

Taylor College

CATALOG 2018 - 2019



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This volume supersedes all prior student catalogs

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Table of Contents

ABOUT TAYLOR COLLEGE	8
History	8
Mission Statement.....	8
Vision	8
Facility Description	8
Institutional Laboratory, Library, and Equipment	9
Statement of Ownership	9
Board of Directors	9
MESSAGE FROM THE PRESIDENT	10
GENERAL INFORMATION.....	11
Accreditation, Licensure, and Memberships.....	11
Admission’s Office	11
Finance and Student Accounts Office	11
Financial Aid Office	11
Registrar’s Office	12
Availability of Catalog.....	12
Availability of Employee for Dissemination purposes.....	12
Gainful Employment Program Information.....	12
Anti-Hazing Policy	12
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Violence against Women Reauthorization Act of 2013 (VAWA)	12
Health Occupations Programs.....	12
Comprehensive National Council Licensure Examination (NCLEX) Review.....	13
Dress Code.....	13
Drug and Alcohol Policy.....	13
TAYLOR COLLEGE HONOR PLEDGE	15
The Honor Pledge	15
Honor Pledge Policies Reporting Obligation	15
Violations of the Honor Pledge	15
Student Code of Conduct	16
Sexual Misconduct Policy	17
Prohibited Conduct.....	17
Termination from Program	18
Sanctions	18
Weapon Policy.....	18

Student Smoking Policy	19
Cell Phone Usage	19
Social Media Policy	19
Parking	20
Incllement Weather.....	20
Copyright Materials & Infringement Policy	20
ACADEMIC INFORMATION	21
Grading Scale	21
Attendance	21
Withdrawal from Program	22
College Email Account	22
Family Educational Rights and Privacy Act (FERPA)	22
Health & Safety Exemption Requirement	24
Transcripts	24
Transferring in Credits.....	24
Appeal Process for Transferring of Credits.....	25
Coursework from International Postsecondary Institutions	26
Transferring Credits to another Institution	26
Clinical Site Requirements/Considerations	26
Requirements for Graduation	27
Credentialing Requirements.....	27
Graduation Ceremonies	27
Honors Distinction.....	27
Satisfactory Academic Progress (SAP) Policy.....	28
Re-enrollment.....	32
VETERAN SERVICES.....	33
Standards of Academic Progress for Veteran Administration, VA, Students.....	33
Veteran’s Credit for Previous Education or Training.....	33
DISTANCE LEARNING	33
Student Orientation to Online Users.....	33
Online Platform	33
Log-In	33
Class Meetings.....	33
Communication and Interaction	34
Grading	34
Student Services	34

Learning Resources.....	34
Attendance for Academic Related Activity in Distance Education and Hybrid/Online Course Policy (FSA Title IV policy 34 CFR 668.22)	34
System Requirements.....	35
Distance Education Technical Support Information.....	35
STUDENT SERVICES AND RESOURCES	36
Academic Advising.....	36
Personal Challenges.....	36
Financial Aid Advising.....	36
Tutoring	36
Grievance Policy	36
Section 504/Americans With Disabilities Act Policy.....	37
Discrimination Grievance Procedure.....	38
Education and Prevention Programs.....	39
Job Placement	39
LEARNING RESOURCES	40
Library.....	40
College E-mail Accounts	40
Computer Lab	40
Online Databases.....	40
ACADEMIC CALENDAR.....	41
ADMISSION REQUIREMENTS.....	42
Non-Discrimination Policy	42
Information Sessions	42
Orientation	42
Guidelines for Readmission and Transferring into another Program	42
Background Checks.....	42
Student Immunization.....	43
High School Transcripts from Outside the United States or U.S. Territories	43
Associate Degree Programs.....	44
Professional Nursing.....	44
Licensed Practical Nurse to Associate Degree Nurse Bridge.....	45
Physical Therapist Assistant	46
Diploma Programs	47
Practical Nursing.....	47
PROGRAM DESCRIPTIONS AND OUTLINES.....	48

Professional Nursing.....	48
Licensed Practical Nurse to Associate Degree Nurse Bridge.....	49
Physical Therapist Assistant	50
Practical Nursing.....	52
TUITION AND FEES.....	54
Professional Nursing.....	54
Licensed Practical Nurse to Associate Degree Nurse Bridge.....	54
Physical Therapist Assistant	54
Practical Nursing.....	55
General School Cost:	55
Non-Institutional Fees:	55
Cancellation and Refund Policy.....	55
FINANCIAL AID.....	57
Federal Pell Grant Program	57
The William D. Ford Federal Direct Loan Program.....	57
Direct Subsidized Stafford Loan	57
Grade Level Progression.....	57
Unsubsidized Stafford Loan.....	57
Direct Parent Plus Loans.....	58
Additional Applications for Direct Loans:.....	58
Financial Aid Counseling Requirements	58
Loan Grace Period	58
Return of Title IV Funding (R2T4)	59
FAFSA Verification Process	61
General Title IV Student Eligibility Requirements	61
College Scholarships	61
Outside Scholarships	61
Employer Assistance.....	62
Florida Pre-Paid College Plan.....	62
State Scholarship and Grant Programs.....	62
Vocational Rehabilitation Assistance	62
Career Source Assistance	62
Veterans Benefits	62
COURSE DESCRIPTIONS	64
Florida’s Statewide Course Numbering System	64
General Rule for Course Equivalencies.....	64

The Course Prefix.....	65
Courses at Non-regionally Accredited Institutions.....	65
Taylor College’s Course Numbering System.....	65
Definition for a Unit of Credit - Credits for Associate Degree programs	65
Maximum Number of Students per Class.....	65
General Education	66
Foundation	67
Program Core.....	68
PERSONNEL.....	76

ABOUT TAYLOR COLLEGE

History

Established in 1999, Professional Health Training Academy offered educational training in healthcare to residents in Central Florida. In 2005, the institution understanding the importance of offering quality education to the community, undertook the extensive process of earning accreditation. In 2006, the institution was granted Accreditation from the Commission of the Council on Occupational Education.

The institution experienced significant growth in 2008, changing its name to Taylor College to accurately reflect the mission and programs offered to the community. That same year, classes were offered at the newly established Belleview Campus. In 2010, Taylor College expanded the educational opportunities available to students by offering Associate Degree programs and classes through distance learning.

Mission Statement

It is the mission of Taylor College to provide the opportunity for students to obtain the knowledge, clinical skills, and professional behaviors to be productive citizens in the community. Our college embraces partnerships with students, businesses, and the communities we serve. The mission is supported by the following objectives that define the institution's purpose for existence:

- To serve the student by providing quality education by qualified and licensed instructors that have worked in the field of study and can bring real life experiences to the student.
- To serve employers by offering programs that will produce graduates that will provide qualified professionals to fill the employment needs of the vast and growing healthcare field.
- To serve the community by requiring students to participate in community service activities during their enrollment and foster involvement in the community after the student has graduated.
- To encourage everyone on campus to be enthusiastic about learning, planning for a successful career in healthcare and being excited about being a part of our team.

Vision

It is the vision of Taylor College to be the College of choice within our servicing area.

Facility Description

Taylor College's campus is located in Belleview, Florida on five acres with 10,600 square feet of learning and working space on one floor. The campus includes three classrooms, one combination classroom/nursing skills Lab, and two skills laboratories, administrative and faculty offices, library, computer lab, student and employee lounges. There are designated areas for handicapped parking, easy access doors, and handicapped restrooms.

The skills laboratories consist of one Nursing Simulation and Skills Lab with two patient beds, one regular bed for students to learn proper patient nursing care. One bed is for a birthing mannequin, and for a SIMS mannequin. Sinks are in the laboratory, as well as mock sinks, counter and monitors at bedside to facilitate a hospital environment. There are student tables and chairs, and various equipment and supplies to support the students to learn nursing skills for their program. A list of all the Nursing program equipment is available. The combination Classroom/Nursing Skills Lab has one patient bed, mock sink, counter and monitor at bedside, student tables and chairs as well as the necessary equipment and supplies.

The other skills laboratory is for the Physical Therapist Assistant program and is equipped with the necessary supplies to deliver appropriate didactic and clinical education. A list of all PTA program equipment is available. The equipment contained in the lab provides support for the students to learn second hand physical therapy services provided by a licensed PTA under the direction and supervision of a licensed PT to include range of motion, therapeutic exercise, balance training, gait training, transfer training, wheelchair training, prosthetic and orthotic use, wound care, compression, superficial heat and cold, various forms of electrical stimulation, ultrasound, and bandaging. The equipment allows for multiple therapy populations to be studied to include:

neurological, orthopedic, musculoskeletal, and lymphatic patients across the lifespan. The equipment allows for measurement and data collection as well as recording of objective data through use of 12 Microsoft Surfaces. Surfaces are used in lab for students to learn electronic medical records recordings in a practical environment while treating a volunteer patient in lab simulation. The documentation software is used beginning in semester 2 and cases progress in complexity as the student continues in the curriculum. The format follows data collection and recording using the SOAP format, following a case simulation and plan of care established by a licensed PT.

Institutional Laboratory, Library, and Equipment

The college has a library and computer lab on campus for student and faculty use. There are two skills laboratories with hospital beds, medical and rehabilitation equipment, and supplies sufficient for training in the programs offered by the College.

Statement of Ownership

Taylor College is a private institution incorporated under the laws of the State of Florida.

Taylor College is owned by Hispania Private Equity II, LP and operates as Taylor College, Inc. as a private institution incorporated under the laws of the State of Florida.

Board of Directors

Rebecca Jones, Recording Secretary

Victor L. Maruri

David A. Prekop

Taylor College, Inc. is a private institution incorporated under the laws of the State of Florida.

Taylor College reserves the right to make changes to this catalog at any time. Any changes will become effective immediately as stated.

MESSAGE FROM THE PRESIDENT

On behalf of the board members, administrators, faculty, and staff welcome to Taylor College. Taylor College is one of the best kept secrets in the region. Your health career program will be demanding but rewarding. You will be challenged to change your approach to learning. You will learn both the science and the art of health care. You will learn new technical skills, new interpersonal skills, and new ways of thinking about problem solving. You will learn about caring as the core value of health care and the importance of professionalism and ethical behavior. Your life will change in many ways as you proceed through your education.

We are committed to your success and wish you a wonderful learning experience.

Beca

Rebecca A. Jones, Ph.D., R.N., N.E.A.-B.C., C.N.E.

President, Taylor College



GENERAL INFORMATION

Accreditation, Licensure, and Memberships

Taylor College is accredited by the Council on Occupational Education. Additional information regarding the College can be obtained by contacting the Council at 7840 Roswell Road, building 300, Suite 325 Atlanta, GA 30350 or call 770-396-3898, fax 770-396-3790 or visit <http://council.org/>

Taylor College's nursing education programs are associate degree Professional Nursing, Licensed Practical Nurse to Associate Degree Nurse Bridge (Professional Nursing – Bridge Option) and diploma program for Practical Nursing. This nursing education program is a candidate for accreditation by the **Accreditation Commission for Education in Nursing, Accreditation Commission for Education in Nursing (ACEN)** 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 404-975-5000 <http://www.acenursing.org/>

The Physical Therapist Assistant program at Taylor College is accredited by the **Commission on Accreditation in Physical Therapy Education (CAPTE)**, 1111 North Fairfax Street, Alexandria, VA 22314; telephone: (703) 684-2782; email: accreditation@apta.org; website: <http://www.capteonline.org>.

Taylor College is licensed by the **Commission for Independent Education**, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684 <https://web02.fldoe.org/CIE/>

The Professional Nursing, Licensed Practical Nurse to Associate Degree Nurse Bridge and Practical Nursing programs offered by Taylor College are approved by the **Florida Board of Nursing**. <https://appsmqa.doh.state.fl.us/MQASearchServices/Home>

Taylor College has been approved for Veteran's training by the **Florida Department of Veterans' Affairs, Bureau of State Approving Agency for Veterans' Training**. Taylor College is a Service Members Opportunity College.

Membership with the **American Association of Collegiate Registrars and Admissions Officers, AACRAO**, One Dupont Circle NW, Suite 520, Washington, DC 20036 Main Tel: (202) 293-9161 | Fax: (202) 872-8857, <http://www.aacrao.org/community!aacrao.org>

Membership with the **Florida Association of Postsecondary Schools and College, FAPSC**, 150 S. Monroe St., Tallahassee, FL 32301, Phone: (850) 577-3139, <https://www.fapsc.org/default.aspx>

Admission's Office

The Admission's Office is responsible for assisting students during their enrollment process. Students should communicate with the Admission's Office during the enrollment process including completing and submitting admission requirements and their enrollment status.

Finance and Student Accounts Office

The Finance and Student Accounts Office is responsible for posting tuition and fees to a student's account, creating overpayment checks for students, calculating refunds and setting up payment schedules. Students should communicate with the Director of Finance/Controller's Office if they have questions regarding any charges to their account or overpayment checks.

Financial Aid Office

The Financial Aid Office is responsible for determining a student's eligibility, processing and awarding of financial aid for those who qualify. Students should communicate with the Financial Aid Office if they have questions regarding their financial aid.

Registrar's Office

The Registrar's Office is responsible for maintaining student records including grades, attendance, transcripts and other documentation related to the student's education. Students should communicate with the Registrar's Office if they have questions regarding their attendance or student records.

Availability of Catalog

The Student Catalog is available to all students, prospective students and other members of the interested public via the College website at <http://www.Taylorcollege.edu/student-catalog/> and printed copies are available upon request.

Availability of Employee for Dissemination purposes

Taylor College has a staff member available during the Institution's administrative hours to provide institutional and Financial Assistance information to any enrolled or prospective students

Gainful Employment Program Information

For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at: <http://www.Taylorcollege.edu/consumercontent/>. A copy of the College's gainful employment program disclosure information is also available upon request.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for initiation or admission into or affiliation with any organization operating under the sanction of the college. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from the institution or employment. The institution's President shall be responsible for the administration of this policy.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Violence against Women Reauthorization Act of 2013 (VAWA)

The College prepares this annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at: <http://www.Taylorcollege.edu/campus-safety/>.

This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Each year, an e-mail and text notification are made to all enrolled students that provide the web site to access this report. Faculty receive similar notification and at our faculty meetings. All prospective faculty and potential students may obtain copies of the report online at <http://www.Taylorcollege.edu/campus-safety/> or by contacting the College at 5190 SE 125th Street, Belleview, FL 344420, phone 352-245-4119.

Health Occupations Programs

Acts which constitute grounds for denial of a license or disciplinary action as listed in s. 464.018, F.S., or s. 456.072(2), F.S., as well as violations of federal or state law, or local ordinances which directly relate to the practice of nursing or to the ability to practice nursing, shall be grounds for dismissal from the College's health occupation programs. Repeated or cumulative acts which are not offenses listed in ss. 464.018 or 456.072(2), may still constitute grounds for disciplinary sanctions. Disciplinary sanctions may also be imposed by the College for any other offense reasonably deemed to be contrary to the best interest of the College and which directly relates to the practice of nursing, the ability to practice nursing or the viability of the College's nursing program

Comprehensive National Council Licensure Examination (NCLEX) Review

Nursing students are required to participate in a comprehensive capstone review course while enrolled in the program; the on-line coursework will start the first semester and include on-campus study groups, modular study, assessments, tutorials and active learning remediation. Students must complete all assigned course work in the documented timeline utilizing resources designed to enhance student academic and NCLEX success. Assessments may count for up to 30% of a student's course grade except in NUR2900 and PN 1118 where ATI Capstone is a portion of the grade.

Students who are not progressing satisfactorily in this comprehensive review may at the discretion of the Instructor or Director be assigned additional coursework/homework to be completed prior to program completion. As part of completion of the program curriculum, the student must achieve a 92% pass rate on ATI comprehensive predictor (3.0) competency exam the first time. On a second attempt, must receive a 95% on the ATI comprehensive predictor. Complete all modules the coach assigns, therefore achieving the ATI "green light", prior to their name being submitted to *National Council of State Boards of Nursing (NCSBN)*. Not achieving the ATI "green light" by three months past the end of the final semester the student will be required to complete a refresher course before their name will be submitted to *National Council of State Boards of Nursing (NCSBN)*.

Dress Code

Students are expected to adhere to specific dress code requirements based on their program of enrollment.

Drug and Alcohol Policy

Taylor College is committed to the development and implementation of a comprehensive drug-free program to create a cost-effective, safe and healthy workplace and school. Therefore, the institution has adopted a "Drug-Free Program" in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). This program is consistent with guidelines developed by the Substance Abuse and Mental Health Services Administration (SAMSHA) and is intended to cover both employees of the College and students who are attending classes and working in clinical rotation sites and other College-arranged workplace experiences.

Use or possession of alcohol and illegal use or possession of illicit controlled drugs or being under the influence of these substances while students are on school premises or while engaged in institution-sponsored activities off-campus (e.g., clinical rotations) is prohibited. No student shall report to class or a part of its off-campus activities while intoxicated, impaired, or under the influence of drugs or alcohol.

Because Taylor Colleges believes that substance abuse is harmful not only to the abuser but also to those individuals in his or her presence, and because there are personal and professional consequences for use of alcohol and controlled substances, students will be required to execute the Taylor College Drug and/or Alcohol Random Testing Consent Form for drug testing consistent with the College's policies as set forth herein. Students who are selected for testing, tests will be conducted for six specific categories of drugs, including marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, and alcohol, and may include other drugs, including hydrocodone (Lortab, Vicodin), barbiturates, methaqualone (Quaaludes), methadone, benzodiazepines (e.g., Valium), MDMA (ecstasy) and propoxyphene (Darvon). Test results will not be disseminated other than to those persons who need to know, and to the greatest extent possible, certified laboratories will be used at the student's expense.

Students

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Taylor College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students. No student shall be on college premises or a part of its off-campus activities (i.e., clinical rotations) while intoxicated, impaired, or under the influence of illegal drugs or alcohol. A drug test may be ordered for- cause, e.g., behavior suggestive of use of alcohol or controlled substances, substance abuse, the odor of marijuana or an unexplained deterioration in a

student's academic performance. Students may be required to comply with random or scheduled substance testing at a cost which may be deferred to the student. If the individual refuses to consent to such testing, refuses to execute all forms of consent and release of liability as are usually and reasonably attendant to such examination, refuses to authorize release of the test results to Taylor College, test results establish a violation of the College's Drug and Alcohol Policy or otherwise violation of this policy will result in being denied enrollment into the College, or other disciplinary action up to and including dismissal from the College. The College may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate.

TAYLOR COLLEGE HONOR PLEDGE

The Honor Pledge

Taylor College recognizes its students as responsible and dedicated men and women who are preparing for career employment.

An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

I hereby accept membership in the Taylor College and, with full understanding of the responsibilities inherent in membership, do agree to act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well-being of others, and to abide by all Taylor College regulations.

The Honor Pledge incorporates Taylor College student conduct policies, except where inconsistent. The requirements apply in person, on clinical site assignments, and at School-sponsored events. A copy of the pledge will be provided to each student.

Violation of Taylor College's Alcohol and Drugs Policy is a violation of the school's Honor Code.

Honor Pledge Policies Reporting Obligation

If a student, faculty member, or staff member of Taylor College has reason to believe that a violation of the Honor Pledge occurred in any forum or place, under any circumstance or means, it is that individual's obligation to report it to their Instructor, Title IX Coordinator or Program Director. The Instructor, Title IX Coordinator or Program Director will complete an Incident Report. Please be reminded of the seriousness of such allegations and understand that initiating a formal report is a serious matter and deserves due consideration of the possible consequences.

Violations of the Honor Pledge

Adjudicating Alleged Violations of the Honor Pledge Taylor College reserves the right to take necessary and appropriate action to protect the safety and well-being of its School community. Such action may include pursuing disciplinary action for any violation of state or federal law – on or off campus – that affects the School's educational interests. Student Conduct Committee Review Alleged violations of the Taylor College Honor Pledge (except for allegations of prohibited conduct under the school's Campus Sexual Misconduct Policies) will be forwarded by the Academic Dean to the Student Conduct Committee for review and hearing. Allegations of prohibited conduct will be investigated and adjudicated in accordance with the procedures set forth in the Student Code of Conduct. The Student Conduct Committee may be composed of representatives from the campus, including but not limited to appropriate subject matter instructor and/or Program Director, President, Academic Dean, and, Director of General Education, one student representative, and a representative of Taylor College administration. At the time, date, and location scheduled, the Student Conduct Committee in accordance with procedural fairness will moderate the hearing.

Each hearing shall include:

- Introduction of all parties
- Review of confidentiality expectations
- Review of the charges
- Brief opening statement by the complainant, if applicable
- Questions by the members of the Student Conduct Committee and respondent
- Brief opening statement by the respondent
- Questions by the Student Conduct Committee and complainant
- Presentation of witnesses, if applicable, by the Committee, complainant, and respondent

- Closing statement by the Committee, complainant, and respondent
- Closing statement by the respondent including recommendations for action
- Private deliberation of the Student Conduct Committee to determine appropriate sanctions
- Sharing of prior violations if the student is found responsible and prior violations exist
- Review of the findings of “responsible” or “not responsible”
- Review of Student Conduct Committee findings and sanctions, if applicable Communicating Findings

The written findings of the Student Conduct Committee and recommended sanction(s), if any, will be documented in a formal letter from the President or designee to the respondent within 5 business days of the hearing. Records of the hearing outcomes will be maintained in the student’s official School file. Disciplinary Sanctions Violation of the Honor Pledge may result in the imposition of one or more of the following disciplinary sanctions:

- Dismissal from Taylor College
- Suspension from Taylor College for a specified time period
- Written reprimand retained in the student’s official School file
- Any other sanction the President and the Program Director finds just and appropriate under the circumstances, e.g. mandatory failing grade in all courses involved for issues of academic integrity Appeals Process

The student has the ability to appeal the Student Conduct Committee’s sanctions and/or findings.

Upon receipt of a written appeal by a student, the Committee will:

- Convene within 5 working days to review the written appeal from the student, review the casefile, and findings
- Determine to uphold, revise, or rescind the initial decision
- Notify student in writing of the final decision within 5 working days

The Student Conduct Review Appeals Committee will be comprised of the members of the Taylor College senior leadership team, i.e. the President, Program Directors, Senior Director of Marketing and Admissions, and Senior Director of Finance and Operations. Members of the Student Conduct Committee do not participate in the appeals process.

Student Code of Conduct

Any act or behavior on the part of the student that does or could damage, tends to impair, interfere with, or otherwise interfere, disturb or obstruct the orderly conduct, processes, functions, and/or interests of the College is expressly prohibited. In addition, if a student violates any federal or state laws while enrolled at the College, this is grounds for immediate dismissal. Such acts or behaviors may include, but are not limited to the following:

- Consumption of alcoholic beverages on campus or at a College function
- Illegal use, possession or sale of illegal drugs, narcotics or other controlled substances
- Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty
 - Interference with the teaching and learning process
 - Furnishing false information to any College official, faculty member, or any entity of the College
 - Forgery, alteration, or misuse of any College document, record or instrument of identification
 - Using ATI codes of another student
- The use of indecent or abusive language on campus or at a College function
- Gambling on campus or at a College function
- Hazing on campus or at a College function
- Falsification of any record associated with the College

- Unauthorized use of the College name
- Lewd or indecent behavior
- Violence against any member or guest of the College
- Theft, vandalism or willful destruction of College property or of the property of members or students of the College
- Interference with the freedom of movement of any member or guest of the College
- Obstruction of the normal process and activities of the College
- Deliberate interference with the rights of others
- Sexual harassment, bullying, battery or assault
- Accessing, altering or deleting College computer files/systems
- Stalking (to repeatedly follow another person so as to put that person in fear for his/her safety)
- Violation of the College's Computer Usage policies
- Trespassing
- Bomb Threats
- Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises or properties.
- Violating the College's Social Media Policy as set forth in this Catalog.

Sexual Misconduct Policy

Taylor College is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the Taylor College community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of Taylor College's commitment to providing a working and learning environment free from sexual misconduct, the College has implemented a Sexual Misconduct Policy and Procedures for Responding to Sexual Misconduct. This Policy is disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Taylor College provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. Taylor College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The College's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on Taylor College property or about any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with Taylor College, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. Taylor College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, Taylor College will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Prohibited Conduct

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual misconduct. Refer to the Campus Safety and Security Handbook for further information on Sexual Misconduct policies and procedures and other safety and statistical information on the College's website <https://www.Taylorcollege.edu/campus-safety/>

The Title IX Coordinator is responsible for monitoring and overseeing Taylor College's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. Inquiries or concerns about Title IX may be referred to the school's Title IX Coordinator:

Ingrid Zekan
TITLE IX COORDINATOR
Taylor College
5190 SE 125th Street, Belleview, FL 34420
Phone 352-245-4119

Termination from Program

- Students may be dismissed from the institution for any of the following reasons:
- Violation of attendance required for program.
- Failure to maintain satisfactory academic progress (SAP).
- Failure to meet the school's financial obligations.
- Disruption of school activities that includes classroom, clinical or campus.
- Misconduct or Cheating.
- Violation of any of the institution's policies.
- Failure to comply with staff/faculty directives.
- Unprofessional conduct/pattern of behavior that deviates from normal.
- Breaking smoking/dress code/alcohol/drug policies set by the Institution.
- Sexual misconduct/harassment.
- Not meeting the clinical/lab expectations set by the school.
- Allowing children or visitors during classroom or clinical/externship time.
- Refusal to complete or failure of a requested drug screening test by a college and/or clinical employee.
- Violating the College's Social Media Policy as set forth in this Catalog.

Sanctions

Listed below are the sanctions that can be placed against a student who is found in violation of the Student Code of Conduct. Students may receive additional sanctions at the discretion of the Program Director.

- Warning: A notice in writing that additional violations of the College's rules may result in more severe disciplinary action.
- Suspensions: Students can be suspended from access to the College and its educational activities, for a period of one or more days.
- Restitution: Student shall reimburse the College for damage to or misappropriation of College property.
- Filing a report: Filing a police report with local law enforcement.
- Dismissal: Students may be dismissed from their current enrolled courses and program.

Weapon Policy

Taylor College prohibits the possession of firearms or other weapons of any kind inside the campus building, this policy applies to all staff, faculty students and visitors except for:

1. Law enforcement officers/security agents or school officials, if approved, that are legally authorized to carry such weapons.
2. Classroom demonstration with an unloaded weapon.
3. Firearms or other weapons that are not readily available for immediate use that are secured and stored in vehicles owned by people 18 years or older.

Student Smoking Policy

Taylor College is a smoke-free environment. Smoking and nicotine products are not permitted by staff, faculty or students on campus grounds, or at clinical sites. The intent of this policy is to reduce risk of second-hand smoke to students, employees, and guests of the College and fire.

Cell Phone Usage

Cell phones are not permitted in the classroom or at clinical sites. At the discretion of the Instructor you will be sent home for the day and marked absent if your cell phone disrupts the class/clinical or you are talking on the phone.

Social Media Policy

The College welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to our broader community. Our rich and diverse use of social media also allows us to share, in a public way, the many qualities and strengths of our academic institution. From that perspective, the College intentionally uses social media to advance the institution and build relationships with important constituencies like prospective and current students, donors and alumni. Through these venues we can communicate important information and engage others in areas of mutual interest.

The College also recognizes the open nature of social media which is often used for both personal and professional purposes. Social media can also create a sense of role ambiguity. It may not always be clear when one is speaking on behalf of the College, sharing facts, or sharing personal/professional opinions. Social networks are often not the best forums for raising grievances that might be better addressed in other venues or handled privately.

The following policy is designed to help our employees and students navigate through this ambiguity and clarify certain responsibilities when posting material online. It is important to remember that we are all subject to the same laws, professional expectations, and guidelines when interacting online as we would in-person with fellow students, and staff of the College.

- Do not post confidential or proprietary information about the College, its students, employees, or alumni. All persons must follow the applicable federal requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act). Students and staff must adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws.
- Postings which are potentially slanderous, libelous or defame the integrity, character, and conduct of other students, administrative staff or faculty attending the College are prohibited.
- Postings which include profanity, racist, sexist, or derogatory remarks, content that incites hate or disrespect for other students, administrative staff or faculty, will be considered detrimental to the interest of the College.
- Such postings can have the effect of demeaning students who are in the process of being successful in their educational goals and therefore such postings, even if posted on websites, blogs or other social media outside the College will not be tolerated and can be grounds for disciplinary action, including termination.
- Similarly, postings which are potentially slanderous, libelous or defame the College, its staff or faculty, impugning the quality of education or the operation of the College are prohibited. Postings which include profanity, racist, sexist, or derogatory remarks, content that incites hate or encourages unethical or illegal activities, comments on litigation involving the College, spam and off-topic remarks, will be considered

detrimental to the interest of the College. Such postings can have the effect of minimizing the goals of the College in meeting the needs of its students. Postings placed on websites, blogs or other social media outside the College will not be tolerated and can be grounds for disciplinary action, including termination.

- No user may establish social networking sites that use the College logo or other intellectual properties such as photography, video, artwork, and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.
- No Postings relating to other students, clinical sites, things they may have witnessed at any clinical site.
- Students should consider their particular audience, message and group goals and have a strategy for keeping information on their social media sites up-to-date and accurate.

Take care not to post private information concerning others such as an e-mail from a fellow student or contact information. Please exercise good “netiquette.” Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters including things done at any clinical site or discussed in the classroom.

Parking

Since Taylor College is primarily a commuter's college, parking and traffic regulations must be maintained for the protection of employees, students and guests. Students must park in authorized parking spaces and must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "no parking" areas. Violators are subject to having their vehicle towed without prior warning or formal notification. Students can also be charged a fine and/or be responsible to pay for any fees charged to recover said vehicle from towing lot.

Inclement Weather

If class/clinical must be canceled due to inclement weather, Taylor College will contact the student via phone and/or email to notify the student. Class/clinical make-up dates will be made on a case-by-case basis.

Copyright Materials & Infringement Policy

All Taylor College students, faculty and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer file sharing, may subject the student, faculty and/or staff member to civil and criminal liabilities.

Taylor College will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the school. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

ACADEMIC INFORMATION

Grading Scale

The grading policy will be given to students at the beginning of each class which will include the following grading scale. At the end of the semester a final grade will be assigned and recorded as part of the student's permanent record.

All programs listed below will use the following grading scale for all classes, General Education, Foundation and Core:

- Professional Nursing
- Licensed Practical Nurse to Associate Degree Nurse Bridge
(*Professional Nursing program – Bridge Entry Option*)
- Physical Therapist Assistant
- Practical Nursing

Taylor College's policy is that there is no rounding of grades.

Grade	Grade Point Value	Meaning
A	100 - 92	Excellent
B	91 - 83	Above Average
C	82 - 75	Average
F	74 - Below	Failing
W	Not Calculated	Withdrawn prior to the mid-term of the semester
WP	Not Calculated	Withdrawn passing at the time of withdrawal from a course after the mid-term of a semester
WF	Calculated	Withdrawn failing at the time of withdrawal from a course after the mid-term of a semester
P	Not Calculated	Passing (for clinical courses for the Physical Therapist Assistant Program only)
*	Not Calculated	Allocated LPN credits (Only for the current Licensed Practical Nurse enrolling for the Licensed Practical Nurse to Associate Degree Nurse Bridge (Professional Nursing program – Bridge Entry Option.)
TR	Not Calculated	Transfer in of Credit Only
I	Calculated	Incomplete

Attendance

Regular, punctual attendance is the responsibility of every student who enrolls at Taylor College. The College is committed to enforcing the attendance policy in an effort to assist students in achieving their educational objectives. Students must attend a minimum of the cumulative scheduled hours to maintain Satisfactory Academic Progress (SAP) and complete the course within the maximum allowed period of 150% for all programs. All absences are recorded and made a part of the school permanent record. It is the responsibility of each student for being on time for every class/clinical/lab, tardiness is not acceptable. In all programs, students are allowed only 3 (three) absences per semester. Any clinical absences are required to be made-up prior to the end of the semester.

Any additional absences beyond the allowed mentioned above will result in the student being withdrawn from the program. Leaving early and/or coming late will be documented. **Two such occurrences will result in one**

absence. Documentation of student absences will begin the first day. The College reserves the right to evaluate individual cases of non-attendance. Participation is a significant measure of performance, and non-attendance will adversely affect a student's grade. Any absences beyond the allowed amount will result in withdrawal from the program.

No make-ups will be given for missed quizzes and finals unless otherwise pre-approved by the Program Director. The student will receive a (0) for missed work or quizzes. In the event of unforeseen reasons, the student may provide documentation requesting an excused absence. These situations will be reviewed on a case-by-case basis by the Program Director, if approved the student will not be penalized if all work is completed and turned in by the agreed deadline with the Director. Providing a doctor's note for an absence does not automatically mean that the missed day is excused. This is reviewed individually and will encompass all student behaviors and performance.

Attendance for Distance Learning Education and Hybrid/Online Courses will be equal to the **standard classroom/theory/lab attendance policy, as one in the same policy.** One week of online interaction is counted as one day of attendance. Students are required to log into the online software or webhost daily/**weekly at a minimum** to reflect academic participation in the assigned course. Students may interact with the hybrid/online instructors via telephone, email, web, or in person at the instructor's availability. Students scheduled for Human Anatomy and Physiology I, Human Anatomy and Physiology II and/or Introduction to Microbiology must attend all scheduled laboratory days. Failure to attend a scheduled laboratory day will result in an absence. **(Distance Learning: Attendance for Academic Related Activity in Distance Education and Hybrid/Online Course Policy)**

Withdrawal from Program

A student who is enrolled into a program and wishes to withdraw from the program must meet with a school official to discuss the matter, submit a typed letter of intent to withdraw, and complete an exit interview and other criteria listed under Admission Requirements, Guidelines for Readmission and Transferring into Another Program. This process must be done if the student wants to re-enter a program at Taylor College.

College Email Account

Upon enrollment, students enrolled in a Diploma or Associate Degree program are given a college-issued email account. Students are required to use this email in a manner that is appropriate to the role of a student and a responsible member of society. The College reserves the right to deny access or delete any college-issued email at any time and without cause. Additional information can be found at the Learning Resources section in this catalog. All classwork/homework correspondence will be communicated through this email address only.

Family Educational Rights and Privacy Act (FERPA)

Taylor College complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. The President reserves the right to allow any instructor associated with the training program to review student records.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Taylor College ("School") receives a request for access. A student should submit to the President, Financial Aid Director, Director of Compliance, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Taylor College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Taylor College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Taylor College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC20202

FERPA requires that the College, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the College may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the College to the contrary in accordance with College procedures. Taylor College has designated the following information as directory information:

Student's name	Participation in officially recognized activities
Address	Telephone listing
E-mail address	Photograph
Degrees, honors and awards received	Place of birth
Major Field of study	Dates of Attendance
Enrollment status	

Requests to have directory information about you withheld should be submitted by completing an *Authorization to Withhold Directory Information* form and submitting it to the Registrar's Office:

Registrar
Taylor College
5190 SE 125th Street, Belleview, FL34420

Health & Safety Exemption Requirement

Taylor College adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Taylor College is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

Transcripts

Transcripts will be provided when a student:

- Has paid all of their financial obligations to the College, and met all of the requirements for graduation, (Refer to Requirements for Graduation).
- Students must complete the Official Transcript Request Form or a Document Request Form and pay the required fee of \$10.00 for each transcript or document being produced. This fee is charged to all students requesting an official transcript. The College reserves the right to withhold official transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Students may request the following items using the Document Request Form: Admission Test Results, Background Check and Immunizations. Not all of these items may be available and/or current. You can find Taylor College forms at the following link: <https://www.taylorcollege.edu/forms/>

NOTE: Transcripts can only be mailed or picked up from campus. Faxing transcripts is prohibited.

Transferring in Credits

A student who has earned credits and wishes to have these credits transferred into Taylor College or have credits from a program transferred to another program within Taylor College must meet the criteria below. Taylor College reserves the right to accept or deny transferring of credit.

The School will count all transfer hours that apply toward the student's current program in determining Satisfactory Academic Progress. All transfer hours will be counted as both hours attempted and hours completed. The grade TR will be entered for all transfer credits and will not be reflected in the Cumulative Grade Point Average, CGPA. Only grades earned at Taylor College will be calculated for CGPA.

- Students requesting transfer of credits must submit official transcript(s) from all institutions attended to the Admissions Department for review at least **60 days** prior to the start of the program.
- NO transfer credits will be awarded during active enrollment.
- Students wishing to repeat a course that has been qualified to transfer to Taylor College must complete a Transfer Waiver Form no later than 30 days prior to the start date of the course.
- Transferring of credits must have been earned from an accredited institution recognized by the United States Department of Education and the Council on Higher Education Accreditation (CHEA) or recognized by the American Council on Education (ACE).
- No more than **50%** of any program may be transferred into Taylor College.
- Any student that has completed general education courses can apply to transfer in the courses on a course by course basis. Students must have earned a "C" or higher in the course for it to be considered for transfer of credit. General education courses will be considered if they meet the areas in Mathematics, Social Science, and Communication and There is no age limit applied to these General Education courses.

- Foundation Courses that are science courses, Human Anatomy and Physiology I and II, and Introduction to Microbiology cannot be any older than 3 years and must have a B (80%) grade to transfer.
- Any humanities courses must be 100% equivalent to the course credit and course description for the following courses:
 - PHI 2601 Critical Thinking
 - PHI 2630 Introduction to Ethics
- There will be no transfer of subject area, humanities, in lieu of Critical Thinking or Introduction to Ethics. Taylor College will not accept any core nursing or PTA program courses.
- Taylor College does not accept any credits for experiential learning

Taylor College recognizes the following college equivalencies:

- CLEP examinations administered by the College Board with a score of 50 (equivalent to a “C” grade) on an appropriated College-Level Examination Program, CLEP Examinations for any Nursing or Physical Therapist Assistant core courses will **NOT** be accepted.
- Advanced Placement (AP) examinations administered by The College Board; A score of 3 or higher is required. Applicable to General Education coursework only, i.e. English, Mathematics or Social Studies. Official transcripts must be received from Advance Placement.
- Advanced International Certificate of Education (AICE) examinations administered by Cambridge University. A score of A-E is required. Applicable to General Education coursework only.
- International Baccalaureate (IB); a score of 4 or higher is required. (Applicable to General Education coursework only.)
- Credit for successful completion of competency courses that have been approved by the American Council on Education (ACE). Does not include any core program courses.
- College credit for military service may be awarded upon review of a military transcript. Information on how to order military transcript can be found at: <http://www.acenet.edu/news-room/Pages/Transcripts-for-Military-Personnel.aspx>

Credits requesting to be transferred in must at least be equal to those offered at Taylor College.

- The course is not a remedial course.
- The course was not taken to satisfy freshman admission requirements.
- Transcripts will be thoroughly evaluated by both the Academic Dean and the Program Director of the particular program in which you are enrolling.
- Students will receive notification regarding the transfer credit evaluation and which courses were transferred in.
- Courses accepted for transfer-in of credit will be noted on the Official Transcript from Taylor College as TR.

Appeal Process for Transferring of Credits

- The student must complete an appeal form. The following supplemental information must be attached with the appeal form and submitted **30 days** before the start of the program.
 - Course syllabus
 - Course objectives
 - Course description
 - Course textbooks and required materials
 - Other relevant information

- The information for appeals will be reviewed by the President, Academic Dean, Program Director and/or along with an appropriate faculty member.
- The student will receive in writing the outcome and all decisions will be final.
- If the above courses were completed at another college or university the official transcripts will be evaluated for possible transfer of credit within the guidelines of the Transferring-in Credit Policy prior to the student's start date at Taylor College.

Coursework from International Postsecondary Institutions

- Students who desire to have postsecondary coursework from a non-U.S. college or university considered for transfer to Taylor College must submit official postsecondary transcripts to any National Association of Credential Evaluation Services, NACES. Select one from the Current Members listed with NACES www.naces.org. Listed below are NACES members that you may consider using:
 - Academic Evaluation Services, Inc. (www.aes-edu.org)
 - World Education Services Inc. (www.wes.org)
 - Josef Silny & Associates (www.jsilny.com)
 - Span Tran: Educational Services (www.spantran-edu.org)
- These documents must be submitted prior to the first term of enrollment in English, complete with a course-by-course translation. Students may be required to include translated course descriptions for the courses they want to have considered for transfer.
- Taylor College will perform an evaluation based on the course-by-course evaluation report received directly from the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions.
- Students will not be awarded English Gordon Rule writing credit for English courses taken outside the United States unless Taylor College can determine that the course matches a U.S. institution course.

Transferring Credits to another Institution

A student who wishes to transfer credits earned from Taylor College to another institution is advised to consult with the receiving institution on the credits that will be accepted towards the student's education at another institution. Acceptance of transfer of credits is always based upon the receiving institution regardless of program, State or accreditation status.

Clinical Site Requirements/Considerations

- Level II Criminal Background checks are required at various stages of the program and are at the student's expense.
- **10 panel drug testing is required before any clinical** and is at the discretion of the supervised practice site and is at the student's expense.
- Physical Exam at the student's expense
- Travel to and from supervised sites is at the student's expense.

Students enrolled into programs that require clinical rotation experience will be required to travel to a clinical site which may be located in Marion or surrounding counties. Clinical locations will vary, and some may be a significant distance from the College campus. Students are responsible for their own transportation to and from the clinical sites.

Clinical affiliations may at their discretion request a drug screen from students prior to or during clinical rotation, students must comply with this request to successfully complete the assigned clinical rotation experience and satisfy the requirements of the program. Students who refuse a drug test when requested by the college or a clinical facility may be dismissed from the program for refusal. If requested to take a drug test, it must be completed within twenty- four hours. Students may be required to complete an additional level II background

check **prior to participating in the clinical experience**. All required background checks and drug screening will be conducted at the student's expense.

- *Student Immunization*

As part of the admission requirements, students are required to submit documentation showing that the student's immunizations are up-to-date. Required immunizations include: Tuberculosis, Hepatitis B, Measles/Mumps/Rubella, Tetanus/Diphtheria and Varicella. **Verification of Flu vaccinations may be required, and documentation must be given to the Registrar's office prior to attending any nursing program clinical schedule. Failure to do so will prevent a student from attending and will result in an absence for each day missed.**

- *Verification of Health Insurance*

An assigned clinical site may require the student to provide verification of health insurance. If a student cannot or refuses to submit a verification of health insurance to an assigned clinical site, the student may not attend the clinical site, will be marked absent. In this situation, Taylor College is not responsible for seeking an alternate clinical site and you may be prevented from completing your program/course.

Requirements for Graduation

Students should make themselves aware of the graduation requirements:

- Completion of program curriculum.
- Achieve a Cumulative Grade Point Average (CPGA) of 2.5
- Fulfill all financial obligations to the college
- Professional Nursing and Practical Nursing Programs - Must achieve a 92%, or better, on the Assessment Technologies Institute (ATI) Comprehensive Predictor on the first attempt. If 92% is not achieved on first attempt, a 95% must be achieved on the second attempt of the ATI Comprehensive Predictor.

Credentialing Requirements

The number one priority of our nursing program is to guide our graduates to becoming licensed professional or practical nurses. Studies have shown that graduates who sit for the NCLEX exam within six (6) months of graduation are more likely to pass. Students who take a preparatory course also are more likely to succeed because they are accustomed to the conditions of testing. Therefore, all Taylor College nursing graduates are required to complete the Virtual Assessment Technology Institute, VATI, and receive the VATI "Green Light" prior to being submitted to the Board of Nursing. A graduate who has not achieved Green Light 3 months following graduation will, in addition to achieving Green Light, need to provide proof of completion of a remedial course offered by the National Council on State Board of Nursing, NCSBN, or applicable Taylor College approved remedial course prior to having their names submitted to the Board.

Graduation Ceremonies

Graduation and pinning ceremonies are designed to celebrate the event of completion of a program. Participation in the graduation ceremony does not automatically qualify anyone for eligibility to have his/her name submitted to the Board of Nursing to take state boards. It only verifies that the student has completed the program curriculum. Students that have not met the requirements for all courses and graduation may not take part in the graduation or pinning ceremony.

Students will be notified by the College of the date and location of the graduation and pinning ceremony.

Honors Distinction

Cum Laude – 3.5 -3.74 Cumulative Grade Point average (CPGA) at the end of the last semester of enrollment

Magna Cum Laude – 3.75 -3.89 Cumulative Grade Point average (CPGA) at the end of the last semester of enrollment

Summa Cum Laude – 3.9 -4.0 Cumulative Grade Point average (CPGA) at the end of the last semester of enrollment

Students receiving honors distinction will have honor cords that can be worn during their graduation ceremony. Veterans are authorized to wear their military cord.

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic progress (SAP) Policy applies to all students enrolled in a Council on Occupational Education approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance or self-pay.

Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending Taylor College.

To be eligible for Title IV, Financial Aid, a student must maintain satisfactory academic progress as per section 668.16(e) of HEA 1965. Taylor College has developed policies to determine the academic standards that all students are expected to meet and then a means and schedule of measuring the achievement of those quantitative and qualitative standards.

The policy is provided to all students prior to enrollment and is consistently applied to all students enrolled in the school, regardless of financial aid status. Student evaluations are maintained in the student file. The Financial Aid Director, in coordination with the Academic Dean, monitors quantitative and qualitative progress. The SAP is reviewed manually, and a copy of the latest transcript is maintained in the college's computer system.

The relevant SAP policies are summarized below. All students must maintain Satisfactory Academic Progress according to the following standards to continue enrollment. Satisfactory Academic Progress will be evaluated and measured at the end of each semester (financial aid payment period) and will be checked prior to disbursement of aid.

Title IV Eligible Programs:

The following programs are approved for title IV aid:

- Associate of Science, Physical Therapist Assistant
- Associate of Science, Professional Nursing
- Associate of Science, Licensed Practical Nurse to Associate Degree Nurse Bridge
(*Professional Nursing program - Bridge Entry Option*)
- Diploma, Practical Nursing

Academic Year Definition

Academic year for all Title IV eligible programs is defined as: 24 credits hours and 30 weeks of instruction for Title IV, Financial Aid purposes.

Same As or Stricter Than

The SAP policy for Title IV students at Taylor College is the same as the school's standards for all students enrolled in the same educational programs who are not receiving Title IV aid. Per the school's academic policy, a student may be dismissed for a grade less than C in any course.

The financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Academic Dean notifies the Financial Aid Director if the school changes its academic policies. SAP standards are established by the President.

Academic Progress (Qualitative and Quantitative)

Qualitative Requirement: A Cumulative Grade Point Average (CGPA) equal to or greater than 2.5 is required for graduation. In addition, students must have a CGPA equal or greater than 2.5 to be making satisfactory academic progress at each evaluation. A student’s academic progress is evaluated at the end of each payment period. If a student is enrolled in an education program of more than two academic years, then the student must have a GPA of at least a “C” or its equivalent or have academic standing consistent with the school’s requirements for graduation at the end of the second academic year. A student not meeting satisfactory academic progress will be placed on Academic and Financial Aid Warning for one semester, or payment period while repeating a course.

1. The institution bases a student’s grade on academic exams and their demonstrated clinical skills. A written exam is given periodically and at the completion of the program. The examinations are graded according to the following schedule listed in step two below. Students must maintain a “C” in each related course to continue in a program. Students earning an “F”, failing a course, may result in being withdrawn from the program. Clinical competency evaluations will be done throughout the program. Consistent unsatisfactory clinical performance will result in dismissal from the institution.
2. Successful completion of a class is defined as earning a grade of “C” or better. The grading policy will be given to students at the beginning of each class which will include the following grading scale. At the end of the semester (pay period), a final grade will be assigned and recorded as part of the student’s permanent record.

GRADE	Interpretation	Average Value	Grade Point Value
A	Excellent	100 - 92%	4.0
B	Above Average	91 - 83%	3.0
C	Average	82 - 75%	2.0
F	Failing	74% - Below	Fail
WP	Not Calculated	Withdrawn passing-withdrawal from a course after the mid-term of a semester	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a semester	
P	Not Calculated	Passing (for clinical courses for the Physical Therapist Assistant Program only)	
*	Not Calculated	Allocated LPN credits [Only for the Licensed Practical Nurse to Associate Degree Nurse Bridge program (Professional Nursing program – Bridge Entry Option.)	
I	Calculated	Incomplete	
TR	Not Calculated	Transfer in of Credit Only	

Quantitative Requirement: Students are required to complete his/her educational program in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement.

Example: 72 credit hours must be completed within 108 scheduled credits (72 x 150% = 108)

1. ALL scheduled courses of academic study in which a student records at least one [1] day of attendance will count towards attempted credits. If a student exceeds the maximum time frame, he or she will be dismissed from school.

2. Students meeting the minimum requirements for quantitative and qualitative requirements at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

Determination of Progress

A student's academic progress will be evaluated at the end of each payment period. If a student is making satisfactory progress at evaluation time, the student is considered making satisfactory progress until the next evaluation period and will be eligible for Title IV funding. If a student is not making satisfactory progress at the evaluation time, the student will be placed on warning status until the next evaluation period.

Evaluating Academic Ability

Evaluations are conducted at the end of each semester (payment period) to determine if the student has met the minimum requirements. The school calculates the pace, quantitative requirement, 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. A pace calculation greater than or equal to 67% at each evaluation will indicate that the student will graduate within the maximum time frame allowed. The following is used to evaluate a student's academic ability:

Practical grade reports are issued to each student through the electronic student portal after each semester exam, to make them aware of their progress toward making SAP. Examinations are given in all subjects. Grades and pace of completion are reviewed by the Academic Dean and with the Financial Aid Office at the end of the semester.

Financial Aid Warning:

For all programs that started on or after January 3, 2017, if a student's CGPA falls below a 2.5 or the student does not complete the required credits, the student is placed on **Financial Aid WARNING** during the subsequent (academic year) payment. After counseling, the student signs an agreement to the conditions of the **Financial Aid WARNING period**. The student on financial aid warning for a payment period may not receive funding for the subsequent period unless the student makes SAP. During the Financial Aid WARNING period, eligibility for financial aid continues. The following will not be considered as credits successfully completed: W and I. If at the end of the warning period, the student has still not met both the quantitative and qualitative requirements, he/she will become ineligible to receive Title IV funds. See "Probation" and "Appeal Procedure" below.

Appeal Procedure:

A student who loses their financial aid eligibility, due to not making SAP at the end of a financial aid warning, has the right to file an appeal regarding their SAP Evaluations.

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the President or the Academic Dean. This letter must contain information about the student's reason regarding the action and /or decision and reasons why the student is wishing to appeal. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Academic Dean will hear any student who disagrees with an SAP decision, on an appointment basis only.

The student will be notified by the President or Dean's decision within ten (10) calendar days following the receipt of the student's appeal letter. Additional time may be taken to thoroughly review the student's appeal. The appeal and decision documents will be retained in the student file.

If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal

financial aid will be reinstated, if applicable.

Financial Aid Probation

Students who fail to meet minimum qualitative and quantitative requirements after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

- Agree to a written academic plan that specifies how the student will regain SAP. The plan may include, but is not limited to, mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
- Sign the academic plan (a copy will be kept in the student's file).

Students who regain SAP at the next reporting period will have regained full eligibility for the Title IV, HEA funding and will be removed from Financial Aid Probation Status. Those who are not making SAP will be **ineligible** to receive Title IV funds without the option to appeal and will be terminated from the college.

Reinstatement of Title IV, Financial Aid

Reinstatement of aid is limited to the period under evaluation, the next payment period. Students making SAP by the conclusion of the warning/probation status will be removed from the warning/probation status and will regain eligibility for Title IV, financial aid.

Transfer Credits & Hours

Transfer credits and hours from another institution that are accepted toward the student's educational program are counted as attempted and completed hours or credits. Grades from credits transferred into the college will not be used in the calculation of the Cumulative Grade Point Average.

Interruptions, Course Incompletes, Withdrawals

Each attempt at a course for completion will count towards the maximum number of attempted credit hours allowed for a program of study. All recorded grades of Failing, Incomplete, and, Withdrawal will be replaced with grades attained after repeating the specific classes/ courses. Students are allowed to attempt a course for credit twice without appeal. Due to course sequencing, a student that fail a course may have to withdraw and apply for re-enrollment according to the Admissions Requirement. Taylor College reserves the right to dismiss a student after one course failure. Students that fail to earn a passing grade after two [2] attempts of one course, or in any two separate courses, will be dropped from academic study and must request consideration for Readmission. Students are prohibited from receiving Federal Financial Aid funds for attempting a course twice within the same term.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student, who chooses to transfer from one program to another, will have only the grades and credits that apply to the new program applied to the student's Cumulative Grade Point Average (CGPA) and quantitative requirements.

By the approval of the Program Director and Academic Dean an incomplete grade (I) may be issued at the end of the grading period for a course. Approval will be considered only if the student has completed 75% of the coursework and the circumstances that have compelled the student to request the *Incomplete* must be exceptional, such as illness, natural disaster, or some other emergency, beyond the student's control. The student has two weeks from the time the grade is issued to resolve the incomplete. If after two weeks there is not a satisfactory resolution to the incomplete grade the grade will be updated to a F – failure and the student will be required to repeat the course if approved by the Program Director and Academic Dean.

Notification and Records

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in this Catalog.

Reinstatement before 180 Days

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Academic Dean for placement. No core Physical Therapist Assistant, Practical or Professional Nursing courses may be transferred. All core courses must be repeated.

Students applying for re-entry will be required, as a condition of re-enrollment, to pay in full any prior student balances.

Re-enrollment

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be required to re-apply according to the Admissions Requirement and will be evaluated by the Admissions Committee for placement.

VETERAN SERVICES

Standards of Academic Progress for Veteran Administration, VA, Students

Students receiving VA educational benefits must make at least a “C” for each course and must maintain a minimum cumulative grade point average (CGPA) of 2.5. Students receiving VA educational benefits must adhere to the institution’s satisfactory academic and attendance policies.

VA students terminated from VA educational benefits due to unsatisfactory progress may be recertified when the student has successfully achieved a 2.5 cumulative grade point average. (Refer to Eligibility Guidelines for re-admission.)

Veteran’s Credit for Previous Education or Training

Students must report all education and training. Official transcripts from all educational institutions and service related training must be submitted to the college for evaluation. The institution will evaluate and grant credit, if appropriate and the tuition will be reduced proportionately. The Veteran Administration and VA student will be notified of the evaluative results.

DISTANCE LEARNING

It is important to understand that online classes are not easy substitutions for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specific number of times per week. All attendance is monitored. Times are flexible and dictated by students’ personal schedules; nonetheless, their presence is required and recorded and counts towards final grades.

Student Orientation to Online Users

All new/returning students must attend a New Student Orientation which typically lasts for 2 hours. During orientation students meet with faculty and administration to review the program’s expectations, media resources, financial aid, accounting, student services, class schedules, online platform and user capability, program handbook and other relevant material to their program and the College.

Online Platform

Online courses are offered through the McGraw Hill platform; students will have the ability to communicate with the course Instructor and other classmates, post discussions, respond to questions, take exams, view grades and course progress, submit assignments, view Power Points and videos and download course content including course syllabus and other course material.

Log-In

Students will be logging into the system using their Taylor College username and password. A student must create their username and password on the McGraw Hill site during the class orientation. The Instructor will give the student an access code URL that will, with their access code URL, allow them to access the course and course materials including course syllabus, course assignments, due dates and other relevant course information.

Class Meetings

Students will be required to attend three class meetings on campus for each online class, therefore, Florida residency is required. Students are required to attend the first day of class, during mid-terms and to take their final exam. Science classes will include on campus labs which are required. Additional class meetings may be added at the discretion of the Instructor.

Communication and Interaction

In some classes, students are able to communicate with their Instructor and classmates by using the online posting. Students can start new discussions or comment on other student's discussions. Students can also communicate individually with another student or Instructor by logging into the course. Students will also receive the Instructor's email address and can communicate by email or phone. Other interactions can include online lectures, e-mail, document sharing, and interactive synchronized chats (audio/visual). Traditional methods of communication are also available, including phone, fax and office visits.

Grading

Students will be required to complete assignments for online classes. Each Instructor will explain the grading system in their classes and how they wish their assignments to be turned in. Grades for most classes are readily available on the McGraw Hill site and the student portal. However, it is recommended that each student keep the grades they receive for each class, so they will know in a glance where they stand.

Student Services

Students services are provided in three convenient ways: telephone, electronically or in person. Adequate personnel are available to meet student service needs. Distance learning students receive the same services as on-campus students. Additional information can be found at Student Services section in this catalog.

Learning Resources

Distance learners have access to the Taylor College library and online databases. Additional information can be found at the Learning Resources section in this catalog.

Attendance for Academic Related Activity in Distance Education and Hybrid/Online Course Policy (FSA Title IV policy 34 CFR 668.22)

Attendance for academic related activity in Distance Education and hybrid/online courses is more than documenting that a student has logged into an online class. That is not sufficient to demonstrate academic attendance by the student. Attendance when students are enrolled in distance education courses is documented by the student participating in class or is otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. These stipulations mean that a student must log into the online software or webhost daily/weekly at a minimum to reflect academic participation. Students may interact with the hybrid/online instructors via telephone, email, web, or in person at their availability.

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- student submission of an academic assignment
- student submission of an exam
- documented student participation in an interactive tutorial or computer-assisted instruction
- a posting by the student showing the student's participation in an online study group that is assigned by the course instructor
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Attendance for Distance Learning Education and Hybrid/Online Courses will be equal to the standard classroom/theory/lab attendance policy, as one in the same policy. (Reference: Student Attendance & Tardiness policy). Students scheduled for Human Anatomy and Physiology I, Human Anatomy and Physiology II and/or

Introduction to Microbiology must attend all scheduled laboratory days. Failure to attend a scheduled laboratory day will result in an absence.

System Requirements

Operating Systems

- MS Windows 7, MS Windows 8, MS Windows 8.1, MS Windows 10
- Mac OSX 10.9 – Mavericks, Mac OSX 10.10 – Yosemite, Mac OSX 10.11 – El Capitan
- ChromeBook

Browsers

- Firefox 35+
- IE11+
- Window Edge Browser
- Chrome 40+
- Safari 8.x+ (Mac)

Plug-ins

- Flash 11+
- Java SE7 & SE8

*Please Note: Math, Chemistry, and Engineering assignments require Chrome 31+, Firefox 25, Safari 6+ and IE10 due to advanced formatting needs.

*Please Note: The use of 'Record My Voice' in Connect requires the latest version of Flash. Download it here: <https://get.adobe.com/flashplayer/>

Distance Education Technical Support Information

Phone Support: 800-331-5094

Monday – Thursday 9:00am – 12:00pm EST

Friday 9:00am – 7:00pm EST

Saturday 11:00am – 5:00pm EST

Sunday 1:00pm - 7:00pm EST

Chat Support: <https://mpss.mhhe.com/>

E-mail Support: <https://mpss.mhhe.com/contact.Php>

STUDENT SERVICES AND RESOURCES

Academic Advising

A student can get academic advising from the Program Director, Director of General Education, Academic Dean or designee regarding information about programs and the College.

Personal Challenges

Along with academic challenges that some student's may face they also may have to handle personal challenges as well. Students can get information about daycare providers, abuse/abuse prevention, drug and alcohol addiction/ prevention, family counselors, and where to find local libraries.

Financial Aid Advising

Students can receive financial aid advisement concerning the different types of educational aid offered by financial aid programs in which the college participates. Advisement includes eligible awards, mandatory counseling requirements to receive qualifying aid, guidance to borrowing federal loans, mandatory counseling to repay federal loans, scholarship information, VA certifications, guidance for prior student loan payment delinquencies, including deferment and forbearance options. Financial aid advisement is given only by those appropriately trained in the rules, regulations and policies referring to Title IV funding. Adequate educational tools for federal aid are available in the financial aid office.

Tutoring

Students have access to tutoring sessions at the campus. Students interested in tutoring sessions should contact their Program Director or Instructor.

Grievance Policy

This policy allows the student to seek resolution to a conflict with their program, classmate, or instructor. The student must try to resolve the issue as soon as possible. **Students have 14 days after dismissal from the program to file a grievance, or 14 days for any other issue.** If you are unable to resolve on your own, the following steps must be taken:

The following procedures have been established for consideration of all inquiries.

Procedure:

1. Initial Screening of the Complaint, Comment, Suggestion or Idea:
 - a. Any inquiry about filing an oral or written complaint, comment, suggestion or idea about a program will be recorded as it is received by the College.
 - b. Informal resolution of the complaint, comment, suggestion or idea will be attempted
 - c. Discuss the issue with the course Instructor and the Instructor will discuss the issue with their Program Director
 - d. If the student is not satisfied with the resolution, the student can request in writing a meeting with the Program Director
 - i. All written submissions must be mailed to the following:

Taylor College
(PTA or Nursing) Program Director
5190 SE 125th Street
Belleview, FL 34420

- ii. The Program Director will respond to all comments within 10 business days to further discuss and resolve the issue. If an acceptable resolution has not been achieved within the given time frame, a written appeal may be made to the College President.
 - e. If such inquiries are received by other faculty or staff members, they will be referred to the Program Director or College President
- 2. The President will not become involved until all actions to resolve the issue with the Program Director have been exhausted (unless the comment is directly related to the Program Director.) The decision of the President will be final and not subject to further appeal.
 - a. Any issues involving the Program Director may be sent directly to the College President for initial resolution within 10 business days of receiving the inquiry
- 3. If the student is not satisfied with the resolution, the student can submit the grievance in writing to the President. After the written grievance has been submitted, the President will schedule a meeting with the Grievance Committee (comprised of two Advisory Board members and a neutral member of the Taylor College staff).
 - a. Records of all communication, meetings and final resolution will be confidentially filed and kept by the College President for three (3) years.
 - b. Recommendations from the Grievance Committee will be submitted to the President
 - c. The President will inform the student of the results of the Grievance Committee.
 - d. If a student does not feel the school has adequately addressed a complaint or concern, the student may refer their grievance if unresolved to the following addresses:

Commission for Independent Education
 325 West Gaines Street Suite 1414
 Tallahassee, Florida 32399-0400
 (888) 224-6684

Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, Georgia 30350
 (770) 396-3898

Commission on Accreditation in Physical Therapy Education
 1111 North Fairfax Street
 Alexandria, Virginia 22314
 (703) 706-3245

It is the intent of all Taylor College programs to ensure the institutional policies, procedures and practices protect the rights and privileges of persons not associated with the education program. Persons not associated with the program such as representatives of clinical sites, employers of graduates, and the public, may contact the Program Director or College President with complaints, comments, suggestions or ideas.

Section 504/Americans With Disabilities Act Policy

Taylor College does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the College’s Section 504 Compliance Coordinator, Ms. Ingrid Zekan. You may contact Ms. Zekan at 5190 SE 125th Street, Belleview, FL 34420, phone 352-245-4119, email: Ingrid.zekan@taylorcollege.edu. You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Taylor College will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a

particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the College's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Ms. Zekan, the College's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the College would accept a verbal request. You may contact Ms. Zekan at 5190 SE 125th Street, Belleview, FL 34420, phone 352-245-4119, email: Ingrid.zekan@taylorcollege.edu.
- 2) Ms. Zekan will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the College is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Zekan will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

If you would like to request reconsideration of the decision regarding your request, please contact the President of Taylor College within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the College's President by email at Rebecca.jones@taylorcollege.edu, or by mail to Ms. Rebeca Jones, President, Taylor College, 5190 SE 125th Street, Belleview, FL 34420, phone 352-245-4119.

Discrimination Grievance Procedure

Taylor College has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303-8927, Telephone: 404-974-9406.

- Step 1: A person who believes that he/she has been discriminated against by the College is encouraged, but is not required, to discuss the matter informally with the Section 504 Coordinator, Ms. Ingrid Zekan, 5190 SE 125th Street, Belleview, FL 34420, phone 352-245-4119, email: Ingrid.zekan@taylorcollege.edu. If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the College's President, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.
- Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the College's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the College's President who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.

Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the College will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the College's President within 10 business days after receipt of the written disposition. The President or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

Taylor College hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the College's Section 504 Coordinator: Ms. Ingrid Zekan, 5190 SE 125th Street, Belleview, FL 34420, phone 352-245-4119, email: Ingrid.zekan@taylorcollege.edu.

Education and Prevention Programs

As stated in the Campus Safety and Security Handbook, Sexual Misconduct Policy; Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of prohibited conduct. Taylor College is committed to offering educational programs to promote awareness and prevention of prohibited conduct. Educational programs include an overview of Taylor College's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction.

Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

Job Placement

Students who complete the program can receive job placement services through the College. The Placement Coordinator will assist those students in finding suitable job placement, if desired. Please note that although placement assistance is offered, employment is not promised nor guaranteed.

LEARNING RESOURCES

Library

The Taylor College library is located on-campus providing the students access to textbooks and periodicals. The College library provides a pleasant learning environment conducive for studying or research.

College E-mail Accounts

Students are assigned a college email address upon enrollment into the College. Students are required to use this email in a manner that is appropriate to the role of a student and a responsible member of society. All email correspondence made to and from student, from students and college employees is to be sent and from the student official college email. College email is considered the official mode of communication of the college.

Computer Lab

Students have access to computers in the Computer Lab and are able to conduct research on the internet and use Microsoft Office products. Students have access to web versions of Microsoft Word, Excel, PowerPoint, Outlook and OneNote. Students will have online storage to hold school related documents, pictures and the ability to set-up groups, live chats or instant messaging between students and/or faculty members to enhance the communication and collaboration among the College community.

Online Databases

Students can access journal articles, documents, books, encyclopedias, newspapers, magazines, video and audio files by searching the library's array of 60 online databases. These resources are available 24 hours a day, seven days a week from any computer on the campus or any computer with Internet access. Students have access to a comprehensive online database at <https://www.lirn.net> (instructions posted in library) including the following:

- InfoTrac Databases
- ProQuest Databases
- EBSCO Databases
- Individual Databases Credo Reference eLibrary

The library collection includes copies of textbooks for all courses, references, and other books that are available for circulation.

ACADEMIC CALENDAR

2018 - 2019

Fall 2018

Monday, September 3

Tuesday, September 4

Wednesday, Nov. 21 - Friday, Nov. 23

Friday, December 14

Sunday, Dec. 16 – Saturday, Dec. 29

Monday, December 24

Tuesday, December 25

Labor Day – No School

Start of Fall Semester

Thanksgiving Break – No School Campus Closed

End of Fall Semester

Student Break

Christmas Eve – Campus Closed

Christmas Day – Campus Closed

Spring 2019

Monday, December 31

Tuesday, January 1

Wednesday, January 2

Monday, January 21

Monday, February 18

Saturday, March 16- Sunday, March 24

Thursday, April 18

Friday, April 19

Sunday, April 21 - Saturday, May 4

New Year's Eve – No School

New Year's Day - No School

Start of Spring Semester

MLK Day – No School

Presidents Day – No School

Spring Break – No School

End of Spring Semester

Good Friday – Campus Closed

Student Break

Summer 2019

Monday, May 6

Monday, May 27

Thursday, July 4

Friday, August 16

Sunday, Aug. 18 - Saturday, Aug. 31

Start of Summer Semester

Memorial Day – No School

Independence Day – No School

End of Summer Semester

Student Break

Holidays and Breaks School will not be held on the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Spring Break, Memorial Day, Independence Day, Summer Break, Labor Day, Thanksgiving and Winter Break. Additional holidays may be observed or added to this list at the discretion of the President.

*Schedule is subject to change at any time with or without notice.

ADMISSION REQUIREMENTS

Non-Discrimination Policy

A candidate being considered for acceptance into a program at Taylor College will be reviewed and evaluated in a fair and unbiased manner. Taylor College will not refuse a qualified applicant on the basis of age, race, sex, gender identity (including gender expression) sexual orientation, disability, age, or national origin. Taylor College reserves the right to deny admission to applicants for any reason which is deemed to be the best interest of the Institution.

Early in 2017, the U.S. Department of Education rescinded its guidance relating to the treatment of transgender students in schools. Because Taylor College does not have any public gender-neutral bathrooms available for any transgender students, faculty and staff, they can only use the bathroom of the gender that is on their birth certificate.

Information Sessions

Taylor College offers on-campus information sessions about specific programs on a continuous basis throughout the year. Sessions generally take one hour. Students receive information about the admission requirements, transferring-in credits, tuition and fees, financial aid application process, deadlines and special requirements.

Orientation

Taylor College requires new students and re-enrolling students to attend orientation prior to starting classes. The orientation is designed to introduce students with the policies of the college. The student will be introduced to the staff and faculty members who will play an important part in their academic progress

Guidelines for Readmission and Transferring into another Program

Former students wishing to reapply into Taylor College should follow the steps listed below:

- Step 1** – Schedule an appointment with the Senior Director of Finance & Operations' Office to determine if you have an outstanding balance. All outstanding fees must be paid prior to starting class.
- Step 2** – Schedule an appointment with the Financial Aid Office to complete Exit Counseling in regard to any student loans you have used during your prior enrollment.
- Step 3** – Schedule an appointment with admissions to attend an Information Session to receive current application requirements for your program of interest.
- Step 4** – Complete the current Application Process prior to program application deadline.
- Step 5** – Applicants will be contacted by Taylor College to be scheduled to attend an interview for readmission.
- Step 6** – Candidates will be notified by mail of Taylor College's conclusion regarding their readmission.

Background Checks

Applicants for admission must successfully pass a Level II Background check for eligibility for licensure or entry into an occupation or profession for which education and training are offered. Any person, wishing to apply to a program, that has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 464 regarding licensure.

When a student has completed all of the program requirements and is determined to be a graduate; the graduate will be required to successfully pass a level II background check prior to taking any national and/or state licensure examination.

Student Immunization

As part of the admission requirements, students are required to submit documentation showing that the student's immunizations are up-to-date. Required immunizations include: Tuberculosis, Hepatitis B, Measles/Mumps/Rubella, Tetanus/Diphtheria and Varicella. Verification of Flu vaccinations must be given to the Registrar's office prior to attending any Clinical schedule. Failure to do so will prevent a student from attending and will result in an absence for each day missed.

High School Transcripts from Outside the United States or U.S. Territories

Students must have an English translation, at students' expense, by a member of the National Association of Credential Evaluation Services (NACES) for verification that the education level received is equivalent to U.S. standard high school diploma.

Associate Degree Programs

Limited Access Programs – Program admission and course registration is limited to a certain number of students meeting predetermined criteria by licensing, accrediting or institutional requirements.

Professional Nursing

1. Appointment with an Admissions Representative
2. Complete Admissions Testing
 - * Pass the Test of Essential Academic Skills Version VI (TEAS) with an overall minimum score of 62%

Checklist for Completion of Admission Requirements:

- Completed Enrollment Application
- Copy of Driver's License (at least 18 years old) or a state issued identification
- Copy of Social Security Card
- Official High School Transcripts and/or Official GED Transcripts
- Official Transcripts from all prior colleges/universities attended (if applicable)
- Resume
- Submit current Health Care Provider CPR certification (BLS-CPR)
- Signed and completed Immunization Health History Form
- Level II Criminal Background check (must be valid upon start date of the program)

Acceptance Criteria:

- High School transcripts - English, Math, Science and Social Study courses with a cumulative grade point average (CGPA) 2.5 or higher preferred
- GED
- College Transcripts CGPA 2.5 or higher preferred

***Special Note** (Any person wishing to apply to this program that has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 464 regarding licensure.)

Tuition, fees, and financial information is available in the Tuition, Fee, and other cost section of the catalog.

Licensed Practical Nurse to Associate Degree Nurse Bridge

(Professional Nursing – Bridge Entry Option)

1. Appointment with an Admissions Representative
2. Complete Admissions Testing - Pass the Test of Essential Academic Skills Version V (TEAS) with an overall minimum score of 62%.

Checklist for Completion of Admission Requirements:

- Completed Enrollment Application
- Copy of Driver's License (At least 18 years old) or a state issued identification
- Copy of Social Security Card
- Official High School Transcripts and/or Official GED Transcripts
- Submit Official Transcripts from Practical Nurse education, and any other previous college/universities attended
- Active License to practice as a Licensed Practical Nurse
- Resume
- Submit current Health Care Provider CPR certification (BLS-CPR) and maintain throughout program.
- Signed and completed Immunization Health History Form
- Level II Criminal Background check (must be valid upon start date of the program)

Acceptance Criteria:

- High School transcripts - English, Math, Science and Social Study courses with a cumulative grade point average (CGPA) 2.5 or higher preferred
- GED
- College Transcripts CGPA 2.5 or higher preferred

***Special Note** (Any person wishing to apply to this program that has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 464 regarding licensure.

Tuition, fees, and financial information is available in the Tuition, Fee, and other cost section of the catalog.

Physical Therapist Assistant

1. Appointment with an Admissions Representative
2. Complete Admissions Testing - Complete the Wonderlic SLE exam with minimum passing score of 20

Checklist for Completion of Admission Requirements:

- Completed Enrollment Application
- Copy of Driver's License (at least 18 years old) or a state issued identification
- Copy of Social Security Card
- Official High School Transcripts and/or Official GED Transcripts
 - SAT/ACT Scores
- Official Transcripts from all prior colleges/universities attended (if applicable)
- Submit 2 Official Reference Questionnaires (two professional references, such as past employer, academic, etc., reference cannot be related to you).
- **Complete 8 Documented observation hours in a Physical Therapy Setting
- One Typed Essay; Essay topics will vary per student
- Signed and Completed Immunization* Health History Form
- Level II Criminal Background check* (must be valid upon start date of the program)

Acceptance Criteria:

- High School transcripts - English, Math, Science, and Social Study courses with a cumulative grade point average (CGPA) 2.5 or higher preferred
- GED
- College Transcripts CGPA 2.5 or higher preferred

* **Special Note:** Any person wishing to apply to this program that has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 456, regarding licensure.

Tuition, fees, and financial information is available in the Tuition, Fee, and other cost section of the catalog.

Diploma Programs

Limited Access Program – Program admission and course registration is limited to a certain number of students meeting predetermined criteria by licensing, accrediting or institutional requirements.

Practical Nursing

1. Appointment with an Admissions Representative
2. Complete Admissions Testing - Pass the Test of Essential Academic Skills Version VI (TEAS) with an overall minimum score of 54%.

Checklist for Completion of Admission Requirements:

- Completed Enrollment Application
- Copy of Driver's License (at least 18 years old) or a state issued identification
- Copy of Social Security Card
- Official High School Transcripts and/or Official GED Transcripts
- Official Transcripts from all prior colleges and/or universities attended (if applicable)
- Resume
- Submit current Health Care Provide CPR certification (BLS-CPR) and Maintain throughout program.
- Signed and completed Immunization Health History Form
- Level II Criminal Background check (must be valid upon start date of the program)

Acceptance Criteria:

- High School transcripts - English, Math, Science and Social Study courses with a cumulative grade point average (CGPA) 2.5 or higher preferred
- GED
- College Transcripts CGPA 2.5 or higher preferred

***Special Note** (Any person wishing to apply to this program that has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 464 regarding licensure.)

Tuition, fees, and financial information is available in the Tuition, Fee, and other cost section of the catalog.

PROGRAM DESCRIPTIONS AND OUTLINES

Professional Nursing

72 Credit Hours

Associate of Science Degree

(A limited Access Program)

Program Description

The Professional Nursing program is designed to provide the knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Upon successful completion of the program, the graduate will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a Registered Nurse.

Standard Program Length 6 Semesters, 24 months

Program Delivery: On-campus (Residential) and Hybrid/Online (Blended On-line Distance Education)

Enrollment Status: at Least Half-Time (A limited Access Program) Recommended Course Sequence is listed below:

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite / Concurrent
1st Semester							
BSC 1085C	Hybrid/Online	Human Anatomy and Physiology I	4	45	30	---	None
DEP 2004	Hybrid/Online	Lifespan Development	3	45	---	---	None
ENC 1101	Hybrid/Online	English Composition	3	45	---	---	None
HUN 2201	Hybrid/Online	Human Nutrition	3	45	---	---	None
2nd Semester							
BSC 1086C	Hybrid/Online	Human Anatomy and Physiology II	4	45	30	---	None
MAC 1105	Hybrid/Online	College Algebra	3	45	---	---	None
MCB 2011C	Hybrid/Online	Introduction to Microbiology	4	45	30	---	BSC 1085 & Concurrent with BSC 1086C
PSY 1012	Hybrid/Online	Psychology	3	45	---	---	None
3rd Semester							
NUR 1020C	On-Campus	**Fundamentals of Nursing	6	45	30	90	BSC 1085C, BSC 1086C, PSY 1012, ENC 1101; Concurrent with NUR 1142 and PHI 2601
NUR 1142	Hybrid/Online	Pharmacology Principles in Nursing I	3	45	---	---	None
PHI 2601	Hybrid/Online	Critical Thinking	3	45	---	---	None
4th Semester							
NUR 1221C	On-Campus	Adult Health Nursing I	7	60	30	90	NUR 1020C or Concurrent with NUR 1005
NUR 1243	Hybrid/Online	Pharmacology II	1	15	---	---	NUR 1142
NUR 2716C	On-Campus	Mental Health	5	60	---	45	NUR 1142, HUN 2201; Concurrent with NUR 1243
5th Semester							
NUR 2450C	On-Campus	Maternal Child	6	60	---	90	NUR 1020C or NUR 1005
NUR 2750C	On-Campus	Adult Health Nursing II	7	60	30	90	NUR 1221C
6th Semester							
NUR 2831C	On-Campus	Nursing Leadership & Management	4	30	---	90	To be completed in the last semester
NUR 2900	On-Campus	Capstone	3	45	---	---	All required courses in the Professional program; Concurrent with NUR 2831C
Total Program Credits			72	825	180	495	

Licensed Practical Nurse to Associate Degree Nurse Bridge

(Professional Nursing – Bridge Entry Option)

72 Credit Hours

Associate of Science Degree

(A limited Access Program)

Program Description

The purpose of the program, which is an entry option for the Professional Nursing program, is to provide the Licensed Practical Nurse with the additional knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Graduates of this program are qualified to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a Registered Nurse.

Standard Program Length 5 Semesters, 20 months

Program Delivery: On-campus (Residential) and Hybrid/Online (Blended On-line Distance Education)

Enrollment Status: Full-Time

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite / Concurrent
1st Semester							
BSC 1085C	Hybrid/Online	Human Anatomy and Physiology I	4	45	30	---	None
DEP 2004	Hybrid/Online	Lifespan Development	3	45	---	---	None
ENC 1101	Hybrid/Online	English Composition	3	45	---	---	None
HUN 2201	Hybrid/Online	Human Nutrition	3	45	---	---	None
2nd Semester							
BSC 1086C	Hybrid/Online	Human Anatomy and Physiology II	4	45	30	---	None
MAC 1105	Hybrid/Online	College Algebra	3	45	---	---	None
MCB 2011C	Hybrid/Online	Introduction to Microbiology	4	45	30	---	BSC 1085 & Concurrent with BSC 1086C
PSY 1012	Hybrid/Online	Psychology	3	45	---	---	None
3rd Semester							
NUR 1005	Hybrid/Online	Transition to Professional Nursing	2	30	---	---	Current FL LPN License
NUR 1142	On-Campus	Pharmacology Principles in Nursing I	3	45	---	---	None
NUR 1221C	On-Campus	Adult Health Nursing I	7	60	30	90	None
PHI 2601	Hybrid/Online	Critical Thinking	3	45	---	---	None
4th Semester							
NUR 1243	Hybrid/Online	Pharmacology II	1	15	---	---	NUR 1142
NUR 2716C	On-Campus	Mental Health	5	60	---	45	NUR 1142, HUN 2201; Concurrent with NUR 1243
NUR 2750C	On-Campus	Adult Health Nursing II	7	60	30	90	NUR 1221C
5th Semester							
NUR 2450C	On-Campus	Maternal Child	6	60	---	90	NUR 1020C or NUR 1005
NUR 2831C	On-Campus	Nursing Leadership & Management	4	30	---	90	To be completed in the last semester
NUR 2900	On-Campus	Capstone	3	45	---	---	All required courses in the Professional program; Concurrent with NUR 2831C
LPN Credits			4	---	---	---	
Total Program Credits			72	810	150	405	

Physical Therapist Assistant

72 Credit Hours

Associate of Science Degree

(A limited Access Program)

Program Description

The Physical Therapist Assistant (PTA) Program at Taylor College will train students to acquire the knowledge, clinical competency, and integrity to positively impact their patients and their profession. The 72 credits curriculum includes general education and technical physical therapist assistant courses as well as practical clinical experience. Upon successful completion of the program, the graduate will be eligible to apply to take the National Physical Therapy Examination for the Physical Therapist Assistant (in accordance with the regulations set forth in the Florida Board of Physical Therapy Practice Act, Chapter 486.102 and Chapter 64B17-3) to become licensed as a Physical Therapist Assistant.

Physical Therapist Assistants function as members of the health care team providing patient care under the direction and supervision of a licensed Physical Therapist. They provide treatment to patients with various diagnoses to relieve pain and/or improve function. PTAs work in a variety of settings including hospitals, private practices, rehabilitation centers, school systems, sports teams, home health agencies, skilled nursing facilities, and other qualified facilities.

Standard Program Length 5 Semesters, 20 months

Program Delivery: On-campus (Residential) and Hybrid/Online (Blended On-line Distance Education)

Enrollment Status: Full-Time

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite / Concurrent
1st Semester							
BSC 1085C	Hybrid/Online	Human Anatomy and Physiology I	4	45	30	---	None
DEP 2004	Hybrid/Online	Lifespan Development	3	45	---	---	None
ENC 1101	Hybrid/Online	English Composition	3	45	---	---	None
MAC 1105	Hybrid/Online	College Algebra	3	45	---	---	None
PTA 1200	On-Campus	Introduction to Physical Therapy	2	30	---	---	Concurrently with BSC 1085C, PTA 1201, ENC 1101, MAC 1105
PTA 1201	On-Campus	Introduction to Physical Therapy Lab	1	---	30	---	Concurrently with BSC 1085C, PTA 1200, ENC 1101, MAC 1105
2nd Semester							
BSC 1086C	Hybrid/Online	Human Anatomy and Physiology II	4	45	30	---	None
PSY 1012	Hybrid/Online	Psychology	3	45	---	---	None
PTA 1210	On-Campus	Anatomy and Kinesiology	3	45	---	---	Semester 1
PTA 1211	On-Campus	Anatomy and Kinesiology Lab	1	---	30	---	Semester 1
PTA 1220	On-Campus	Fundamentals of Treatment I	2	30	---	---	Concurrently with BSC 1086C, PTA 1210, PTA 1211, PTA 1220
PTA 1221	On-Campus	Fundamentals of Treatment Lab	1	---	30	---	Concurrently with BSC 1086C, PTA 1210, PTA 1211, PTA 1220
3rd Semester							
PTA 1300	On-Campus	Pathophysiology	2	30	---	---	Semester 1 & 2
PTA 1310	On-Campus	Therapeutic Modalities	2	30	---	---	

PTA 1311	On-Campus	Therapeutic Modalities Lab	1	---	30	---	Concurrently with PTA 1300, PTA 1310, PTA 1311, PTA 1320, PTA 1321, PTA 1350
PTA 1320	On-Campus	Fundamentals of Treatment II	4	60	---	---	
PTA 1321	On-Campus	Fundamentals of Treatment II Lab	2	---	60	---	
PTA 1350	Clinical	Physical Therapy Clinical Education I	4	---	---	180	
4th Semester							
PTA 1400	On-Campus	Pharmacology	2	30	---	---	Semester 1, 2, 3 Concurrently with PTA 1300, PTA 1310, PTA 1311, PTA 1320, PTA 1321, PTA 1350
PTA 1410	On-Campus	Concepts in Physical Therapy I	2	30	---	---	
PTA 1411	On-Campus	Concepts in Physical Therapy Lab	1	---	30	---	
PTA 1420	On-Campus	Fundamentals of Treatment III	5	75	---	---	
PTA 1421	On-Campus	Fundamentals of Treatment III Lab	1	---	30	---	
PTA 1450	Clinical	Physical Therapy Clinical Education II	4	---	---	180	
5th Semester							
PHI 2630	Hybrid/Online	Introduction to Ethics	3	45	---	---	Semester 1, 2, 3, & 4 Concurrently with PTA 1510, PTA 1511, PTA 1550, PHI 2630
PTA 1510	On-Campus	Concepts in Physical Therapy II	2	30	--	---	
PTA 1511	On-Campus	Concepts in Physical Therapy Lab	1	---	30	---	
PTA 1550	Clinical	Physical Therapy Clinical Education III	6	---	---	270	
Total Program Credits			72	705	330	630	

For transfer and re-entry students, the above schedule of courses may be modified to a customized schedule with approval.

Note: The Physical Therapist Assistant program at Taylor College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: (703) 706-3245;

Email: accreditation@apta.org; website: <http://www.capteonline.org>.

Practical Nursing

51 Credit Hours

Diploma program

Program Description

The Practical Nursing Program is designed to prepare the student for entry-level employment as a Licensed Practical Nurse by providing the theoretical knowledge and clinical competence to obtain licensure. The entire program is delivered over three 15-week semesters.

This program has received approval from the Florida Board of Nursing and graduates of this program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Licensure is required for employment as a Licensed Practical Nurse.

Standard Length of Program 4 Semesters, 16 months

Program Delivery: On-campus (Residential) and Hybrid/Online (Blended On-line Distance Education)

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite / Concurrent
1st Semester							
BSC 1085C	Hybrid/Online	Human Anatomy and Physiology I	4	45	30	---	None
BSC 1086C	Hybrid/Online	Human Anatomy and Physiology II	4	45	30	---	None
DEP 2004	Hybrid/Online	Lifespan Development	3	45	---	---	None
2nd Semester							
HUN 2201	Hybrid/Online	Human Nutrition	3	45	---	---	None
NUR 1142	Hybrid/Online	Pharmacology Principles in Nursing I	3	45	---	---	None
PN 1113	On-Campus	Fundamentals of Nursing Skills	9	75	60	90	None
3rd Semester							
PN 1111	Hybrid/Online	Vocational Adjustment	1	15	---	---	None
PN 1114	On-Campus	Medical Surgical I	8	90	---	90	PN 1113
PN 1115	On-Campus	Maternal Child	4	45	---	45	BSC 1085C, BSC 1086C, HUN 2201, DEP 2004
4th Semester							
PN 1116	On-Campus	Introduction to Mental Health Nursing	4	45	---	45	PN 1113; Concurrent PN 1117 and PN 1118
PN 1117	On-Campus	Medical Surgical II	5	45	---	90	PN 1114; Concurrent PN 1116 and PN 1118
PN 1118	On-Campus	Capstone	3	45	---	---	PN 1114 and PN 1115; Concurrent PN 1116 and PN 1117
Total Program Credits			51	585	120	360	

Professional Nursing

72 Credit Hours

Associate of Science Degree

Not accepting new enrollments effective 09/04/2017.
For course descriptions for this program refer to the
Taylor College Catalog 2016 – 2017 at [https://www.
Taylorcollege.edu/student-catalog/](https://www.Taylorcollege.edu/student-catalog/)

Program Description

The Professional Nursing program is designed to provide the knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Upon successful completion of the program, the graduate will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a Registered Nurse.

Standard Program Length 6 Semesters, 24 months

Enrollment Status at Least Half-Time

Course Code	Delivery	Course Title	Credits	Lecture	Lab	Clinical	Prerequisite / Concurrent
1st Semester							
ENC 1101	Hybrid/Online	English Composition	3	45	---	---	None
BSC 1085C	Hybrid/Online	Human Anatomy and Physiology I	4	45	30	---	None
PHI 2601	Hybrid/Online	Critical Thinking	3	45	---	---	None
2nd Semester							
BSC 1086C	Hybrid/Online	Human Anatomy and Physiology II	4	45	30	---	None
MAT 1201	Hybrid/Online	General College Mathematics	3	45	---	---	None
MCB 2011C	Hybrid/Online	Introduction to Microbiology	4	45	30	---	BSC 1085 & Concurrent with BSC 1086C
PSY 1012	Hybrid/Online	Psychology	3	45	---	---	None
3rd Semester							
NUR 1020C	On-Campus	**Fundamentals of Nursing	6	45	30	90	BSC 1085C, BSC 1086C, PSY 1012, ENC 1101; Concurrent with: NUR 1142 and PHI 2601
NUR 1141	Hybrid/Online	Pharmacology Principles in Nursing	4	60	---	---	MAT 1201
4th Semester							
HUN 2201	Hybrid/Online	Human Nutrition	3	45	---	---	ENC 1101, Concurrently with NUR 1121C
NUR 1221C	On-Campus	Adult Health Nursing I	7	60	30	90	NUR 1020C or Concurrent with NUR 1005
5th Semester							
DEP 2004	On-Campus	Lifespan Development	3	45	---	---	None
NUR 2711C	On-Campus	Adult Health Nursing II	10	90	30	135	NUR 1141, NUR 1121C; Concurrently with DEP 2004
6th Semester							
NUR 2460C	On-Campus	Maternal Child Nursing	8	75	---	135	NUR 1121C, DEP 2004
NUR 2801C	On-Campus	Nursing Leadership & Management	5	60	30	---	To be completed in the last semester
Total Program Credits			72	825	180	495	

TUITION AND FEES

Taylor College reserves the right to alter tuition prices at any time.

Professional Nursing

Application Fee	\$ 50.00	Non-Refundable
Registration Fee	\$ 50.00	Non-Refundable
Liability & Professional Fee	\$ 85.00	Non-Refundable
Graduation Fee	\$ 150.00	Non-Refundable
Technology Fees	\$ 200.00	Non-Refundable
Laboratory Fees	\$ 210.00	Non-Refundable
Supply Fees	\$ 345.00	Non-Refundable
On-line Access Fee	\$810.00	Non-Refundable
*ATI Fee	\$ 2,508.00	Non-Refundable
Tuition Charge	\$ 32,742.00	
Total Program Cost	\$ 37,150.00	

Licensed Practical Nurse to Associate Degree Nurse Bridge

Application Fee	\$ 50.00	Non-Refundable
Registration Fee	\$ 50.00	Non-Refundable
Liability & Professional Fee	\$ 85.00	Non-Refundable
Graduation Fee	\$ 150.00	Non-Refundable
Laboratory Fees	\$ 175.00	Non-Refundable
Technology Fees	\$ 200.00	Non-Refundable
Supply Fees	\$ 345.00	Non-Refundable
On-line Access Fee	\$ 810.00	Non-Refundable
*ATI Fee	\$ 2,508.00	Non-Refundable
Tuition Charge	\$ 30,647.00	
Total Program Cost	\$ 35,020.00	

Physical Therapist Assistant

*ATI (Human Anatomy & Physiology II) Assessment Fee	\$ 42.00	Non-Refundable
Application Fee	\$ 50.00	Non-Refundable
Registration Fee	\$ 50.00	Non-Refundable
Technology Fees	\$ 50.00	Non-Refundable
Liability & Professional Fee	\$ 85.00	Non-Refundable
**Initial APTA Membership	\$ 90.00	Non-Refundable
Graduation Fee	\$ 150.00	Non-Refundable
***PTA Licensure Examination Preparation Course	\$ 280.00	Non-Refundable
Supply Fees	\$ 345.00	Non-Refundable
Laboratory Fees	\$ 350.00	Non-Refundable
On-line Access Fee	\$ 540.00	Non-Refundable
Tuition Charge	\$ 33,345.00	
Total Program Cost	\$ 35,377.00	

Practical Nursing

Application Fee	\$ 50.00	Non-Refundable
Registration Fee	\$ 50.00	Non-Refundable
Liability & Professional Fee	\$ 85.00	Non-Refundable
Laboratory Fees	\$ 105.00	Non-Refundable
Graduation Fee	\$ 150.00	Non-Refundable
Technology Fees	\$ 200.00	Non-Refundable
Supply Fees	\$ 345.00	Non-Refundable
On-line Access Fee	\$ 360.00	Non-Refundable
*ATI Fee	\$ 1,868.00	Non-Refundable
Tuition Charge	\$ 15,335.00	
Total Program Cost	\$ 18,548.00	

General School Cost:

There will be a three percent tuition increase for all programs annually each summer term.

Cost per Credit/Clock Hour

Credit Hour - General Education	\$ 304.00
Credit Hour - Foundation/Core Course	\$ 505.00
Credit Hour - Diploma Program Core Course	\$ 234.00

Non-Institutional Fees:

Return Check Fee	\$ 30.00
Transcript Request Fee	\$ 10.00
Library Fines	\$ 0.10 per day up to replacement cost

Definitions:

*ATI (Assessment Technologies Institute) Additional ATI fees may apply for any repeat course(s)

**APTA (American Physical Therapy Association)

***PTA Licensure Examination Preparation Course (study guide for preparation of the National Physical Therapy Assistant Exam)

Repeating any course due to failure, incomplete or withdrawal may require associated fees along with the relevant tuition charge.

Licensing fees may be required for certain programs; these costs are determined by independent regulatory agencies

Cancellation and Refund Policy

Refunds will be made according to Taylor College's Cancellation and Refund policy for those students who cancel and/or are terminated for any reason. All cancellation requests must be submitted in writing and delivered in person or mailed by certified mail. A full refund will be made for those applicants not accepted by the College or who cancel within three (3) business days after signing the Student Enrollment Agreement. Students who cancel after 3 business days of signing the Student Enrollment Agreement will adhere to the following:

Refunds, when due, must be made without requiring a request from the student.

Refunds, when due shall be made within 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

Cancellation

Calculation for tuition charged for semester or payment period

Cancellation or withdrawal after attendance has begun, through 20% completion of the semester or payment period, will result in a Pro Rata refund of tuition.

Cancellation after completing more than 20% of the semester or payment period will result in no refund.

Non-credits Courses, Testing or Continuing Education

No refund will be given for continuing education, professional development, non-credit courses, application fee, or entrance testing.

Cancellation of a course or program by Taylor College

Individuals are given the option of enrolling in the next available class/ program or a full refund.

FINANCIAL AID

The primary purpose of financial aid is to help students who otherwise might not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing the student's education lies with the student and their family.

Grants and Loans may be awarded if you are determined to have financial need based on the Free Application for Federal Student Aid (FAFSA). The application can be completed by going to the following website: www.fafsa.gov.

Federal Pell Grant Program

Type of Award: The Pell Grant is considered a need-based aid that students must qualify eligibility as determined by the Department of Education in order to receive aid. This Grant is generally awarded to only undergraduate students and is not repaid by the student.

Amount per Academic Year (2018-19): \$ 650.00-\$ 6,095.00

Application: FAFSA

The William D. Ford Federal Direct Loan Program

This program allows students to borrow loans from the Department of Education with no credit history needed. These loans are repayable with interest after the student graduates. Students must be enrolled a minimum of half-time to be eligible for the loans. It is mandatory that an Entrance Counseling Agreement and a Master Promissory Note be completed and signed before Direct Loans are awarded.

Type of Award: Direct Loans including the following:

Direct Subsidized Stafford Loan

This loan is considered to be a need-based aid. The loan is long-term with a fixed interest rate. The U.S. Department of Education pays the interest on a Direct Subsidized loan while you are in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

Grade Level Progression

A student's grade level **for annual loan limit purposes** is set according to the school's academic standards. The student's degree level is not the indicator of the student's annual loan limits. Grade level progression takes place as defined by the institution's academic year definition.

Taylor College's definition of an Academic Year is defined as: 24 Semester Credits (12 credits per term) and 30 Weeks (15 weeks per term)

Student aid will be packaged according to the following grade level progression effective with initial direct loan disbursements in the Fall 2018 semester beginning 9/4/18 and going forward.

- First-Year Undergraduate 0-23 completed credits
- Second-Year Undergraduate 24-47 completed credits
- Third-Year Undergraduate 48-72 completed credits

Unsubsidized Stafford Loan

Not a need-based loan. This loan is long-term with a fixed interest rate. The student-borrower is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If the student-borrower chooses not to pay interest while in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (that is, the interest will be added to the principal amount of the loan).

The following chart shows the annual limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year Undergraduate Annual Loan Limit	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.

Direct Parent Plus Loans

Type of Award: Eligibility for the Direct Plus Loan is determined based upon the parent’s credit history. This loan is for parents of graduate or professional students enrolled at least half-time at an eligible school in a program leading to a graduate or professional degree or certificate, or to parents of a dependent undergraduate student enrolled at least half-time at an eligible school. The parent is in full responsibility of the loan borrowed and repaid. The Plus loan has a fixed interest rate. Repayment of the loan begins after the loan has been fully disbursed. To apply for this loan, go to the following website: www.studentloans.gov to complete the Direct Plus Loan Application and Master Promissory Note.

Eligible Award per Academic Year: Based upon the college’s cost of attendance

Additional Applications for Direct Loans:

Master Promissory Note (MPN) and Entrance Counseling Agreement: These informational applications explain the terms and conditions of borrowing the loan. The MPN is a legal binding agreement to repay your loans to the Department of Education. These applications can be electronically completed and signed on the following website: <https://studentloans.gov>.

Financial Aid Counseling Requirements

For any student obtaining federal loans, specific counseling requirements are mandatory prior to funds being disbursed. When deciding to accept a loan offered by your school you will be required to complete signed Electronic Master Promissory Note (MPN) and Entrance Counseling Forms online. These forms are mandated by the federal government, not by your school, and are required before any federal direct loans will be processed.

When you complete or withdraw from your program of interest, you will be required to complete a signed Exit Counseling Form online. This form is mandated by the federal government, not by your school, and is required before re-enrolling into another or same school. To complete the mandatory required forms visit: <https://studentloans.gov>.

Loan Grace Period

A grace period occurs after a student leaves college or attends less than half-time and lasts for typically six months. After the grace period has been completed the principle and interest payments for the student loan(s) are required to be paid on a monthly basis.

Return of Title IV Funding (R2T4)

If a student withdraws from all of their courses during the term, Taylor College is required to determine if any of the federal financial aid the student received should be returned. Federal financial aid is based on the length of time a student is in classes, so if a student does not attend the entire term, the College may be required to return all, or a portion of, the aid the student received. The repayment percentage is determined by the number of days remaining in the term from the student's last date of attendance.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds. Repayment of part of a student's federal financial aid does not release the student from the satisfactory academic progress requirement discussed in this catalog.

Taylor College will use the federal policy to determine the amount which must be returned by the College and/or the student to Title IV programs. The procedure is:

1. Determine appropriate withdrawal date
2. Determine Amount of Earned Title IV Aid
3. Determine Amount of Unearned Title IV Aid
4. Determine Title IV Aid to be Disbursed
5. Determine Title IV Aid Disbursed
6. Determine Title IV Aid to be Returned
7. Calculate the School's Responsibility
8. Determine Amount School Returns by Program
9. Determine Student's Responsibility
10. Determine Amount Student Returns by Program

Examples of the calculations used to determine the amount of earned and unearned Title IV Aid, Title IV Aid to be disbursed, Title IV Aid to be Returned, Taylor College's responsibility, student's responsibility, and amount returned to programs are available from the Financial Aid Office on a case-by-case basis.

Students who withdraw from ALL classes prior to completing more than 60% of the term will have their eligibility for aid recalculated based on the percentage of the term completed. For example, a student who withdraws after completing only 20% of the term will have "earned" only 20% of any Title IV aid received. The remaining 80% of Title IV funds received is considered as unearned aid and must be returned by Taylor College and/or the student.

The Return to Title IV policy shall apply to all students who withdraw, dropout, fail all classes, or are expelled from Taylor College.

A student's withdrawal date is determined based on the following:

- The date the student officially withdraws from class
- The student's last date of attendance at a documented academically related activity

The Return to Title IV rules are federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned. If a student withdraws on or before the 60% point of the enrollment period, defined as the TERM, the percentage of aid earned is equal to the percentage of time completed. Taylor College must return all ineligible amounts of received Title IV funds to each respective Title IV program within 45 days of the date that the school determined the student withdrew. A student, who remains enrolled beyond the 60% point of the enrollment period, has earned 100% of the aid for that period.

The Percentage of Title IV Aid Earned Shall Be Calculated As Follows:

Number of days completed divided by the total number of days in the term enrolled = % of aid earned. Using this formula, the percentage of the term completed is considered as the percentage of aid earned. The amount of financial aid earned will be applied towards your tuition and fees.

Unearned Title IV aid shall be returned to the following Programs in the following order:

- Direct Stafford Loan (Unsubsidized)
- Direct Stafford Loan (Subsidized)
- Direct PLUS (Parent) Loan
- Pell Grant
- FSEOG

Before withdrawing from class, all students are encouraged to stop by the Financial Aid Office for advisement. After withdrawal, Taylor College Financial Aid Office will within 5 days:

- Determine the number of calendar days the student attended classes, (Calendar day does not include scheduled breaks of at least five consecutive days or more.)
- Calculate the percentage of Title IV Aid Earned and Unearned,
- Calculate the amount of institutional charges,
- Determine the amount that must be returned to each Title IV program,
- Calculate the student's and school's responsibility to the grant and loan programs,
- Return funds to the programs according to regulatory requirements,
- Collect grant overpayment or follows the overpayment procedures.

Students cannot earn all of their financial aid unless they attend and participate in class for more than 60% of their scheduled term. A student earns his or her financial aid award in proportion to the number of days in the term completed prior to the student's complete withdrawal. When a student completely withdraws from Taylor College prior to completing 60% of any given term, a portion of the Title IV financial aid grant and loan funds received (excluding Federal Work-Study) is considered to be an overpayment and must be returned to their respective federal financial aid programs.

Taylor College must determine the amount that the student has earned and the amount of federal financial aid that must be returned to the Department of Education. The College is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds to the DOE within 45 days of the date of determination.

The institutional charges (tuition and fees) incurred by the student are considered to be paid by Title IV funds for the purpose of the formula, even if the institutional charges were directly paid by a source other than Title IV funds. Students can repay the student portion of federal loans under the terms and conditions of the master promissory note (MPN) for the loan. However, the unearned portion of the loans that Taylor College must return is posted as a charge to the student account and must be repaid. If the student owes unearned Title IV funds from the Federal Direct Loan Programs, the money must be returned to the program directly.

NOTE: The Return to Title IV policy is a separate calculation of eligibility that is in ADDITION to the determination obligation to Taylor College upon completion of the Return to Title IV process. Any changes in a student's scheduled course credits or clock hours WILL impact a student's eligibility upon withdrawal.

All students must have a Return to Title IV calculation even if they had separated from academic study at Taylor College prior to the receipt of any scheduled or awarded FSA Title IV funds. Students who are eligible for FSA Title IV funds upon separation from academic study will be provided an opportunity to receive those funds as a Post-Withdrawal Disbursement

FAFSA Verification Process

During the Financial Aid process, students are selected at random by the Department of Education for verification. This process is to determine if the FAFSA was completed with the correct information. The Financial Aid Office will notify selected students of the required documentation they must provide to the College. The Financial Aid Officer will make any required corrections to the FAFSA based on the documentation provided. If the corrections change a student's eligibility for aid, an updated award letter will be provided to the student. Taylor College may also select a student's application for verification if there is conflicting information in the file documents and/or student records. Financial Aid will not be awarded until verification has been finalized and any corrections are made, if needed.

General Title IV Student Eligibility Requirements

- Be enrolled as a regular student in an eligible program.
- Be enrolled in an eligible institution and sign an enrollment agreement
- Not be enrolled simultaneously in two postsecondary schools without a consortium or contractual agreement.
- Meet one of the following academic criteria:
 - Have a high school diploma or its recognized equivalent (e.g., a GED)
 - Be home schooled:
 - a) Obtain a secondary school completion credential for home schooling provided by the student's home state, if one is offered
 - b) Have completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law
- Have a valid Social Security Number with the Social Security Administration.
- Be a U.S. citizen or eligible non-citizen.
- Be registered with Selective Service, if required by law, with the Selective Service Administration for all male students who were born after December 31, 1959.
- Sign a Statement of Educational Purpose, which certifies that he or she will use federal student financial aid only to pay educational costs.
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements.
- Not owe a refund (overpayment) on any Title IV grants, or state grant previously received from any postsecondary institution.
- Make satisfactory academic progress toward the completion of the degree or certificate as required by the institution, state agencies and the Department of Education.
- Complete a FAFSA (Free Application for Federal Student Aid) and have a valid ISIR (Institutional Student Information Record).

College Scholarships

Taylor College offers scholarship opportunities to students. Scholarship availability, requirements and amounts may vary. Information can be found at www.taylorcollege.edu/finaid/scholarships/.

Outside Scholarships

Many organizations offer scholarships to college students who meet their standard requirements. The Financial Aid Office has information about where you can find free internet scholarship search services. If you belong to any social, civic, ethnic, religious, professional or service groups you could contact them regarding any available scholarships that they offer. The student must notify the Financial Aid Office of any scholarships they have been awarded.

Employer Assistance

The school participates with students who have the opportunity to use the Employer/Reimbursement Assistance. The student will need to communicate with the employer to verify the assistance available to pay for their educational cost. The student will need to notify the financial aid office that they are eligible to receive the assistance. If an invoicing process is necessary, the student will be directed to the accounting office to begin the invoicing process for the assistance program.

Florida Pre-Paid College Plan

Students who plan on using their Florida Pre-Paid College Plan need to provide the Financial Aid and Bursar's Office with a copy of a current FPP Student Identification Card. The student must contact Florida Pre-Paid and fill out a transfer form to have them send Taylor College a Third-Party Billing Notice (preferred unrestricted). The student must notify the Financial Aid Office that they are eligible to receive benefits.

State Scholarship and Grant Programs

Taylor College is eligible to participate in the following 2018-2019 State Scholarship and Grant Programs:

- Florida Bright Futures Scholarship Program
- Florida Postsecondary Student Assistance Grant Program
- Honorably Discharged Graduate Assistance Program
- Jose Marti Scholarship Challenge Grant
- Scholarships for Children/Spouses of Deceased or Disabled Veterans

Descriptions and eligibility requirements for each of the programs can be found by accessing the State Scholarship and Grants Program's homepage <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>

Vocational Rehabilitation Assistance

Taylor College is approved by the State of Florida as a vendor to provide educational training for persons approved for Vocational Rehabilitation Educational Assistance. Individuals with handicaps or disabilities can find more information and assistance concerning Vocational Rehabilitation Benefits at this web site, www.rehabworks.org/. Students who request Vocational Rehabilitation Educational Assistance must notify the Financial Aid Department.

Career Source Assistance

Career Source assistance may be available to students depending upon funding and the student eligibility requirements for the WIA (Workforce Investment Act). Students should contact their local Career Source office to obtain further procedures. For more information you may contact the Financial Aid Office. The student should notify the Financial Aid Office of any grant approval they have been approved for by Career Source.

Veterans Benefits

- Taylor College programs are approved by the Florida Department of Veteran's Affairs for training. Students who are eligible for educational assistance from the federal Department of Veteran's Affairs may use these benefits towards their education. The educational assistance includes various chapters covered by the following VA programs:
- The Post-9/11 GI Bill ®
- Montgomery GI Bill ®- Active Duty (MGIB-AD)
- Montgomery GI Bill ®- Selected Reserve (MGIB-SR)
- Reserve Educational Assistance Program (REAP)
- Veterans Educational Assistance Program (VEAP)
- Survivors' and Dependents' Educational Assistance Program (DEA)

- Students who plan to use VA Benefits at Taylor College must notify the Financial Aid Department. A Financial Aid Representative will assist the student in completing the appropriate documents required to receive benefits. The following documents will be voluntarily requested to begin the claim process.
- DD-214
- Eligibility Letter from VA

Students with questions about their education assistance and eligibility may visit the VA's website for free education and vocational counseling services available to service members and veterans at <http://explore.va.gov/>.

COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving

institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Exceptions to the General Rule for Equivalency

- Since the initial implementation of the SCNS, specific disciplines or types of courses have been accepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.
- Courses not offered by the receiving institution.
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practical, Study Abroad, Theses, and Dissertations.
- College preparatory and vocational preparatory courses.
- Graduate courses.
- Internships, apprenticeships, practical, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Non- regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

Taylor College’s Course Numbering System

Those courses offered by Taylor College that are not part of Florida’s Statewide Course Numbering System are identified by a unique code system. The prefixes used are to identify the program that the course is in. The digits are to identify the courses within the program in numerical order.

Definition for a Unit of Credit - Credits for Associate Degree programs

Taylor College awards semester credits for its Associate Degree programs. One semester credit is equivalent to the following; 15 clock hours in theory, or 30 clock hours in lab, or 45 clock hours in externship/clinical.

Maximum Number of Students per Class

24-26 Classroom, 12 per Nursing Lab, 7-12 Nursing Clinical Site

General Education

DEP 2004 – Lifespan Development

3 Credits

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development. *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

ENC 1101 – English Composition

3 Credits

The first course in college composition designed to develop skills in writing multi-paragraph essays with emphasis on exposition, including the selection, restriction, organization and development of topics. Students examine selected writing samples as models of form and sources of ideas for their own writing. (This course counts toward satisfaction of State Rule 6A-10.30 SBE6A-10.30. 6,000 word writing requirement.) *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

HUN 2201 – Human Nutrition

3 Credits

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas. *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

MAC 1105 – College Algebra

3 Credits

This course is designed as a foundational course for those students who must take additional mathematics in their chosen majors and do not yet have an appropriate background. The emphasis is the study of mathematics from a functional perspective, including linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions. Systems of equations and inequalities and applications such as curve fitting, mathematical modeling, optimization and exponential growth and decay are included. *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

PHI 2601 – Critical Thinking

3 Credits

This course will discuss the characteristics of a skilled critical thinker. It will help the student learn the levels and barriers of critical thinking. Analytical skills, effective communication, and research and inquiry skills will dominate the course and allow the student to assess themselves throughout. *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

PHI 2630 – Introduction to Ethics

3 Credits

This class is an introductory course in Introduction to Ethics, emphasizing the application of classical, medieval and modern ethical theories to contemporary moral issues such as abortion, euthanasia, the death penalty, equality of the sexes, hunger and the environment. (This course counts toward satisfaction of State Rule 6A-10.30 SBE6A-10.30. 6,000 word writing requirement.) *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

PSY 1012 – Psychology

3 Credits

The field of psychology has changed dramatically over the past century. Psychological “truths” of twenty-five years ago are considered misguided, even erroneous, today. Yet, many of the fundamental questions of psychology remain the same. What does it mean to perceive? What do our brains do? Why do people act differently in groups than when they are alone? How does memory work? What’s going on in my child’s mind? This course will tackle these and other questions by surveying the work of classical and contemporary psychologists. Students will be encouraged to think about the theoretical bases of this work and to consider how such work can be relevant to

everyday life. (This course counts toward satisfaction of State Rule 6A-10.30 SBE6A-10.30. 6,000 word writing requirement.) *Offered as a Hybrid/Online course.

Prerequisite: None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

Foundation

BSC 1085C – Human Anatomy and Physiology I

4 Credits

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. *Offered as a Hybrid/Online course.

Prerequisite(s): None

Lecture Hours: 45, Lab Hours: 30, Clinical Hours: 0

BSC 1086C – Human Anatomy and Physiology II

4 Credits

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course. *Offered as a Hybrid/Online course.

Prerequisite(s): None

Lecture Hours: 45, Lab Hours: 30, Clinical Hours: 0

MCB 2011C – Introduction to Microbiology

4 Credits

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Laboratory exercises, coordinated with class content, including techniques for the cultivation, study, and control of microorganisms are included in this course. *Offered as a Hybrid/Online course.

Prerequisite(s): BSC 1085C; Concurrent with BSC 1086C

Lecture Hours: 45, Lab Hours: 30, Clinical Hours: 0

NUR 1142 – Pharmacology Principles in Nursing I

3 Credits

This course introduces the student to the basic pharmacologic concepts and principles related to drug actions and interaction, distribution, metabolism and toxicity. It is designed to facilitate the student's understanding of the mechanisms of drug actions that is needed to provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes. The course also focuses on legal aspects of drug discovery and clinical trials. Legal responsibilities related to handling of drugs are also discussed in this course. This course also introduces the student to basic dosage calculation; Students are expected to review basic mathematic principles. * Offered as a Hybrid/Online course.

Prerequisite(s): None

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

Program Core

NUR 1005 – Transition to Professional Nursing

2 Credits

This course is designed to facilitate the transition of the practical nurse to the role of registered nurse. It builds on previous knowledge and skills, reviewing components included in the practical nursing curriculum and addressing the role of the associate degree registered nurse in the current health care system. Critical thinking as embodied in the nursing process is emphasized and the role of the professional nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Physical assessment and basic clinical skills are reviewed, and the principles and techniques of intravenous therapy are covered. * Offered as a Hybrid/Online course.

Prerequisite: Current Florida LPN License

Lecture Hours: 30, Lab Hours: 0, Clinical Hours: 0

NUR 1020C – Fundamentals of Nursing

6 Credits

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, manager of care and member of the nursing profession is incorporated in to the course content. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological, and social sciences.

Prerequisite(s): BSC 1085C, BSC 1086C, PSY 1012, ENC 1101;

Concurrent with NUR 1142 and PHI 2601 Lecture Hours: 45, Lab Hours: 30, Clinical Hours: 90

NUR 1221C – Adult Health Nursing I

7 Credits

In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as a provider of care, communicator, teacher, manager and member of a profession are expanded and provide the framework for clinical application and evaluation. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisite: NUR1020C or Co-requisite NUR1005 for the Licensed Practical Nurse to Associate Degree Nurse Bridge (Professional Nursing – Bridge Entry Option).

Lecture Hours: 60, Lab Hours: 30, Clinical Hours: 90

NUR 1243 – Pharmacology II

1 Credit

This course focuses mainly on safe administration of drugs in clients across the lifespan and in various health care settings. By the end of the course, students must apply computation skills to demonstrate safe administration of drugs to successfully pass the course and progress in the nursing program. The course also focuses on the principles and techniques of safe, effective administration of drugs and other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. The student will be required to demonstrate safe administration of medications by all routes that are within the scope of practice for the professional nurse. In addition to basic dosage calculation, students will be required to calculate drug dosages for critical drugs that include intravenous rates and titration of critical drugs. Student will be required to demonstrate safe administration of medications via central venous catheters. * Offered as a Hybrid/Online course.

Prerequisite; NUR1142

Lecture Hours: 15

NUR 2450C – Maternal Child**6 Credits**

In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager and member of a profession provide the framework for clinical application and evaluation in pediatric and childbearing settings. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process.

Prerequisite: NUR1020C or NUR1005

Lecture Hours: 60, Lab Hours: 0, Clinical Hours: 90

NUR 2716C – Mental Health**5 Credits**

The focus of this nursing course is on clients with altered mental health states in acute and chronic psychiatric settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with mental and cognitive alterations. Emphasis is placed on knowledge and skills relating to psychiatric settings. Principles of nutrition and pharmacology are continuous throughout the course. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process.

Prerequisite: NUR1142 and HUN2201; Concurrent NUR1243 Lecture Hours: 60, Lab Hours: 0, Clinical Hours: 45

NUR 2750C – Adult Health Nursing II**7 Credits**

The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as a provider of care, communicator, teacher, manager and member of a profession are expanded and provide the framework for clinical application and evaluation. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisite: NUR 1221C

Lecture Hours: 60, Lab Hours: 30, Clinical Hours: 90

NUR 2831C – Nursing Leadership and Management**4 Credits**

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student's transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients. Prerequisite: To be completed in the last semester. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Each student will be required to satisfactorily complete ninety hours (90) of preceptorship or (90) hours of clinical hours.

Prerequisite: To be completed in the last semester

Lecture Hours: 30, Lab Hours: 0, Clinical Hours: 90

NUR 2900 – Capstone**3 Credits**

This course synthesizes nursing concepts in preparation for graduation readiness. The Capstone review is based on a modulated learning environment offering flexibility and accessibility around the student's experience ending with a proctored weekly exam. Students are given weekly content assessment for eight weeks. The assessments are designed to provide assessment data regarding a student's knowledge in specific areas and identify potential gaps in knowledge for further review under the guidance of a Registered Nurse with a Master or Higher degree in

nursing. The ATI eight-week capstone review is delivered followed by an introduction to Virtual ATI and then a three-day ATI Live Review for NCLEX-RN prep.

Prerequisites: All required courses in the Professional program; offered concurrently with NUR 2831C Nursing Leadership and Management. Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

*(Semester 1, Semester 2, etc.) is to assist with identifying prerequisite courses and is not a part of the course title or description.

PTA 1200 – Introduction to Physical Therapy (Semester 1)

2 Credits

This course provides an introduction to the physical therapy profession, the role of the PTA, PT, and other health care providers. The content of this course includes an overview of the study of professional behaviors including: supporting the American Physical Therapy Association (APTA), upholding ethical practice, legal aspects, communication, maintaining patient confidentiality, and comprehension of the APTA Guide to Physical Therapist Practice. Students will learn the essential content for PTAs that will be practiced in the corresponding laboratory course: the basic principles of thermal agents, infection control, patient positioning, body mechanics, vital signs, proper transfer techniques, basic massage techniques, wheelchairs, and assistive devices.

Prerequisite: None

Concurrent with Concurrent with BSC 1085C, PTA 1201, ENC 1101, MAC 1105

Lecture Hours: 30

PTA 1201 – Introduction to Physical Therapy Lab (Semester 1)

1 Credit

This laboratory course is designed to provide supplemental training to the Introduction to Physical Therapist Assistant course. The content will assist students as they practice previously taught lecture content. This course includes the opportunity to practice fundamental principles of the following: legal aspects of the profession, basic massage techniques, patient positioning, body mechanics, wheelchairs and assistive devices, effective communication, principles of thermal agents, professional Introduction to Ethics, infection control, basic emergency interventions, vital signs and proper transfer techniques.

Prerequisite: None, Concurrent with BSC 1085C, PTA 1200, ENC 1101, MAC 1105

Lab Hours: 30

PTA 1210 – Anatomy and Kinesiology (Semester 2)

3 Credits

This course is designed to build on knowledge acquired from previously taught courses. This includes applied movement concepts and normal functional movement behaviors as they relate to musculoskeletal anatomy and neuromuscular physiology. The content of this course includes the essential principles of movement, joint structure and function, range of motion and manual muscle testing, balance, posture, and gait.

Prerequisites Semester 1 &

Concurrent with BSC 1086C, PTA, PTA 1211, PTA 1220 & PTA 1221

Lecture Hours: 45

PTA 1211 – Anatomy and Kinesiology Lab 1 (Semester 2)

1 Credit

This laboratory course will allow students to acquire hands-on experiences based on the course work in Functional Anatomy and Kinesiology. Students will practice principles of movement, surface palpation of joints and muscles, joint structure and function, goniometry measurement, manual muscles strength testing, gait, posture, and balance assessment.

Prerequisites Semester 1 &

Concurrent with BSC 1086C, PTA 1210, PTA 1220 & PTA 1221

Lab Hours: 30

PTA 1220 – Fundamentals of Treatment I (Semester 2)**2 Credits**

This course is designed to enable the student to build on the foundations learned in previous courses as they relate to orthopedic pathologies and interventions. They also will learn when to communicate with the supervising physical therapist about the need to adjust therapeutic interventions due to changes in the patient's status. Students will be introduced to therapeutic exercises and gait training, while massage techniques, documentation, and effective communication strategies will be reinforced.

Prerequisites Semester 1 &

Concurrent with BSC 1086C, PTA 1210, PTA 1211 & PTA 1221

Lecture Hours: 30

PTA 1221 – Fundamentals of Treatment I Lab (Semester 2)**1 Credit**

In this laboratory course, students will explore the various types of therapeutic exercises used with orthopedic patients to improve range of motion, strength, flexibility, posture, stability, and reconditioning. The course is designed to develop clinical proficiency of gait assessment and soft tissue techniques in the orthopedic patient. Students also will have opportunity to apply effective documentation and communication skills.

Prerequisites Semester 1 &

Concurrent with BSC 1086C, PTA 1210, PTA 1211 & PTA 1220

Lab Hours: 30

PTA 1300 – Pathophysiology (Semester 3)**2 Credits**

This course provides an introduction to body functions including the anatomical, physiological, and pathologies of the body systems in relation to health and wellness. Students will learn about the etiology, manifestations, and treatment interventions of diseases in each system with emphasis on the musculoskeletal, nervous, and cardiopulmonary system related to the APTA Guide to Physical Therapy Practice. During this course, students will learn the importance of promoting health and wellness for the student. Students will also investigate their own levels of health and wellness to develop and implement an evidence-based practice health and wellness personal plan. Topics discussed will include defining health and wellness, incorporating wellness into physical therapy, how nutrition affects wellness, determining fitness and body composition, the impact of social and mental health on wellness, and setting personal wellness goals.

Prerequisites Semester 1 and Semester 2 &

Concurrent with PTA 1310, PTA 1311, PTA 1320, PTA 1321 and PTA 1350.

Lecture Hours: 30

PTA 1310 – Therapeutic Modalities (Semester 3)**2 Credits**

This course is designed to introduce the physical therapist assistant student to the therapeutic modalities and agents used in physical therapy practice. It will guide students to develop effective clinical judgment as to when and how to consult the physical therapist as to the appropriateness of the therapeutic treatment. Therapeutic agents will be presented along with their rationale and indications for use, patient preparation, physiological effects and treatment parameters, as well as precautions and contraindications.

Prerequisites Semester 1 and Semester 2 &

Concurrent with PTA 1300, PTA 1311, PTA 1320, PTA 1321 and PTA 1350.

Lecture Hours: 30

PTA 1311 – Therapeutic Modalities Lab (Semester 3)**1 Credit**

This laboratory course will provide students with the practical procedures and protocol pertaining to the application of therapeutic modalities used in physical therapy practice. It is designed to develop a proficient clinical level of modality and agent application. Students will learn how to apply effective clinical judgment and integrate the rationale for use, patient preparation and treatment parameters, as well as physiological effects on the patient. This course also will reinforce the procedures of how to apply safe and effective treatment, and when the physical therapist should be consulted.

Prerequisites Semester 1 and Semester 2 &

Concurrent with PTA 1300, PTA 1310, PTA 1320, PTA 1321 and PTA 1350.

Lab Hours: 30

PTA 1320 – Fundamentals of Treatment II (Semester 3)	4 Credits
<p>This course is designed to teach the physical therapist assistant student about normal neuroanatomy, neurophysiology, cognition, mentation, and arousal through the lifespan. It will also explore dysfunctions of the central and peripheral nervous systems, balance, posture, gait, cognition, expressive, receptive and perceptual communication. Students will also identify clinical interventions as they relate to, neurological disorders, vestibular disorders, end of life and bariatric considerations. This course will also reinforce good documentation and PT and PTA communication skills.</p>	
<p>Prerequisites Semester 1 and Semester 2 & Concurrent with PTA 1300, PTA 1310, PTA 1311, PTA 1321 and PTA 1350</p>	
	Lecture Hours: 60
PTA 1321 – Fundamentals of Treatment II Lab (Semester 3)	2 Credits
<p>This laboratory course will allow students to integrate their academic knowledge with practice and discussion of therapeutic interventions, indications, and contraindications employed in the treatment of the neurologically involved patient, vestibular disorders, end of life and bariatric considerations. It will also reinforce effective clinical decision-making and effective communication skills.</p>	
<p>Prerequisites Semester 1 and Semester 2 & Concurrent with PTA 1300, PTA 1310, PTA 1311, PTA 1320 and PTA 1350</p>	
	Lab Hours: 60
PTA 1350 – Physical Therapy Clinical Education I (Semester 3)	4 Credits
<p>This is the first of three clinical experiences. It is an introduction to the clinical setting for the student Physical Therapist Assistant and provides the students with their initial supervised clinical contact with patients. They will have the opportunity to establish appropriate professional relationships with patients and members of the health care delivery team. They will also focus on improving their documentation skills.</p>	
<p>Prerequisites Semester 1 and Semester 2 & Concurrent with PTA 1300, PTA 1310, PTA 1311, PTA 1320 and PTA 1321</p>	
	Clinical Hours: 180
PTA 1400 – Pharmacology (Semester 4)	2 Credits
<p>This course covers the basics of drug action as it relates to physical therapy. Drugs used in the treatment of muscle spasms and spasticity, cardiac drugs, centrally acting drugs, psychological medications, and drugs used in the treatment of pain and inflammation are covered. Interactions between rehabilitation and medications that may influence the provision of physical therapy are identified. Rehabilitation concerns in pharmacology for the physical therapist assistant are discussed.</p>	
<p>Prerequisites Semester 1, Semester 2 and Semester 3 & Concurrent with PTA 1410 PTA 1411, PTA 1420, PTA 1421 & PTA 1450</p>	
	Lecture Hours: 30
PTA 1410 – Concepts in Physical Therapy I (Semester 4)	2 Credits
<p>In this course, students will incorporate the knowledge and skills gained from previous courses and apply them to the specialty areas of physical therapy practice. The areas include woman’s health, oncology and hematological disorders, chronic pain and stress, connective and periarticular tissue disorders, musculoskeletal dysfunction of the head and face, including temporal mandibular joint (TMJ) disorders, incontinence rehabilitation, mastectomy, and lymphedema management. This course will also explore pediatric and geriatric considerations and the psychological aspects of rehabilitation, as well as health and wellness.</p>	
<p>Prerequisites Semester 1, Semester 2 and Semester 3 & Concurrent with PTA 1400 PTA 1411, PTA 1420, PTA 1421 & PTA 1450</p>	
	Lecture Hours: 30

PTA 1411 – Concepts in Physical Therapy I Lab (Semester 4)**1 Credits**

In this laboratory course, students will acquire skills based on the knowledge obtained in the concurrent didactic course and from previous courses. The course focuses on the techniques used in specialty areas of physical therapy practice, including woman's health, oncology and hematological disorders, chronic pain and stress, connective and periarticular tissue disorders, musculoskeletal dysfunction of the head and face, including temporal mandibular joint (TMJ) disorders, incontinence rehab, mastectomy, and lymphedema management, as well as health and wellness.

Prerequisites Semester 1, Semester 2, and Semester 3 &

Concurrent with PTA 1400 PTA 1410, PTA 1420, PTA 1421 & PTA 1450

Lab Hours: 30

PTA 1420 – Fundamentals of Treatment III (Semester 4)**5 Credits**

This course is designed for students to explore techniques used in a variety of practice specialties. Students will learn about rehabilitation in the following areas: cardiopulmonary, sports, work hardening and industrial, amputee, burns and wounds. It includes prosthetics and orthotics, Pilates, wheel chair prescription, and psychological aspects of rehabilitation. This course also will reinforce knowledge obtained in prior course work as it relates to PT/PTA interaction.

Prerequisites Semester 1, Semester 2 and Semester 3 &

Concurrent with PTA 1400 PTA 1410, PTA 1411, PTA 1421 & PTA 1450

Lecture Hours: 75

PTA 1421 – Fundamentals of Treatment III Lab (Semester 4)**1 Credit**

In this laboratory course students will acquire skills based on the knowledge obtained in the concurrent didactic course and from previous courses and will explore the techniques used in specialty areas of physical therapy practice. The student will explore and apply physical therapy skills used in sports rehabilitation, cardiovascular and pulmonary conditions, industrial and work rehabilitation, wound and burn care, amputation, prosthetics and orthotics and prescriptive wheelchairs.

Prerequisites Semester 1, Semester 2 and Semester 3 &

Concurrent with PTA 1400 PTA 1410, PTA 1411, PTA 1420 & PTA 1450

Lab Hours: 3

PTA 1450 – Physical Therapy Clinical Education II (Semester 4)**4 Credits**

This course provides the students with the 2nd of three supervised clinical contact with patients having physical dysfunctions. It seeks to build on knowledge gained from their prior clinical experience as well as academic course work. It will allow students to assume a more active role in patient care and strengthen the PT/PTA interaction. Students will reinforce their documentation, communication and intervention skills.

Prerequisites Semester 1, Semester 2 and Semester 3 &

Concurrent with PTA 1400, PTA 1410 PTA 1411, PTA 1420, PTA 1421

Clinical Hours: 180

PTA 1510 – Concepts in Physical Therapy II (Semester 5)**2 Credits**

This course expands students' knowledge and skills gained from previous courses, presenting aspects of physical therapy practice, Introduction to Ethics, professional conduct, scope of practice, along with reinforcing effective communication skills. The course also includes the important areas of academic and clinical competencies required for testing and licensure, scope of practice and about the physical therapist assistant's professional organization.

Successful completion of all previous courses and

Concurrent with PTA 1511, PTA 1550 & PHI 2630

Lecture Hours: 30

PTA 1511 – Concepts in Physical Therapy II Lab (Semester 5)**1 Credit**

This laboratory course provides students with practice opportunities to apply knowledge and skills gained from previous courses including aspects of physical therapy practice, Introduction to Ethics and professional conduct, scope of practice along with effective communication skills. The student also will practice academic and clinical competencies required for testing and licensure, scope of practice, and the physical therapist assistant's professional organization.

Successful completion of all previous courses and Concurrent with PTA 1510, PTA 1550 & PHI 2630

Lab Hours: 30

PTA 1550 – Physical Therapy Clinical Education III (Semester 5)**6 Credits**

This clinical is the final of the three supervised clinical affiliations. It provides the student with an opportunity to function as entry-level student physical therapist assistant applying their knowledge and skills developed in prior academic and clinical experiences. Students will further develop their documentation, communication and interpersonal relation skills.

Successful completion of all previous courses and Concurrent with PTA 1510, PTA 1511 & PHI 2630

Clinical Hours: 270

PN 1111 – Vocational Adjustment**1 Credit**

This course prepares the practical nursing student for the transition from student to graduate nurse. Legal and ethical issues specific to practical nursing, leadership qualities, and employability skills are incorporated throughout the course. Topics include endorsement, use of placement services and nursing registries and alternative employment opportunities for practical nurses. * Offered as a Hybrid/Online course.

Lecture Hours: 15 Lab Hours: 0 Clinical Hours: 0

PN 1113 – Fundamental of Nursing Skills**9 Credits**

This course provides student with information to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner. The Students are introduced to the QSEN competencies as the program's theoretical framework used to teach students clinical reasoning and decision making. The role of the Practical Nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, and nursing history. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining patient safety along with skills needed in therapeutic interventions. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

Prerequisite: BSC1085C, BSC1086C, HUN2201 and DEP2004 Lecture Hours: 75, Lab Hours: 60, Clinical Hours: 90

PN 1114 – Medical Surgical I**8 Credits**

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the cardio-vascular, muscular-skeletal, nervous, skin and sensory systems including the management, needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. The clinical experience provides the student with the opportunity to participate in the planning, administering, and evaluating care of patients with complicated disorders of all systems of the body. Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Prerequisite: PN 1113

Lecture Hours: 90, Lab Hours: 0, Clinical Hours 90

PN 1115 – Maternal Child

4 Credits

This course provides the student with information regarding progress and care of both normal and complicated pregnancies including labor and delivery and immediate care of the newborn. Additionally, growth and development and disorders of all of the body systems from neonate through adolescence will be covered. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology are integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. Emphasis is placed on the development of confidence in performing nursing skills within the Practical Nurse scope of practice, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Prerequisite: PN 1113

Lecture Hours: 45, Lab hours 0, Clinical Hours: 45

PN 1116 – Introduction to Mental Health Nursing

4 Credits

This course introduces the Practical Nurse student to the mental health needs of individuals and families across the life span within a cultural context. The focus is on communication skills, common mental health disorders, disorders associated with aging and various treatment modalities. The changing professional, legal, and ethical issues of practical nursing in the mental health settings are also explored. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. This course included a clinical component to assist students in the knowledge, skills, and attitude need to provide quality patient care and to function collaboratively in the mental health settings. The student will be required to implement mental health theories and evidence-based practices in the clinical setting.

Prerequisite: PN 1113; Co-requisite: PN 1117 and PN 1118

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 45

PN 1117 – Medical Surgical II

5 Credits

This course provides the student with information regarding common acute and Chronic medical and surgical conditions relating to the Respiratory, reproductive, urinary, digestive and endocrine systems including the management, needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition covered. Principles of nutrition and pharmacology integrated throughout the course. Students are required to implement concepts related to the Quality and Safety for Nursing Education (QSEN) competencies and the nursing process. The clinical experience provides the student with the opportunity to learn to plan, administer, and evaluate the nursing care of patients with complicated disorders of all systems of the body. Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Prerequisite: PN 1114; Co-requisite: PN 1116 and PN 1118

Lecture Hours: 45, Lab Hours 0, Clinical Hours: 90

PN 1118 – Capstone

3 Credits

This course synthesizes nursing concepts in preparation for graduation readiness. The Capstone review is based on a modulated learning environment offering flexibility and accessibility around the student's experience ending with a proctored weekly exam. Students are given weekly content assessment for six weeks. The assessments are designed to provide assessment data regarding a student's knowledge in specific areas and identify potential gaps in knowledge for further review under the guidance of a Registered Nurse with a Master or Higher degree in nursing. The ATI six-week capstone review is delivered followed by an introduction to Virtual ATI and then a three-day ATI Live Review for NCLEX-PN prep.

Prerequisites: PN 1114 and PN 1115; Co-requisite: PN 1116 and PN 1117

Lecture Hours: 45, Lab Hours: 0, Clinical Hours: 0

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