applicants who have not visited the College facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following a tour of the College facilities.
- b. Cancellation of Classes: The College reserves the right to cancel a scheduled start date if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the College and the student will be entitled to receive a complete refund of any amount paid.
- c. An applicant requests cancellation in writing after the three business day period but prior to commencement of education is entitled to a refund of all monies paid less the application charge of \$75.
- d. Students wishing to withdraw from a program after the start of education are required to notify the Registrar of their

intent to withdraw and of their last date of attendance. If the student is under 18 years of age, such notice may be given by the purchaser.

- e. If a student requests cancellation, or is expelled, in which event the date of termination shall be the date of expulsion after entering the College and starting education, the student shall be entitled to tuition refund in accordance with the following schedule.
- f. A student terminating within the first two days of education shall be entitled to a refund of one hundred percent of tuition paid.

### **State of Colorado Refund Policy**

After the commencement of education, the policy for cancellation, settlement and refund of tuition and fees provides for the following:

- 1. A student terminating education within the first ten percent of the academic year shall be entitled to a refund of ninety percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of \$150.
- 2. A student terminating education after ten percent but within the first twenty-five percent of the academic year shall be entitled to a refund of seventy-five percent of the enrollment agreement price of the academic year exclusive of

book and supplies, less a one-time withdrawal processing charge of \$150.

- 3. A student terminating education after twenty-five percent but within the first fifty percent of the academic year shall be entitled to a refund of fifty percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of \$150.
- 4. A student terminating education after fifty percent but within the first seventy-five percent of the academic year shall be entitled to a refund of twenty-five percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of \$150.
- 5. A student who has completed seventy-five percent of the academic year and has entered into the final twenty-five percent shall not be entitled to any refund and shall be obligated for the full price of the academic year, which constitutes the maximum obligation.

The College will apply the policy of the state in which the student is domiciled to calculate a refund.

Percentage of the course/program completed is based on the number of scheduled hours of class attendance, stated as a percentage of the total hours indicated for the academic year/period, then converted to the equivalent quarter hours. Refunds to students will be computed from the

last date of recorded attendance. The last date of recorded attendance will be determined from the instructor's attendance charts. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance. Refunds will be made within 30 days of the last date of attendance if written notification was provided to the institution. Otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.

### **Books, Tools and Supplies**

Applicants must furnish all books, tools and supplies required in the Program at his/her own expense. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Applicants are not obligated to purchase any books, tools or supplies from the College. The cost of books, tools and supplied specified on page one of the Enrollment or Catalog Addendum Agreement is an estimated cost, subject to changes in supplier prices and curricula. If purchased from the College, the cost of any books, tools and supplies is nonrefundable.

### **Accrediting Commission of Career Schools and Colleges Policy**

The refund policy of the State of Colorado is applicable to students attending Platt College.

### **Institution Policy**

For students attending Platt College who subsequently withdraw from classes, the State of Colorado refund formula will be applied, and the result will form the basis for the refund. For any other program at Platt College longer than one academic year and for which the student has paid to the College tuition charges for the entire program or portions thereof exceeding one academic year, the College will refund to the student those monies paid for the academic year(s) beyond the end of the academic year during which the student withdraws. In addition, the College shall calculate and refund to the student that portion of tuition paid representing the period of time between the date of withdrawal and the end of that academic year. Such refund shall be based on the formula stated above.

### **Veterans Refund Policy**

The College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course shall not exceed the exact pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course/program bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by

the student to the total number of instructional days in the course/program.

### **Tuition and Fee Policy**

Tuition, Lab and Supply Fees are subject to change. Notification is provided forty-five days prior to the effective date. Rate changes may apply at the beginning of a student's new academic year. Rates do not change during a contract period.

### **Holder in Due Course Statement**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor.

### **Return of Title IV Funds Policy**

The refund calculation of institutional charges is determined as stated in the section entitled Cancellation and Refund Policy. In addition to calculating whether more has been collected than the institution has earned for the current enrollment agreement, effective October 7, 2000, the institution is required by US Department of Education to make an additional calculation with respect to returned Federal Financial Aid Funds. These calculations are called "Return of Title IV funds." They follow a different formula and are applicable until over 60% of the enrollment period (i.e. typical enrollment periods are 12 weeks in length, or one quarter)

has been completed. Under these rules, it may be the case that the institution will have earned tuition funds that must be returned to the Federal Aid programs. If this occurs, the student will owe these additional funds to the institution. For additional clarification on this policy, please visit the Office of Financial Aid.

## **Online Learning**

Online learning is a formal educational process in which the majority of the teaching and learning process(interaction between students and faculty and among students) in a course occurs when students and faculty are not in the same place. Instruction may be synchronous or asynchronous. Online learning may employ correspondence study, audio, video, and/or computer technologies.

- **Online Learning Course Using Internet (eCourse)** is a fully distance education course that is offered over the Internet using asynchronous and/or synchronous pedagogies. Currently this typed of internet-based course uses the learning management platform (Comprehensive Academic Management System, called "CAMS" and referred to as *My Platt College*) as the mechanism to accomplish the teaching and learning process and means of transmitting information to and from the student. In this type of class, there is no face-to-face meeting between instructor and students except during orientation, a pre-determined on site residency, and graduation.



- **Web-Enhanced Course (eCompanion)** is a Web-enhanced, traditional (face-to-face) class that uses a learning management platform to accompany the class. The eCompanion can function in a variety of ways, depending on the goals of the course and the desire of the faculty member to enrich his or her course. Assigned activities will vary, depending on the faculty member and the discipline. The time spent using the eCompanion does not replace any of the face-to-face teaching-learning process, but serves to augment it.
- **Evaluation (eComment)** is an electronic version of Platt College's anonymous end-of-course student evaluation of faculty and of classes, clinical experiences, and/or lab classes. Additionally eComment includes a section that measures students' comfort and experience with technology, and a section that measures the mechanics of course delivery (i.e., was the system frequently down, was the system easy to use, etc.)

### **Online Learning Students at Platt College:**

Online learning at Platt College focuses on full and part-time working students, and for those whose schedules involve frequent travel. Online education at Platt College places a strong emphasis on developing technical fluency, the use of electronic information (informatics), in our graduates.

### **Online Learning Statement of Mission:**

The primary purpose of online learning at Platt College is to maximize student access to courses through the use of web-based delivery systems.

Online learning at Platt College integrates the assets of the college to provide a teaching and learning environment for distance learners comparable to that provided to on-campus (face-to-face) students. Support services are available to both distance learners and faculty that help to provide quality education that is conveniently accessible.

Online learning at Platt College is consistent with and supports the college's strategic plan and mission of offering quality undergraduate education while providing graduates with competencies, skills and levels of education for employment and continued success in higher education.

### **Goals of Online Learning at Platt College**

- Enhance student accessibility and participation in online learning initiatives.
- Create an environment which facilitates the development of online learning instruction in response to student and community needs
- Encourage faculty participation in online learning initiatives and provide assistance and support in the development of courses, course materials, and use of instructional technology

- Help support faculty to use alternate means of instruction that are suited for online learning
- Promote the availability and utilization of online learning courses as a viable option for pursuing education goals and for promoting life-long learning
- Ensure quality instruction in all online learning classes through continuous assessment
- Embrace diversity in cultural backgrounds, personal characteristics and recognizes the free expression of ideas, opinions, and differences in people, and respects the rights of students, faculty, and staff
- Foster a strong work ethic and place fairness, objectivity, honesty, and accountability at the forefront of its policies and procedures in all aspects of the college

### **Delivery Media**

Platt College's online courses run on a quarter system schedule, the same as the on ground programs. Students are able to log into courses on a regular basis, at their convenience. Students are assigned a home page to access courses, find lecturers and assignments, and participate in class discussions and real-time course chat rooms.

Each course is developed to offer everything students would expect from Platt College on ground. Faculty members deliver course content and lectures through cutting edge technology, such as streaming audio, video and multimedia slide shows. Some faculty members

offer weekly assignments to help ensure students are on track with the materials being taught. Quizzes and tests can be timed to help affirm student mastery of the material. In addition, assignments may be uploaded to the site, which is much like creating an attachment in email.

Platt College uses *My Platt College*, a comprehensive academic management system. From first contact with a prospective student through graduation and alumni relations, *My Platt College* efficiently manages the full student lifecycle by combining activities into one electronic solution.

Platt College SMS is the student management system that all daily functions of the College operations.

Platt College LMS is the learning management system that serves as the Internet based course management system for academic programs and the platform for delivery of eCourses and eCompanion classes.

The Accrediting Commission of Career Schools and Colleges approved Platt College to utilize online learning on November 9, 2011.

### **Online Degree Program**

The BSN (Post Licensure Track) Program is offered online at Platt College with the exception of NSG 151: Introduction to Nursing Informatics, which is offered during a mandatory on ground orientation in Aurora, Colorado.

The credits students earn through online courses are identical to credits earned through traditional on ground (face-to-face) courses.

For a full list of computer requirements associated with the online program, go to [www.plattcolorado.edu/online-learning](http://www.plattcolorado.edu/online-learning)

## **The School of Design at Platt College**

### **Our Mission**

The mission of the School of Design is to provide outstanding facilities and a creative environment for an exceptional and diverse community of faculty, staff, and students. We advance creativity and leadership while preparing students to be successful designers in the graphic arts industry.

### **Our Vision**

We, the faculty at the School of Design at Platt College, will teach to instill in each graphic art student intellectual curiosity to explore the creative process, embrace new challenges, and pursue intellectual and aesthetic excellence.

### **Our Core Values**

#### **Diversity**

- The School of Design embraces diversity in cultural backgrounds, personal characteristics and choices while recognizing artistic expression, freedom of speech, and differences in people, and respects the rights of students, faculty, and staff.

### **Excellence in the Learning Process**

- The School of Design values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and in establishing student-centered, high quality academic instruction.

### **Ethics and Integrity**

- The School of Design fosters a strong work ethic and places fairness, objectivity, honesty, and accountability at the forefront of its policies and procedures in all aspects of the programs' administration.

### **Personal Development**

- The School of Design is committed to intellectual and personal growth of students, faculty, and staff.

### **Community**

- The School of Design is a dedicated campus community of students, faculty, and staff working collaboratively to foster leadership and development. We endeavor to provide a highly educated, employment-ready, diverse and creative individual to meet the needs of the graphic arts industry.

## **Our Outcomes**

Upon completion of a Bachelor Degree from the School of Design the student will be prepared to function in the role of:

### **1. Designer as Communicator**

- The designer communicates visually with an emphasis on the acquisition and demonstration of the use of similarity, proximity, and alignment (hierarchy). The designer demonstrates effective verbal communication with audiences to include target markets.

### **2. Designer as Collaborator**

- The designer works collaboratively with industry professionals and/or clients to contribute to decision making strategies, design development, and the critique of the design end product.

### **3. Designer as Critical Thinker**

- The designer applies critical thinking concepts, skills, decision making strategies, and ethical and professional standards to the creative process and collaborative business efforts.

### **4. Designer as Developer**

- The designer applies cumulative design skills from inception to production to fulfill design concepts and objectives with a demonstrated mastery of hierarchy, continuance, and closure.

## **Competencies**

Achievement of the Program Outcomes for The School of Design at Platt College will be measured using the following competencies based upon Gestalt Theory:

### **Bachelor of Arts**

1. Similarity, Proximity, and Alignment
2. Visual and Verbal Communication
3. Decision Making Strategies
4. Design Development as Critic
5. Ethical and Professional Decision Making Standards
6. Creative Process
7. Collaborative Business Efforts
8. Hierarchy, Continuance, and Closure

## **Enrollment Procedures- The School of Design**

Platt College has discontinued enrollment into the School of Design.

## **Graduation Requirements- The School of Design**

The School of Design students at Platt College must meet the following degree requirements:

- Complete a minimum of 205.5 quarter credit hours for the Bachelor of Arts program).
- Earn a cumulative grade point average of 2.0

- Complete the program within 1.5 times the total program length in duration or credit hours
- Complete a minimum of 50% of credits at Platt College in the program area.
- Complete a *Student Exit Checklist* during the term in which the student intends to graduate, according to the deadline published by the college.

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Bachelor of Arts Degree in Media Arts.

The Bachelor of Arts degree program at Platt College is recognized by the Colorado Department of Higher Education.

The Bachelor of Arts in Media Arts program is on the Accrediting Commission of Career Schools and Colleges list of approved programs which are included within the scope of institutional accreditation.

**Course Sequencing Guide**

Approved by ACCSC 3 February 2010  
 Effective with March 29, 2010 Enrollment  
**BACHELOR OF ARTS: MEDIA ARTS**  
**48 Months**

**(A/Y 1)**

Course #	Course Title	QH
ART 104	Basic Drawing	6.5
GD 101	Advertising	6.0

Course #	Course Title	QH
GD 102	Studio Design	3.0
GD 103	Typography	7.0
ENG 121	Reading and Writing in College I	4.5

Course #	Course Title	QH
GD 106	Introduction to Design Principles and Color Theory	6.5
GD 107	Application of Design Principles and Color Theory	6.0

**(A/Y 2)**

Course #	Course Title	QH
EPT 210	Digital Imaging, Input, and Output	10.0
MAT 100	College Math	4.5

Course #	Course Title	QH
DTP 110	Desktop Publishing I	4.0
CG 250	Introduction to Computer Graphics	8.0

Course #	Course Title	QH
DTP 112	Desktop Publishing II	4.0
CG 310	Advanced Digital Imaging	5.0
DTP 200	Concepts in Desktop Publishing	4.0

**(A/Y 3)**

Course #	Course Title	QH
EPT 220	Printing Technologies	5.0
WB 200	Introduction to Web Technologies	8.0



Course #	Course Title	QH
WB 300	Web Design, Production and Usability	8.0
GD 200	Career Skills for Graphic Designers	3.0
PHIL 112	Critical Thinking	4.5

Course #	Course Title	QH
WB 350	Client-Side Web Programming for Designers	8.0
SOC 101	Introduction to Sociology	4.5

**(A/Y 4)**

Course #	Course Title	QH
COM 210	Speech Communications	4.5
HUM 101	Arts and Culture: An Introduction to Humanities	4.5
WB 110	Web and Interactive Project Management	2.0
BUS 101	Business Ethics	2.0

Course #	Course Title	QH
WB 400	ActionScript and Flash for Web	8.0
GD 310	Advanced Typography	4.5

Course #	Course Title	QH
WB 410	Alternative Web Medium	4.0
ART 110	Introduction to Visual Arts	4.5
ENG 122	Reading and Writing in College II	4.5

**(A/Y 5)**

Course #	Course Title	QH
WB 450	Back End Web Programming	4.0
MAT 121	College Algebra	4.5
BIOL 110	Human Biology	4.5

Course #	Course Title	QH
HS 150	U.S. History and Government	4.5
PSY 101	Introduction to Psychology	4.5
SCI 101	Integrated Natural Science	4.5

Course #	Course Title	QH
PHIL 115	Philosophy and Society	4.5
ECO 150	Consumer Economics	4.5
LIT 101	Introduction to Literature	4.5

**(A/Y 6)**

<b>Course #</b>	<b>Course Title</b>	<b>QH</b>
WB 425	Advanced Web Design for Teams	2.0
GD 475	Graphic Design Capstone	4.0
WB 310	Web Accessibility	1.0

**Program Total = 205.5 Quarter Credit Hours**

**Note:** This Course Sequence Guide is intended only as a guide for planning. A student's actual course load may vary based on course credits accepted in transfer (Policy 02:14:00, Transfer Credit); success in foundational liberal arts and sciences, and design coursework. The School of Design reserves the right to make changes to the Course Sequence Guide based upon the mission.

*Upon completion of a Bachelor Degree from the School of Design the student will be prepared to function in the role of: (1) Designer as Communicator, (2) Designer as Collaborator, (3) Designer as Critical Thinker and (4) Designer as Developer. The graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry.*

# The School of Nursing at Platt College

## The Bachelor of Science in Nursing Program-Description

The baccalaureate nursing program from the School of Nursing at Platt College is accredited by the National League for Nursing Accrediting Commission (NLNAC).

NLNAC  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
www.nlnac.org

The prelicensure track is approved by the Colorado State Board of Nursing (June 22, 2005) and is included within the scope of institutional accreditation by the Accrediting Commission of Career Schools and Colleges (August 30, 2005).

The post licensure track is included within the scope of institutional accreditation by the Accrediting Commission of Career Schools and College (November 9, 2011).

## Our Mission

The School of Nursing at Platt College prepares employment-ready graduates for diverse professional nursing practice while promoting personal and professional integrity and utilization of evidence to provide competent, safe, high quality, effective care for individuals, families, groups, communities, and populations.

## Our Vision

We, the Faculty at the School of Nursing at Platt College, seek to instill in each nursing student a foundation of knowledge and skills necessary to meet the ever changing societal healthcare needs by encouraging life-long learning and a passion for professional nursing practice.

## Our Theoretical Framework

We believe the School of Nursing's mission and vision are elucidated through the application of the General Systems Theory (Bertalanffy, 1968) as a framework for how we view and teach our students to examine humans and interactions from a health system's perspective. Holism is achieved through analysis and intervention within the healthcare system.

*Braziller, G. (1968). General system theory: foundations, development, applications. New York, NY.*

## Our Core Values

The School of Nursing at Platt College places high value on:

### Diversity

- The School of Nursing embraces diversity in cultural backgrounds, personal characteristics and recognizing the free expression of ideas, opinions, and differences in people, and respects the rights of students, faculty, and staff.

**Excellence in the Learning Process**

- The School of Nursing values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and in providing high-quality, student-centered, academic instruction, and information literacy.

**Ethics and Integrity**

- The School of Nursing promotes a strong work ethic and places fairness, objectivity, transparency, and accountability as basis for its policies and procedures in all aspects of The School of Nursing.

**Personal Development**

- The School of Nursing is committed to intellectual and personal growth of students, faculty, and staff.

**Community**

- The School of Nursing is a caring community of students, faculty, staff, and administration who work collaboratively to foster leadership and development of others. We endeavor to provide baccalaureate-educated, employment-ready, culturally humble graduates who are prepared to meet the needs of a global community.

**Our Outcomes**

Upon completion of the nursing program, the Baccalaureate Generalist nurse graduating from The School of Nursing at Platt College will be prepared to function as a:

**1. Provider of Care**

The graduate from The School of Nursing at Platt College will be prepared to assume accountability for the delivery of safe, holistic, patient-centered care based on evidence for diverse individuals, families, groups, communities and populations in a variety of settings through use of the nursing process to prevent illness and injury and promote, restore, maintain health and optimal functioning across the lifespan. The baccalaureate generalist graduate will also use their skills as patient advocates and educators to ensure the development of collaborative plans of care that are individualized and reflective of the patient's values and culture.

**2. Leader/ Manager**

The graduate from The School of Nursing at Platt College will work collaboratively to manage care transitions by coordinating care of diverse individuals, families, groups, or populations through effective use of scientific advances, technology, resources, information, and information systems. The baccalaureate generalist nurse will also use their skills to delegate tasks to other healthcare personnel and supervise and evaluate the performance of these personnel

within complex and evolving healthcare systems. The graduate will bring a unique blend of caring, judgment, skills and knowledge to the health care team while promoting the personal and professional growth and development of those within their charge.

### 3. Member of the Profession

The graduate from The School of Nursing at Platt College will demonstrate the professional values of altruism, autonomy, human dignity, integrity, and social justice and participate in the policy processes impacting individuals, families, groups, communities and populations. The graduate will also assume accountability for maintaining their professional practice and the image of nursing through the demonstration of continuous professional engagement and lifelong learning.

### Competencies

Achievement of the Program Outcomes for The School of Nursing at Platt College will be measured using the following five competencies based upon the national standards of The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN), 2008) and the Pre-Licensure knowledge, skills, and attitudes delineated by Quality and Safety Education for Nurses (QSEN).

1. Nursing Process
2. Nursing Informatics
3. Professional Standards

4. Evidence-Based Practice
5. Interprofessional Communication & Collaboration

## Admissions Requirements- The School of Nursing (Prelicensure Track)

### Application Procedures

There is a deadline by which potential applicants must submit their applications to the Admissions Office. Potential applicants interested in gaining admission to The School of Nursing should see the Policy 03:04:00 *School of Nursing Admissions* available online at [www.plattcolorado.edu](http://www.plattcolorado.edu). Admissions applications are available from an Admissions Representative or online.

- **Step 1:** Attend an Information Session
- **Step 2:** Complete online application and pay \$75.00 application fee prior to scheduled entrance test
- **Step 3:** Pay \$35.00 entrance test fee (credit card only), pass entrance test, undergo interview process, purchase and complete background check at [www.plattcollegecx.com](http://www.plattcollegecx.com), submit essay to [admissions@plattcolorado.edu](mailto:admissions@plattcolorado.edu), and request official high school transcript from an accredited high school and/or official GED

Applicants who are unable to meet the requirement of having graduated from an

accredited high school within the United States must provide a GED to satisfy this step.

### **International High School Transcripts**

Potential applicants from foreign, non-English speaking countries must provide a translated and certified document that is the equivalent of a U.S. high school diploma in order to satisfy this step (Please see Step 5). International high school transcripts must be evaluated and reviewed for eligibility as part of the admission process. The evaluation is not a guarantee of admission. Applicants must have high school transcripts evaluated and certified by the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) member organization, which will assess for a fee. The certifying organization's report must be sent directly to Platt College at 3100 S. Parker Road, Suite 200, Aurora, CO 80014 or emailed to [admissions@plattcolorado.edu](mailto:admissions@plattcolorado.edu). For applicants who are unable or unwilling to provide this translated and certified documentation, only an official copy of a GED will be used to satisfy the requirement for an official high school transcript. Any fees related to this requirement are to be paid by the applicant.

*(Applicants must schedule and pass the Test of Essential Academic Skills (TEAS). Passing is determined by meeting the Bachelor of Science in Nursing (Prelicensure Track) program's proficient level scores in reading, math, science and English. These proficient level scores are determined annually in January by the Admissions Committee for The School of Nursing or when Assessment Technologies*

*Institute re-norms the TEAS examination or markets a new TEAS examination equivalent.*

*As of January 1, 2012:*

- Reading - 69%
  - Math - 63.3%
  - Science - 45.8%
  - English - 60%
- **Step 4:** Submit official transcripts from all other colleges and universities attended. If applicants for the BSN (prelicensure track) program have previous college credits that they want transferred according to Policy 02:14:00 *Transfer Credit*, they should submit official copies of college transcripts to the Registrar.
  - **Step 5:** English Proficiency for Non-Native English Speakers who are U. S. citizens or nationals or a U.S. permanent resident or eligible noncitizen

*A student must be one of the following to be eligible for admission: U.S. citizen or national or U.S. permanent resident or eligible noncitizen. A person is a United States citizen by birth or by naturalization. Persons (except for the children of foreign diplomatic staff) born in the 50 states, the District of Columbia, and in most cases, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands are U.S. Citizens, as are most persons born abroad to parents (or a parent) who are citizens. All U.S. Citizens are considered to be U.S. nationals, but not all nationals are citizens. Persons whose only connection to the United States is through birth*

*on American Samoa, Swain's Island, or the United States Minor Outlying Islands are not U.S. Citizens but are nationals and therefore may be eligible for admission.*

English Proficiency: If English is not an applicant's native/first language (including, but not limited to, Non-Native English speaker; English as a Second Language (ESL)), the applicant is required to submit official Test of English as a Foreign Language (TOEFL) scores and meet Platt College's minimum requirement **prior to taking the TEAS test**. Platt College does not have English as a Second Language (ESL) programs available.

To be deemed official, test scores are to be submitted to Platt College directly from the testing agency and the official scores expire after two years from the test date. Any fees related to this requirement are to be paid by the applicant.

Our TOEFL code is: 8791.

Acceptable English Proficiency Scores:

TOEFL (minimum score):

80 internet-based (iBT)

550 paper-based (PBT)

213 computer-based

After the student has completed all college and program admission requirements, the student's application file will be reviewed by the Admissions Committee for the Bachelor of Science in Nursing (Prelicensure Track) program. Acceptance is not automatic and continuation after admission is not

guaranteed. Student progress is continually evaluated.

## **Enrollment Procedures – The School of Nursing (Prelicensure Track)**

The applicant must contact the School of Nursing after receiving notification of acceptance regarding his/her intent to attend the program. Any applicant, who fails to contact the School of Nursing within the stated date, forfeits his/her acceptance to the program and an applicant on the alternate list will be immediately contacted.

It is extremely important the School of Nursing has accurate mailing, phone contact and email information for this process to be conducted accurately and timely.

The following documentation must be received by the Nursing Administrative Assistant, no later than the first week of class. This documentation is required by clinical practice site agencies. Any cost incurred is the responsibility of the nursing student. Failure to comply with these clinical documentation requirements can result in the nursing student being removed from clinical rotation, course failures and delayed program completion.

Students are enrolled on an academic year basis. One academic year equals 9 months (3 quarters).

**Step 1:** Applicant will schedule appointment to complete the enrollment agreement, meet with the Nursing Admissions Coordinator or



Admissions Representative and the Director of Financial Aid.

**Step 2:** Complete enrollment agreement

**Step 3: Scan and Email** the items below to student.health@plattcolorado.edu. All files must be JPEG or PDF format.

- Evidence of a **completed drug screen** – Must request a **10 Panel Drug Screen**
- **Measles, Mumps, & Rubella** – completed MMR series (2 doses) or positive antibody titers
- **Tuberculin Skin Test** –negative PPD /or/ negative Chest X-Ray in compliance with affiliation agreement. This is an ANNUAL shot.
- **Diphtheria/Tetanus (Td)** -Required every 10 years
- **Hepatitis B** Completed Series (Series of 3) or Positive Immune Titer (HbsAB) or Declination
- **Varicella (Chicken Pox)** positive history of chickenpox - proof of varicella by immunization via titer or 2 vaccinations or note from doctor stating history of disease with doctor's signature and date
- **Flu shot.** This is an annual shot you must get every fall.
- Submit a signed and verifiable *Physical Form School of Nursing*

- Current American Heart Association **BLS/CPR for Healthcare Providers**
- **Provide Copy of current Personal Health Insurance**
- **Provide healthcare certifications or licensures (copies) if applicable**
- **Proof of Liability and Malpractice Insurance per the affiliation agreement** – Will purchase through the School of Nursing at Platt College
- **Evidence of Worker's Compensation coverage per Colorado Law** – Will purchase through the School of Nursing at Platt College

**Step 4:** Meet with the Director of Financial Aid

## **Admissions Requirements – The School of Nursing (Post Licensure Track)**

Registered nurses with an Associate Degree in Nursing (ADN) or diploma may apply for admission to the School of Nursing as an undergraduate student seeking a Bachelor of Science in Nursing (BSN) degree. Platt College's BSN Program (Post Licensure Track) RN to BSN Completion Program is based on the Colorado Articulation Model, a statewide agreement which permits registered nurses who are graduates of ADN programs to enter the BSN program option without taking tests to verify

prior knowledge. The applicant must have an unencumbered license to practice as a registered professional nurse in the United States.

The applicant must have completed an associate degree in nursing from an accredited institution of higher education approved by the US Department of Education. The applicant must provide documentation of graduation from an ADN or Diploma Nursing Program in the form of an official transcript.

18 or 27 Months – Program length varies depending on whether the student chooses a full-time or part-time option the student elects to progress. Program length may vary due to clinical site availability and scheduled breaks. The selection of nursing student applicants is the decision of the Admissions Committee. Each application is reviewed and evaluated for the purpose of selecting applicants who are academically qualified and demonstrate the potential to succeed in the BSN Program (Post Licensure Track).

All applicants will receive electronic notification of acceptance or denial of acceptance.

All admission requirements must be met and all documentation must be present in the applicant's file in order for the student to be admitted into the nursing program. The applicant is responsible for any fees incurred related to meeting admission requirements.

- **Step 1:** Submit online application through the NursingCAS system.
- **Step 2:** Be a graduate from an institution recognized by the Department of

Education and a nursing program accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE) ADN or Diploma Nursing Program.

- **Step 3:** Minimum verified cumulative grade point average of 2.5 or above on 4.0 scale.
- **Step 4:** Submit License Verification/Work Experience Acknowledgement Form and a copy of an unencumbered RN license to practice as a registered professional nurse in the United States.

*Applicants should have already earned a high school diploma or equivalent. Must have at least one year experience working as a RN prior to entering the BSN program and must be currently employed as an RN. The curriculum assumes a working knowledge of the modern health care organization and practice issues.*

- **Step 5:** Submit a resume or curriculum vitae listing professional accomplishments.
- **Step 6:** Submit Distance Education Self-Evaluation Form
- **Step 7:** English Proficiency for Non-Native English Speakers who are U. S. citizens or nationals or a U.S. permanent resident or eligible noncitizen

*A student must be one of the following to be eligible for admission: U.S. citizen or national or U.S. permanent resident or eligible noncitizen. A person is a United States citizen by birth or by naturalization. Persons (except for the children*

*of foreign diplomatic staff) born in the 50 states, the District of Columbia, and in most cases, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands are U.S. Citizens, as are most persons born abroad to parents (or a parent) who are citizens. All U.S. Citizens are considered to be U.S. nationals, but not all nationals are citizens. Persons whose only connection to the United States is through birth on American Samoa, Swain's Island, or the United States Minor Outlying Islands are not U.S. Citizens but are nationals and therefore may be eligible for admission.*

English Proficiency: If English is not an applicant's native/first language (including, but not limited to, Non-Native English speaker; English as a Second Language (ESL)), the applicant is required to submit official Test of English as a Foreign Language (TOEFL) scores and meet Platt College's minimum requirement PRIOR to admission to the Post Licensure Nursing program.

To be deemed official, test scores are to be submitted to Platt College directly from the testing agency and expire after two years from the test date. Any fees related to this requirement are to be paid by the applicant. Platt College does not have English as a Second Language (ESL) programs available.

Our TOEFL code is: 8791.

Acceptable English Proficiency Scores  
TOEFL (minimum score):

- 80 internet-based (iBT)
- 550 paper-based (PBT)
- 213 computer-based

## **Disclosure**

Platt College only accepts qualified student from States and/or U.S. Territories in which the College is permitted to recruit and accept students. An otherwise qualified student who resides in a State and/or U.S. Territory in which Platt College is not permitted to accept students (due to State/U.S. Territory or US Department of Education policies) will not be admitted to Platt College regardless of qualifications. Go to [www.plattcolorado.edu](http://www.plattcolorado.edu) for a current and complete list of States and/or U.S. Territories that Platt College issues acceptance to students, provided an applicant meets all admissions requirements.

Students desiring to be admitted to The School of Nursing's Bachelor of Science in Nursing Program (Post Licensure Track) should be aware of all degree requirements which must be met to successfully complete the program and graduate. Platt College is committed to quality therefore requirements for the BSN program include completion of an on-site (in residence) orientation course, all required courses and two externship/practicum requirements. Degree requirements cannot be waived. Not all degree requirements can be completed online.

## **Enrollment Procedures-The School of Nursing (Post Licensure Track)**

The applicant must contact the School of Nursing after receiving notification of acceptance regarding his/her intent to attend the

program. Any applicant, who fails to contact the School of Nursing within the stated date, forfeits his/her acceptance to the program and an applicant on alternate list will be immediately contacted.

It is extremely important the School of Nursing has accurate mailing, phone contact and email information for this process to be conducted accurately and timely.

The following documentation must be received by the Nursing Administrative Assistant, no later than one week prior to the first day of class. This documentation is required by clinical practice site agencies. Any cost incurred is the responsibility of the nursing student. Failure to comply with these clinical documentation requirements can result in the nursing student being removed from clinical rotation, course failures and delayed program completion.

Students are enrolled on an academic year basis. One academic year equals 9 months.

**Step 1:** Applicants will complete these processes using remote communication technology like, telephone, fax and Skype. Applicant will schedule appointment to complete the enrollment agreement, meet with the Nursing Admissions Coordinator or Admissions Representative and the Director of Financial Aid.

**Step 2:** Complete enrollment agreement

**Step 3: : Scan and Email** the items below to [student.health@plattcolorado.edu](mailto:student.health@plattcolorado.edu). All file s must be JPEG or PDF format.

- **Provide Copy of current Personal Health Insurance**
- **Proof of Liability and Malpractice Insurance per the affiliation agreement** – Will purchase through the School of Nursing at Platt College
- **Evidence of Worker’s Compensation coverage per Colorado Law** – Will purchase through the School of Nursing at Platt College
- BSN (Post Licensure Track) applicants will be required to meet the drug screen, immunizations, vaccinations and any other requirements of the facilities in which they are employed and any settings in which they plan on completing community health or leadership practicum hours.

**Step 4:** Meet with the Director of Financial Aid. Applicants will have this meeting over the telephone or via remote communication technology (i.e. Skype). Please be aware that the financial support available from our college is provided through U.S. federal student aid programs and is not available to non-U.S. residents.

## **Graduation Requirements- The School of Nursing (Prelicensure Track)**

In order to graduate from the School of Nursing at Platt College, students must:

Complete a minimum of 198.5 quarter credit hours of approved course work for the Bachelor of Science in Nursing Degree (Prelicensure Track).

Pass all nursing and cognate courses with a minimum GPA of “C” and maintain a 2.75 GPA.

A grade of 2.75 “C” or above must be achieved in every nursing course in order to progress in the nursing program. Any grade below 75 will not be rounded up. For specific information about the grading system, please refer to Policy 02:06:00 *Uniform Grading*. Letter grades of “D” or “F” in any nursing or cognate courses will constitute a course failure and the student will be required to repeat the course to achieve a passing grade at his/her own expense.

Complete an Exit Interview with all designated administrators prior to the last scheduled day of class.

Be enrolled in Platt College courses during the term in which he/she intends to graduate.  
Complete a minimum of 50% of the credits required for the program of enrollment at Platt College.

Complete the nursing program within 1.5 times the total program length in duration or credit hours.

The BSN program is on the Accrediting Commission of Schools and Colleges’ list of approved programs which are included in the scope of institutional accreditation. The baccalaureate nursing program from the School of Nursing at Platt College is accredited by the National League for Nursing Accrediting Commission (NLNAC).

NLNAC

3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
[www.nlnac.org](http://www.nlnac.org)

The School of Nursing students in the Prelicensure Track are provided with information about the process and procedures for registering to take the NCLEX examination as a Professional Nurse before graduating. Successful completion of the NCLEX is required for licensure prior to employment as a professional nurse.

## **Graduation Requirements- The School of Nursing (Post Licensure Track)**

In order to successfully graduate from the BSN (Post Licensure Track) Program, the student must:

Complete and pass 86.5 quarter credit hours of approved coursework for the Bachelor of Science in Nursing Degree (Post Licensure Track). Pass

all nursing and cognate courses with a minimum GPA of “C” and maintain a 2.75 GPA.

Complete an Exit Interview using technology with all designated administrators prior to the last scheduled day of class.

Be enrolled in Platt College courses during the term in which he/she intends to graduate.

Complete a minimum of 50% of the credits required for the program of enrollment at Platt College.

Complete the nursing program within 1.5 times the total program length in duration or credit hours.


**Course Sequencing Guide: Prelicensure Track**

Approved by ACCSC 13 July 2010

Addition of NSG 151 Approved by CBON 26 August 2010

Addition of NSG 151 Acknowledged by ACCSC 27 August 2010

Effective with June 21, 2010 Enrollment

**BACHELOR OF SCIENCE NURSING (PRELICENSURE TRACK) 36 MONTHS**
**FRESHMAN YEAR**
**Quarter One**

Course #	Course Title	QH
NSG 231	Nursing Process and Contemporary Nursing Practice	3
BIOL 223	Human Anatomy and Physiology I (with lab)	6
NSG 151	Introduction to Nursing Informatics	4.5
ENG 121†	Reading and Writing in College I	4.5
	Study Success Seminar ‡	(0)

† ENG 121 and MAT 121 alternate every other quarter. For example: If ENG 121 is taken during the first quarter of enrollment, MAT 121 would be taken during the second quarter. ‡ Attendance encouraged.

**Quarter Two**

Course #	Course Title	QH
NSG 232	Basic Principles of Patient Centered Care	4
NSG 232L	Laboratory, Basic Principles of Patient Centered Care	2
NSG 232P	Practicum, Basic Principles of Patient Centered Care	1
BIOL 224	Human Anatomy and Physiology II (with lab)	6
MAT 121 †	College Algebra	4.5

† ENG 121 and MAT 121 alternate every other quarter. For example: If ENG 121 is taken during the first quarter of enrollment, MAT 121 would be taken during the second quarter.

**Quarter Three**

Course #	Course Title	QH
NSG 282	Health Assessment and Health Promotion	3
NSG 282L	Laboratory, Health Assessment and Health Promotion	2
NSG 282P	Practicum, Health Assessment and Health Promotion	1
BIOL 206	Introduction to Microbiology (with lab)	6
COM 210	Speech Communications	4.5

**Quarter Four**

Course #	Course Title	QH
NSG 250	Advanced Principles of Patient Centered Care	3
NSG 250L	Laboratory, Advanced Principles of Patient Centered Care	2
NSG 250P	Practicum, Advanced Principles of Patient Centered Care	1
NSG 290	Pharmacology	6
BIOL 300	Pathophysiology (with lab)	6



**Interession I**

Course #	Course Title	QH
NSG 233	Nursing Care of the Aging Adult	1

**SOPHOMORE YEAR**
**Quarter Five**

Course #	Course Title	QH
NSG 385	Nursing Care of Adults and Older Adults I	4
NSG 385P	Practicum, Nursing Care of Adults and Older Adults I	3
CHEM 121	General Chemistry (with lab)	6
BIOL 112	Nutrition in Health and Illness	4.5

**Quarter Six**

Course #	Course Title	QH
NSG 386	Nursing Care of Adults and Older Adults II	4
NSG 386P	Practicum, Nursing Care of Adults and Older Adults II	3
PSY 101	Introduction to Psychology	4.5
PSY 151	Human Growth and Development	4.5

**Quarter Seven**

Course #	Course Title	QH
NSG 345	Nursing Care of Families and Cultures	3
NSG 387	Nursing Care of the Pediatric Patient/Client	4
NSG 387P	Practicum, Nursing Care of the Pediatric Patient/Client	3
PHIL 112	Critical Thinking	4.5

**Interession II**

Course #	Course Title	QH
NSG 247	Ethical Concerns Impacting Nursing Practice	1

**JUNIOR YEAR**
**Quarter Eight**

Course #	Course Title	QH
NSG 348	Critical Thinking and the Nursing Process	3
NSG 388	Nursing Care of Persons with Mental Health Impairments	4
NSG 388P	Practicum, Nursing Care of Persons with Mental Health Impairments	2
SOC 101	Introduction to Sociology	4.5
COM 300	Interpersonal Communications	4.5

**Quarter Nine**

Course #	Course Title	QH
NSG 312	Nursing Care of the Childbearing Family	4

NSG 312L	Laboratory, Nursing Care of the Childbearing Family	1
NSG 312P	Practicum, Nursing Care of the Childbearing Family	2
STAT 250	Introduction to Applied Statistics	4.5
HUM 101	Arts and Culture: An Introduction to Humanities	4.5

**Quarter Ten**

Course #	Course Title	QH
NSG 382	Nursing Care of the Community	4
NSG 382P	Practicum, Nursing Care of the Community	3
NSG 410	High Acuity Principles of Patient Centered Care	4
NSG 460	Research Methods for Evidence-Based Nursing Practice	4

**Intersession III**

Course #	Course Title	QH
NSG 248	Legal Issues Impacting Nursing Practice	2

**SENIOR YEAR**
**Quarter Eleven**

Course #	Course Title	QH
NSG 420	High Acuity Nursing Care	4
NSG 420P	Practicum, High Acuity Nursing Care	3
NSG 451	Nurses As Leaders	3
NSG 451P	Practicum, Nurses As Leaders	3

**Quarter Twelve**

Course #	Course Title	QH
NSG 452	Capstone: Transition to Professional Nursing	3
NSG 452L	Laboratory, Capstone: Transition to Professional Nursing	1
NSG 452P	Practicum, Capstone: Transition to Professional Nursing	6
HS 150	U.S. History and Government	4.5

**Program Total = 198.5 Quarter Credit Hours**

**Note:** This Course Sequence Guide is intended only as a guide for planning. A student's actual course load may vary based on course credits accepted in transfer (Policy 02:14:00, Transfer Credit); success in foundational liberal arts and sciences, and nursing coursework (see Policy 02:15:00, Pass to Progress). The School of Nursing reserves the right to make changes to the Course Sequence Guide based upon the mission and clinical availability. Students may not take two clinical courses in the same quarter with the exception of Quarter 11.

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Bachelor of Science in Nursing (BSN) degree.

*Upon completion of the nursing program, the Baccalaureate Generalist nurse graduating from The School of Nursing at Platt College will be prepared to function as a (1) provider of care, (2) leader/manager, and (3) member of the profession. Achievement of the Program Outcomes for The School of Nursing at Platt College will be measured using five competencies: (1) nursing process, (2) nursing informatics, (3) professional standards, (4) evidence-based practice, and (5) Interprofessional communication & collaboration. These five competencies are based upon the national standards of The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN, 2008) and the Prelicensure knowledge, skills, and attitudes delineated by Quality and Safety Education for Nurses (QSEN). Graduates are prepared to obtain entry-level position as a professional nurse in the healthcare industry.*

**FULL-TIME TRACK: 18 MONTHS**

**Quarter One**

Course #	Course Title	QH
NSG 151	Introduction to Nursing Informatics	4.5
NSG 325	Role Transition RN to BSN	4.0
ENG 260	Academic Inquiry and Writing	4.5
COM 300	Interpersonal Communication	4.5
NSG 100	RN to BSN Toolbox #1: Evidence-Based Practice	1.0

**Quarter Two**

Course #	Course Title	QH
PHIL 112	Critical Thinking	4.5
NSG 248	Legal Issues Impacting Nursing Practice	2.0
NSG 200	RN to BSN Toolbox #2: Literature Search	1.0
BIOL 300	Pathophysiology with Lab	6.0

**Quarter Three**

Course #	Course Title	QH
STAT 250	Introduction to Applied Statistics	4.5
BIOL 350	Genetics and Genomics	4.5
NSG 320	Healthcare Finance	4.0
NSG 300	RN to BSN Toolbox #3: Literature Search Matrix	1.0

**Quarter Four**

Course #	Course Title	QH
NSG 460	Research Methods for Evidence-Based Nursing Practice	4.0
NSG 382	Nursing Care of the Community	4.0
NSG 382P	Practicum, Nursing Care of the Community	3.0
NSG 247	Ethical Concerns Impacting Nursing Practice	1.0
NSG 350	RN to BSN Toolbox #4: Critical Appraisal	1.0

**Quarter Five**

Course #	Course Title	QH
NSG 451	Nurses as Leaders	3.0
NSG 451P	Practicum, Nurses as Leaders	3.0
NSG 450	Baccalaureate Member of the Nursing Profession	5.0
NSG 375	RN to BSN Toolbox #5: Synthesis	1.0

## Quarter Six

Course #	Course Title	QH
NSG 348	Critical Thinking and the Nursing Process	3.0
SOC 265	Organizational Behavior	4.5
NSG 270	Aging, Death, Dying and Palliative Care	4.0
NSG 455	Evidence-Based Practice	4.0

### Program Total = 86.5 Quarter Credit Hours

**Note:** This Course Sequence Guide is intended only as a guide for planning. The School of Nursing reserves the right to make changes to the Course Sequence Guide based upon the mission and clinical availability.

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Bachelor of Science in Nursing (BSN) degree.

*Upon successful attainment of the nursing program outcomes, the graduate will have gained cognitive, affective, and psychomotor skills necessary to enhance the performance and professionalism as demonstrated through the role of a baccalaureate generalist registered nurse to function as a (1) provider of care, (2) leader/manager, and (3) member of the profession. Achievement of the Program Outcomes for The School of Nursing at Platt College will be measured using five competencies: (1) nursing process, (2) nursing informatics, (3) professional standards, (4) evidence-based practice, and (5) Interprofessional communication & collaboration. These five competencies are based upon the national standards of The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN, 2008) and the Post Licensure knowledge, skills, and attitudes delineated by Quality and Safety Education for Nurses (QSEN).*



## Course Sequencing Guide: Post Licensure Track

Approved by ACCSC 09 November 2011

BACHELOR OF SCIENCE NURSING 27 MONTHS

### PART-TIME TRACK: 27 MONTHS

#### Quarter One

Course #	Course Title	QH
NSG 151	Introduction to Nursing Informatics	4.5
NSG 325	Role Transition RN to BSN	4.0
ENG 260	Academic Inquiry and Writing	4.5

#### Quarter Two

Course #	Course Title	QH
PHIL 112	Critical Thinking	4.5
NSG 100	RN to BSN Toolbox #1: Evidence-Based Practice	1.0
NSG 248	Legal Issues Impacting Nursing Practice	2.0
NSG 247	Ethical Concerns Impacting Nursing Practice	1.0

#### Quarter Three

Course #	Course Title	QH
STAT 250	Introduction to Applied Statistics	4.5
NSG 200	RN to BSN Toolbox #2: Literature Search	1.0
COM 300	Interpersonal Communication	4.5

#### Quarter Four

Course #	Course Title	QH
BIOL 300	Pathophysiology with Lab	6.0
NSG 300	RN to BSN Toolbox #3: Literature Search Matrix	1.0

#### Quarter Five

Course #	Course Title	QH
NSG 460	Research Methods for Evidence-Based Nursing Practice	4.0
NSG 350	RN to BSN Toolbox #4: Critical Appraisal	1.0
BIOL 350	Genetics and Genomics	4.5

#### Quarter Six

Course #	Course Title	QH
NSG 382	Nursing Care of the Community	4.0
NSG 382P	Practicum, Nursing Care of the Community	3.0

### Quarter Seven

Course #	Course Title	QH
NSG 451	Nurses as Leaders	3.0
NSG 451P	Practicum, Nurses as Leaders	3.0
NSG 450	Baccalaureate Member of the Nursing Profession	5.0

### Quarter Eight

Course #	Course Title	QH
NSG 320	Healthcare Finance	4.0
NSG 375	RN to BSN Toolbox #5: Synthesis	1.0
NSG 348	Critical Thinking and the Nursing Process	3.0

### Quarter Nine

Course #	Course Title	QH
SOC 265	Organizational Behavior	4.5
NSG 270	Aging, Death, Dying and Palliative Care	4.0
NSG 455	Evidence-Based Practice	4.0

### Program Total = 86.5 Quarter Credit Hours

**Note:** This Course Sequence Guide is intended only as a guide for planning. A student's actual course load may vary based on success in foundational liberal arts and sciences, and nursing coursework (see Policy 02:15:00, Pass to Progress). The School of Nursing reserves the right to make changes to the Course Sequence Guide based upon the mission and clinical availability.

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Bachelor of Science in Nursing (BSN) degree.

*Upon successful attainment of the RN-to-BSN Completion Program outcomes, the graduate will have gained cognitive, affective, and psychomotor skills necessary to enhance the performance and professionalism as demonstrated through the role of a baccalaureate generalist registered nurse to function as a (1) provider of care, (2) leader/manager, and (3) member of the profession. Achievement of the Program Outcomes for The School of Nursing at Platt College will be measured using five competencies: (1) nursing process, (2) nursing informatics, (3) professional standards, (4) evidence-based practice, and (5) Interprofessional communication & collaboration. These five competencies are based upon the national standards of The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN), 2008) and the Pre-Licensure knowledge, skills, and attitudes delineated by Quality and Safety Education for Nurses (QSEN).*



# Course Descriptions

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## Art

**ART 104** **6.5 Credits**

### Basic Drawing

This course is a survey of composition, perspective, sketching and shading, and contour and figure drawing as they relate to the graphic arts industry.

**ART 110** **4.5 Credits**

### Introduction to Visual Arts

A course designed to stimulate visual, emotional and intellectual awareness of humankind's artistic heritage. A lecture course, illustrated with slides and videos.

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## Biology

**BIOL 110** **4.5 Credits**

### Human Biology

Studies the principles of biology and their implications. Central theme is humans and the environment, emphasizing ecology, natural resource conservation, and the interrelatedness of a growing human population.

**BIOL 112** **4.5 Credits**

### Nutrition in Health and Illness

This course introduces the student to the fundamental principles of nutrition in health and illness through the lifespan. Analysis of personal dietary habits and behavior in relation to basic human nutritional needs and food

composition as well as health promotion strategies will be explored.

**BIOL 206** **6.0 Credits**

### Introduction to Microbiology (with lab)

An introductory course related to biology and classification of microorganisms, their interrelationship with other bacteria, animals, and humans. Content includes viruses, rickettsia, protozoans, and parasites. Students apply learned concepts and principles in a laboratory environment. Prerequisites: BIOL 223; BIOL 224. Corequisites: NSG 282/282L/282P.

**BIOL 223** **6.0 Credits**

### Human Anatomy and Physiology I (with lab)

Study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the lifespan. The student will study cellular, tissue, organ, and organ systems that comprise the human being. The content has been divided into BIOL 223 and BIOL 224. Students apply learned concepts and principles in a laboratory environment.

**BIOL 224** **6.0 Credits**

### Human Anatomy and Physiology II (with lab)

A continued study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the life span. The student will study cellular, tissue, organ, and organ systems that comprise the human being. The content has been divided in to BIOL 223 and BIOL 224. Students apply

learned concepts and principles in a laboratory environment. Prerequisite: BIOL 223.

**BIOL 300** **6.0 Credits**

**Pathophysiology (with lab)**

This course will provide the student with conceptual and theoretical information applicable to pathological conditions resultant in alterations across the lifespan. Mechanisms of production of signs and symptoms of different disease syndromes will be discussed. A body systems approach will allow the student to understand the mechanisms underlying the disease and the clinical manifestations exhibited. Students apply learned concepts and principles within a laboratory environment with an emphasis on the use of critical thinking skills. Prerequisites (BSN Prelicensure Track program only): BIOL 206; BIOL 223; BIOL 224, NSG 282/282L/282P. Corequisites (BSN Prelicensure Track program only): NSG 250/250L/250P; NSG 290.

**BIOL 350** **4.5 Credits**

**Genetics and Genomics**

The course will provide the student with the principles of genetic and genomic information with a focus on prevention, screening, diagnostics, prognostics, selection of treatment, and monitoring of treatment effectiveness.

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**Business**

**BUS 101** **2.0 Credits**

**Business Ethics**

This course will examine the basic ethical issues involved in the conduct of business. The course will promote critical thinking about business as

a social, ethical, and moral activity. Students will consider commerce and the role of character in ethical decision-making and behavior. A goal of the course will be to encourage and facilitate ethical leadership through a practical study of ethics and values, as applied to business and non-profit environments to enhance the student's ability to make responsible ethical decisions.

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**Chemistry**

**CHEM 121** **6.0 Credits**

**General Chemistry (with lab)**

This course will provide the student with a general overview of chemistry concepts and theories. The student will study matter, atoms, elements, compounds, and reactions. Students apply learned concepts and principles within a laboratory environment. Prerequisites: BIOL 223; BIOL 224.

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**Computer Graphics**

**CG 250** **8.0 Credits**

**Introduction to Computer Graphics**

Upon completion of this course the student understands the fundamentals of drawing and designing in a vector environment, painting and compositing images in a bit-mapped environment, and the mechanics of photo retouch and manipulation with a focus on designing a computer generated presentation using various industry programs such as Illustrator and Photoshop.

**CG 310** **5.0 Credits**  
**Advanced Digital Imaging**  
Upon completion of this course the student will utilize current industry techniques to enhance or manipulate bit-mapped images for application in print, web and/or interactivity.  
Prerequisite: CG 250.

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## **Communications**

**COM 210** **4.5 Credits**  
**Speech Communications**  
This course focuses on interpersonal and intrapersonal aspects of public speaking. Oral communication theory is discussed. Students receive practice in different communication genres.

**COM 300** **4.5 Credits**  
**Interpersonal Communications**  
Students will examine fundamental dimensions of interpersonal communication, including a model of the interpersonal process, listening, language, perception, communication climate and competencies. These concepts will then be discussed in terms of communication with superiors and subordinates, peers and team members, and difficult people.

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## **Desktop Publishing**

**DTP 110** **4.0 Credits**  
**Desktop Publishing I**  
This course offers basic pre-professional, hands-on experience in desktop publishing and computer-generated presentations. Major

emphasis is on desktop publishing, including producing flyers, brochures, newsletters and other publications used by public relations practitioners and persons involved in newspaper and magazine production. Graphics, design and layout considerations are stressed. Students develop skills in proofing type, proofing and correcting page layouts, proofreader's marks and grammar, punctuation and spelling.

**DTP 112** **4.0 Credits**  
**Desktop Publishing II**  
This course offers students additional practice in producing computer generated, printed communication products using text and graphics. Students continue to develop skills in proofing type, proofing and correcting page layouts, proofreader's marks and grammar, punctuation and spelling.

**DTP 200** **4.0 Credits**  
**Concepts in Desktop Publishing**  
Using the desktop computer, the student becomes familiar with concepts in page layout and design; using vector and raster imagery.

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## **Economics**

**ECO 150** **4.5 Credits**  
**Consumer Economics**  
Consumer Economics is a specialized course designed to prepare students to understand the United States economic system and how it affects individuals as consumers, producers, and citizens. Students will integrate knowledge, skills, and practices required for management of resources in a technologically expanding global

economy. Consumer practices and responsibilities are investigated and skills in planning for financial security are included in the content. Core skills in decision making, problem solving, critical thinking, goal setting, management of multiple roles, and using technology are integrated into course content.

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## English

**ENG 121** **4.5 Credits**

### **Reading and Writing in College I**

A course designed to help students analyze a variety of academic texts and complete a series of writing assignments designed to teach them how to interpret arguments, identify constraints and bias, conduct, organize and present research.

**ENG 122** **4.5 Credits**

### **Reading and Writing in College II**

This course focuses on writing and evaluating argumentative essays, developing awareness of rhetorical techniques used in persuasive writing; applying argumentative techniques in writing.

**ENG 260** **4.5 Credits**

### **Academic Inquiry and Writing**

This intermediate composition course guides students through the process of proposing, conducting, and presenting an independent academic research project with a focus on academic writing.

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## Electronic Prepress Technology

**EPT 210** **10.0 Credits**

### **Digital Imaging, Input, and Output**

This course covers digital imaging and illustration using industry standard graphic software. Emphasis on digital photography, artistic composition, exposure, lighting, and indoor and outdoor subject matter. The second half of the course covers a continuation of digital imaging and illustration with an emphasis on digital input hardware options and professional digital output including color theory basics, device and image resolution, color-management terms, and application to computer-generated graphics.

**EPT 220** **5.0 Credits**

### **Printing Technologies**

This course provides an understanding of various printing methods, the limitations of their uses in relation to design and production; paper types and weights reaction to inks, in relation to design and print; the use of dies, embosses, foil, cuts and other finishing methods to enhance design; imposition procedures; bindery methods in relation to print and design; and standard proofing methods. Trapping, preparing documents for print, as well as PDF workflows and pre-flight techniques will be included. Students will learn how to create digital files for output and be equipped with the necessary tools and information to avoid the traps and pitfalls of the (digital) printing process.

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## Graphic Design

**GD 101** **6.0 Credits**

### Advertising

This course provides an understanding of advertising strategies as they relate to the graphics industry. The course emphasizes newspaper and magazine graphics, advertising, campaigns, strategies and a working knowledge of the advertising design industry.

**GD 102** **3.0 Credits**

### Studio Design

This is a hands-on, practical course that encompasses illustration to packaging. Through a series of challenging foundation projects, the student will gain an understanding of the basic principles of graphic design. Design-related skills, portfolio requirements, and work opportunities are also discussed.

**GD 103** **7.0 Credits**

### Typography

This course gives students the opportunity to develop an understanding of and skill in using typography in inking and hand lettering, computing techniques, letter spacing, logo design and designing with type.

**GD 106** **6.5 Credits**

### Introduction to Design Principles and Color Theory

The student will learn and be able to apply fundamental design principles and color theories to a variety of printed materials, including posters, advertisements, newsletters, editorials, brochures and other promotional pieces. The student will learn and be able to

apply a basic understanding of color theory and harmony to his/her designs. The student will be able to define and use industry-standard design and color terms.

**GD 107** **6.0 Credits**

### Application of Design Principles and Color Theory

This course will expose the student to a combination of design problems that will serve as a foundation to more advanced and complex graphic design projects. He/she will apply design principles, color theory and typographic solutions to such projects as package design, 3 and 4-panel brochures, multipage newsletters, posters and editorials.

**GD 200** **3.0 Credits**

### Career Skills for Graphic Designers

This course develops the student's ability to create resumes, cover letters and a career - hunting plan. It emphasizes interviewing skills and compiling a portfolio for interview presentation.

**GD 310** **4.5 Credits**

### Advanced Typography

This course is designed to give students advanced skills in typography, particularly as it applies to digital and interactive media. Topics include dissecting letters, typography technology on the computer, digital typography, understanding the value of typography in design and formatting typography for video.

**GD 360** **4.0 Credits**

### Corporate and Brand Identity

Corporate symbol, logos, stationary, brochures and their grids, packaging, vehicle graphics,

signage, advertising, etc., will be explored. Students will be required to analyze and define the chief needs and characteristics of companies through direct contact and personal research.

**GD 410** **4.0 Credits**  
**Customer Service and Studio Business**  
An overview of customer-client relationships from both the consumers and employer's perspectives. It also addresses job bidding, meeting deadlines and studio business practices.

**GD 420** **4.0 Credits**  
**Advanced Multimedia Design**  
This course is advanced concepts of multimedia design principles, image, sound and video acquisition that will encompass web design, print and multimedia planning.

**GD 430** **4.0 Credits**  
**Advanced Projects Multimedia Design**  
This course is advanced concepts of multimedia design principles, image, sound and video acquisition that will encompass web design, print and multimedia planning and implementation.

**GD 450** **4.0 Credits**  
**Creativity and Concept Generation**  
This course will examine specific tools that students can use to increase their creativity and techniques to foster a creative environment. Students will also explore examples of creativity, the creative moment, blocks to creativity and the role of taking risks.

**GD 460** **4.0 Credits**  
**History of Graphic Design**  
This course will discuss the various graphic design movements for Art Nouveau to the present. The course will explore the evolving design styles and their relationship to politics, commerce, social mores, technology and pop culture.

**GD 470** **4.0 Credits**  
**Computer Illustration**  
This course focuses on the techniques and programs for using the computer as an illustration tool. Both fine art and graphic art techniques will be discussed, developed, and valued.

**GD 475** **4.0 Credits**  
**Graphic Design Capstone**  
In this course, students will address the nature and function presentation of a graphic designer's work. Creation and selection of appropriate examples to showcase the designer's talents and abilities for specific purposes will be examined. Students will address the values involved with professional design and business.

**GD 480** **4.0 Credits**  
**Advanced Layout and Publication Design**  
Students will use their knowledge of typography, photography and illustration to create publications including magazines, small newspapers, newsletters and other publications.

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## History

HS 150 4.5 Credits

### U.S. History and Government

This course is a review in U.S. history and an examination of how events have shaped our present government. Emphasis will be placed on governmental organization and how each student fits into their process to become a responsible citizen and voter.

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## Humanities

HUM 101 4.5 Credits

### Arts and Culture: An Introduction to Humanities

A survey course on Art and Culture from ancient civilizations to the present with emphasis on the interaction of architecture, art, culture, literature, and daily life.

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## Literature

LIT 101 4.5 Credits

### Introduction to Literature

This course surveys both English and American literature, focusing on four literary elements: character, conflict, setting and language. Students learn to understand and analyze short stories, poems and plays through reading and writing.

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## Mathematics

MAT 100 4.5 Credits

### College Math

This course focuses on a study of the concepts and methods of arithmetic, algebra, geometry, trigonometry, and logic.

MAT 121 4.5 Credits

### College Algebra

A college algebra course containing a review of selected concepts of intermediate algebra; solving linear and quadratic equations; properties and graphs of function; exponential and logarithmic functions and equations and solving systems of equations. Applications of algebraic concepts will be integrated throughout the course.

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## Nursing

NSG 100 1.0 credit

### RN to BSN Toolbox #1: Evidence-Based Practice

The Toolbox Series (1-5) provides an opportunity for orientation and socialization of students into baccalaureate work and the production of scholarly outcomes. Students will use weekly discussion, videoconferencing, and downloadable guest lecturers to build skills in the research process. This toolbox course is focused on developing the student's ability to use evidence-based practice as a foundation for research.



**NSG 151** **4.5 credits**

**Introduction to Nursing Informatics**

Nursing informatics is a nursing specialty that draws from computer science, information science, cognitive and decision sciences, and nursing science. Students will gain knowledge and skills to enhance patient-care delivery, promote consumer health, utilize nursing research, and provide education through information technology. This course focuses on content that provides the learner with the basic tools in the areas of computer literacy, information literacy, and health literacy. Prerequisite: Admission to BSN program (Prelicensure or Post Licensure Track(s)).

**NSG 200** **1.0 Credit**

**RN to BSN Toolbox #2: Literature Search**

The Toolbox Series (1-5) provides an opportunity for orientation and socialization of students into baccalaureate work and the production of scholarly outcomes. Students will use weekly discussion, videoconferencing, and downloadable guest lecturers to build skills in the research process. This toolbox course is focused on developing the student's ability to complete a thorough professional literature search for future writing and/or potential publication. Prerequisite: NSG 100

**NSG 231** **3.0 Credits**

**Nursing Process and Contemporary Nursing Practice**

This course establishes the basic foundation for nursing as an art and a science. The course assists students to understand what it means to be a professional nurse; to appreciate the history of nursing; to understand and prize nursing's values, standards, and ethics; to learn the

significance of the nursing process; to recognize and deal effectively with social and economic factors that influence how the profession is practiced; and to appreciate the need to be lifelong learners and contributing members of the nursing profession.

**NSG 232** **4.0 Credits**

**Basic Principles of Patient Centered Care**

This fundamental nursing skills course introduces the student to the relationship between evidence-based nursing practice (science) and caring (art) while performing patient-centered care tasks including meeting the basic needs of oxygenation, nutrition, elimination, activity and rest, protection, and psychosocial integrity. Prerequisite: NSG 231. Corequisites: NSG 232L/232P.

**NSG 232L** **2.0 Credits**

**Laboratory, Basic Principles of Patient Centered Care**

This fundamental nursing skills laboratory allows the student to apply the NSG 232 concepts and principles learned in a controlled classroom environment. Prerequisite: NSG 231. Corequisites: NSG 232/232P.

**NSG 232P** **1.0 Credit**

**Practicum, Basic Principles of Patient Centered Care**

This fundamental nursing skills practicum allows the student to apply the NSG 232 & NSG 232L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a long term care or skilled nursing unit. Prerequisite: NSG 231. Corequisites: NSG 232/232L.

**NSG 233** **1.0 Credit**

**Nursing Care of the Aging Adult**

An introduction to concepts of aging with a focus on health promotion, maintenance of functional capacity, normal physiologic changes, and improvement of quality of life through interdisciplinary collaboration.

Prerequisite: NSG 231.

**NSG 247** **1.0 Credit**

**Ethical Concerns Impacting Nursing Practice**

This course is designed to prepare the student for the ethical concerns facing the practicing nurse today. The elements of ethical decision making will be addressed as well as advanced directives, end-of-life care, and organ donation.

Prerequisite (BSN Prelicensure Track program only): NSG 231.

**NSG 248** **2.0 Credit**

**Legal Issues Impacting Nursing Practice**

This course is designed to prepare the student for legal issues facing today's practicing nurse. The student will study the basics of the legal system, current legal responsibilities, licensure standards, patient consents, HIPAA, and other legally pertinent concerns. Prerequisite (BSN Prelicensure Track program only): NSG 231.

**NSG 250** **3.0 Credits**

**Advanced Principles of Patient Centered Care**

The student's capability to perform more complex patient centered nursing care skills is the focus of this course. Evidence-based practice and critical thinking skill development is focused on medication administration, intravenous therapy, laboratory and diagnostic testing, and patient treatments. The course is

designed to integrate knowledge and skills from NSG 232. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; BIOL 206; BIOL 223; BIOL 224. Corequisites: NSG 250L/250P; NSG 290; BIOL 300.

**NSG 250L** **2.0 Credits**

**Laboratory, Advanced Principles of Patient Centered Care**

This advanced nursing skills laboratory allows the student to apply the NSG 250 concepts and principles learned in a controlled classroom environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; BIOL 206; BIOL 223; BIOL 224. Corequisites: NSG 250/250P; NSG 290; BIOL 300.

**NSG 250P** **1.0 Credit**

**Practicum, Advanced Principles of Patient Centered Care**

This advanced nursing skills practicum allows the student to apply the NSG 232, NSG 232L, NSG 250 and NSG 250L concepts, principles, and skills learned in the classroom and laboratory to a real patient care situation in a long term care or skilled nursing care unit. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; BIOL 206; BIOL 223; BIOL 224. Corequisites: NSG 250/250L; NSG 290; BIOL 300.

**NSG 270** **4.0 Credits**

**Aging, Death, Dying and Palliative Care**

This course will assist the student to explore the knowledge and management of care for aging adults. The course will provide foundational knowledge and skills to address death, dying and palliative care for patients, families, and support systems of diverse cultural backgrounds across the lifespan.

**NSG 282** **3.0 Credits**  
**Health Assessment and Health Promotion**  
The student will learn how to conduct a head-to-toe assessment of the patient's health status related to the physiologic, self-concept, role function and interdependence modes. Health promotion will center on meeting the Healthy People 2020 objectives. Prerequisites: NSG 231; NSG 232/232L/232P; BIOL 223; BIOL 224. Corequisites: NSG 282L/282P; BIOL 206.

**NSG 282L** **2.0 Credits**  
**Laboratory, Health Assessment and Health Promotion**  
This laboratory allows the student to apply the NSG 282 concepts and principles learned in a controlled classroom environment. The student clinically will be able to conduct both complete and focused health assessments by demonstrating an understanding of normal, normal deviation and abnormal physical findings across the lifespan. Prerequisites: NSG 231; NSG 232/232L/232P; BIOL 223; BIOL 224. Corequisites: NSG 282/282P; BIOL 206.

**NSG 282P** **1.0 Credit**  
**Practicum, Health Assessment and Health Promotion**  
This practicum allows the student to apply NSG 282 and NSG 282L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a community, acute or long-term care setting. Prerequisites: NSG 231; NSG 232/232L/232P; BIOL 223; BIOL 224. Corequisites: NSG 282/282L; BIOL 206.

**NSG 290** **6.0 Credits**  
**Pharmacology**  
Addresses general concepts in pharmacology and an overview of major drug groups. For each major drug group, the pharmacodynamics, pharmacokinetics, pharmacotherapeutics, adverse drug reactions, and nursing management will be outlined. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; BIOL 206; BIOL 223, BIOL 224. Corequisites: NSG 250/250L/250P; BIOL 300.

**NSG 300** **1.0 Credit**  
**RN to BSN Toolbox #3: Literature Search Matrix**  
The Toolbox Series (1-5) provides an opportunity for socialization of students into baccalaureate work and the production of scholarly outcomes. Students will use weekly discussion, videoconferencing, and downloadable guest lecturers to build skills in the research process. This toolbox course is focused on developing the student's ability to complete a matrix to demonstrate a professional literature review. Prerequisites: NSG 100, NSG 200.

**NSG 312** **4.0 Credits**  
**Nursing Care of the Childbearing Family**  
This course is designed to prepare the student for providing patient centered care during the childbearing and menopausal years. The student will study both normal and complicated pregnancies; well and high-risk newborns; family influences; family planning; childbearing alternatives and women's healthcare needs. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG

290; NSG 345; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 312L/312P.

**NSG 312L** **1.0 Credit**  
**Laboratory, Nursing Care of the  
Childbearing Family**

This laboratory allows the student to apply NSG 312 concepts and principles learned in a controlled classroom environment. Topics include cervical dilation, fetal monitoring, assessing for toxicity, fetal heart tones, pap smears, and emergency childbirth skills.

Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 345; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223, BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 312/312P.

**NSG 312P** **2.0 Credits**  
**Practicum, Nursing Care of the Childbearing  
Family**

This practicum allows the student to apply NSG 312 and NSG 312L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a hospital, clinic or private physician's office. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 345; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 312/312L.

**NSG 320** **4.0 Credits**  
**Healthcare Finance**

This course is designed to provide the RN with a working knowledge of the financial principles

used to manage healthcare programs. Students will analyze and apply financial and economic principles and management concepts to financial planning, budgeting, and reimbursement systems in health care. Case studies will be emphasized to illustrate topics such as Six Sigma, Lean, and Cost Benefit Analysis.

**NSG 325** **4.0 Credits**  
**Role Transition RN to BSN**

This course is designed to assure that the RN has the current skills and competencies needed to be successful in new role demands. The course provides an update of information required for safe and effective practice at the baccalaureate level of nursing using the QSEN Competencies and Baccalaureate Essentials as a framework. In addition, the course focuses attention on professional development through critical assessment of nursing as a professional discipline. Scope of practice, differentiated practice, and interdisciplinary communication and collaboration are considered in the context of the student's development knowledge or skill base.

**NSG 345** **3.0 Credits**  
**Nursing Care of Families and Cultures**

This course is designed to prepare the student for the unique health influences the family and culture have upon the individual. Topics will include family dynamics, cultural beliefs and values, and impact upon the individual's health practices. Prerequisites: NSG 231.

**NSG 348** **3.0 Credits**  
**Critical Thinking and the Nursing Process**  
Students are challenged to apply critical thinking skills in various healthcare situations. The course is designed to encourage the student to use cognitive skills purposefully to deliver safe and effective patient centered care.  
Prerequisites: NSG 231; PHIL 112.

**NSG 350** **1.0 Credit**  
**RN to BSN Toolbox #4: Critical Appraisal**  
The Toolbox Series (1-5) provides an opportunity for socialization of students into baccalaureate work and the production of scholarly outcomes. Students will use weekly discussion, videoconferencing, and downloadable guest lecturers to build skills in the research process. The focus of this course is to develop the student's ability to carefully and systematically examine research to judge its trustworthiness, and its value and relevance in a particular context. Prerequisites: NSG 100, NSG 200, NSG 300.

**NSG 375** **1.0 Credit**  
**RN to BSN Toolbox #5: Synthesis**  
The Toolbox Series (1-5) provides an opportunity for socialization of students into baccalaureate work and the production of scholarly outcomes. Students will use weekly discussion, videoconferencing, and downloadable guest lecturers to build skills in the research process. This toolbox course is focused on developing the student's ability to integrate the information gathered in their literature search into a meaningful whole in order to support the implementation of evidence-based practice. Prerequisites: NSG 100, NSG 200, NSG 300, NSG 350.

**NSG 382** **4.0 Credits**  
**Nursing Care of the Community**  
This course is designed to prepare the student for practicing nursing in a non-hospital environment and providing care to a family, group or community as the recipient of patient centered nursing care. Maintaining community wellness is emphasized in this course.  
Prerequisites (BSN Prelicensure Track program only): NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 101; PSY 151; SOC 101. Corequisites (BSN Prelicensure Track program only): NSG 382P.

**NSG 382P** **3.0 Credits**  
**Practicum, Nursing Care of the Community**  
This practicum allows the student to apply NSG 382 concepts, principles, and skills learned in the classroom to a real patient care situation in a clinic, home health, school, or residential facility. Students will conduct a community survey of health needs. Prerequisites (BSN Prelicensure Track program only): NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 101; PSY 151; SOC 101. Corequisites (BSN Prelicensure Track program only): NSG 382.

**NSG 385** **4.0 Credits**  
**Nursing Care of Adults and Older Adults I**  
This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of adult and older adult's response to alterations in health. Includes the etiology,

epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. Topic areas include fluid and electrolytes, acid-base balance/imbbalances, and alterations in the functions of the immune, respiratory, cardiovascular, hematologic, urinary, and nervous systems. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 385P.

**NSG 385P** **3.0 Credits**  
**Practicum, Nursing Care of Adults and Older Adults I**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 385 in the patient/client healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 385.

**NSG 386** **4.0 Credits**  
**Nursing Care of Adults and Older Adults II**

This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of adult and older adult's response to alterations in health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. Topic areas include the integumentary, musculoskeletal,

gastrointestinal, sensory, endocrine, and reproductive systems. Prerequisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 386P.

**NSG 386P** **3.0 Credits**  
**Practicum, Nursing Care of Adults and Older Adults II**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 386 to the patient/client healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 386.

**NSG 387** **4.0 Credits**  
**Nursing Care of the Pediatric Patient/Client**

This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of the pediatric patient/client and family response to alterations in health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. Topic areas include both normal growth development and health promotion along with alterations along the health continuum. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 387P.

**NSG 387P** **3.0 Credits**  
**Practicum, Nursing Care of the Pediatric Patient/Client**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 387 to the patient/client healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; BIOL 206; BIOL 223; BIOL 224; BIOL 300, PSY 151. Corequisites: NSG 387.

**NSG 388** **4.0 Credits**  
**Nursing Care of Persons with Mental Health Impairments**

This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of patient/client responses across the lifespan to alterations in mental health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. The student will study therapeutic approaches as well as psychosocial adaptation alterations. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223, BIOL 224, BIOL 300; PSY 101; PSY 151. Corequisites: NSG 388P; SOC 101.

**NSG 388P** **2.0 Credits**  
**Practicum, Nursing Care of Persons with Mental Health Impairments**

This practicum enables the student to apply concepts, principles, and skills learned in NSG

388 to a patient/client care in an inpatient or residential healthcare facility, or outpatient healthcare environments. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 101; PSY 151. Corequisites: NSG 388; SOC 101.

**NSG 410** **4.0 Credits**  
**High Acuity Principles of Patient Centered Care**

Preparatory course for NSG 420. This course prepares the student to perform skills unique to the critical and emergent healthcare environments. Advanced cardiac life support (ACLS) concepts will be emphasized and skills will be demonstrated within a simulation environment. Critical care medications, advanced medication calculation, ECG interpretation, an introduction to hemodynamic monitoring, and the roles of the high acuity nurse will be emphasized. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300.

**NSG 420** **4.0 Credits**  
**High Acuity Nursing Care**

This course prepares the student to administer evidence-based nursing care to patients across the lifespan in critical, operative, or emergent healthcare environments. Rapid critical thinking skill development is essential for performing this type of nursing care. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 348; NSG

382/382P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 223; BIOL 224; BIOL 300. Corequisites: NSG 420P; NSG 451/451P.

**NSG 420P** **3.0 Credits**

**Practicum, High Acuity Nursing Care**

This practicum allows the student to apply NSG 410 and NSG 420 concepts, principles and skills learned to a real patient care situation in a critical care, emergent care, operative care, or diagnostic care unit. Prerequisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 382/382P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 223, BIOL 224, BIOL 300. Corequisites: NSG 420; NSG 451/451P.

**NSG 450** **5.0 Credits**

**Baccalaureate Member of the Profession**

This course is designed to prepare the student for practice as a baccalaureate prepared nurse. Focus is on a self-assessment of student attainment in achieving nursing program outcomes in the areas of provider of care, leader/manager and member of the profession. Upon course completion, students will be prepared to sit for the American Nurses Credentialing Center's (ANCC) Certification or certification from an applicable professional organization. Examination in a particular focused area of the student's choice.

**NSG 451** **3.0 Credits**

**Nurses as Leaders**

This course is designed to prepare the student for management and leadership roles assigned to the BSN. The student will study developing

leadership skills, performing evaluations, preparing job descriptions, mentoring, coaching, counseling, budget concepts, staffing issues and leadership characteristics.

Prerequisites (BSN Prelicensure Track program only): NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 382/382L; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PHIL 112. Corequisites: NSG 420/420P; NSG 451P.

**NSG 451P** **3.0 Credits**

**Practicum, Nurses as Leaders**

This practicum allows the student to apply NSG 451 concepts, principles and skills learned while functioning in a leadership position in a healthcare environment. Prerequisites (BSN Prelicensure Track program only): NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 382/382P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 206, BIOL 223, BIOL 224, BIOL 300; PHIL 112. Corequisites: NSG 420/420P; NSG 451.

**NSG 452** **3.0 Credits**

**Capstone: Transition to Professional Nursing**

This course is designed to prepare the student for role changes. It promotes the student's transition from student to licensed professional nurse. Focus is on licensure preparation, completion of a self-assessment of student progress in the attainment of the nursing program outcomes in the roles of provider of care, leader/manager, and member of the profession, and completion of a professional



resume. The student will be given a capstone project that entails research, presentation, writing, and critical reflection of the evolution of their clinical practice. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 233; NSG 247; NSG 248; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 345; NSG 348; NSG 382/382P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; NSG 420/420P; NSG 451/451P; BIOL 112; BIOL 206; BIOL 223; BIOL 224; BIOL 300; CHEM 121. Corequisites: NSG 452L/452P.

**NSG 452L** **1.0 Credit**  
**Laboratory, Capstone: Transition to Professional Nursing**

This laboratory experience is directed towards preparing the student for the NCLEX licensure examination. The student will study the examination process, practice testing, identify knowledge deficiencies requiring remediation, and prepare to register for the examination. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 233; NSG 247; NSG 248; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 345; NSG 348; NSG 382/382P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; NSG 420/420P; NSG 451/451P; BIOL 112; BIOL 206; BIOL 223; BIOL 224; BIOL 300; CHEM 121. Corequisites: NSG 452L/452P.

**NSG 452P** **6.0 Credits**  
**Practicum, Capstone: Transition to Professional Nursing**

This practicum requires a signed agreement between the student and a qualified nursing preceptor. The student will work the same

schedule as the nursing preceptor. The preceptor will supervise and evaluate the student's readiness for work transition in collaboration with the nursing faculty. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 233; NSG 247; NSG 248; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 345; NSG 348; NSG 382/382P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; NSG 420/420P; NSG 451/451P; BIOL 112; BIOL 206; BIOL 223; BIOL 224; BIOL 300; CHEM 121. Corequisites: NSG 452L/452P.

**NSG 455** **4.0 Credits**  
**Evidence-Based Practice**

This course is designed to provide students with the knowledge, skills, and attitudes needed to acquire, promote, disseminate, and implement Evidence Based Practice (EBP) in health care organizations. Students will acquire the essential knowledge and skills to make evidence-based decisions effectively in academic, clinical, and professional settings.

**NSG 460** **4.0 Credits**  
**Research Methods for Evidence-Based Nursing Practice**

Focuses on the role of the professional nurse as an informed consumer of evidence-based research. Explores quantitative and qualitative approaches to the study of health and illness, as well as the relationship of theory to practice. Topics include literature reviews, research designs, methods of data collection, and analytical procedures. Explores the ethics for research with human subjects. The student will prepare a research proposal. Prerequisites (BSN Prelicensure Track program only):

NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; COM 210; MAT 121; STAT 250  
Corequisites (BSN Prelicensure Track program only): NSG 382/382P

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## Philosophy

PHIL 112 4.5 Credits

### Critical Thinking

This course will explore and develop each student's critical thinking skills through classroom discussions and written arguments. Topics will include: mastering the fundamentals of critical thinking, evaluation arguments, recognizing errors in thinking, and characteristics of critical thinkers.

PHIL 115 4.5 Credits

### Philosophy and Society

This course introduces philosophical thought through critical analysis of our own society, its institutions, and principles.

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## Psychology

PSY 101 4.5 Credits

### Introduction to Psychology

This course provides a general understanding of psychology as a behavioral science, psychological concepts and principles. Topics covered include biological bases of behavior, learning, thinking, motivations, sensation, and perception.

PSY 151 4.5 Credits

### Human Growth and Development

Survey of human growth and development from conception through senescence. A multi-disciplinary approach to the study of both change and stability in physical, cognitive, social and personality development. Review of relevant developmental theory and research.

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## Science

SCI 101 4.5 Credits

### Integrated Natural Science

This interdisciplinary course investigates the integrated nature of scientific knowledge and explores the common foundations and fundamental laws and processes of the physical science. Issues of technologic literacy will be addressed in connection to environment and politics. This course develops operational and reasoning skills in the sciences through a student-centered, cooperative-inquiry approach to learning and instruction.

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## Sociology

SOC 101 4.5 Credits

### Introduction to Sociology

This course provides a general understanding of the basic concepts and principles of sociology that affect the individual in society. Stratification, intergroup relations and inequalities are covered. Corequisites: NSG 388/388P.

**SOC 265** **4.5 Credits**

**Organizational Behavior**

This course will explore organizational strategies, leadership theories and societal trends with implications for decision making in health care. Students will receive an introduction to management skills needed by professional nurses with clinical application to diverse practice settings.

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**Statistics**

**STAT 250** **4.5 Credits**

**Introduction to Applied Statistics**

This course focuses on an introduction to applied statistics, including such topics as univariate and multivariate analyses, histograms, linear correlations, analysis of variance, and hypothesis testing.

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**Web**

**WB 110** **2.0 Credits**

**Web and Interactive Project Management**

This course provides an overview of communications asset philosophies. Students will have the opportunity to develop skills using project management processes such as but not limited to Waterfall, Agile. Students will learn task management, issue management, and change management.

**WB 200** **8.0 Credits**

**Introduction to Web Technologies**

This course provides a general understanding of the basic concepts of web design. Topics include the user interface, web page conceptualization, page structure, extensible hypertext markup language (XHTML), cascading style sheets (CSSc), WYSIWYG editors, RSS, blog, social networks, and FTP uploads/downloads. Registrar, domain names and servers are also covered. Students will begin to create a web portfolio.

**WB 300** **8.0 Credits**

**Web Design, Production and Usability**

In this course, students will gain comprehension of the programming process and will understand how design facilitates dynamic applications, and design limitations, and how design helps to stimulate usability. Focus will include front-end designing and usability principles including user-centered interface design and practical applications.

**WB 310** **1.0 Credit**

**Web Accessibility**

Building on web design, production, and usability, students learn about web sites standards and legal requirements for accessibility. Topics include assistive technologies, creating accessible content, and industry standards and regulatory acts.

**WB 350** **8.0 Credits**  
**Client-Side Web Programming for Designers**  
In this course the Web designer will be able to use commands and scripts to ensure interactivity of his/her design, relative to the end user. This course focuses on programming for designers in which students will gain comprehension of the programming process and will understand how design facilitates applications, including the limits of design and how design helps to sustain usability, including but not limited to Javascript, AJAX, XML, XSLT, Dreamweaver, XHTML, and CSS. Students create their own website.

**WB 400** **8.0 Credits**  
**ActionScript and Flash for Web**  
This course focuses on digital video, including pre-production, production, and post-production, and audio integration for creating podcasts and other web video. This course also focuses on creating dynamic applications using Flash and ActionScript.

**WB 410** **4.0 Credits**  
**Alternative Web Medium**  
This course focuses on web graphic design techniques using video and other applications including a focus on web designing for current communication devices such as mobile device and social network applications.

**WB 425** **2.0 Credits**  
**Advanced Web Design for Teams**  
In this course, student work in teams to develop a web design concept for a fictitious company. Students research the company's industry, evaluated competitors' web designs and explore emerging web development tools that enhance production capabilities.

**WB 450** **4.0 Credits**  
**Back End Web Programming**  
This course focuses on back end web programming with a focus on open source web for rapid web development. Programs languages such as PHP, MySQL, and Ruby on Rails are addressed.

# Employee Directory

## Faculty

*(Denotes full-time faculty members)*

### **CANNON, ANNETTE**

A.A.S., Community College of Denver-Nursing  
(1983)

B.S.N., Metropolitan State College- Nursing (1996)

M.A., University of Phoenix-Organizational  
Management (1999)

M.S.N., Grand Canyon University-Nursing (2009)

Ph.D., Kennedy Western University-Health  
Administration (2005)

### **GRABER, CANDACE**

B.S.N., Indiana University – Nursing (1972)

M.S.N., Indiana University – Nursing (2005)

A.O.C.N.S ., Advanced Oncology Certified Clinical  
Nurse Specialist (2007)

### **HOWE, RONALD**

Certificate, Denver Technical College – Computer  
Software Development (1969)

A.S., Mesa State College – Mathematics (1967)

A.A.S., Platt College – Interactive Computer Graphic  
Design (2005)

B.S., Shefferton University – Computer Science  
(1992)

M.S., Shefferton University – Computer Information  
Systems (2000)

### **KEISER, STEVE**

A.A.S., Arapahoe Community College-Nursing  
(1987)

B.S.N., University of Phoenix – Nursing (1996)

M.S.N., University of Phoenix – Nursing (1998)

CNE – Certified Nurse Educator

### **LUEZAS, LORELLA**

M.D., University of Científica Del Sur, Lima, Peru –  
General Medicine (2010)

### **LUNDEEN, SUZANNE**

B.S.N., University of Texas Medical Branch,  
Galveston – Nursing (1990)

Ph.D., University of Texas Medical Branch, Galveston  
– Nursing (2010)

O.B and E.F.M Certified

### **PHELPS, ELVIRA**

B.A., Sacred Heart College (1965)

B.S., Enverga University-Education (1967)

B.S.N., Medical Center Lucena Educational  
Institution-Nursing (1987)

M.A., Enverga University-Education (1975)

M.S.N., University of Colorado-Nursing (2002)

Ed.D., Enverga University-Education (2008)

## Professional Staff

*(Denotes full-time professional staff)*

### **ARFSTEN, CINDY**

Financial Aid Officer

### **BASLER, JULIE**

Vice President of Academic Affairs

### **CALDWELL, HOLLIE**

Associate Dean, School of Nursing

### **CRAVER, ROBERT**

Director of Financial Services

### **CULLERTON, LAURA**

Information Specialist (Librarian)

### **CUTLER, DANA**

Clinical Placement Coordinator

**GIDDENS, ELIZABETH**

Registrar

**JONES, BARB**

Nursing Admissions Coordinator

**MILLER, CRAIG**

Admissions Representative

**PRICE, NICOLE**

Administrative Assistant, School of Nursing

**PORTER, SHIRLEY**

Communications Liaison

**RAUP, GLENN**

Dean, School of Nursing

**ROSE, MARGIE**

Director of Financial Aid

**SANDERS, HEATHER**

Academic Support and Career Services Coordinator

**SIRBU, JERALD B.**

President/CEO

**SIRBU, SHEILA**

Communication Liaison

## **Board of Directors**

### **Mission**

Platt College offers quality undergraduate education and provides graduates with competencies, skills and levels of education for employment and continued success in higher education. The Platt College Board of Directors fosters personal growth by providing strategic perspective and definitive leadership in determining the programs to be provided by the College and by specifying the guiding policies and principles the President/CEO uses in operating the College.

### **Values**

- Accessibility
- Community
- Diversity
- Excellence
- Integrity
- Learning
- Respect
- Success
- Leadership

### **Board of Directors**

Mr. Robert Martin, Chair

Dr. Dan Lucero, Vice Chair

Mr. James R. Sutherland, Treasurer

Mr. Thomas J. Twardowski, Secretary

Ms. Suzanne Pitrusu

Mr. Jerald B. Sirbu, *ex-officio*