



**UNITED  
NURSING**  
COLLEGE

# CATALOG

AY 2026-2027

Effective August 1, 2026-July 31, 2027

**[www.UnitedNursingCollege.org](http://www.UnitedNursingCollege.org)**

35100 Makena Ave., Ste. 203 - Main Campus, Murrieta, CA 92563 - 951.526.1033

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## SECTION 1: GENERAL INFORMATION

### History of the College

United Nursing College is a private institution owned by CEO and medical physician, Dr. John Hong. United Nursing College was established in 2022 to meet the growing need for highly skilled registered nurses. The institution is located in Murrieta, California in a new 15,000 sq. foot building with dedicated classrooms, labs, and a state-of-the-art simulation lab.

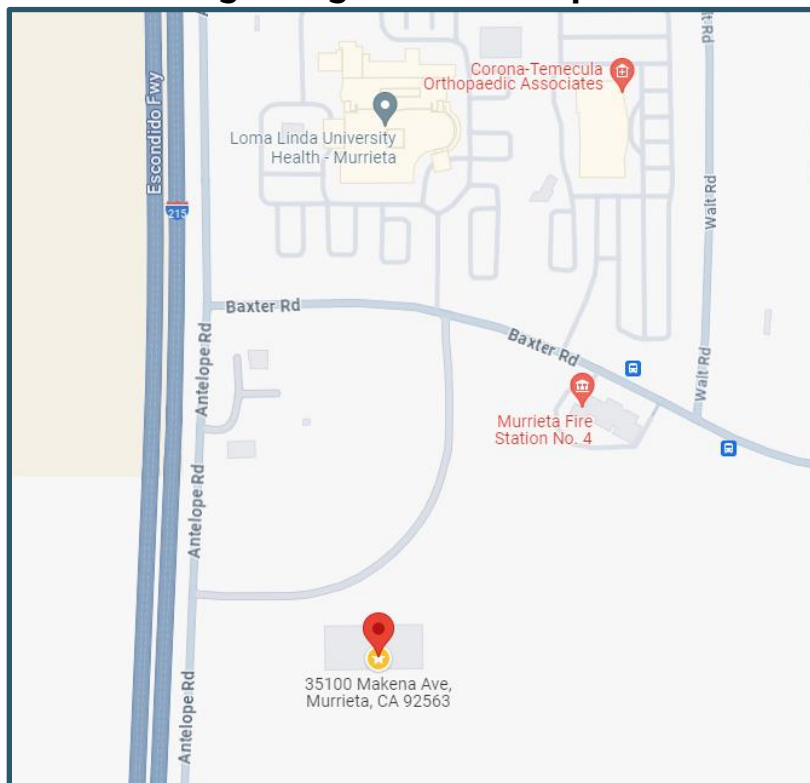
### Approvals and Licensures

United Nursing College is a fully licensed business in California and is approved to operate by the Bureau of Private Postsecondary Education and approved by meeting compliance with state standards set forth in the California Education Code and California Code Regulations. United Nursing College is also approved to operate by the California Board of Registered Nursing (CABRN) education and license committee.

### Location

Classes are held on the main campus located at 35100 Makena Ave. Ste. 202-203 Murrieta, California 92563. Clinical courses will be held at various medical facilities throughout Riverside, Orange, and San Diego Counties. Distance education courses will be held remotely.

### United Nursing College Location/Map



## **Facilities**

United Nursing College's campus is a 15,000 sq. foot student-centered building that houses five classrooms, three laboratories, and one high fidelity simulation laboratory. There is also a student meditation room, disability accommodations, library, and student lounge.

The nursing program uses a variety of equipment and supplies to provide a training center that simulates a realistic hospital environment. This includes, but is not limited to blood pressure cuffs, stethoscopes, thermometers, glucometers, weighing scales, nebulizers, mannequins, simulation equipment, electric hospital beds, IV pumps, ventilators, electrocardiogram machines, laptop computers, and disposable medical supplies.

## **Vision**

"United We Learn"

## **Mission**

The mission of United Nursing College is to transform students into highly skilled healthcare providers who deliver safe, compassionate care with a commitment to the pursuit of lifelong learning. The focus of United Nursing College is to deliver quality education through the development of intellectual, analytical, and critical thinking abilities through evidence-based practice that encompasses cultural competence and ethical standards, ensuring that our graduates are empowered to provide exceptional care across diverse communities amidst a dynamic healthcare climate.

## **Educational Philosophy**

Exemplifying excellence and learner-centeredness with the unique privilege of educating student nurses, while highlighting the concepts of holism, collaboration, and respect.

## **Institutional Learning Outcomes**

The institutional learning outcomes (ILOs) reflect the knowledge, skills, and professional values expected of the graduates of United Nursing College. These outcomes ensure graduates are prepared to deliver safe, compassionate, high-quality care to individuals, families, and communities in an ever-changing healthcare environment.

1. Provide inclusive, patient-centered care and education that promote health equity across diverse populations.
2. Collaborate across disciplines to optimize patient care and outcomes.
3. Apply evidence-based knowledge to improve nursing practice and population health.
4. Use clinical judgment to plan and provide safe, quality care across the lifespan.
5. Advance quality care and health equity through leadership and advocacy.
6. Apply evidence-based practices to deliver safe, high-quality care.
7. Use technology to support ethical care and effective communication.
8. Embody ethical, accountable professionalism through reflection, resilience, and lifelong learning.

## Legal Disclosures

United Nursing College reserves the right to make changes at any time to any provision of this catalog, including academic programs and courses, course and program schedules, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. United Nursing College will notify students of any of the foregoing changes via email at the time the changes are made and in accordance with the requirements of accrediting and governmental regulatory agencies. The catalog will be provided either in writing or electronically to a prospective student or to any person upon request. Any program specific brochures shall also be disclosed to any interested person upon request.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting <https://www.osar.bppe.ca.gov>.

- United Nursing College does not have pending petitions in bankruptcy and is not operating as a debtor in possession. The institution has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.
- Earning a degree at United Nursing College does not guarantee employment.
- Non-discrimination Statement:
  - UNC does not discriminate on the basis of sex in its educational programs and activities, consistent with Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act (VAWA).
  - Prohibited Student Conduct
  - UNC strictly prohibits:
    - Sexual harassment, assault, and misconduct
    - Dating and domestic violence
    - Stalking
    - Retaliation

Title IX Coordinator  
Dr. Michelle Rowland, Dean  
35100 Makena Ave., Murrieta, CA 92563  
(951) 526-1033

***Educational Provider Agreements***

United Nursing College does not operate any off-campus instructional sites outside the United States and does not participate in foreign educational provider agreements. All instruction and clinical training are conducted within California under the supervision of College faculty and approved clinical affiliates. Some clinical affiliations are overseen by consortiums in both San Diego and Riverside counties. United Nursing College holds no memberships in professional or trade associations.

## **Accreditation Status**

United Nursing College is unaccredited at this time and is currently seeking institutional accreditation.

United Nursing College graduates are eligible to sit for the NCLEX-RN examination in California, as the California Board of Registered Nursing (BRN) provides approval for BRN approved nursing programs.

Students who obtain a degree from an unaccredited institution may not be recognized for some employment positions, including, but not limited to, positions with the State of California. This is at the employer's discretion.

Graduates from the nursing program enrolled in an unaccredited institution are not eligible for federal financial aid programs.

## **Notice to Prospective Degree Program Students**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by 4/24/2025 and full accreditation by 4/24/2028.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
  - Provide a teach-out to finish the educational program or provide a refund.
- An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Academic Calendars

### UNC 2026-2027 ACADEMIC CALENDAR | JULY-DECEMBER 2026 (FALL)

| July 2026      |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    | 1  | 2  | 3  | 4  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 26             | 27 | 28 | 29 | 30 | 31 |    |
| August 2026    |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    |    | 1  |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |
| 30             | 31 |    |    |    |    |    |
| September 2026 |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |
| October 2026   |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    | 1  | 2  | 3  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 | 31 |
| November 2026  |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |
| December 2026  |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 | 31 |    |    |

## Key Dates

■ **Holiday** ■ **Academic Date** ■ **Break**

## July

**JUL 1** ADN Fall 2026 Term Tuition Payment Deadline

**JUL 4** Independence Day Holiday

## August

**AUG 4-5** Faculty Professional Development

**AUG 8** UNC Open House

**AUG 17** First Day of ADN Classes

**AUG 23** Last day to withdraw from ADN courses without a "W" grade

## September

**SEP 1** Spring 2027 Advanced Placement Workshop Applications Open

**SEP 7** RN to BSN Application Period Opens for Winter Intersession

**SEP 7** Labor Day Holiday

**SEP 14** Summer Advanced Placement Workshop Ends

## October

**OCT 2** Spring 2027 Advanced Placement Workshop Applications Close

**OCT 16** RN to BSN Application Period Closes for Winter Intersession

**OCT 18** Last day to withdraw from ADN courses with a "W" grade

## November

**NOV 11** Veteran's Day Holiday

**NOV 13** New Student Orientation

**NOV 23-29** Thanksgiving Break (Campus Closed)

## December

**DEC 5** Graduation/Pinning Ceremony

**DEC 7** First Day of Classes for RN to BSN Winter Intersession

**DEC 13** Last Day of ADN Classes

**DEC 14-JAN 3** Fall Break (Campus Closed)

**DEC 24-25** Christmas Holiday

## UNC 2026-2027 ACADEMIC CALENDAR | JANUARY-JUNE 2027 (SPRING)

| January 2027  |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |
| February 2027 |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |
| March 2027    |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |
| April 2027    |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |
| May 2027      |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    |
| June 2027     |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

### Key Dates

■ Holiday ■ Academic Date ■ Break

#### January

**JAN 1** New Years Holiday

**JAN 1** ADN SPRING 2027 Term Tuition Payment Deadline

**JAN 4** Traditional ADN Fall 2027 Applications Open

**JAN 18** Martin Luther King Jr. Day Holiday

**JAN 25** First Day of ADN Classes

**JAN 31** Last day to withdraw from ADN courses without a "W" grade

#### February

**FEB 3** Spring 2027 Advanced Placement Workshop Starts

**FEB 14** Last Day of Classes for RN to BSN Program Winter Intersession

**FEB 15** President's Day Holiday

**FEB 22** RN to BSN Application Period Opens for Summer Session

#### March

**MAR 1** Summer 2027 Advanced Placement Workshop Applications Open

**MAR 12** UNC Open House

**MAR 22-28** Spring Break (Campus Closed)

**MAR 28** Easter Holiday

**MAR 28** Last day to withdraw from ADN courses with a "W" grade

#### April

**APR 2** RN to BSN Application Period Closes for Summer Session

**APR 9** Summer 2027 Advanced Placement Workshop Application Close

#### May

**MAY 19** Summer 2027 Advanced Placement Workshop Starts

**MAY 23** Last Day of ADN Classes

**MAY 31** Memorial Day Holiday

**TBA** Graduation/Pinning Ceremony

#### June

**JUN 7** First Day of Classes for RN to BSN Summer Session

**JUN 19** Juneteenth Holiday

## SECTION 2: ADMISSIONS

### Admissions Policy for the ADN Program

**Policy:** Students will be considered for admission to the Associate Degree in Nursing (ADN) program after meeting the following criteria:

- Must be 18 years of age
- Meet with an admissions representative (before or after filling out the application)
- Must be a legal resident of the United States
- Must provide proof of residency (physical location) in California with the following:
  - California issued driver's license or state issued I.D.
  - Current copy of utility bill
  - Copy of one additional supplemental and official document with student's full name and address (ex: utility bill, bank statement, insurance card, vehicle registration,...) \*this list is non-exhaustive.
- All applicants must hold a diploma from an accredited high school or the recognized equivalent, e.g., General Education Development (GED) certificate. Provision of any one of the following documents will satisfy the high school diploma requirement:
  - A copy of an accredited high school diploma, or
  - A copy of the final official accredited high school transcript that shows the date when the diploma was awarded, or
  - A copy of the GED certificate or GED transcript that indicates passage of the exam, or a state-authorized high school equivalent certificate
  - A copy of an academic transcript that indicates successful completion of an associate degree or higher from an institution accredited by an accrediting agency recognized by the United States Department of Education, or
  - A copy of a credential for completion of a homeschool secondary school program equivalent to a high school diploma per state law, or
  - A copy of Form DD214 indicates the holder is a high school graduate.
  - Applicants who are unable to provide official documentation at the time of application may complete a High School Graduation Attestation. The attestation must include the name of the high school attended, city, state, and year of graduation.
- High school diplomas must be granted by (1) an institution (or program in the case of a homeschooled applicant) recognized by the Department of Education in the state in which the applicant acquired the diploma, or (2) an institution accredited by an accrediting agency that is recognized by the U.S. Department of Education.
- Students admitted using a High School Graduation Attestation must submit official documentation of high school completion prior to the start of the program or first term. Failure to provide acceptable documentation within this timeframe may result in an administrative hold, suspension, or cancellation of enrollment.

- United Nursing College reserves the right to verify all high school completion credentials and will confirm that the issuing institution is recognized by the appropriate state or governing agency. Verification methods may include review of official documents, direct contact with the issuing institution, use of third-party verification services, or review of state or recognized education databases. All verification activities are documented and maintained in the student's official academic record.
- Applicants who possess an AA or AS degree from a foreign college or nursing program must also:
  - Provide a translation and official evaluation of their degrees and diplomas awarded by foreign schools must be translated and evaluated for U.S. high school education equivalency (at applicant expense) before being accepted. Applicants with education completed outside the United States or its territories must provide a course-by-course foreign credential evaluation in accordance with the institution's Credit Award Policy.

## **Procedure:**

### **Please read and complete the following steps:**

#### **1. Complete your prerequisite courses**

- Applicants must have completed anatomy and physiology within seven (7) years of enrollment.
  - i. Applicants whose anatomy and physiology are older than seven (7) years must satisfy the science recency requirement by completing one of the following:
    1. UNC's Anatomy & Physiology Refresher course or,
    2. Complete an acceptable Anatomy & Physiology Refresher course elsewhere at an approved institution or,
    3. Retake an acceptable Anatomy and/or Physiology course at an approved institution
- Microbiology does not expire
- Applicants must complete general education prerequisite courses before application.
  - i. Students who choose to take UNC's anatomy and physiology refresher courses for recency may apply providing they are enrolled in the refresher course.
- Applicants must have a 2.5 GPA or greater in prerequisite science courses (Human Anatomy, Physiology, General Microbiology).
- Applicants must have a 2.0 GPA or greater in prerequisite general education courses (Written Communication (English Composition), Intermediate Algebra or equivalent, two courses in Social and Behavioral Health, Oral Communication, and Humanities).

**2. Contact our admissions team to schedule an Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS).**

- 951-526-1033
- [info@uunursing.com](mailto:info@uunursing.com)

**3. Take the ATI TEAS at UNC and obtain a minimum score of 60% or higher.**

- The college will also accept the ATI TEAS admissions test scores from applicants taken at outside institutions for consideration of admission into the nursing program. For the ATI TEAS to be considered for entry into the program, the applicant must have achieved a score of 60% or higher.
- If unsuccessful on the first exam attempt, applicant is encouraged to remediate prior to retaking the exam, with a minimum of 14 days between exam attempts. UUN/UNC is not responsible nor involved in an applicant's own remediation plan or process through ATI.
- Applicants may take the ATI TEAS up to 3 times per year from the initial attempt (at the student's expense), prior to the application period. The highest score will be used.
- ATI TEAS dated within 2 years of application will be considered.

**4. Complete an online application for the Associate of Science in Nursing degree program.**

- All documents submitted with the online application should be unofficial.

**Applications will be evaluated as follows:**

- UNC's admissions team will complete the ADN Admissions Criteria Point System Form by placing scores for relevant experiences, GPA, prerequisite courses, etc.
- Based on the total score, the applicant will be ranked among the other applicants applying for admission to the program with the current cohort.
- Applicants with the highest number of combined points who have met the minimum requirements for admission to the ADN program, will be accepted for admission. Should an opening occur, the applicant with the next highest number of combined points may be accepted for admission.
- Those who are not admitted to the current cohort must reapply to be considered for admission to a subsequent cohort.

**Upon acceptance to the program:**

- Submit an official diploma or transcript of record showing possession of a high school diploma or its equivalent, such as a GED or CHSPE, or sign attestation that they successfully completed high school.
- If admitted using a High School Graduation Attestation, this official documentation must be received prior to the start of the program or first term in accordance with institutional policy.

- Submit Official Transcripts of all courses taken at high schools, colleges, and universities.
  - Applicants seeking evaluation of prior coursework for transfer credit must comply with the institution's Credit Award Policy.
  - We will accept official transcripts via mail or email. If emailed, they must come directly from your school or Parchment.
  - Email: records@uunursing.com
  - Mailing address: 35100 Makena Ave. Ste#202, Murrieta, CA 92563
- Applicants will be notified of admission to the program by email. Applicants must submit written confirmation of their acceptance within 14 days of receiving the admissions offer.
- Applicants who are not admitted to the ADN program may reapply. We recommend contacting our admissions team to discuss options for raising admission points.
  - 951-526-1033 or
  - info@uunursing.com

### **Advanced Placement Pathway Admissions Policy**

**Policy:** United Nursing College (UNC) aims to provide an equitable plan and procedure for students who are seeking advanced placement in the ADN program. Because of the competitive nature of prospective LVNs and paramedics who are seeking an advanced placement seat, UNC will implement the following procedures.

#### **Pre-Workshop Procedure:**

1. **Complete your prerequisite courses**
  - a. Applicants must have completed anatomy and physiology within seven (7) years of enrollment.
    1. UNC's Anatomy & Physiology Refresher course or,
    2. Complete an acceptable Anatomy & Physiology Refresher course elsewhere at an approved institution or,
    3. Retake an acceptable Anatomy and/or Physiology course at an approved institution
  - b. Microbiology does not expire
  - c. Applicants must complete general education prerequisite courses before application.
    - a. Students who choose to take UNC's anatomy and physiology refresher courses for recency may apply providing they are enrolled in the refresher course
  - d. Applicants must have a 2.5 GPA or greater in prerequisite science courses (Human Anatomy, Physiology, General Microbiology).
  - e. Applicants must have a 2.0 GPA or greater in prerequisite general education courses (Written Communication (English Composition), Intermediate Algebra or equivalent, two courses in Social and Behavioral Health, Oral Communication, and Humanities).

2. Advanced Placement applicants do not have to take UNC's affiliated entrance examination.
3. Provide proof of current unencumbered license.
4. Provide verification of at least one year of full-time employment within the past 3 years.
5. Provide official transcripts for all prerequisite coursework
6. Apply for the Mandatory Workshop Series prior to application deadline.
  - a. Application point totals will determine admittance into the Workshop Series

**\*\*\*The workshop series does not guarantee admission into the Advanced Placement Pathway**

### **Post-Workshop Procedure:**

#### Advanced Placement Algorithm

1. Student placement will be based on a cumulative workshop score, the "level" result on the ATI-Peds and OB examinations, and seat availability. Results on the ATI Peds and OB examinations compute to one of three levels, as demonstrated in Table 2.
2. Students will be ranked according to Table 2. Students falling in the "green" category will be placed first. Students in the "red" category will be individually evaluated after all students in the "green" category have been placed.
3. To be considered for advanced placement into **third** semester, students **must** receive a Level 1 or higher on the ATI content mastery series examination in OB and Pediatrics, as demonstrated in Table 2.
4. Students who score below level 1 on the ATI content mastery series examinations in OB and/or Pediatrics and are considered for placement based on individual evaluation and will be required to re-test and earn above Level 1 on the re-test to start in 3<sup>rd</sup> semester.
5. The final, cumulated workshop score as demonstrated in Table 1 will consist of points for all competencies that will be computed into a final, cumulative score to rank students within the cohort, determine student placement (together with the ATI levels on Peds/Ob examinations), and assist students in at risk areas.
6. Students deemed at risk based on the cumulative score will be accepted into the program after an individual evaluation with additional requirements for remediation, re-testing, and completion of required modules.
7. The lowest "level" on the OB and Peds examinations will be used for placement.

**Table 1: Components Cumulative Workshop Score**

| Assessments                                                             | Percentage Weighted | Final Computation |
|-------------------------------------------------------------------------|---------------------|-------------------|
| <b>Exams:(3)300 points</b>                                              |                     |                   |
| Cumulative score of 210 (70%) or >                                      | 50%                 | 105-150           |
| Cumulative score of 180-209 (60-69.9%)                                  | 50%                 | 90-104            |
| Cumulative score of 177 (59%) or <                                      | 50%                 | 0-89              |
| <b>Math:(2) 100 points (averaged before computing into table below)</b> |                     |                   |
| Score of 80 or >                                                        | 30%                 | 24-30             |
| Score of 51-79                                                          | 30%                 | 16-23             |
| Score of 0-50                                                           | 30%                 | 0-15              |
| <b>Skills: 330 points</b>                                               |                     |                   |
| Cumulative score of 281 or >                                            | 20%                 | 57 or >           |
| Cumulative score of 231-280                                             | 20%                 | 47-56             |
| Cumulative score 0-230                                                  | 20%                 | 0-46              |
| <b>Final cumulative maximum score</b>                                   |                     | <b>237</b>        |

**Table 2: Advanced Placement Legend**

Locate your appropriate “cumulative workshop score” and “Level” on ATI Peds and OB content mastery examinations to determine placement.

**The top 20 students will be ranked according to the table below.**

| <b>Cumulative Workshop Score<br/>(Total possible 237 points)</b> | <b>Level on ATI Peds &amp; OB (Content mastery series examination)</b><br><i>Placement is based on the lowest level ATI examination score on the Pediatrics and OB exams</i> | <b>Final Placement Result</b>                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>190 or &gt;<br/>(80% or &gt;)</b>                             | <b>Level 3</b>                                                                                                                                                               | Unconditional acceptance into 3 <sup>rd</sup> semester                                                                                                                                                                                                                                               |
| <b>229-257</b>                                                   | <b>Level 2 or Level 1</b>                                                                                                                                                    | Conditional acceptance into 3 <sup>rd</sup> semester with submission of required remediation                                                                                                                                                                                                         |
| <b>200-228</b>                                                   | <b>Below Level 1</b>                                                                                                                                                         | Applicant will be evaluated individually to determine conditional placement into 2 <sup>nd</sup> or 3 <sup>rd</sup> semester. If allowed to enter 3 <sup>rd</sup> semester, submission of required remediation and re-test on ATI peds and/or OB exams to a score of level 1 or higher is required.* |
| <b>166-189<br/>(70%-79%)</b>                                     | <b>Level 1, 2 or 3</b>                                                                                                                                                       | Applicant will be evaluated individually to determine conditional placement into 3 <sup>rd</sup> semester.                                                                                                                                                                                           |
|                                                                  | <b>Below Level 1</b>                                                                                                                                                         | Applicant will be evaluated individually to determine conditional placement into 2 <sup>nd</sup> or 3 <sup>rd</sup> semester. If allowed to enter 3 <sup>rd</sup> semester, submission of required remediation and re-test on ATI peds and/or OB exams to a score of level 1 or higher is required.* |
| <b>165 or &lt;<br/>(69% or &gt;)</b>                             | <b>Level 1, 2 or 3</b>                                                                                                                                                       | Applicant will be evaluated individually to determine conditional placement into 2 <sup>nd</sup> or 3 <sup>rd</sup> semester.                                                                                                                                                                        |
|                                                                  | <b>Below Level 1</b>                                                                                                                                                         | Applicant will be evaluated individually to determine conditional placement into 2 <sup>nd</sup> or 3 <sup>rd</sup> semester. If allowed to enter 3 <sup>rd</sup> semester, submission of required remediation and re-test on ATI peds and/or OB exams to a score of level 1 or higher is required.* |

\*Costs of ATI re-test Content Mastery examination(s) are the responsibility of the student.

## **ADN Transfer Student Admissions Policy**

**Policy:** Transfer students from another pre-licensure nursing program will be considered for admission to the Associate Degree in Nursing (ADN) program. In addition to compliance with all admission criteria transfer students must meet the following requirements:

1. Complete your prerequisite courses
  - a. Applicants must have completed anatomy and physiology within seven (7) years of enrollment.
    1. UNC's Anatomy & Physiology Refresher course or,
    2. Complete an acceptable Anatomy & Physiology Refresher course elsewhere at an approved institution or,
    3. Retake an acceptable Anatomy and/or Physiology course at an approved institution
  - b. Microbiology does not expire
  - c. Applicants must complete general education prerequisite courses before application.
    - i. Students who choose to take UNC's anatomy and physiology refresher courses for recency may apply providing they are enrolled in the refresher course(s).
  - d. Applicants must have a 2.5 GPA or greater in prerequisite science courses (Human Anatomy, Physiology, General Microbiology).
  - e. Applicants must have a 2.0 GPA or greater in prerequisite general education courses (Written Communication (English Composition), Intermediate Algebra or equivalent, two courses in Social and Behavioral Health, Oral Communication, and Humanities).
2. Transfer students do not have to take UNC's ATI TEAS entrance examination.

### **Acceptance of Credit**

Students who have completed coursework at a university or college that is regionally or nationally accredited by an agency recognized by the United States Department of Education may request an evaluation for transfer credit. Applicants with coursework completed outside of the United States or its territories must provide a course-by-course foreign credential evaluation in accordance with the institution's Credit Award Policy.

Acceptance of credit may be awarded credit if the course:

- Includes the same or similar content;
- Requires the same or similar prerequisite coursework;
- Is equivalent in learning and hour components;
- Is offered at the same level of instruction;
- Has been completed with a grade of C (or better);
- Has a P/Pass grade and the minimum required grade to earn a pass is equivalent to a C (or better);
- Meets any program-specific transfer credit requirements.

Transfer requests for pre-licensure nursing coursework:

- ADN (Associate Degree in Nursing) prelicensure nursing coursework completed at another university or college must have been enrolled in an accredited nursing program within the past 18 months.
- Transfers into the ADN program will be on a seat-available basis only.

### **Transfer Credit Evaluation Requirements**

To receive an evaluation for transfer credit of pre-licensure nursing courses students must:

- Transfer students will comply with all admission criteria for the ADN program.
- Provide the college with all official transcripts, course descriptions, and/or course syllabi (if requested) before enrollment. Failure to submit required documentation prior to enrollment may result in the denial of transfer credit.
- Official transcripts can be sent electronically via Parchment or the school, mailed directly from a school, or delivered in person by the student. Seals must be unbroken, and the transcript must bear the official seal and/or signature of the registrar of the school sending the transcript.
- For military veterans, the DD214 and accompanying documentation will serve as a transcript for the evaluation of a course of study or training in the Armed Forces.
- Students seeking re-enrollment may request an evaluation of transfer credit for courses taken preceding dismissal or withdrawal and prior to re-enrollment.

To receive an evaluation for transfer credit(s) for pre-licensure nursing coursework, in addition to the above, students must:

- Complete and submit a Transfer Application for the courses completed at another pre-licensure program.
- Complete the affidavit acknowledging understanding that transfer students are accepted on a seat availability basis only and the 18 months since enrollment may pass before a seat becomes available which would render them ineligible for transfer.

If a student chooses to decline credit for any course for which the student is eligible to receive transfer credit, the student will document the declination of credit on the Transfer of Credit Acknowledgement form to be filed in the student's record. The student must accept or decline transfer credit prior to enrollment in the program for which transfer credit was requested.

Students who have completed U.S. Military Service courses may be awarded transfer credit for DANTES education courses that have been completed if the courses are consistent with the institution's Credit Award Policy.

## **RN to BSN Program Admissions Policy**

The RN to BSN undergraduate program has two entry pathways for 1. Registered Nurses (RN) with an unencumbered California license or 2. Students who are concurrently enrolled in the ADN program at United Nursing College (ACE). ACE stands for the ADN Concurrent Enrollment Pathway. The RN to BSN program is not a pre-licensure program. Applicants will be considered for admission to the Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) program based on the following admission criteria:

### **Entry Pathways**

#### **Registered Nurse (RN) Entry Pathway:**

Registered Nurses are considered for admission to the RN to BSN program after meeting the following criteria:

- Provide evidence of current, unrestricted licensure to practice professional nursing in the state of California.
- Provide proof of California residency.
  - Government issued ID or state issued ID.
  - Current copy of utility bill.
- Meet with an admissions representative (before or after filling out the application)
- Nursing students enrolled in an ADN program at United Nursing College or another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) are considered for admission to the RN to BSN program after meeting the following criteria:
  - A.A or A.S. degree in Nursing
    - Official transcripts of all colleges attended
- Applicants who possess an AA or AS degree from a foreign college or nursing program must also:
  - Provide a translation and official evaluation of their degree before consideration for admission at applicant's expense.
- Provide a course-by-course foreign credential evaluation conducted by an agency that is a current member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
- Students must be able to use basic computer skills to participate in online distance education classes that require computer and internet access.

### **ADN Concurrent Enrollment (ACE) Entry Pathway:**

Nursing students enrolled in an ADN program at United Nursing College are considered for admission to the RN to BSN program after meeting the following criteria:

- Meet with an admissions representative (before or after filling out the application)
- Submit official transcripts of all colleges attended to include
  - all prerequisite courses
- Successful completion of a minimum of one semester at UNC with a GPA of 2.0 or greater
- Students must be able to use basic computer skills to participate in online distance education classes that require computer and internet access.

### **Articulation Agreements**

This institution has not entered into any transfer or articulation agreements with any other school for the currently offered programs.

### **Ability-to-Benefit Examination and CLEP Assessments**

United Nursing College does not have nor recognizes the Ability to Benefit Examination and does not accept CLEP assessments as an alternative qualification for enrollment/admission to UNC.

### **Credit Award Policy and Procedure**

**Policy:** United Nursing College provides opportunities for students to receive credit toward their program through transfer credit, Advanced Placement credits, military education and training, and experiential learning, in accordance with institutional policy, the standards of the Accrediting Bureau of Health Education Schools, and the California Board of Registered Nursing.

#### ***Definitions:***

**Advanced Placement (AP) Credit** is transfer credit awarded for qualifying scores on College Board examinations. It is recorded as credit (CR/TR), carries no letter grade, and does not impact GPA. AP credit is applied toward general education requirements where equivalency is established in accordance with the institution's Credit Award Policy.

**Advanced Placement Pathway (LVN/Paramedic Entry)** is an admissions pathway that allows qualified licensed healthcare professionals to enter the program at an advanced level based on prior education, licensure, and demonstrated competency. This pathway determines placement only and does not, by itself, award academic credit (See AP Admission policy). Any credit for prior learning is evaluated separately under the Credit Award Policy.

**Experiential Learning Credit** refers to credit awarded for prior education, training, licensure, or relevant work experience. Experiential learning credit is distinct from the Advanced Placement Pathway; credit determinations and placement decisions are made independently.

## **Procedure:**

### ***Transfer Credit***

Students who have completed coursework at a university or college accredited by an accrediting agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may request an evaluation for transfer credit.

Transfer credit may be awarded if the course:

- Includes the same or similar content
- Requires the same or similar prerequisite coursework
- Is equivalent in learning and hour components
- Is offered at the same level of instruction
- Has been completed with a grade of C or better
- Has a P/Pass grade and the minimum required grade to earn a pass is equivalent to a C or better
- Meets any program-specific transfer credit requirements

Pre-requisite and general education courses required for the Associate Degree in Nursing and RN to BSN programs may be accepted in transfer if the coursework is determined to be substantially equivalent in content, academic level, and credit value to the required course.

ADN prelicensure nursing coursework completed at another university or college must be completed within 18 months of enrollment.

***International Coursework:*** For coursework completed outside the United States or its territories, the institution requires a course-by-course foreign credential evaluation conducted by an agency that meets specific criteria. The agency conducting the foreign education equivalency evaluation must:

- Maintain published standards for membership
- Hold affiliations with international higher education associations
- Be frequently linked to and used by federal agencies, educational institutions, and employers
- Be a current member of either the
  - National Association of Credential Evaluation Services (NACES), or
  - Association of International Credential Evaluators (AICE)

The evaluation must verify that the applicant's education is equivalent to United States secondary and/or postsecondary educational standards. A course-by-course evaluation is required when the applicant requests transfer credit for previously completed coursework.

All transcripts and supporting documents not in English must be accompanied by a certified English translation. A list of recognized credential evaluation agencies (NACES or AICE members) is available through the United Nursing College website. United Nursing College provides access to a discounted application through SpanTran via the institutional website.

### **Advanced Placement (AP) Credit**

United Nursing College may award transfer credit for qualifying scores earned on Advanced Placement (AP) examinations administered by the College Board.

AP coursework is considered for credit if the student achieves a minimum score of 3 in:

- AP Calculus AB
- AP Calculus BC
- AP English Language and Composition
- AP English Literature and Composition
- AP Psychology
- AP Statistics

Official AP score reports must be submitted directly from the College Board. AP credit is awarded as transfer credit only and is recorded as credit (CR/TR) on the student transcript. No letter grade is assigned and the credit does not impact the student's grade point average (GPA). AP credit may be applied toward general education requirements where course equivalency is established. A maximum of 12 units may be credited. AP credit is not accepted for nursing core courses.

### **Military Education and Training Credit**

#### **Standardized Examinations (DANTES/DSST)**

Students may be awarded transfer credit for standardized examinations supported through the Defense Activity for Non-Traditional Education Support (DANTES), including DSST (DANTES Subject Standardized Tests), where such examinations are equivalent in content, level, and learning outcomes to the required program coursework. Official score reports must be submitted for evaluation. Credit will be considered based on institutional standards for minimum passing scores and course equivalency. Credit awarded for standardized examinations is recorded as transfer credit and does not include a letter grade or impact the student's grade point average (GPA).

#### **Joint Services Transcript**

United Nursing College may award credit for military education and training as documented on the Joint Services Transcript (JST) or other official military records. Military coursework and training are evaluated for equivalency in content, academic level, and learning outcomes to courses offered at the institution. Credit recommendations from the American Council on Education (ACE) may be considered as part of the evaluation process but are not binding. Students must submit a DD214 and/or official JST and supporting documentation for evaluation.

### **Experiential Learning**

#### **Credit Evaluation Process**

- United Nursing College may award credit for experiential learning to qualified applicants, including licensed vocational nurses (LVNs), paramedics, military personnel and psychiatric technicians.
- Experiential learning credit is awarded based on documented education, training, licensure, and demonstrated competency equivalent to course learning outcomes.

- Credit is not automatically awarded and must be validated through institutional assessment methods.
- Credit, if awarded, is recorded as non-traditional credit, does not include a letter grade, and does not impact the student's grade point average (GPA). All credit awards are subject to institutional policies and program requirements.

### **Licensed Vocational Nurses & Paramedics**

Licensed Vocational Nurses (LVNs) & Paramedics may be considered for experiential learning credit based on education, licensure, and competency validation. Such evaluations may be informed by competency assessments completed as part of the Advanced Placement Pathway; however, placement and credit determinations are separate processes. An active and unencumbered license may waive the entrance examination; however, licensure alone does not guarantee the award of credit.

Participation in the Advanced Placement Pathway, including completion of the institution's mandatory workshop series and required competencies, is part of the admissions process and does not, by itself, result in the award of academic credit.

Competency validation may include, but is not limited to:

- Written examinations
- Skills assessments
- Simulation-based evaluations
- Faculty review of clinical competency
- Proof of competency in Fundamentals (ATI Level 1 or higher on Content Mastery Series Assessment for fundamentals)

### **Military Personnel & Psychiatric Technicians**

Psychiatric Technicians and qualified military medical personnel (e.g., medics and corpsmen) may be considered for experiential learning credit for NURS100 (Fundamentals) only. Credit is not automatic and requires documentation of prior education and training, proof of active, unencumbered licensure or military training, and successful completion of competency validation. Credit, if awarded, is recorded as non-graded credit and does not impact GPA.

Military personnel that may be considered for credit for NURS100 based on qualifying roles, include:

- Navy HM / Air Force BMTCP
- Army 68W Medic
- Air Force IMDT

To be considered for experiential learning credit, applicants must:

- Submit official transcripts and documentation of prior education and training
- Provide proof of current, valid, and unencumbered licensure, if applicable
- Provide military documentation (e.g., DD214 and supporting records), if applicable
- Submit sufficient documentation to allow evaluation of course equivalency, including certifications and training records
- Proof of competency in Fundamentals (ATI Level 1 or higher on Content Mastery Series Assessment for fundamentals)

### **Limitations on Credit Award**

Credit awarded by any method (transfer, AP, military, or experiential learning):

- Must be applicable to the student's program of study
- Must be substantially equivalent in content, level, and learning outcomes
- Will not be awarded for duplicate coursework
- May not be awarded for all courses in the program

All non-traditional credit (AP, experiential, military) is recorded as transfer or credit (CR/TR), does not include a letter grade, and does not impact GPA. Remedial and refresher coursework is not eligible for academic credit. Students must complete the required coursework at United Nursing College to meet program and regulatory requirements. At least 25% of the credits required for completion of a program must be earned through coursework offered by and completed at United Nursing College. The institution maintains documentation supporting the evaluation and award of all experiential learning credit, including transfer, experiential learning, military education, and standardized examinations.

### **Transfer Credit Evaluation Procedure**

To receive an evaluation for transfer credit, students must:

- Provide the institution with all official transcripts, course descriptions, and/or course syllabi (if requested) prior to enrollment. Failure to submit required documentation prior to enrollment may result in the denial of transfer credit.
- Official transcripts can be sent directly from a school or delivered in person by the student. Seals must be unbroken, and the transcript must bear the official seal and/or signature of the registrar of the school sending the transcript.
- For military veterans, the DD214 and accompanying documentation will serve as a transcript for the evaluation of a course of study or training in the Armed Forces.
- Students seeking re-enrollment may request an evaluation of transfer credit for courses taken preceding dismissal or withdrawal and prior to re-enrollment.
- Under no circumstances will an unofficial transcript be accepted for evaluation of transfer credit.

If a student chooses to decline credit for any course for which the student is eligible to receive transfer credit, the student will document the declination/waiving of credit on the institution's waiver form to be filed in the student's record. The student must accept or decline transfer credit prior to enrollment in the program for which transfer credit was requested.

### **Appeal Process**

If credit is denied for a transfer credit, Advanced Placement credit, military education and training credit, or experiential learning credit, the student may submit a written appeal to the Director of Nursing within 30 calendar days of the denial. The Director of Nursing will render the final determination.

### **Fees**

The fee for assessment of experiential learning is included in the application fee.



## **International Student Applicants**

### **Policy:**

- United Nursing College does not enroll international students. This means students must be legal residents of the United States. Students in the United States on a visa are not eligible for enrollment. The institution does not issue Form I-20, does not participate in the Student and Exchange Visitor Program (SEVP), and does not provide visa sponsorship or immigration services.

### **Procedure:**

- Applicants must be eligible to enroll without immigration sponsorship or issuance of a Form I-20 by United Nursing College.
- Applicants who require United Nursing College to issue a Form I-20 or provide F-1 or M-1 sponsorship are not eligible for enrollment.
- The College does not determine whether a particular immigration classification permits study and does not provide immigration legal advice.
- College employees will not advise applicants regarding immigration classifications or eligibility to study.
- Applicants are responsible for confirming their eligibility to enroll and obtaining independent guidance when necessary.
- Legal residents of the United States who have completed education outside of the United States or its territories may be considered for admission if the applicant meets all institutional and program-specific admission requirements and complies with the requirements for foreign credential evaluation as outlined in the institution's Credit Award Policy.
- All instruction is delivered in English. United Nursing College does not provide English as a Second Language instruction or admit applicants for the purpose of English-language training. Applicants must be able to participate in instruction delivered in English.
- Applicants must meet the English-language proficiency requirements published in the College catalog and admissions policies.
- The College may request documentation reasonably necessary to confirm that an applicant is eligible to enroll without College-sponsored student status.
- Information regarding citizenship or immigration status will be maintained as part of the student's confidential education record and disclosed only for legitimate institutional purposes or as required by law.

## SECTION 3: FINANCIAL INFORMATION

### Schedule of Total Charges

#### *Associate Degree in Nursing Pre-Licensure Program Pricing (Spring 2027)*

| Semester 1 - NURS 100 (10 units)                                           |                 |
|----------------------------------------------------------------------------|-----------------|
| <b>Institutional Fees</b>                                                  |                 |
| Student Tuition (\$1,764/unit)                                             | \$17,640        |
| Application Fee (non-refundable)                                           | \$75            |
| Assessment Fee for Transfer of Credits (non-refundable)                    | \$150           |
| Textbooks (estimated)                                                      | \$150           |
| Skills lab kit                                                             | \$250           |
| Learning Management Systems                                                | \$1,200         |
| Non-refundable Student Tuition Recovery Fund (STRF) (\$0.00 per \$1000)    | \$0             |
| <b>Non-Institutional Fees</b>                                              |                 |
| Complio Subscription (Immunization Package, Background Check, Drug Screen) | \$113           |
| <b>Total Charges - Semester 1</b>                                          | <b>\$19,578</b> |
| Semester 2 - NURS 110, NURS 120P, NURS 130MS (9 units)                     |                 |
| <b>Institutional Fees</b>                                                  |                 |
| Student Tuition (\$1,764/unit)                                             | \$15,876        |
| Textbooks (estimated)                                                      | \$150           |
| Skills lab kit                                                             | \$125           |
| Learning Management Systems                                                | \$1,200         |
| <b>Total Charges - Semester 2</b>                                          | <b>\$17,351</b> |
| Semester 3 - NURS 210B, NURS 220G, NURS 230MS (9 units)                    |                 |
| <b>Institutional Fees</b>                                                  |                 |
| Student Tuition (\$1,764/unit)                                             | \$15,876        |
| Textbooks (estimated)                                                      | \$150           |
| Skills lab kit                                                             | \$125           |
| Learning Management Systems                                                | \$1,200         |
| <b>Total Charges - Semester 3</b>                                          | <b>\$17,351</b> |
| Semester 4 - NURS 240 (8.5 units)                                          |                 |
| <b>Institutional Fees</b>                                                  |                 |
| Student Tuition (\$1,764/unit)                                             | \$14,994        |
| Textbooks (estimated)                                                      | \$150           |
| Skills lab kit                                                             | \$125           |
| Learning Management Systems                                                | \$1,200         |
| <b>Total Charges - Semester 4</b>                                          | <b>\$16,469</b> |
| <b>Total Estimated Program Charges</b>                                     | <b>\$70,749</b> |

### **RN to BSN Program Pricing (2027)**

| <b>Institutional Fees</b>                                                                             |                 |
|-------------------------------------------------------------------------------------------------------|-----------------|
| Application Fee (non-refundable)                                                                      | \$75.00         |
| Assessment Fee for Transfer of Credits (non-refundable)                                               | \$100.00        |
| Learning Management Systems                                                                           | \$125.00        |
| Textbooks (estimated)                                                                                 | \$950.00        |
| Non-refundable Student Tuition Recovery Fund (STRF) (\$0.00 per \$1000)                               | \$0.00          |
| <b>Core Nursing Tuition (\$135/quarter unit)</b>                                                      |                 |
| NURS 310: Transition to Professional Nursing (4.5 quarter units)                                      | \$607.50        |
| NURS 320: Cultural Influences in Healthcare (4.5 quarter units)                                       | \$607.50        |
| NURS 330: Legal and Ethical Decision-Making in Nursing (4.5 quarter units)                            | \$607.50        |
| NURS 340: Information Technology in Nursing Practice (4.5 quarter units)                              | \$607.50        |
| NURS 410: Pathophysiology (6 quarter units)                                                           | \$810.00        |
| NURS 415: Health Assessment (6 quarter units)                                                         | \$810.00        |
| NURS 420: Concepts in Community and Public Health (6 quarter units)                                   | \$810.00        |
| NURS 430: Nursing Leadership and Management (6 quarter units)                                         | \$810.00        |
| NURS 440: Research and Evidence-based Practice (6 quarter units)                                      | \$810.00        |
| NURS 445: Professional Research Capstone (6 quarter units)                                            | \$810.00        |
| ELECTIVE COURSE 1 BIO 465: Exercise and Nutrition Physiology (6 quarter units)                        | \$810.00        |
| ELECTIVE COURSE 2 BST 460: Biostatistics for Evidence-based Practice in Nursing (6 quarter units)     | \$810.00        |
| ELECTIVE COURSE 3 ENG 450: Critical Reasoning in Advanced Communication (6 quarter units) (if needed) | \$810.00        |
| ELECTIVE COURSE 4 PSY 400: Psychopathology (6 quarter units) (if needed)                              | \$810.00        |
| <b>Total Estimated Program Charges</b>                                                                | <b>\$11,780</b> |

### **Student Tuition Recovery Fund (STRF)**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

*Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.*

### **Student Application for Refund of STRF funds**

A student seeking reimbursement under the Fund shall submit an application to the Bureau, either in English or Spanish, using the Application for Student Tuition Recovery Fund (STRF App Rev. 11/20) or the Solicitud al Fondo de Recuperacin de Matriculas para Estudiantes (STRF App Rev. 11/20), which are hereby incorporated by reference. The application is signed under penalty of perjury that the statements the applicant makes in the application are true and correct and all submitted supporting documents are true and correct copies of originals.

(b) The application must be completed and received by the Bureau, with sufficient supporting documents reasonably necessary to the Bureau's evaluation of the application.

(1) The application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF, unless the student was either enrolled at a California campus of a Corinthian Colleges, Inc., institution or was a California student enrolled in an online program offered by an out-of-state campus of a Corinthian Colleges, Inc., institution, if (a) the student would otherwise meet one of the eligibility requirements for a STRF payment, and they were residing in California and attending a campus of Corinthian Colleges, Inc., institution on or after January 1, 2010; or (b) the student was enrolled as of June 20, 2014, or withdrew within 120 days of that date, and did not complete the student's program at the institution.

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

(c) The Bureau may conduct an investigation to verify whether to grant or deny a claim and may request any additional information or supporting documentation.

*Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94870 and 94923, Education Code.*

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form signed under penalty of perjury that the form and all attachments are true and correct, which includes the following information

1. The student's name, address, telephone number, email address, and social security number or taxpayer identification number
2. If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan
3. Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim
4. Proof of the date the student started and ceased attending the institution

5. A description of the reasons the student ceased attending the institution, or if the student graduated, date of graduation
6. The student's or borrower's authorization to allow the Bureau to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation
7. The student's authorization to allow the Bureau to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf
8. An assignment to the Fund and the Bureau of the student's rights to collect those funds against the institution if any payment issues as a result of the application
9. The institution name, address and phone number in which where the students attended
10. Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program
11. Proof that the student paid into the STRF
12. If the student took an approved leave of absence, and documentation of the approval
13. Whether the student has previously applied for STRF reimbursement
14. Whether the course of study or portion completed prepared the student to take a state or national licensure exam
15. If the student transferred to another school, a list of all classes or units transferred.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

### **Claims Amount, Payment, and Denial**

Per California Code of Regulations § 76210: A student seeking reimbursement under the Fund that includes student loans as part of the claim shall make reasonable attempts to obtain a loan discharge directly from the loan holder before the Bureau will complete the processing of the student's application for payment under section 76200.

The Bureau may negotiate with a lender, holder, guarantee agency, or the U.S. Department of Education for the full compromise or write-off of student loan obligations to relieve students of economic loss and, if possible, to reduce the liability of the Fund for the payment of claims.

The Bureau may pay a student's claim directly to the lender, holder, guarantee agency, or U.S. Department of Education as permitted by law.

If the Bureau grants the claim, the amount of the payment is measured by the total amount of the student's economic loss, as defined in Section 76000, less the amount of any refund, reimbursement, indemnification, restitution, compensatory damages, settlement, debt forgiveness, discharge, cancellation, compromise or any other benefit received by, or on behalf of, the student that is related to the economic loss. The amount of the payment is not dependent on, or necessarily limited to, the amount of refund the student would have received from the institution if the student had voluntarily withdrawn. The Bureau cannot pay

any claim to or for a student without a social security number or a taxpayer identification number.

In addition to the reductions above, the Bureau may reduce the amount of the payment by the value of the benefit, if any, of the education obtained by the student before the closure of the institution.

For a student who suffers educational opportunity loss whose charges were paid by a third-party payer, the Bureau will pay the student's charges at a subsequent institution up to the original third-party payer benefit once the student has exhausted his or her eligibility with the original third party-payer benefit. The subsequent institution must be eligible to receive the same third-party payer benefit as the original institution or program, and the Bureau must have evidence of the student's enrollment at the subsequent institution.

If a student participated in a teach-out, the following conditions also apply:

- If the student withdraws from the teach-out institution within the first two weeks of enrollment, the student's economic loss is calculated as though the student never received the teach-out.
- If the student withdraws from the teach-out institution after the first two weeks of enrollment, the student's economic loss includes only a pro rata portion of charges for the hours of the education service paid for, but not received from, either institution.
- If the teach-out institution provides all the remaining instruction that the closed institution had represented it would provide, the student's economic loss shall not include any amount the student paid to the closed institution specifically for instruction.
- Regardless of participation in a teach-out, a student may recover economic losses other than those specifically related to the instruction.

Upon payment of the claim, all the student's rights against the institution for that amount of payment shall be deemed assigned to the Bureau.

If the Bureau denies the claim, or reduces the amount of the claim, the Bureau may informally consider a written appeal and modify its decision.

If a written appeal is not received by the Bureau within 60 calendar days from the date of the decision, the Bureau's decision shall be final.

## **STUDENT'S RIGHT TO CANCEL**

**The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.**

**You have until: \_\_\_\_/\_\_\_\_/\_\_\_\_ to cancel this enrollment agreement.**

### **Enrollment Agreement Cancellation Policy**

- A student who cancels within 7 business days of signing an enrollment agreement, will receive a full refund of all monies paid.
- A student who cancels their enrollment agreement after 7 business days but prior to the first day of attendance is entitled to a refund of all monies paid, less \$100 of the non-refundable registration fees and non-refundable STRF fee.

### **Enrollment Agreement Cancellation Refund Policy**

Enrollment agreement cancellations will result in a refund, less \$100 of the non-refundable registration fees and non-refundable STRF fee, if the initiation and completion of the cancellation meets the above documented deadlines and follows the following procedure. Refunds will be issued within 45 days of the date of cancellation.

### **Enrollment Agreement Cancellation Procedure**

The procedure to cancel the enrollment agreement is as follows:

- The student must submit written notice of cancellation or withdrawal in accordance with institutional procedures, including via email to the Director of Nursing or designee.
- Cancellation is effective on the date email notification is sent in accordance with institutional procedures.
- The nursing student must complete and submit the Cancellation/Withdrawal form within 48 hours of emailing the Director of Nursing or designee in accordance with institutional procedures.
- The refund will be issued to the student within 45 days of the date of cancellation, less \$100 of the non-refundable registration fees and non-refundable STRF fee, if the initiation and completion of the cancellation meets the required deadlines and follows this procedure.

### **Add, Drop, Refund Policy and Procedure for Distance Education Courses**

**Policy:** United Nursing College (UNC) is committed to providing students optimal flexibility as it pertains to adding, dropping, or withdrawing from distance learning courses in either the general education category or the RN to BSN program. This policy outlines the guidelines and procedures to ensure students, faculty, and administration are wholly aware of deadlines and refund expectations.

## **Procedure:**

### ***Enrolling and Adding Courses***

1. Students must remit full payment—including tuition, technology, and lab fees (if applicable)—prior to enrollment, via <https://unitednursingcollege.org>
2. Students must enroll no later than 10 days prior to the course start date.
3. A minimum enrollment threshold of seven students is required for a course to launch, in order to prevent financial shortfalls.
  - If the course meets the threshold, additional students may be added within the first two days of the course.
  - Enrollment is not permitted after the second day of the course.
  - Exceptions for late adds may be considered under extraordinary circumstances, with approval from the instructor and the Dean of Educational Services.

### ***Dropping/Withdrawing from Courses***

- Procedure for dropping a course
  - Students must complete the withdrawal form found in the Online Student Hub (OSH)
- The last day to drop a course without receiving a grade is seven (7) calendar days after the course start date. This applies to both 8-week and 10-week courses.
  - Students must withdraw from GE courses using the following form: <https://form.jotform.com/250976515315056>
  - Students must withdraw from RN to BSN courses using the following form: <https://form.jotform.com/250155997946170>
- After the 7-day deadline, students may only withdraw with a grade of "W."
  - For 8-week courses: Students may withdraw with a "W" until the end of week 5. After that, a grade of "F" will be assigned.
  - For 10-week courses: Students may withdraw with a "W" until the end of week 6. After that, a grade of "F" will be assigned.
- Late withdrawal requests may be considered under exceptional circumstances, subject to approval by the instructor and Dean of Educational Services.

### ***Participation and Attendance\*\*\****

- Students are required to initiate participation in each enrolled course no later than **11:59 p.m. (Pacific Time) on the seventh (7th) calendar day of the course start date.**
- "Initiation of participation" is defined as active academic engagement, including but not limited to:
  - Submitting an academic assignment
  - Contributing to a graded discussion forum
  - Taking a quiz or assessment
  - Posting a substantive response to a course-related prompt
  - Attending a synchronous virtual class session (if applicable)

**\*\*\*Logging into the course without engaging in an academically related activity does not meet this requirement.**

Students who fail to meet this participation requirement by the stated deadline **may be administratively dropped from the course** by the registrar or course instructor. If a student is dropped from all courses in a term, this may result in full withdrawal from the institution.

Students who are administratively dropped from a course due to non-participation may appeal the decision within three (3) calendar days of the drop notification by contacting the DES.

### **Refunds**

1. If a course is canceled due to not meeting the enrollment threshold, students will receive a full refund of all payments made.
2. Students who drop a course within seven (7) calendar days of the course start date are eligible for a full refund, minus non-refundable fees (ie: lab fee, Canvas fee, etc)
3. For 8-week courses, students who withdraw before the end of week 5 are eligible for a partial refund, calculated on a daily pro-rated basis.
4. For 10-week courses, students who withdraw before the end of week 6 are eligible for a partial refund, calculated on a daily pro-rated basis.
5. Students who are administratively dropped for inactivity/non-attendance within the first week will receive a full refund, minus non-refundable fees (ie: lab fee, Canvas fee, etc)
6. Students who are administratively dropped for inactivity/non-attendance after the first week but within the pro-rated refund period for their course will receive a pro-rated refund, minus non-refundable fees (ie: lab fee, Canvas fee, etc)

*Disclaimer: Students should consult with their academic advisor before adding or dropping classes to ensure they are making the best decisions for their academic goals. Dropping a class may affect financial aid, scholarships, or other academic standing. The college reserves the right to modify this policy at any time. **For more information, please contact the Registrar's Office at [registrar@uunursing.com](mailto:registrar@uunursing.com).***

This policy ensures compliance with:

**BPPE** standards for accurate attendance records and enrollment documentation (CEC §94909(a)(8)(A), §94927.5),

**Accreditation** expectations for student engagement, satisfactory academic progress, and effective delivery of distance education programs.

## **Cancellation, Withdrawal, and Failed Course Refund Policy and Procedure**

A cancellation or withdrawal from the program will result in a refund of 100%, less the non-refundable fees and STRF fee, if the initiation and completion of the cancellation or withdrawal is made through the director of nursing or designee in accordance with institutional procedures as follows:

- A student who cancels within 7 business days of signing an enrollment agreement, will receive a full refund of all monies paid.
- A student who cancels their enrollment agreement after 7 business days but prior to the first day of attendance is entitled to a refund of all monies paid, less \$100 of the non-refundable registration fees and non-refundable STRF fee.

You may withdraw from the school at any time after the cancellation period and receive a pro-rated refund if you have completed 60% or less of the scheduled days in the period of attendance in your program through the last date of attendance. Refunds are calculated on a pro-rata basis using the number of scheduled days completed in the period of attendance divided by the total number of scheduled days in that period. The refund will be less non-refundable institutional fees and STRF fee and will be issued within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Receipt of course materials or access to course content does not eliminate eligibility for a prorated refund. Any scheduled days in which the student was absent but expected to attend shall be included in the calculation of days attended.

The following timelines are provided as general reference points only and do not determine refund eligibility. Refunds are based solely on the percentage of scheduled days completed in the period of attendance.

For traditional (face-to-face), hybrid courses, and online courses:

- 16-week courses: Students who withdraw around the end of week 9 are generally within the 60% period of attendance; however, refund eligibility is determined solely based on the percentage of scheduled days completed.
- 10-week courses: Students who withdraw around the end of week 6 are generally within the 60% period of attendance; however, refund eligibility is determined solely based on the percentage of scheduled days completed.
- 8-week courses: Students who withdraw around the end of week 5 are generally within the 60% period of attendance; however, refund eligibility is determined solely based on the percentage of scheduled days completed.

Asynchronous distance education courses: The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Thereafter, the student may withdraw from the program and will be subject to the institution's standard refund policy. Receipt of course materials or access to course content does not eliminate eligibility for a prorated refund. Refunds will be calculated on a pro-rata basis based on the percentage of scheduled days completed in the period of attendance and will be issued within 45 days of the student's withdrawal date.

Failed Semester within ADN Program:

- Students who do not successfully pass a course will be subject to the institution's standard refund policy based on withdrawal and the percentage of the period of attendance completed.
- Students are responsible for returning issued institutional property, including scrubs and ID badges, in accordance with institutional policy.

Faculty members have the right to initiate a student withdrawal from a course due to student's conduct, including, but not limited to, a student's lack of attendance. Students who are dismissed after the withdrawal/cancellation dates as listed above will not receive a refund. See Attendance Policy for further details.

***Procedure to withdraw from a program or course is as follows:***

- The student must submit written notice of cancellation or withdrawal in accordance with institutional procedures, including via email to the Director of Nursing or designee. Cancellation is effective on the date email notification is sent.
- The nursing student must complete and submit the Cancellation/Withdrawal form within 48 hours of emailing the Director of Nursing or designee in accordance with institutional procedures.
- The refund will be issued to the student within 45 days of the date of cancellation, less the non-refundable fees and STRF fee, if the cancellation meets the required deadlines and follows the outlined procedure.

***Institutional-Initiated Withdrawals or Terminations***

Refer to Dismissal and Appeal Policy and Procedure.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the student's Last Date of Attendance (LDA) or last date of academic activity, as applicable. The student who obtains a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The Date of Determination (DOD) is the date when the institution records that the student has withdrawn, ceased attendance, failed to return from an approved leave of absence, or is otherwise no longer enrolled.

The student who defaults on a federal or state loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed to the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

**Financial Aid Disclosure**

The institution does not participate in Title IV federal financial aid programs and does not offer federal financial aid. As an alternative, eligible students may apply for financing through an external third-party lender. Approval, terms, and repayment obligations are determined solely by the lender and are not guaranteed by the institution. Students are encouraged to review all loan terms carefully before entering into any financing agreement.

**Payment Plan Option**

United Nursing College offers optional tuition payment plans, including interest-free options and extended plans with simple interest rates starting from 0%, depending on the selected terms. Payment schedules vary and may extend beyond the academic term. All applicable terms, including interest rate and repayment details, will be disclosed to the student prior to entering into any financing agreement and will remain fixed for the duration of the repayment period. Institutional payment plans are separate from third-party financing options. Students may also choose to use external lenders, which are governed by their own terms and disclosures. Students who elect to use a payment plan must remain current with all scheduled payments to continue enrollment and participate in courses, clinical rotations, or graduation activities.

## SECTION 4: STUDENT SERVICES

### New Student Orientation

To support students, United Nursing College offers multiple services, including orientation to programs. During orientation sessions, students will be walked through each facet of the institution's academic community. Students will review their chosen program, schedule, and the facilities and resources available. Distance and hybrid education students will complete their orientation online through their learning management system. Traditional education students will complete their orientation in person on campus.

### ADA Services and Accommodations

United Nursing College is committed to providing equal access to education for all individuals. UNC does not discriminate on the basis of disability or any other characteristic protected by applicable federal or California law. The College complies with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act.

Students with documented disabilities may request academic accommodation by submitting a formal request to the institution's ADA/Section 504 Coordinator, Dr. Adam E. Rowland. The coordinator will work collaboratively with students to determine the availability and effectiveness of reasonable accommodations. While instructors need to be aware of accommodations that affect their classes, they are not involved in reviewing documentation or determining eligibility. The ADA Coordinator—not the instructor—is solely responsible for reviewing documentation, determining eligibility, and communicating directly with faculty about implementation.

### Accommodation Request Procedure

- **Submit the Request Form**

Complete and submit the **Disability Accommodation Request Form** to the ADA/Section 504 Coordinator using one of the following means:

- In person
- Fax to 951.574.4196
  - The healthcare provider can FAX the original form with signature to the institution
- Email [accommodations@uunursing.com](mailto:accommodations@uunursing.com)
  - An email must come directly from the healthcare provider
- Documentation may be submitted directly by the evaluating professional or by the student, only if the student submits the original paperwork with a wet signature. The College reserves the right to verify the authenticity of documentation when necessary.
  - **Student-submitted copies (including photocopies or digital images) will not be accepted.**

- **Documentation Requirements**

- The form must be completed by a licensed physician, licensed psychologist, educational evaluator, or other professionals qualified to assess the student's condition.
- A signed letter from a physician may be accepted if it includes specific, clear accommodation recommendations and a justification (diagnosis) for the recommended supports.

- **Submission Timeline**

Students should submit all required documentation at least seven days before the accommodation is needed whenever reasonably possible. Requests submitted with less notice will be reviewed as promptly as practicable, but the College cannot guarantee implementation by the requested date.

- **Response Timeline**

The ADA/Section 504 Coordinator will review and respond to accommodation requests **within three (3) business days** of receiving the completed form. The coordinator will also notify the student and relevant instructor(s) within this timeframe.

### **Appeals, Reconsideration, and External Appeal Rights**

If a student wishes to request reconsideration of the decision:

- Submit a written appeal to the Dean of Educational Services (DES), Dean of Nursing, or Director of Nursing **within one (1) week** of receiving the notice from the coordinator.
- Include a statement outlining the reason for the appeal and any additional relevant information.
- Students may file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR) if they believe their request was improperly handled or denied.

### **Implementation and Opt-Out**

- Once approved, **all recommended accommodations must be provided** in full; students may not select only certain accommodations.
- If a student chooses to decline support, they must complete and sign an official **Opt-Out Form**.
- To request future accommodations after opting out, a **new Disability Accommodation Request Form** with updated documentation must be submitted.

### **Academic Advising**

Students can request one-on-one advising with a faculty advisor or Dean of Educational Services (DES) to discuss academic or personal issues at any time.

## **Library**

The United Nursing College library is designed to support the students in each of the programs offered. Resources will enable students to pursue inquiry searches, documentation, and assignments connected with their program of study. The following library content includes but is not limited to:

- Staff member stationed at the library's front desk during school hours of operation
- Distraction-free testing accommodations for exams in partitioned student computer stations
- Program textbooks for students to use while on campus
- Internet access
- e-books and online resources
- Access to the programs' Learning Management System (LMS) - Canvas
- Supplemental learning materials:
  - Access to electronic periodicals
  - Computer-based training modules
- The DES is available via phone and email for assistance with study skills, time management, and test-taking strategies.
- Disability accommodations

## **Placement Services**

United Nursing College prepares students for career success beginning in their final semester with resume writing workshops, mock interviews, and personalized letters of recommendation, highlighting individual achievements, extracurricular work, and community involvement. The College maintains strong relationships with local healthcare employers—including hospitals, clinics, and long-term care facilities—to expand networking and job placement opportunities.

Graduates receive ongoing support through individualized career advising, including direct connections to employment opportunities at United Medical Doctors and United Surgery Centers, a partnership made possible through the leadership of CEO Dr. John Hong.

## **Health, Wellness, Pregnancy and Supplemental Medical Guidelines**

An essential aspect of the provision of patient care is the student's health. It is the responsibility of each student to maintain their physical, mental, and emotional health.

Students who require the use of a brace, splint, cast, or have a permanent or temporary disability and request clinical placement must:

- meet the criteria listed in the Supplemental Medical Guidelines below.
- schedule a meeting with the Director or the Assistant Director of Nursing.
- be re-evaluated every semester.
- If an instructor determines that a student's physical, mental, or emotional status may interfere with the student's ability to safely meet clinical, lab, or practicum requirements, the instructor may remove the student from the setting for the day and confer with the Director of Nursing or designee.

For readmission criteria, refer to the Readmission Policy.

## **Pregnancy Policy**

Students may be exposed to infectious diseases, chemicals, medications, radiation, and other potential risks in the clinical, lab, or practicum setting. These exposures, along with the physical and mental requirements of the nursing program, may present risks during pregnancy. Students are encouraged to discuss these potential risks with their healthcare provider and to review the Supplemental Medical Guidelines.

A pregnant student may remain active in the nursing program and is expected to meet the same course, clinical, lab, and practicum objectives as all other students, with or without reasonable accommodation or approved pregnancy-related adjustments. The student must continue to meet attendance, progression, and clinical agency requirements.

Pregnant students are strongly encouraged to notify the Director of Nursing or designee as early as possible so the program can review potential clinical, lab, or practicum risks and discuss available options to support student safety and continued progression. Students must notify the Director of Nursing or designee of any pregnancy-related provider restrictions, limitations, complications, or recommended modifications that may affect clinical, lab, or practicum participation. Reported restrictions or concerns will be reviewed on an individualized basis, consistent with applicable law, essential program requirements, clinical agency requirements, and student and patient safety.

Students requesting pregnancy-related adjustments or disability-related accommodations must follow the College's accommodation process and contact the designated accommodations representative. Requests will be evaluated through an individualized review process consistent with applicable law, essential program requirements, clinical agency requirements, and student and patient safety.

The student must adhere to United Nursing College's Attendance, Leave of Absence, course progression, and Readmission policies. Any leave of absence or re-entry request will be processed according to the College's standard policies and procedures.

If the student requests a leave of absence during pregnancy, the student must schedule an exit interview with the Director of Nursing or designee and request a formal leave of absence in writing. At the end of the leave of absence, the student may re-enter the nursing program and must follow the applicable re-entry process.

Students may refer to the U.S. Department of Education resource, "Supporting the Academic Success of Pregnant and Parenting Students," for additional information.

## **Supplemental Medical Guidelines**

Students must be able to do total patient care in all nursing areas without physical, emotional, or psychological limitations. Students must provide written documentation of complete recovery from any previous injury or illness. The following is a brief description of the type of physical activities students will perform while working with patients in the hospital.

- Moderate to heavy lifting and carrying (20-40 pounds).
- Pushing, pulling, bending, and kneeling around patients using hospital equipment, such as wheelchairs, gurneys, lifting devices, and specialized beds.

- Fine motor dexterity using both hands while preparing medications and manipulating various instruments and assessment devices.
- Rapid mental processing and simultaneous motor coordination.
- Extensive periods of walking and standing.
- Visual discrimination includes depth perception and color vision.
- Ability to hear the spoken word in settings where other sounds are present.
- Working with hands in water (frequent hand washing is required).
- Working with various materials and substances to which some individuals may be allergic.
- Hypervigilance when working with potentially agitated patients.
- Casts, splints, braces, immobilizers, or other supportive devices may not be permitted in clinical settings due to clinical agency requirements and overall safety (ex:infection control standards, occupational health requirements, or patient safety concerns). Students must notify the Director of Nursing or designee before attending clinical, lab, or practicum with any such device.

## **Student Housing**

The United Nursing College does not offer student housing services and assumes no responsibility to find or assist a student in finding housing. The Institution does not have dormitory facilities under its control. There are several apartment complexes located within 5 miles of the campus with rental pricing ranging from \$1,800-2,500 monthly. Other housing options can be located at [www.rentals.com](http://www.rentals.com).

## **Student Life and Service-Learning Program**

United Nursing College is committed to facilitating a balanced educational experience, recognizing the need for holism in student life and learning. The institution supports opportunities for students to enhance personal, professional, and community growth.

United Nursing College's Service-Learning Program provides Associate Degree Nursing (ADN) students with opportunities to engage in community service that supports the development of professional skills, community awareness, civic responsibility, and an understanding of the social factors that influence health and well-being.

As a requirement for graduation, ADN students must complete a minimum of 12 hours of approved community service during their nursing education program. Service activities must be completed through an approved community partner or receive prior approval from the College. Students are responsible for documenting each service experience through the designated Service-Learning documentation form in the Online Student Hub, including the date, activity, hours completed, and required verification.

Students may participate in a variety of approved service-learning activities through healthcare organizations, nonprofit agencies, community organizations, health education programs, food pantries, community outreach initiatives, and other approved partners. Students may also identify potential community partners and request approval for new service-learning opportunities before completing service hours.

Students participating in service-learning activities are expected to demonstrate professionalism, ethical conduct, confidentiality, respect, and compliance with all applicable safety requirements and the United Nursing College Code of Conduct. Students may participate only within the role and responsibilities established for the approved volunteer activity and may not perform duties outside the authorized scope of the volunteer role.

Students who complete 24 or more service hours and demonstrate leadership in service-learning activities during their nursing education program may be recognized with a Service-Learning Cord at commencement. Students who successfully complete the program requirements will also receive recognition of their community service contributions through a Service-Learning certificate and/or other College recognition.

The Service-Learning Program is coordinated by a designated College faculty or staff member who assists students with identifying appropriate opportunities, coordinates community partnerships, monitors participation, and supports compliance with program requirements. The College periodically evaluates the program through student feedback, community partner feedback, and review of program outcomes to promote continuous improvement.

### **Technology Assistance and Requirements**

Students are responsible for maintaining access to the technology necessary to participate in distance education coursework, if applicable, including high-speed internet access, a computer or compatible device, and a dedicated workspace. United Nursing College publishes software and hardware requirements in each Canvas course under "resources." Students can seek support for technical issues through the Online Student Hub in every Canvas course. Students can also contact Canvas support through the Canvas Learning Management System should they encounter Canvas-related issues. The Dean of Educational Services/Registrar is available to help students with technology related issues.

### **Tutoring Services**

United Nursing College's programs are rigorous and designed to challenge. Occasionally, students may need additional help outside of the classroom. Students may request individual tutoring by their instructors during office hours or other scheduled times. The DES is also available by appointment to assist with study skills, time management, and test-taking strategies.

## SECTION 5: STUDENT RIGHTS AND RESPONSIBILITIES

### Leave-of-Absence Policy

**Purpose:** A Leave-of-Absence policy sets clear guidelines for how long a student can be absent, the documentation needed and the process for requesting and approving the leave. This helps avoid confusion and ensures fairness in the decision-making process.

**Policy:** Students may request a Leave-Of-Absence (LOA) while enrolled in any program at United Nursing College. Leaves of Absences will be automatically approved for an emergent or unforeseen circumstance. For all other anticipated leaves of absence, the student must follow all steps mentioned within this policy.

Students must be in good academic standing, defined as maintaining a minimum course average of 70%, to request a voluntary Leave of Absence. Requests for leave as a reasonable accommodation under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act will be evaluated individually through the College's ADA/Section 504 accommodation process and in accordance with applicable law.

#### **Procedure:**

- A Leave of Absence Request Form must be completed, signed, and submitted to the Operations Manager or designee.
  - The request must include the circumstances, supporting documentation, and duration of the leave being requested.
- For an LOA to be finalized, all required parties (Director of Nursing or designee must approve the request.
  - Students should continue attending scheduled courses and clinical experiences while an LOA request is pending when they are reasonably able to do so. Submission of an LOA request does not, by itself, excuse absences or alter attendance requirements unless otherwise approved by the College.
  - Requests for leave related to a disability, medical condition, pregnancy, childbirth, or related circumstances will be evaluated on an individualized basis and in accordance with applicable law and College policies, including the ADA Services and Accommodation Policy and applicable Title IX requirements.
- Students may take a maximum of 180 days of leave within a 12-month period.
  - If a student does not return from a LOA within the specified timeframe and no prior arrangements have been made to extend the leave, then the student will be withdrawn from the program.

### **Re-entry/Return from LOA:**

- If a student fails to return from an approved LOA, the student's withdrawal date will be determined in accordance with applicable College policies and federal and state requirements.
- ADN Re-entry: Re-entry may require skills validation, competency assessment, or placement based on the nursing course sequence.
- RN to BSN Re-entry: Re-entry is generally based on course availability and curriculum sequencing rather than clinical competency.

*\*Students seeking readmission after an approved LOA will be placed on seat availability and is subject to the tuition and fees in place at the time of readmission.*

### **Satisfactory Academic Progress (SAP) ADN Program**

**Policy:** All students must maintain Satisfactory Academic Progress (SAP) toward completion of their program of study in accordance with the qualitative and quantitative standards outlined in this policy. This policy applies to all students regardless of the source of tuition payment and is applied consistently to determine academic standing and eligibility to continue in the program.

#### **SAP Evaluation Periods**

Satisfactory Academic Progress (SAP) is formally evaluated at the end of each academic semester. Each semester serves as a single SAP evaluation period, regardless of the number of courses completed during that period. Students must meet both qualitative and quantitative SAP standards at each evaluation period. Although academic performance is monitored throughout the semester, formal SAP determinations occur only at the conclusion of the evaluation period.

#### **SAP Process, Monitoring, and Checkpoints**

Students are assigned one of the following Satisfactory Academic Progress statuses under the directive of the institution's Registrar:

- **Good Academic Standing** – The student meets both the qualitative and quantitative SAP standards.
- **Academic Warning** – The student did not meet Satisfactory Academic Progress (SAP) standards at the most recent evaluation period and is placed on probation for the next evaluation period.
- **Academic Probation** – The student did not meet Satisfactory Academic Progress (SAP) standards at the end of the Academic Warning period and is permitted to continue for one additional evaluation period under Academic Probation status.

During the Academic Warning and Academic Probation periods, students are notified in writing of their SAP status, receive academic counseling, and may be required to complete remediation and/or academic support activities designed to assist them in regaining Satisfactory Academic Progress. If the student meets both the qualitative and quantitative SAP standards at the end of the evaluation period, the student will return to Good Academic Standing. Students who do not regain Satisfactory Academic Progress at the end of the Academic Probation period will be dismissed from the program.

### **Qualitative Standard - Academic Performance**

Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 (equivalent to 70%) to meet the qualitative standard of Satisfactory Academic Progress (SAP).

### **Quantitative Standard - Pace of Completion**

Pace of completion is calculated by dividing the number of credits successfully completed by the total number of credits attempted. Attempted credits include all courses in which a student remains enrolled after the institution's add/drop period, including courses with grades of F, W, I, and repeated courses. Students must successfully complete at least 67% of all attempted credits to maintain Satisfactory Academic Progress. The completion rate is calculated by dividing the total number of credits successfully completed by the total number of credits attempted.

Credits attempted include all courses in which a student is enrolled beyond the add/drop period, including withdrawals and incomplete grades, as defined by institutional policy. Credits are considered successfully completed when a student earns a passing grade of 70% or higher in a course in accordance with the institution's Grading and Academic Progression Policy. Transfer credits accepted by the institution are also counted as successfully completed credits for purposes of pace of completion. Courses with grades below 70%, withdrawals, and incompletes are considered attempted but not successfully completed for purposes of Satisfactory Academic Progress. This pace requirement ensures that students are progressing through the program at a rate that allows completion within the maximum timeframe permitted by the institution.

### **Maximum Timeframe Allowed**

Students must complete the program within 150% of the published program length, measured in attempted credits. If at any point it is determined that a student cannot complete the program within the maximum allowable timeframe, the student will no longer meet Satisfactory Academic Progress (SAP) requirements and will be dismissed from the program.

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

Students granted an approved Leave of Absence must comply with institutional policy. Time spent on an approved Leave of Absence will not be included in the calculation of the 150% maximum timeframe. SAP status determinations are based on the results of each SAP evaluation period.

### **Appeal of Dismissal for Failure to Meet Satisfactory Academic Progress (SAP)**

Students who are dismissed for failure to maintain Satisfactory Academic Progress (SAP) may submit a written appeal based on documented extenuating circumstances. Extenuating circumstances may include, but are not limited to, serious illness, hospitalization, extreme family emergency, or death in the family. The appeal must include:

- A clear statement of the grounds for reconsideration
- A description of the circumstances that led to the dismissal
- An explanation of what has changed that will allow the student to meet program requirements moving forward
- Supporting documentation

Appeals will be reviewed by the Director of Nursing or designee within five business days of receipt. Students will be notified in writing of the appeal decision. Students whose appeal is approved will be permitted to continue enrollment and will be placed on SAP Probation for one evaluation period. As a condition of approval, students may be required to complete remediation and/or academic support activities. If the appeal is denied, the dismissal will remain in effect. Additional details regarding the appeal process are outlined in the Dismissal and Appeal Policy.

### **Readmission Following SAP Dismissal**

Students who are dismissed for failure to meet Satisfactory Academic Progress (SAP) may apply for readmission to the program. Readmission is not guaranteed and is subject to demonstration of readiness for academic success, compliance with institutional policies, and program space availability. Additional requirements and procedures for readmission are outlined in the Readmission Policy.

### **Treatment of Grades and Credits in SAP Calculations**

All courses attempted are included in the evaluation of Satisfactory Academic Progress (SAP), unless otherwise noted below.

- Courses in which a student earns a passing grade, as defined by the program grading policy (minimum 70%), are counted as both attempted and successfully completed credits for purposes of Satisfactory Academic Progress (SAP). These courses are also included in the calculation of the cumulative grade point average (CGPA).
- Failing grades (F) are counted as attempted credits, are included in the CGPA, and do not count as earned credits.
- Withdrawals (W) are counted as attempted credits but are not included in the CGPA and do not count as earned credits.

- Incompletes (I) are counted as attempted credits until a final grade is assigned.
- Transfer credits (TC) are counted as earned credits but are not included in the CGPA.
- Repeated courses are counted as attempted credits each time the course is taken. In accordance with institutional grading practices, the highest grade earned is included in the CGPA and the lower grade is excluded.

Grades such as audit, pass/no pass, credit/no credit, and other non-letter grades are not included in the CGPA calculation and are treated in accordance with institutional grading policies.

### **Relationship to Program Progression Requirements**

The Satisfactory Academic Progress (SAP) policy establishes the institution's minimum academic standards related to cumulative grade point average (CGPA) pace of completion, and maximum timeframe for program completion. The ADN program also maintains course completion and progression requirements that determine whether a student may advance in the curriculum. Students must meet both SAP standards and program progression requirements to remain enrolled.

Failure to meet program progression requirements, including minimum course grading standards, as outlined in the Grading and Academic Progression Policy, may result in dismissal from the program regardless of the student's SAP status.

### **Satisfactory Academic Progress (SAP) RN to BSN Program**

**Policy:** All students must maintain Satisfactory Academic Progress (SAP) toward completion of their program of study in accordance with the qualitative and quantitative standards outlined in this policy. This policy applies to all students regardless of the source of tuition payment and is applied consistently to determine academic standing and eligibility to continue in the program.

#### **SAP Evaluation Periods**

Satisfactory Academic Progress (SAP) is formally evaluated at the end of each academic quarter. Each quarter serves as a single SAP evaluation period, regardless of the number of courses completed during that period.

Students must meet both qualitative and quantitative SAP standards at each evaluation period. Although academic performance is monitored throughout the quarter, formal SAP determinations occur only at the conclusion of the evaluation period.

## **SAP Process, Monitoring, and Checkpoints**

Students are assigned one of the following Satisfactory Academic Progress statuses under the directive of the institution's registrar:

- **Good Academic Standing** – The student meets both the qualitative and quantitative SAP standards.
- **Academic Warning** – The student did not meet Satisfactory Academic Progress (SAP) standards at the most recent evaluation period and is placed on probation for the next evaluation period.
- **Academic Probation** – The student did not meet Satisfactory Academic Progress (SAP) standards at the end of the Academic Warning period and is permitted to continue for one additional evaluation period under probation status.

During the Academic Warning and Academic Probation periods, students are notified in writing of their SAP status, receive academic counseling, and may be required to complete remediation and/or academic support activities designed to assist them in regaining Satisfactory Academic Progress.

Academic support is provided at the program level. The Program Director will notify appropriate faculty, and students will be referred for support, which may include faculty communication, advising, remediation, and other resources designed to assist in improving academic performance.

If the student meets both the qualitative and quantitative SAP standards at the end of the evaluation period, the student will return to Good Academic Standing. Students who do not regain Satisfactory Academic Progress at the end of the Academic Probation period will be dismissed from the program.

### **Qualitative Standard - Academic Performance**

Students must maintain a minimum cumulative grade point average (CGPA) of **2.0 (equivalent to 70%)** to meet the qualitative standard of Satisfactory Academic Progress (SAP).

### **Quantitative Standard - Pace of Completion**

Pace of completion is calculated by dividing the number of credits successfully completed by the total number of credits attempted. Attempted credits include all courses in which a student remains enrolled after the institution's add/drop period, including courses with grades of F, W, I, and repeated courses.

Students must successfully complete at least 67% of all attempted credits to maintain Satisfactory Academic Progress. The completion rate is calculated by dividing the total number of credits successfully completed by the total number of credits attempted. Credits are considered successfully completed when a student earns a passing grade of 70% or higher in a course in accordance with the institution's grading policy. Transfer credits

accepted by the institution are also counted as successfully completed credits for purposes of pace of completion.

Courses with grades below 70%, withdrawals, and incompletes are considered attempted but not successfully completed for purposes of Satisfactory Academic Progress. This pace requirement ensures that students are progressing through the program at a rate that allows completion within the maximum timeframe permitted by the institution.

### **Maximum Timeframe Allowed**

Students must complete the program within 150% of the published program length, measured in attempted credits. If at any point it is determined that a student cannot complete the program within the maximum allowable timeframe, the student will no longer meet Satisfactory Academic Progress (SAP) requirements and will be dismissed from the program.

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

Students granted an approved Leave of Absence must comply with institutional policy. Time spent on an approved Leave of Absence will not be included in the calculation of the 150% maximum timeframe. SAP status determinations are based on the results of each SAP evaluation period.

### **Appeal of Dismissal for Failure to Meet Satisfactory Academic Progress (SAP)**

Students who are dismissed for failure to maintain Satisfactory Academic Progress (SAP) may submit a written appeal based on documented extenuating circumstances. Extenuating circumstances may include, but are not limited to, serious illness, hospitalization, extreme family emergency, or death in the family.

The appeal must include:

- A clear statement of the grounds for reconsideration
- A description of the circumstances that led to the dismissal
- An explanation of what has changed that will allow the student to meet program requirements moving forward
- Supporting documentation

Appeals will be reviewed by the Director of Nursing or designee within five business days of receipt. Students will be notified in writing of the appeal decision.

Students whose appeal is approved will be permitted to continue enrollment and will be placed on SAP Probation for one evaluation period. As a condition of approval, students may be required to complete remediation and/or academic support activities. If the appeal is denied, the dismissal will remain in effect. Additional details regarding the appeal process are outlined in the Dismissal and Appeal Policy.



### **Readmission Following SAP Dismissal**

Students who are dismissed for failure to meet Satisfactory Academic Progress (SAP) may apply for readmission to the program. Readmission is not guaranteed and is subject to demonstration of readiness for academic success, compliance with institutional policies, and program space availability. Additional requirements and procedures for readmission are outlined in the Readmission Policy.

### **Treatment of Grades and Credits in SAP Calculations**

All courses attempted are included in the evaluation of Satisfactory Academic Progress (SAP), unless otherwise noted below.

- Passing grades, as defined by the program grading policy (minimum 70%), are counted as both attempted and earned credits and are included in the cumulative grade point average (CGPA).
- Failing grades (F) are counted as attempted credits, are included in the CGPA, and do not count as earned credits.
- Withdrawals (W) are counted as attempted credits but are not included in the CGPA and do not count as earned credits.
- Incompletes (I) are counted as attempted credits until a final grade is assigned.
- Transfer credits (TC) are counted as earned credits but are not included in the CGPA.
- Repeated courses are counted as attempted credits each time the course is taken. In accordance with institutional grading practices, the highest grade earned is included in the CGPA and the lower grade is excluded.

Grades such as audit, pass/no pass, credit/no credit, and other non-letter grades are not included in the CGPA calculation and are treated in accordance with institutional grading policies.

### **Relationship to Program Progression Requirements**

The Satisfactory Academic Progress (SAP) policy establishes the institution's minimum academic standards related to cumulative grade point average (CGPA) pace of completion, and maximum timeframe for program completion.

The ADN program also maintains course completion and progression requirements that determine whether a student may advance in the curriculum. Students must meet both SAP standards and program progression requirements to remain enrolled.

Failure to meet program progression requirements, including minimum course grading standards, as outlined in the Grading and Academic Progression Policy, may result in dismissal from the program regardless of the student's SAP status.

## **State of California Residency Requirement and Student Physical Location Policy**

United Nursing College programs are offered only to residents of the State of California. Prior to enrollment and as part of the admissions process, the College requires verification and attestation of the student's physical address and location of record.

The institution determines the student's physical location at the time of enrollment using the address provided on the student's application and confirmed on the Enrollment Agreement. This address becomes the student's official address of record and is maintained in the institution's student information system. By signing the Enrollment Agreement, the student attests that the address provided on their application represents their current physical location.

Students are responsible for notifying the institution of any change to their physical address during enrollment. Address updates must be submitted through the Online Student Hub by following the process below:

- Log into any Canvas course and select Student Hub
- Click the link for the "Change of Address" form
- Submit the completed form for review

Once the request has been processed, the student will receive a confirmation email from the Registrar indicating that the address update has been approved.

The institution maintains the student's physical address of record within the student information system and uses this information to ensure compliance with applicable state authorization and professional licensure disclosure requirements.

If a student relocates outside the State of California, the student must notify the institution as soon as possible, but no later than ten (10) calendar days after the change occurs. A change in physical location may affect the student's ability to remain enrolled in the program and may impact the student's eligibility for professional licensure in states outside California.

Upon notification of a student's relocation, the institution will review whether the student's program meets the educational requirements for licensure or credentialing in the student's new state of residence. If the institution determines that completion of the program does not meet the educational requirements for licensure in that state, the institution will provide direct written notice to the student within fourteen (14) calendar days of making that determination. This notification will inform the student that completion of the program may not lead to licensure in the student's new state of residence and may impact the student's ability to continue enrollment.

## **Grievance and Appeal Policy**

**Purpose:** The purpose of this policy is to provide students currently enrolled in the nursing program with a fair, timely, and equitable process for addressing concerns that affect their educational experience. United Nursing College (UNC) is committed to resolving student grievances promptly, professionally, and without retaliation.

**Definition of a Grievance:** A grievance is a formal, written complaint by a student currently enrolled in the nursing program regarding an alleged violation, misapplication, or perceived unfairness of institutional policies, procedures, or practices that directly affect the student's educational experience.

Students who have been dismissed from the program should refer to the Dismissal and Appeal Policy, which outlines the applicable appeal process for dismissal decisions.

### **Informal Resolution**

- Students are encouraged to attempt to resolve concerns informally by discussing the matter directly with the individual(s) involved when appropriate. If the concern is not resolved through informal means, or if informal resolution is not appropriate, students may proceed with a formal grievance.

### **Filing a Formal Grievance**

- A formal grievance must be submitted in writing to the Director of Nursing (or designee).
- The grievance should include a description of the issue, relevant facts, supporting documentation, and the specific resolution sought.
- Grievances should be filed within ten (10) business days of the event giving rise to the concern.

### **Review and Decision**

- The Director of Nursing, or designee, will review the grievance, gather information, and may meet with the student and/or involved parties as part of the review process.
- A written decision will be provided to the student via official college email within ten (10) business days of receipt of the formal grievance.

### **Appeal of Grievance Decision**

- If the student is not satisfied with the decision, they may submit a written appeal to the Dean of Nursing (or designee) within three (3) business days of receiving the decision.
- The Dean of Nursing, or designee, will review the matter and issue a final written decision within five (5) business days of receipt of the appeal.
- The decision of the Dean of Nursing (or designee) is final.

### **Records and Confidentiality**

- All records of grievances and their resolutions will be maintained in the student's academic file in accordance with institutional record-retention policies.
- All grievances will be handled with appropriate confidentiality and professionalism, consistent with applicable privacy laws and institutional policies.
- Retaliation against a student for filing a grievance in good faith is strictly prohibited.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, or [www.bppe.ca.gov](http://www.bppe.ca.gov), or by phone (888) 370-7589 or (916) 574-8900, or by fax (916) 263-1897 or (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

If a student's complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the California Board of Registered Nursing (BRN). The BRN is the state approval agency for nursing programs in California and reviews complaints related to program compliance with educational and licensure requirements.

**California Board of Registered Nursing (BRN)**

1747 North Market Blvd., Suite 150

Sacramento, CA 95834

Phone: (916) 322-3350

Website: [www.rn.ca.gov](http://www.rn.ca.gov)

## SECTION 6: ACADEMIC RULES, REGULATIONS, AND STANDARDS

All institutional and program-specific policies and procedures are fully detailed in the Student Handbook. The Handbook serves as the official source for current policies governing student conduct, academic standards, clinical requirements, and general college operations. Once formally enrolled, students are responsible for reviewing and adhering to all policies outlined therein.

### Grading Policy

This policy establishes the grading standards for students enrolled in the Associate Degree in Nursing (ADN) program and RN to Bachelor of Science in Nursing (BSN). It defines how course grades are determined. This policy applies to all students enrolled in the ADN program and RN to BSN program and should be read in conjunction with the Satisfactory Academic Progress (SAP) Policy, Grade Appeals Policy, and the Dismissal and Appeal Policy.

### Grading Information

#### Course Grading Scale

|    |                                          |
|----|------------------------------------------|
| A  | 100-94%                                  |
| A- | 93.99-90%                                |
| B+ | 89.99-87%                                |
| B  | 86.99-84%                                |
| B- | 83.99-80%                                |
| C+ | 79.99-77%                                |
| C  | 76.99-74%                                |
| C- | 73.99-70% (70% required for progression) |

| Sample ADN % of grade weight |        |
|------------------------------|--------|
| *Assessment Type             | Weight |
| Exams                        | 60%    |
| Assignments                  | 20%    |
| Clinical                     | 10%    |
| Knowledge Checks             | 10%    |

*\*This is an example from a course in the ADN program with specific grading components and weighting which is defined in each course syllabus*

| Sample BSN % of grade weight |        |
|------------------------------|--------|
| *Assessment Type             | Weight |
| Quizzes                      | 10%    |
| Assignments                  | 30%    |
| Discussions                  | 20%    |
| Performance Task             | 40%    |

*\* This is an example from a course in the BSN program with specific grading components and weighting which is defined in each course syllabus and will vary by course.*

### **Grade Point Average (GPA) Grading Scheme**

#### **Grades included in calculation of Grade Point Average (GPA)**

| Grade | Quality Points per Unit |
|-------|-------------------------|
| A     | = 4.00                  |
| A-    | = 3.67                  |
| B+    | = 3.33                  |
| B     | = 3.00                  |
| B-    | = 2.67                  |
| C+    | = 2.33                  |
| C     | = 2.00                  |
| C-    | = 1.67                  |
| D+    | = 1.33                  |
| D     | = 1.00                  |
| F     | = 0.00                  |

#### **Grades excluded from calculation of Grade Point Average**

|       |                                      |
|-------|--------------------------------------|
| AU    | - Audit                              |
| AUX   | - Audit (Non-attendance)             |
| CR    | - Credit                             |
| EQ    | - Equivalent Credit                  |
| I     | - Incomplete                         |
| IP    | - In Progress (Graduate only)        |
| NC    | - No Credit                          |
| NP    | - No Pass                            |
| P     | - Pass                               |
| NR/NG | - No Grade Reported                  |
| PE    | - Pass (Credit for Prior Experience) |
| TC    | - Transfer Credit                    |
| W     | - Withdrawal                         |

## COMPUTATION OF AVERAGE

A student's grade point average is determined by dividing total quality/grade points by calculable units (units taken toward GPA). For example: 60 grade points ÷ 24 calculable units = 2.50 GPA.

The cumulative grade point average (CGPA) includes only courses taken at the institution that are assigned letter grades. Transfer credit, including general education coursework completed at other institutions, are not included in the CGPA.

Final course grades are determined using the percentage-based course grading scale and are converted to the 4.0 grade point average (GPA) scale for calculation of the cumulative GPA, as reflected on the official academic transcript.

## ROUNDING

When the calculation of credit hours results in a fractional value, United Nursing College rounds credit hours down to the nearest one-half (0.5) credit, using standard mathematical rounding conventions. Credit-hour calculations are performed consistently across all programs and courses, and any rounding is applied only after the total instructional and outside-of-class hours have been calculated. Rounding practices do not reduce the minimum instructional hours required for course completion and are documented within course and program records.

## Credit and Clock Hour Definition

### ***Credit Hour Definition (Carnegie Unit Standard)***

A *credit hour* is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15-16 weeks for one semester or trimester hour of credit, or 10-12 weeks for one quarter hour of credit; or an equivalent amount of work for other academic activities such as laboratory work, clinical experience, practicum, or other academic work leading to the award of credit hours.
- For the ADN program, which operates on a semester-credit system, UNC awards academic credit in accordance with California Board of Registered Nursing (BRN) requirements for prelicensure nursing education. One semester unit of theory instruction equals 16 contact hours of direct faculty instruction. One semester unit of laboratory instruction, including faculty-supervised laboratory, simulation, and clinical experiences, equals 48 contact hours of supervised instruction based on three hours per week over a 16-week academic term.
- For the RN-to-BSN program, which operates on a quarter-credit system, one quarter credit hour represents approximately 10 hours of direct faculty instruction and a minimum of 20 hours of outside student work, resulting in approximately 30 hours of total student learning.
- Awarded credit is consistent with the academic engagement expectations reflected in the Carnegie Unit model and federal credit-hour definition.

## Credit Hour Policy

**Policy:** United Nursing College (UNC) documents instructional hours, course credits, and required outside preparation for each course in the ADN and RN-to-BSN programs.

**Definition:** Outside preparation is required student work completed outside scheduled instruction to support course learning outcomes.

### **Academic Terms**

A standard semester is at least 15 weeks and a standard quarter is at least 10 weeks. Block or shortened courses retain the required total instructional and outside preparation hours.

### **ADN Program Semester Units**

- UNC awards one semester unit for 16 hours of theory instruction or 48 hours of supervised laboratory or clinical instruction. Theory requires at least 2 hours of outside study for every 1 hour of theory instruction. Laboratory, including skills lab and simulation, requires at least 1 hour of outside study for every 1 hour of laboratory instruction.

### **RN to BSN Program Quarter Units**

- UNC awards one quarter unit for 10 hours of theory instruction. Theory requires at least 2 hours of outside study for every 1 hour of theory instruction. The RN-to-BSN program has no clinical courses.

### **Credit Calculation and Rounding**

- Course credits are calculated from theory, laboratory, and clinical instructional hours using the applicable program conversions. For courses with multiple components, the component credits are added before rounding. Any fractional course credit is rounded down to the nearest half or whole credit.

### **Procedure**

- **Assign preparation:** Faculty select required activities that support course outcomes and estimate reasonable completion times.
- **Document hours:** Course records identify instructional hours, credit calculations, required preparation activities, and estimated outside hours by category, such as reading, assignments, examination study, and lab preparation. Records explain the basis for estimates and justify hours above the minimum. Each activity is counted once; outside preparation does not replace instructional hours.
- **Include in syllabi:** Each course syllabus identifies course credits, instructional hours, and total required outside preparation hours.
- **Review and retain:** Program nursing leadership or designees review course calculations, preparation estimates, and syllabi before implementation and when course requirements change. UNC retains the supporting records and syllabi.

## **Student Code of Conduct**

United Nursing College (UNC) is committed to providing a safe, respectful, ethical, and professional learning environment. Students are expected to conduct themselves in accordance with the College's mission and values, applicable laws, College and clinical-site policies, and the standards of the nursing profession.

Students are expected to demonstrate personal and academic integrity, respect the rights and property of others, protect confidentiality and privacy, and maintain professional conduct in all College-related settings, including on-campus, clinical, off-site, and online environments.

UNC prohibits discrimination, harassment, retaliation, bullying, threats, violence, academic dishonesty, misrepresentation, unlawful conduct, and other behavior that disrupts or compromises the educational environment. Unauthorized or inappropriate use of artificial intelligence (AI), including submitting AI-generated work as one's own when prohibited, is considered a violation of academic integrity.

Violations of the Student Code of Conduct may result in disciplinary action, up to and including dismissal from the College.

The complete Student Code of Conduct, including prohibited conduct, reporting requirements, disciplinary procedures, and appeal processes, is available in the Student Handbook. Students are responsible for reviewing and complying with the full policy.

## **Artificial Intelligence (AI) Use**

United Nursing College recognizes AI as a tool that can support learning, teaching, and healthcare education. AI must support—not replace—human learning, clinical judgment, professional accountability, and patient-centered care.

Students may use only institutionally authorized AI tools and must follow course-specific requirements, academic integrity standards, and applicable privacy laws. AI-assisted work must be appropriately disclosed when required. Using AI to replace a student's own learning, clinical reasoning, required coursework, or clinical documentation may constitute academic dishonesty.

Students, faculty, and staff must not enter protected health information (PHI), personally identifiable information (PII), or confidential institutional information into unauthorized AI systems. AI may not be used in ways that compromise patient safety, academic integrity, privacy, or the well-being of the College community.

Faculty may establish additional AI requirements for individual courses and assignments. The complete Institutional Artificial Intelligence Policy and Student Handbook provide additional requirements and guidance.

This summary is not exhaustive; students, faculty, and staff are responsible for reviewing and complying with the complete United Nursing College Institutional Artificial Intelligence Policy and all applicable institutional policies and procedures.

## **Student Online and Social Media Etiquette**

United Nursing College (UNC) expects students to communicate professionally, respectfully, and appropriately in all electronic communications, online learning environments, and social media activities. Students are expected to respect differing perspectives, maintain professional language, address concerns through appropriate channels, and refrain from bullying, harassment, threats, discrimination, personal attacks, or other inappropriate conduct.

Students must protect the privacy and confidentiality of patients, clinical agencies, classmates, faculty, staff, and the College. Posting or sharing protected health information (PHI), identifiable patient information, confidential College information, or unauthorized recordings or course communications is prohibited. Students are also expected to maintain professional standards when using social media.

Violations may result in disciplinary action, up to and including dismissal, in accordance with College policies.

The complete Social Media and Netiquette Policy is available in the Student Handbook. Students are responsible for reviewing and complying with the full policy.

## **Academic Progression Policy - ADN**

This policy establishes the requirements for academic progression for students enrolled in the Associate Degree in Nursing (ADN) program. This policy applies to all students enrolled in the ADN program and should be read in conjunction with the Satisfactory Academic Progress (SAP) Policy for ADN, Grade Appeals Policy, and the Dismissal and Appeal Policy.

## **Evaluation of Student Performance**

Student performance is evaluated through multiple assessment methods designed to measure achievement of course and program learning outcomes required for safe, entry-level nursing practice. A minimum grade of 70% is required to pass each course. Evaluation methods may include examinations, assignments, clinical performance evaluations, knowledge checks, simulations, and other learning activities. Specific grading components and weighting are defined in each course syllabus.

## **Required Course Components**

Students must successfully complete all required course components, including theory (didactic), laboratory, and clinical, to pass the course. Clinical performance is evaluated using a standardized rubric aligned with program student learning outcomes and is based on faculty assessment of the student's ability to demonstrate safe, competent, and professional patient care. A student demonstrating unsafe clinical performance or unprofessional conduct may be removed from the clinical setting at the discretion of faculty. Removal from the clinical setting may result in a failing evaluation for the clinical component, resulting in a failing grade for the course.

### **Examination Requirement**

Students must achieve a minimum examination average of 70% in order to pass the course. If the required examination average is not achieved, the student will receive a failing grade for the course regardless of the overall course grade. Examination averages are calculated as outlined in the grading policy section of each course syllabus.

### **Math Competency and Skills Validation**

Students are permitted up to three attempts to successfully complete the medication dosage calculation exam and required skills validations. Failure to achieve a passing score within the permitted attempts will result in course failure. Remediation is required between attempts in accordance with the Math Medication Exam Policy and the Skills Validation Policy and Procedure.

### **Program Progression**

The ADN curriculum includes 4 semesters with both 16-week nursing courses and 8-week specialty nursing courses. Each course represents a distinct body of nursing knowledge and clinical competency that must be successfully completed as part of the program curriculum.

Successful completion of a course requires:

- a minimum final course grade of 70%
- a minimum 70% examination average
- successful completion of laboratory and clinical requirements
- completion of all required coursework and competencies

Students who fail to meet these requirements will receive a failing grade for the course.

### **Possible Conditions of Course Repeat**

Students approved to repeat a course must:

- Comply with all current program policies and curriculum requirements in effect at the time of return
- Demonstrate readiness for safe clinical practice, if applicable
- Successfully complete any required remediation or competency validation, if applicable
- May be subject to additional conditions set forth by the institution to ensure academic success

The program may require students to repeat coursework, complete skills validation, or meet additional requirements necessary to support safe and successful progression.

Course order within a semester may vary between sections depending on scheduling; however, progression to the next semester is governed by successful completion of required courses and the conditions outlined below.

In semesters that contain multiple nursing courses, a student who fails a course may be permitted to continue in the remaining courses within that semester when the failed course is not a prerequisite or co-requisite for those courses.

In limited circumstances, a student may be permitted to continue into a subsequent semester when the failed course is not a prerequisite or co-requisite for subsequent courses and when continuation is consistent with program progression requirements and course availability.

In all cases, the student must repeat and successfully complete the failed course at the next available opportunity prior to graduation from the program. Conditional progression does not remove or reset previously recorded course failures for purposes of program progression limits. Students must successfully complete all required nursing courses in the ADN curriculum in order to be eligible for graduation from the program.

### **Course Repetition**

Students who fail a nursing course may be permitted to repeat the course subject to program policies, seat availability, and approval through the program's readmission procedures, as applicable in accordance with program policies.

When a course is repeated, the higher grade will be used in GPA calculations; however, all attempts remain part of the academic record and may be included in Satisfactory Academic Progress calculations.

### **Course Failure Limits**

Students who accumulate three nursing course failures in the ADN program will be dismissed from the program. Dismissal procedures are administered in accordance with the program's academic progression and dismissal policies.

Course failures may occur within the same semester or across multiple semesters of the program. A course failure is defined as receiving a final course grade below the program's required passing standard or a failing evaluation in any required course component, including theory, clinical laboratory, or clinical practice. Course failures remain part of the student's academic record even if the course is later successfully repeated.

Remediation, course repetition, or successful completion of a repeated course does not remove or reset previously recorded course failures for purposes of program progression limits. Students are responsible for monitoring their academic standing and progression status and are encouraged to seek academic advising if they have questions regarding course failures or program progression requirements.

### **Academic Support and Remediation**

The ADN program utilizes structured academic support and remediation processes to assist students in achieving course and program outcomes and to support progression within the curriculum.

Students are monitored throughout each course, and faculty implement academic support interventions when a student demonstrates risk of not meeting course requirements.

- Examination scores below the program's required passing standard
- Overall course performance below 70%
- Repeated low assessment performance
- Unsatisfactory clinical performance as measured by the clinical evaluation rubric aligned with program student learning outcomes

Based on identified needs, faculty may implement one or more of the following interventions:

**Student Success Plan (SSP):** A structured plan used to address performance, or professionalism concerns. SSPs may be implemented for early concerns, ongoing performance issues, or patterns that indicate risk to successful course completion.

**Academic Success Plan (ASP):** A formalized plan implemented to address academic performance concerns. ASPs are used when a student demonstrates significant or sustained academic difficulty and outline required actions, expectations, and timelines for improvement.

**Exam Wrappers:** Used to support improvement in test performance and study strategies.

**Targeted Remediation:** Faculty-directed activities addressing specific content deficiencies. Faculty will determine the appropriate intervention based on the student's performance and progression status. Students may be required to complete assigned remediation activities as a condition of continued progression in the program.

### **Relationship to Satisfactory Academic Progress (SAP)**

Students must also meet the institutional standards for Satisfactory Academic Progress, which include maintaining a minimum cumulative GPA, successfully completing the required percentage of attempted credits, and completing the program within the maximum allowable timeframe. Meeting institutional SAP standards does not override the ADN program's grading, course progression, or dismissal requirements.

### **Academic Standing and Dismissal**

Students must maintain both the ADN program's course progression requirements and the institution's Satisfactory Academic Progress (SAP) standards in order to remain enrolled in the program. Failure to meet program progression requirements, including accumulation of three course failures as described in this policy, will result in dismissal from the ADN program in accordance with the Dismissal and Appeal Policy.

Failure to meet institutional SAP standards may result in Academic Warning, Academic Probation, or dismissal in accordance with the Satisfactory Academic Progress Policy. Dismissal and appeal procedures are outlined in the Dismissal and Appeal Policy.

### **Academic Progression Policy - RN to BSN**

This policy establishes the requirements for academic progression for students enrolled in the RN to Bachelor of Science in Nursing (RN to BSN) program. This policy applies to all students enrolled in the RN to BSN program and should be read in conjunction with the Satisfactory Academic Progress (SAP) Policy for RN to BSN, Grade Appeals Policy, and the Dismissal and Appeal Policy. The RN to BSN program is delivered in 10-week courses. Students progress through the program according to an established academic track designed to support timely program completion.

An academic track is a cohort-based sequence of RN to BSN courses with defined start and end dates. Track assignment is determined by the student's entry pathway (RN or ACE) and date of admission to the RN to BSN program. Progression in the program is based on successful completion of each course within the assigned track.

### **Evaluation of Student Performance**

Student performance is evaluated through multiple assessment methods designed to measure achievement of course and program learning outcomes. A minimum grade of 70% is required to pass each course.

Evaluation methods may include examinations, written assignments, discussion participation, projects, presentations, and other learning activities. Specific grading components and weighting are defined in each course syllabus and vary by course.

### **Course Repetition**

Students who do not pass a course may progress in the program, in alignment with the Satisfactory Academic Progress (SAP) policy but must repeat the course to graduate from the program. When a course is repeated, the highest grade earned is used in the calculation of the cumulative GPA. All course attempts remain part of the student's academic record.

### **Academic Support and Remediation**

The RN to BSN program provides academic support to assist students in achieving course and program outcomes within an asynchronous online learning environment.

Student performance is monitored throughout each course. Students who demonstrate risk of not meeting course requirements may be notified and provided with guidance and access to appropriate academic support resources. Academic support may include faculty communication including virtual office hours, advising, and recommended resources aligned with the online program format.

### **Relationship to Satisfactory Academic Progress (SAP)**

In addition to meeting course progression requirements, students must also meet Satisfactory Academic Progress (SAP) standards for the RN to BSN program, including cumulative GPA, pace of completion, and maximum timeframe, as defined in the SAP Policy.

### **Academic Standing**

Students must meet both program progression requirements and Satisfactory Academic Progress (SAP) for RN to BSN standards to remain enrolled. Failure to meet SAP standards will result in placement on Academic Warning or Academic Probation, as defined in the SAP Policy. Students who do not regain SAP by the end of the Academic Probation period will be dismissed from the institution.

## **Attendance and Tardy Policy**

**Purpose:** Consistent punctuality and class attendance demonstrate professionalism and are essential for academic success and safe nursing practice. This policy supports fairness, accountability, and compliance with regulatory and professional standards.

**Policy:** Students are expected to be on time and prepared for all lectures, labs, simulations, and clinical shifts. Specific attendance and punctuality requirements for each instructional setting are outlined below.

### **General Attendance**

- All missed instructional days are recorded as absences.
- Students may not exceed a total of three (3) absences per semester, unless extenuating circumstances are approved administratively.
- No more than one (1) absence may be a clinical absence.
- Exceeding the maximum number of allowed absences may result in course failure and/or dismissal, in accordance with institutional policy.
- Students who leave early will be marked absent, regardless of the amount of time missed, unless an extenuating circumstance has been approved by administration.

### **Clinical Orientations & Clinical Breaks/Lunch**

- Clinical orientations are mandatory.
- If a clinical site permits a make-up orientation, the missed orientation will count as the student's one allowed clinical absence, and all site-required tasks must be completed before the student may attend clinical.
- If a clinical site does not permit a make-up orientation, the student will not be permitted to attend clinical at that site. If no alternative clinical placement is available, the student may be dismissed from the course.
- Students in clinical are expected to return from breaks/lunch timely.
- Students in clinical are not allowed to leave the clinical site unless formally dismissed by the instructor.
- All breaks/lunches will be on site in clinical unless directed otherwise by the instructor (certain locations only).

### **General Tardiness**

- Students must be physically present in the designated area and ready to begin at the scheduled start time, including returning promptly from scheduled breaks.
- Arriving early to class and clinical shifts is encouraged and demonstrates professional behavior.
- Students who are tardy to lecture, lab, or simulation three (3) times per semester will be placed on a Student Success Plan (SSP) by the course instructor.
- Due to patient safety and clinical site requirements, tardiness in clinical settings will result in more immediate and progressive disciplinary action than tardiness in non-clinical settings.
  - See the Clinical section below for additional requirements.

## **Lecture & Lab**

- Students who arrive late to lecture or lab are marked tardy.
- The student may join the class; however, because late entry can be disruptive, they are expected to enter quietly and limit interruptions.

## **Simulation**

- Students arriving late to simulation are marked tardy.
- The Simulation Coordinator will determine whether the student may participate based on potential disruption to the learning environment and the student's ability to meet simulation objectives, given the time of arrival.

### ***If the student is permitted to participate:***

- The student will be assigned a Simulation Tardy assignment.
- Completion of the assignment does not remove the recorded tardy.

### ***If the student is not permitted to participate:***

- A simulation absence will be recorded.
- The student will be sent home and assigned both a Tardy assignment and a Simulation Absence assignment.
- The Simulation Coordinator is responsible for assigning and grading all required make-up work.
- The Simulation Coordinator will notify the primary course instructor of the tardiness or absence by email within 24 hours, copying the student, the Director of Simulation, and the Director of Nursing.

## **Clinical**

- Students who arrive late to clinical will be marked tardy.
- The clinical instructor, in consultation with the clinical site as appropriate, will determine whether the student can be safely assigned patients.

### ***If the student is permitted to remain in clinical:***

- The student will be assigned a Clinical Tardy assignment.
- Completion of the assignment does not remove the recorded tardy.
- If a student arrives more than 30 minutes late, a Clinical Absence assignment will be required.
- Shadowing a nurse or clinical instructor is not permitted, as this does not meet clinical objectives.

### ***If the student is not permitted to remain in clinical:***

- The student will be sent home, a clinical absence will be recorded, and the student will be assigned both a Clinical Tardy assignment and a Clinical Absence assignment.
- The clinical instructor must notify the primary course instructor of the tardiness or absence by email within 24 hours, copying the student and the Director of Nursing.

- If the student could not be safely placed with a patient assignment, the clinical instructor must include the specific reason in the email notification.
- The primary course instructor is responsible for assigning and grading all required make-up work.

### **No Call / No Show - Clinical**

- A no call/no show is defined as failure to notify the instructor at least 30 minutes prior to the start of a clinical shift, or as soon as reasonably possible if an unexpected event occurs within 30 minutes of the start time.
- Students must directly notify the instructor of any anticipated late arrival or absence.
- A no call/no show is a serious infraction and will result in immediate probation, in accordance with the Student Discipline Policy.
- The clinical instructor will notify the primary course instructor and the Director of Nursing by email as soon as possible, and no later than 24 hours after the incident.
- All other applicable attendance, tardy, and discipline policies will be followed.

### **Assigned Make-Up Assignments**

Make-up assignments will be comparable to the instructional time missed in rigor, content, and time requirements. Completion of all assigned make-up work is required. Late submission of make-up assignments will be graded in accordance with the course's late work policy.

### **Extenuating Circumstances**

With administrative approval, the institution will review and consider extenuating circumstances on a case-by-case basis. Disciplinary actions may be modified when approved extenuating circumstances exist. Faculty who become aware of a student with potential extenuating circumstances will initiate a request to administration on the student's behalf. Extenuating circumstances may include, but are not limited to, documented illness or injury, hospitalization, bereavement, military service, mandated court orders, or other significant events beyond the student's control. Appropriate documentation is required.

### **Disciplinary Actions**

**Maximum Allowed Absences:** The lead course instructor will monitor all absences. If a student reaches the maximum number of allowed absences in a course, the lead course instructor will notify the Director of Nursing to issue a Notice of Maximum Absences. The Director of Nursing (or designee) will meet with the student to discuss the situation and issue a notice of maximum absences.

- The student will be required to meet with the Director of Nursing (or designee) to review the situation and discuss next steps.
- Any additional absence after issuance of a Notice of Maximum Absences may result in course failure and/or dismissal from the program, in accordance with the Student Discipline Policy.

**No Call / No Show:** If the student is marked as a no call/no show to clinical

- The clinical instructor will notify the primary course instructor by email as soon as possible, but no later than 24 hours after the incident.
- The primary course instructor will notify the Director of Nursing (or designee) by email as soon as possible, but no later than 24 hours after receipt of the notification.
- The Director of Nursing (or designee) will meet with the student and place the student on probation, in accordance with the Student Discipline Policy.

### **Tardiness: Lecture, Lab, and Simulation**

Habitual tardiness: A third tardy in any combination of lecture, lab, or simulation during a semester.

Action: Primary course instructor implements a Student Success Plan (SSP).

### **Tardiness: Clinical Specific**

- First clinical tardy: Verbal warning by the clinical instructor, with email documentation sent to the primary course instructor.
- Second clinical tardy: Primary course instructor implements a Student Success Plan (SSP).
- Third clinical tardy: Primary course instructor notifies the Director of Nursing by email; the Director of Nursing (or designee) meets with the student and places the student on probation.

### **Policy Alignment and Enforcement**

Violations of this policy are addressed in accordance with the Student Discipline Policy, which outlines progressive interventions and required actions. Failure to comply with required interventions or continued noncompliance may result in course failure and/or dismissal from the program. All dismissal actions are administered in accordance with the Dismissal and Appeal Policy.

### **Clinical Placement Requirements**

Clinical experiences are an essential component of the Associate Degree in Nursing (ADN) program and are designed to support achievement of course objectives, program outcomes, clinical competencies, and preparation for Registered Nurse licensure. United Nursing College (UNC) is responsible for assigning students to approved clinical experiences. Placements are determined based on educational objectives, student learning needs, clinical site availability, affiliation agreements, and applicable regulatory requirements. Students do not independently secure clinical placements. UNC makes reasonable efforts to assign students to clinical sites near their residence and generally within a 50-mile radius of the College; however, specific clinical locations cannot be guaranteed. Students may be assigned to approved sites outside the customary commuting area when necessary to meet program requirements. Students are responsible for transportation to and from assigned clinical experiences, which may be scheduled during weekdays, evenings, nights, weekends,

or holidays. Students must meet all College and clinical-site requirements and complete required orientation before participating in clinical experiences. During clinical practice, students function as learners under appropriate supervision and are expected to comply with College and clinical-site policies, professional standards, patient safety requirements, and clinical course expectations. Additional information regarding clinical placement expectations, student responsibilities, and clinical supervision is provided in the Student Handbook.

### **Distance Education Response and Evaluation**

United Nursing College faculty will respond to student coursework submissions in distance education as outlined in the course syllabus. Generally, the approximate turnaround/response time is as follows:

- Assignments: 1 week
- Quizzes: 1-2 days
- Email/Inbox: 1-2 days

### **Distance Education Course Attendance**

Students enrolled in an online course will have attendance monitored by participation in discussion board posts and assignments. Students will show attendance by submitting discussion board posts and assignments by the due date and time. Students who do not participate in an online course for one consecutive week, starting from the last date of attendance, may be dismissed. See "Add/Drop/Refund Policy and Procedures for Asynchronous/Distance Education Courses" in the student handbook. It is the student's responsibility to notify the instructor in advance of an absence or tardiness. If an emergency arises and the student cannot inform the instructor, the student is required to call the main phone line at 951-526-1033 and notify someone at the reception desk as soon as possible. Exceptions to the above attendance guidelines are subject to faculty review on an individual basis.

### **Dismissal and Appeal Policy**

This policy defines the conditions and procedures for dismissal from the nursing program and outlines the appeal process at United Nursing College (UNC). It applies to all enrolled students and addresses dismissal related to academic performance, behavioral or professional conduct, clinical competence and safety, and administrative and policy compliance.

This policy is intended to ensure fair, consistent, and transparent application and aligns with applicable California Board of Registered Nursing (BRN) expectations for student evaluation and safe clinical practice, as well as Bureau for Private Postsecondary Education (BPPE) requirements related to due process, documentation, and institutional accountability.

United Nursing College (UNC) reserves the right to dismiss students from the nursing program for reasons including, but not limited to, those outlined below.

**Academic**

- Failure to meet Satisfactory Academic Progress (SAP) requirements at the end of the Academic Probation period, as defined in the SAP Policy
- Failure to meet Academic and/or Progression requirements for the relevant program

**Behavioral and Safety Violations**

- Violating the Student Code of Conduct
- Engaging in unprofessional, unethical, or dishonest behavior in didactic, laboratory, simulation, or clinical settings
- Demonstrating unsafe clinical or laboratory practices, as defined in the Unsafe Clinical/Lab Practices Policy, that compromise the safety or well-being of patients, peers, faculty, or the healthcare environment

**Administrative and Policy Requirements**

- Failure to return within the designated timeframe following an approved Leave of Absence (LOA)
- Failure to comply with institutional policies and procedures

The above lists are not exhaustive. United Nursing College reserves the right to determine that a student's conduct or performance warrants dismissal in accordance with institutional policies and standards. Such determinations will be applied in a fair and consistent manner.

**Immediate Removal for Safety Concerns**

Consistent with BRN expectations for safe clinical practice, a student who demonstrates unsafe or incompetent clinical performance may be immediately removed from the clinical setting to protect patient and public safety, pending further evaluation and potential dismissal. Unsafe clinical or laboratory practices are defined in the Unsafe Clinical/Lab Practices Policy.

**Dismissal Procedures**

Dismissal decisions are made in accordance with institutional policies and are based on documented evidence. The Director of Nursing (or designee) will review relevant documentation and may consult with faculty, preceptors, or administrators as appropriate to determine whether dismissal is warranted. This review and determination will be completed within three (3) business days.

***Documentation supporting dismissal decisions may include:***

- Factual details
- Supporting evidence
- Prior corrective actions or communications, if applicable

***The review will determine whether:***

- The evidence supports dismissal
- The action is consistent with policy
- Due process has been followed

Dismissal decisions will be applied in a fair and consistent manner across all instructional settings.

### **Written Determination and Notification**

If dismissal is warranted, the Director of Nursing (or designee) will issue a written dismissal notice within three (3) business days.

#### ***The written notice will include:***

- The reason for dismissal
- The effective date
- Instructions for appeal

Students may be offered the opportunity to meet with the Director of Nursing (or designee) to review the dismissal decision.

*\*A program withdrawal form will be initiated for all students dismissed from the program.*

### **Appeal Scope**

This appeal process applies to dismissal decisions. If a dismissal decision is based on, or directly related to, a final course grade, the student should refer to the Grade Appeals Policy.

### **Initial Appeal**

The student has three (3) business days from receipt of the dismissal notice to submit a written appeal.

#### ***The appeal must include:***

- A clear statement of the grounds for reconsideration
- A description of the circumstances that led to the dismissal
- An explanation of what has changed that will allow the student to meet program requirements moving forward
- Supporting documentation to substantiate the appeal

Upon receipt of the appeal, the Director of Nursing (or designee) will review the submission to determine the appropriate level of review.

#### ***Appeals may be:***

- Resolved at the administrative level, or
- Referred to the Student Advocacy Committee (SAC) when the nature of the appeal warrants broader review

Appeals are reviewed by the Director of Nursing (or designee) and may include participation from other qualified institutional administrators, as appropriate.

Following review, the Director of Nursing (or designee) will issue a written decision within five (5) business days of receipt of the appeal.

### **Student Advocacy Committee (SAC) Review**

When an appeal is referred to the Student Advocacy Committee (SAC), the Committee will be convened within a reasonable timeframe, typically five (5) business days of receipt of the appeal. The Student Advocacy Committee (SAC) may be convened at the discretion of the Director of Nursing (or designee) when a broader review of an appeal is warranted.

The SAC will consist of three (3) members and may include institutional administrators and/or faculty, as appropriate, who are familiar with the College's academic policies, program requirements, and student evaluation processes. The Director of Nursing (or designee) may serve as a member of the Committee.

The institution will make reasonable efforts to include individuals who were not directly involved in the events leading to the dismissal in order to support an impartial review. However, due to program size, complete separation may not always be possible.

The student will be notified of the SAC review and any scheduled meeting, if applicable.

### **Student Support**

The student may bring one advocate for support. The advocate may not be an attorney and may not speak on the student's behalf, provide legal argumentation, or vote in deliberations.

### **Evidence Standards**

- All documents or statements must be submitted in advance
- Evidence is admitted based on relevance and reliability
- Hearsay may supplement other evidence but cannot serve as the sole basis for a decision
- Irrelevant or repetitive information may be excluded

### **Decision**

SAC deliberations are conducted in private, without the student or any support person present. Decisions are made by majority vote. The Director of Nursing (or designee) communicates the outcome to the student via email within three (3) business days.

### **Final Appeal**

If the dismissal is upheld following the initial administrative review or Student Advocacy Committee (SAC) review, the student may submit a final appeal to the Dean of Nursing (or designee) within three (3) business days.

The final appeal is limited to whether institutional policies and procedures were followed and whether new, relevant information is available. The Dean of Nursing (or designee) does not re-evaluate the merits of the case or substitute judgment for prior decisions.

The appeal must be based on one or both of the following:

- **Procedural error:** A deviation from policy that materially affected the outcome
- **New, relevant information:** Information not previously available that could reasonably impact the decision

The Dean of Nursing (or designee) will issue a written determination within three (3) business days. This decision is final.

### **Recordkeeping**

All documentation related to dismissal decisions, appeals, and final determinations will be retained in the student's permanent academic record in accordance with regulatory requirements.

## **Additional Provisions**

Students dismissed from the program may be eligible to apply for readmission in accordance with the Readmission Policy and Procedure. Readmission is not guaranteed and is subject to administrative review, program requirements, and seat availability.

## **Grade Appeals Policy**

The integrity of the grading process is central to the academic standards of United Nursing College. While faculty members have the professional authority to evaluate student performance, students have the right to appeal a final course grade if they believe it was assigned based on arbitrary, capricious, or prejudicial criteria. Additionally, the right to appeal may apply to errors related to grading software, unforeseen learning management system issues, or third-party entities used for assignment completion.

**Important Note:** This policy applies only to final course grades. Individual assignment or exam grades must be discussed directly with the instructor and cannot be formally appealed unless they result in a disputed final grade.

**Grounds for Appeal:** An appeal will only be considered if the student can provide evidence of one of the following:

- **Clerical/Software Error:** An error in the calculation or entry of the grade.
- **Inconsistency:** The grade was assigned using criteria different from those applied to other students in the same section.
- **Deviation from Syllabus:** The instructor failed to follow the grading criteria explicitly stated in the course syllabus.
- **Bias:** Evidence of personal prejudice or discrimination in the evaluation process.

**Process for Appeal:** The process must be initiated within **five (5) business days** of the final grade being posted to the SONIS Student Information System (SIS) unless a clerical/software error was discovered; there is no timeframe in this case. The process for appeal will proceed according to the following steps:

- Step 1: Informal Resolution
  - Student meets with the Instructor to discuss the grade. This must occur within five (5) business days of grade posting.
- Step 2: Formal Written Appeal
  - If unresolved, the student submits a formal Grade Appeal Form to the Registrar. The formal Grade Appeal Form is located in the Online Student Hub in any Canvas LMS course. This form must be submitted within three (3) days of meeting with the instructor.
- Step 3: Administrative Review
  - The Dean of Nursing, Dean of Educational Services, or Director of Nursing reviews evidence and meets with both parties. This must occur within seven (7) days of form submittal.
- Step 4: Grievance Committee
  - If the student contests the decision reached following the Administrative Review, the student must contact the Registrar, who will convene an Academic

Appeals Committee comprised of the Assistant Director of Nursing and an instructor from a different semester. This must occur within 10 days of the completed Administrative Review. There are no further avenues of appeal beyond this body.

- The student must provide the following information to the Academic Appeals Committee:
  - A written statement clearly identifying which of the four "Grounds for Appeal" (submitted via form in Step 2 above) are being cited.
  - The original course syllabus.
  - Copies of relevant graded work, rubrics, or communications with the instructor.

**Contact Information:** For questions regarding these procedures or for further guidance locating the *Grade Appeal Form*, please contact the **Office of the Registrar** at registrar@uunursing.org or visit the office of the Dean of Educational Services/Registrar in suite 202.

### **Readmission Policy and Procedure-ADN Program**

This policy outlines the criteria and procedures for readmission to the nursing programs at United Nursing College (UNC). It establishes a fair, consistent, and transparent process for considering requests for readmission to the program. Students seeking to return to a nursing program after a break in enrollment may be considered for readmission based on eligibility, program requirements, and seat availability.

Students must meet all applicable Satisfactory Academic Progress (SAP) standards and remain eligible to continue within the program's progression requirements, including course attempt and course failure limits as defined in the Grading Policy and Academic Progression Policies. Readmission is not guaranteed and is subject to administrative review and approval.

### **Readmission Considerations**

In evaluating a request for readmission, the program will consider:

- Academic performance and course history
- Compliance with program and institutional policies
- Reason for interruption in enrollment
- Time elapsed since last enrollment
- Ability to meet current program requirements

Students must be eligible to continue within the program's progression requirements. Students who have been dismissed from the program may apply for readmission in accordance with this policy.

### **Conditions of Readmission**

Students approved for readmission must:

- Comply with all current program policies and curriculum requirements in effect at the time of return

- Demonstrate readiness for safe clinical practice, if applicable
- Successfully complete any required remediation or competency validation, if applicable
- May be subject to additional conditions set forth by the institution to ensure academic success

The program may require students to repeat coursework, complete skills validation, or meet additional requirements necessary to support safe and successful progression.

### **Placement and Seat Availability**

Readmission is contingent upon available space. Placement in the program is determined based on course availability, curriculum sequencing, and student readiness. Students may be required to repeat previously completed coursework to ensure alignment with current program standards.

### **Application Procedure**

Students requesting readmission must:

- Submit a written request for readmission
- Provide a statement explaining the reason for interruption
- Submit any required supporting documentation

Incomplete applications may delay or prevent consideration.

### **Decision and Notification**

Readmission decisions are made by program administration and will be communicated to the student in writing. Readmission decisions are final and not subject to further appeal, as readmission is not a guarantee of enrollment.

### **Additional Provisions**

Students are eligible for one readmission to the program following a break in enrollment. The one-time readmission applies to the program as a whole and is not reset based on the reason for interruption. Readmission does not reset or override previously accumulated course failures or program progression limits.

The program reserves the right to deny readmission based on academic, clinical, or professional concerns, or if readmission is not in the best interest of patient safety or program integrity.

### **Readmission Policy and Procedure-RN to BSN Program**

This policy outlines the criteria and procedures for readmission to the distance education RN to BSN program at United Nursing College (UNC). It establishes a fair, consistent, and transparent process for considering requests for readmission to the program. Students seeking to return to the RN to BSN program after a break in enrollment may be considered for readmission based on eligibility, program requirements, and seat availability. Students must meet all applicable Satisfactory Academic Progress (SAP) standards and remain eligible to continue within the program's progression requirements, including course attempt and course failure limits as defined in the Grading Policy and Academic Progression Policies. Readmission is not guaranteed and is subject to administrative review and approval.

### **Readmission Considerations**

In evaluating a request for readmission, the program will consider:

- Academic performance and course history
- Compliance with program and institutional policies
- Reason for interruption in enrollment
- Time elapsed since last enrollment
- Ability to meet current program requirements

Students must be eligible to continue within the program's progression requirements. Students who have been dismissed from the program may apply for readmission in accordance with this policy.

### **Conditions after Readmission**

Students approved for readmission must:

- Comply with all current program policies and curriculum requirements in effect at the time of return
- Adhere to their agreed upon program plan and track schedule
- May be subject to additional conditions set forth by the institution to ensure academic success

The program may require students to repeat coursework or meet additional requirements necessary to support safe and successful progression.

### **Placement and Seat Availability**

Readmission is contingent upon available space. Placement in the program is determined based on course availability, curriculum sequencing, and student readiness. Students may be required to repeat previously completed coursework to ensure alignment with current program standards.

### **Application Procedure**

Students requesting readmission must:

- Submit a written request for readmission
- Provide a statement explaining the reason for interruption
- Submit any required supporting documentation

Incomplete applications may delay or prevent consideration.

### **Decision and Notification**

Readmission decisions are made by program administration and will be communicated to the student in writing. Readmission decisions are final and not subject to further appeal, as readmission is not a guarantee of enrollment.

### **Additional Provisions**

Students are eligible for one readmission to the program following a break in enrollment. The one-time readmission applies to the program as a whole and is not reset based on the reason for interruption. Readmission does not reset or override previously accumulated course failures or program progression limits.

The program reserves the right to deny readmission based on academic, clinical, or professional concerns, or if readmission is not in the best interest of patient safety or program integrity.

### **Recordkeeping**

Under the direction of the Nursing Administration, the Operations Manager at United Nursing College will function as the Custodian of Records at the campus address:  
35100 Makena Ave. Ste.202  
Murrieta, CA 92563  
951-526-1033

Student files will be stored securely:

- In a locked filing cabinet
- In a locked designated Records Room
- In a locked administrative building

Student Records are the property of United Nursing College. Student Records are maintained solely for the purposes of successfully implementing all programs offered at United Nursing College. The institution is committed to complying with all applicable laws, rules, and regulations governing the use and protection of Student Records, including the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, and applicable state laws and statutes governing Student Records. The institution is committed to implementing and maintaining this Student Records Privacy Statement and Security Plan which is designed to protect the security, confidentiality, and integrity of Student Records and protect against unauthorized access or other anticipated threats to those Student Records.

In connection with the Student Records Security Plan, the institution will implement administrative, technical, and physical safeguards designed to secure Student Records. These safeguards include technical and operational measures, such as firewalls, and passwords, as well as training, policies, and procedures to limit access to Student Records to authorized staff that have a legitimate need to access such data, who are under appropriate contractual obligations of confidentiality, data protection, and security.

If a parent or legal guardian of a student contacts United Nursing College with a request to review, modify, export, or delete Student Records, or if an agency, court, law enforcement, or other entity contacts us and requests access to Student Records, the institution will promptly direct the requesting individual or entity to contact the student with their request, and thereafter, the institution will use reasonable and good faith efforts to assist the student in fulfilling such requests, if and as directed by the student.

If the institution determines that an incident involving unauthorized access or use of Student Records has occurred, such occurrence will be subject to reporting under applicable federal or state law, shall take prompt and appropriate steps to mitigate the incident and/or further impact to the Student Records, provide notice of the incident to the affected student(s) promptly and without unreasonable delay as required under applicable law.

This Student Records Security Plan is effective as of February 18, 2022. The institution may update this Student Records Security Plan to reflect changes to privacy practices in accordance with changes in legislation or best practices.

All academic transcripts will be permanently maintained, regardless if the student does or does not complete the enrolled educational program, and will include the following:

- Course attempted and completed
- Grades earned by the student in each of the courses completed
- Degree and/or certificates granted and the date on which that degree or certificate was granted
- Courses and units on which the degree or certificate was based

United Nursing College will maintain a file for each student who enrolls in the institution. The file will be kept for a minimum of 5 years and shall contain all the following pertinent student records:

- Student name, address, email address, and telephone number
- Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work
  - Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of the institution's program
  - Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes
- All the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- Transcripts showing all the following
  - The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
  - Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit
  - Credit for courses earned at other institutions
  - Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes
  - The name, address, website address, and telephone number of the institution.
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the

refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent

- Copies of any official advisory notices or warnings regarding the student's progress
- Complaints received from the student

Financial records will be maintained as separate locked files, in a separate filing cabinet, from student academic records. Financial records will be maintained in a locked records room and in a locked building.

## **Withdrawal and Failed Course Transcript Notations**

At United Nursing College (UNC), we are committed to maintaining transparency regarding transcript notations for dropped, withdrawn, or failed courses. This policy outlines the guidelines for how these actions are recorded on student transcripts to ensure clarity for students, faculty, and administration. This policy ensures students have clear timelines for making enrollment decisions and understanding how these decisions affect their academic records.

### ***Transcript Notations***

#### **1. Dropping a Course (No Transcript Notation)**

Students may drop a course without any notation appearing on their transcript if they do so by 11:59 PM on the seventh day after the class start date. This applies uniformly across all course lengths:

- 16-week courses: Drop by Day 7 after class start
- 10-week courses: Drop by Day 7 after class start
- 8-week courses: Drop by Day 7 after class start
- 5-week courses: Drop by Day 7 after class start

#### **2. Withdrawing from a Course ("W" grade on transcript):**

Students who withdraw from a course after the drop period but before the designated withdrawal deadline will receive a grade of "W" on their transcript, indicating withdrawal without impact on GPA. The withdrawal period varies by course length:

- 16-week courses: Week 2 through end of Week 9
- 10-week courses: Week 2 through end of Week 5
- 8-week courses: Week 2 through end of Week 4
- 5-week courses: Week 2 through end of Week 3

#### **3. Failing a Course ("F" grade on transcript):**

Students who withdraw after the withdrawal deadline or do not successfully complete the course will receive an "F" grade on their transcript, indicating course failure, which will impact GPA. The failure periods are as follows:

- 16-week courses: After Week 9
- 10-week courses: After Week 5
- 8-week courses: After Week 4
- 5-Week courses: After Week 3

To officially cancel or withdraw from a course, please see Cancellation, Withdrawal, and Failed Course Refund Policy and Procedure above.

Any student that does not provide official notification of their intent to withdraw and is absent for more than seven consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

If the student has received federal student financial aid funds, the student is entitled to refund of monies not paid from federal student financial aid program funds.

The student who obtains a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The student who defaults on a federal or state loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed to the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

## SECTION 7: PROGRAMS AND CREDIT COURSES

### **Associate Degree in Nursing (ADN) Program**

#### *Associate Degree in Nursing Program Purpose and Description*

The Associate Degree in Nursing (ADN) program at UNC is approved by the California Board of Registered Nursing and is a pre-licensure program consisting of four semesters of in-person didactic, laboratory, and clinical instruction. Required pre-requisites and general education courses are transferred from accredited schools. The curriculum covers fundamentals of nursing, medical-surgical, pediatrics, obstetrics, geriatrics, and behavioral health, focusing on cultural competence and ethical standards of care. This program guides students to develop the intellectual, analytical, and critical thinking abilities necessary to provide exceptional care to cross-diverse communities amidst a dynamic healthcare climate. Upon graduation, students will be prepared to apply for national licensure known as the NCLEX-RN®.

To practice as a Registered Nurse in California, you must be licensed by the California Board of Registered Nursing (BRN). The BRN mandates specific requirements to apply for licensure:

- 1.) Successfully complete educational requirements including all general education and nursing course requirements meeting all California requirements.
- 2.) Complete and pass a fingerprint criminal background check.
- 3.) Take and pass the National Council Licensing Examination (NCLEX-RN®).

The exam is computerized and given continuously 6 days a week. (New graduates are advised to take the exam soon after graduation because research has shown that there is a higher success rate for early test takers compared with those who wait several months.)

### **ADN Program Designation**

The Associate Degree in Nursing (ADN) program is a pre-licensure program. Successful completion of this program is intended to qualify students to sit for the NCLEX-RN® examination and seek licensure as a Registered Nurse (RN) in the State of California.

### **Disclosure for Out-of-State Practice - ADN**

The ADN program at UNC is designed to meet the educational requirements for professional nursing licensure in the State of California as mandated by the California Board of Registered Nursing (BRN). Student location is determined at the time of enrollment based on the student's physical address and is used to evaluate program eligibility in relation to state licensure requirements.

If you intend to pursue initial licensure in a state other than California upon completion of the ADN program, please be advised:

1. No Determination Made: UNC has not made a determination whether its ADN curriculum meets the specific educational requirements for licensure in any state or U.S. territory other than California.
2. Consultation Requirement: Requirements for licensure vary by state and are subject to change. Applicants and students intending to practice outside of California must consult the Board of Nursing (BON) in their intended state of practice to verify that the UNC curriculum meets that state's specific criteria.
3. NCLEX-RN and Compact States: While the NCLEX-RN is a national exam, clinical hour requirements and theory content vary. If you are interested in the Nurse Licensure Compact (NLC), you should verify how your California-based education aligns with your home state's residency requirements.
4. Relocation Warning: Please be advised that a change in your physical location (relocation to another state) while enrolled in the ADN program may impact your ability to meet licensure requirements in that new state.

Upon notification of the student's relocation, the institution will review whether the ADN program meets the educational requirements for licensure in that state. If the institution determines that completion of the program does not meet the educational requirements for licensure in the student's new state of residence, the institution will provide direct written notice to the student within fourteen (14) calendar days of making that determination. This notification will include information advising the student that completion of the program may not lead to licensure in that state.

### **Resources for Students**

To find the contact information and specific requirements for a particular state, please visit the National Council of State Boards of Nursing (NCSBN) website:

<https://www.ncsbn.org/membership/us-members/contact-bon.page>

**Student Acknowledgment:** By enrolling in United Nursing College, students acknowledge that they have been informed of the professional licensure requirements and understand it is their responsibility to verify the requirements of any state in which they intend to practice.

## Associate Degree in Nursing Program Learning Outcomes

### **Patient-Centered Care & Education (PCCE)**

- Competently coordinate and administer patient-centered care for diverse patient populations with complex needs.
- Implement education that is patient-specific.

### **Teamwork & Collaboration**

- Demonstrate collaboration within the multi- and interdisciplinary team that fosters mutual respect and shared decision-making to achieve optimal patient outcomes.

### **Evidence-Based Practice**

- Analyze and implement up-to-date evidence-based research to inform nursing practice.

### **Clinical Judgment & Reasoning (CJR)**

- Demonstrate clinical reasoning to provide safe, high-quality patient care.

### **Quality Improvement**

- Determine and prioritize activities that improve quality of care and patient outcomes.

### **Safety**

- Practice safe nursing care that minimizes risk of harm across systems and patient populations.

### **Informatics**

- Utilize electronic-based resources consistently to inform decision making for optimal patient outcomes.

### **Professionalism**

- Demonstrate professional behaviors through self-reflection and activities which encompass the legal and ethical framework of nursing.

| Official Federal Occupational Category for ADN                                  |                  |
|---------------------------------------------------------------------------------|------------------|
| United States Department of Labor's Standard Occupational Classification (SOC): | 29-1141          |
| Potential Occupation/Employment/Job Title:                                      | Registered Nurse |

*Registered Nurse (29-1141) assesses patient health problems and needs, develops and implements nursing care plans, and maintains medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists.*

## Associate Degree in Nursing (ADN) Program Overview

United Nursing College confers an Associate Degree in Nursing to graduates who transfer in the required minimum of 30 units of pre-requisites and general education courses and complete the 36.5 units of core nursing courses listed below for a total of **66.5 semester units**. The 64-week program length and 1176 instructional hours apply only to the nursing coursework completed at United Nursing College. Prerequisite and general education coursework transferred from other institutions are not included in institutional instructional hours, program length, or the grant of accreditation.

The table below lists the 30 semester units of pre-requisites & general education courses required by the California Board of Registered Nursing for licensure. Students are required to transfer these credit units from another accredited institution or demonstrate equivalency in accordance with the institution's Credit Award Policy to earn the Associate Degree in Nursing (ADN) at UNC.

| <b>Required Prerequisites &amp; General Education Courses ADN (30 semester units)</b><br>Students must transfer these courses from another accredited institution.                       |                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Course</b>                                                                                                                                                                            | <b>Semester Units</b>                      |
| Oral Communication (3 units)<br>Written Communication (3 units)                                                                                                                          | 6 (9 quarter) units                        |
| Anatomy & Physiology I with lab (4 units)<br>Anatomy & Physiology II with lab (4 units)<br>Microbiology with lab (4 units)<br>Behavioral sciences (3 units)<br>Social sciences (3 units) | 18 (27 quarter) units                      |
| Humanities (3 units)                                                                                                                                                                     | 3 (4.5 quarter units)                      |
| Intermediate Algebra or equivalent (3 units)                                                                                                                                             | 3 (4.5 quarter units)                      |
| <b>*Pre-requisite &amp; General Education<br/>Total Units/Hours/Weeks</b>                                                                                                                | <b>30 semester<br/>or 45 quarter units</b> |

*\*Unit/Hr Carnegie formulation:*

*Theory: 1 unit = 1 hr/wk x 15 wks (15 hrs)*

*Lab: 1 unit = 2 hrs/wk x 15 wks (30 hrs)*

## ADN Courses Offered at United Nursing College and Required for Graduation

The table below outlines the sequence, credit allocation, and instructional hours for the core nursing courses delivered at United Nursing College. These courses constitute the required 36.5 semester units of nursing instruction and include both didactic and clinical components completed over 64 weeks. All instructional hours reflected below are included in the program's total length and are delivered in accordance with California Board of Registered Nursing requirements.

| <b>ADN Core Courses (36.5 semester units)</b>                                                                                                                         |                                                                                             |                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>Semester/Course</b>                                                                                                                                                | <b>Semester Units</b>                                                                       | <b>Hours/Weeks</b>                                               |
| <b>Semester 1</b><br>NURS 100 Fundamental Nursing Concepts                                                                                                            | 10 units<br>(5.5 lecture; 4.5 lab)                                                          | 88 theory<br>216 lab                                             |
| <b>Semester 2</b><br>NURS 110OB Concepts of Health for the Childbearing Family<br>NURS 120P Concepts of Health for Pediatrics<br>NURS 130MS Medical-Surgical Concepts | 9 units<br>(4.5 theory; 4.5 lab)<br><u>Each course:</u><br>3 units<br>(1.5 theory; 1.5 lab) | 72 theory<br>216 lab<br><u>Each course:</u><br>24 theory; 72 lab |
| <b>Semester 3</b><br>NURS 210B Concepts of Behavioral Health<br>NURS 220G Concepts of Health for Geriatrics<br>NURS 230MS Intermediate Medical Surgical Concepts      | 9 units<br>(4.5 theory; 4.5 lab)<br><u>Each course:</u><br>3 units<br>(1.5 theory; 1.5 lab) | 72 theory<br>216 lab<br><u>Each course:</u><br>24 theory; 72 lab |
| <b>Semester 4</b><br>NURS 240 Advanced Medical-Surgical Concepts                                                                                                      | 8.5 semester<br>(3.5 lecture; 5 lab)                                                        | 56 lecture<br>240 lab                                            |
| <b>**Core Nursing Courses at UNC</b><br><b>Total Units/Hours/Weeks</b>                                                                                                | <b>36.5 semester units</b>                                                                  | <b>1176 hours</b><br><b>64 weeks</b>                             |

*\*\*Unit/Hr formula approved by CABRN & based on California code regulations Title 16, 1426 consisting with or exceeding academic engagement expectations of the Carnegie Unit model & federal credit-hour definition:*

*Theory: 1 unit= 1 hr/wk x 16 wks (16 hrs)*

*Lab (Clinical) 1 unit= 3 hrs/wk x 16 wks (48 hrs)*

Over 500 of these hours are direct patient care with a minimum of 30 hours in each specialty nursing area specified by the CABRN (content areas include: Medical-Surgical nursing, Pediatrics, Obstetrics, Psych Mental health, and Gerontology).

### Associate Degree in Nursing Graduation requirements:

*In order to satisfy program completion, each student must meet all program requirements by completing a minimum of 30 transferred semester credit units of general education (GE) and prerequisite courses. In addition, students must complete 36.5 nursing credit units at UNC for a combined total of 66.5 semester units. Students must earn a minimum of 70% in the theory*

*content for all nursing courses and pass all nursing laboratory and clinical components. For all pass/fail components, standardized rubrics are used to determine passing. These rubrics are located in each course syllabus and provided on day one of each course enrollment. Students must also meet all attendance requirements outlined in the program's syllabi.*

*Students must complete the required nursing coursework at United Nursing College, except for any credit awarded in accordance with the institution's Credit Award Policy, to be eligible for degree conferral.*

## **Associate Degree in Nursing Program Course Descriptions**

### **NURS 100 Fundamental Nursing Concepts**

Units: 10 units (semester units)

Course Length: 16 weeks

Theory: 88 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 216 hours (one outside hour of study required for every hour of laboratory instruction)

#### **Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® fundamentals.
- Assessment Learning Institute. (2026). Fundamentals of Nursing: Review module (12th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Fundamental Nursing Concepts course will expose students to the foundations of nursing in caring for patients at any stage of life and those with chronic conditions. The fundamental units of learning serve as the classic underpinnings for future clinical practice and are designed to be carried throughout the remaining portions of the program. This course introduces basic nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Nursing concepts will include Elimination, Nutrition and Digestion, Regulation and Metabolism, Sensory Perception, Mobility, Oxygenation, Perfusion, Tissue Integrity, Immunity, Fluid, and Electrolytes/Acid-Base Balance, Infection, Comfort, Stress and Coping, Abuse and Violence, Development, Diversity, Wellness, and Health Promotion, Communication, Professional Identity, Clinical Judgment, Ethical Practice, Legal Issues, Quality Improvement, Informatics, and Health Care Delivery. There will be an introduction to patient-centered nursing care, therapeutic communication, nursing assessment throughout the lifespan, pharmacology, medication administration, and fundamental nursing skills. Students will demonstrate safe nursing care and practices for clients with expected or predictable outcomes, incorporating the concepts discussed in this course.

### **NURS 110OB Concepts of Health for the Childbearing Family**

Units: 3 units (semester units)

Course Length: 5 weeks

Theory: 24 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 72 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS100

**Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® maternal, newborn, and women's health.
- Assessment Learning Institute. (2026). Maternal Newborn Nursing: Review module (13th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Concepts of Health for the Childbearing Family will introduce the healthy, innate processes that occur during pregnancy and childbirth, as well as the acute care decisions relating to comorbidities and the promotion of optimal maternal-newborn outcomes. This course builds upon NURS 100, incorporating nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Concepts will include Regulation and Metabolism, Reproduction, Mood and Affect, Abuse and Violence, Development, Diversity, Grief and Loss, Wellness and Health Promotion, Legal Issues, and Quality Improvement. This course expands on nursing assessment, pharmacology, medication administration, nursing skills, and the nursing process in relation to the childbearing family. Students will demonstrate safe nursing care and practices, incorporating the concepts discussed in this course.

**NURS 120P Concepts of Health for Pediatrics**

Units: 3 units (semester units)

Course Length: 5 weeks

Theory: 24 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 72 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS100

**Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® pediatrics.
- Assessment Learning Institute. (2026). RN Pediatric Nursing: Review module (12th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Concepts of Health for Pediatrics course provides students with the foundation to provide nursing care to the pediatric population. The concepts remain focused on differences in caring for children as compared with adults and includes topics related to both the well-child and those with health disorders. This course builds upon NURS 100 and NURS 110OB incorporating nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Concepts will include Elimination, Nutrition and Digestion, Regulation and Metabolism, Sensory Perception, Mobility, Oxygenation, Perfusion Cellular Regulation, Immunity, Fluid and Electrolytes/Acid-Base balance, Infection, Intracranial Regulation, Cognition, Abuse and Violence, Development, Diversity, Wellness, and Health Promotion, Clinical Judgment, Ethical Practice, and Quality Improvement. This course expands on nursing assessment, pharmacology, medication administration, nursing skills,

and the nursing process in relation to pediatrics and growth and development. Students will demonstrate safe nursing care and practices, incorporating the concepts discussed in this course.

### **NURS 130MS Medical-Surgical Concepts**

Units: 3 units (semester units)

Course Length: 5 weeks

Theory: 24 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 72 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS100

#### **Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® adult medical-surgical.
- Assessment Learning Institute. (2026). Adult Medical Surgical Nursing: Review module (13th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Medical-Surgical Concepts course integrates the knowledge, skills, and evidence-based cares required for stable patients with acute and chronic illness

This course builds upon NURS 100, NURS 110OB, and NURS 120P incorporating nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care.

Concepts will include Elimination, Nutrition and Digestion, Regulation and Metabolism, Mobility, Oxygenation, Sexuality, Tissue Integrity, Cellular Regulation, Infection, Comfort, Diversity, Wellness, and Health Promotion, Communication, Professional Identity, Legal Issues, Quality Improvement, and Informatics. This course expands on nursing assessment, pharmacology, medication administration, nursing skills, and the nursing process in relation to the nursing care of clients with unpredictable outcomes across the lifespan. Students will demonstrate advanced nursing care and practices, incorporating the concepts discussed in this course.

### **NURS 210BH Concepts of Behavioral Health**

Units: 3 units (semester units)

Course Length: 5 weeks

Theory: 24 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 72 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS100

#### **Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® mental health.
- Assessment Learning Institute. (2026). Mental Health Nursing: Review module (13th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Concepts of Behavioral Health course prepares students to care for individuals with mental and behavioral health problems. With an evidence-based approach, the course integrates equitable interdisciplinary care aimed at maintaining patient safety and illness

recovery. This course builds upon NURS 100, NURS 110OB, and NURS 120P and NURS 130S, incorporating nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Concepts will include Sexuality, Comfort, Stress and Coping, Mood and Affect, Cognition, Abuse and Violence, Diversity, Wellness and Health Promotion, Communication, Legal Issues, Quality Improvement, and Health Care Policy. This course expands on nursing assessment, pharmacology, medication administration, nursing skills, and the nursing process in relation to mental health. Students will demonstrate safe nursing care and practices, incorporating the concepts discussed in this course.

### **NURS 220G Concepts of Health for Geriatrics**

Units: 3 units (semester units)

Course Length: 5 weeks

Theory: 24 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 72 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS100

#### **Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® adult medical-surgical.
- Assessment Learning Institute. (2026). Adult Medical Surgical Nursing: Review module (13th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Concepts of Health for Geriatrics focuses on nursing activities in the care of the older adult patient. Nursing activities range from preventative care to the acute conditions and treatments for the geriatric patient population, with a greater emphasis on the unique demands presented in geriatric patients. This course builds upon NURS 100 and NURS 130S and incorporates nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Concepts will include Nutrition and Digestion, Regulation and Metabolism, Sensory Perception, Mobility, Intracranial Regulation, Comfort, Stress and Coping, Cognition, Abuse and Violence, Development, Grief and Loss, Professional Identity, Ethical Practice, Legal Issues, Quality Improvement, Informatics, and Health Care Delivery. This course expands on nursing assessment, pharmacology, medication administration, nursing skills, and the nursing process in relation to the older adult. Students will demonstrate advanced nursing care and practices, incorporating the concepts discussed in this course.

### **NURS 230MS Intermediate Medical Surgical Concepts**

Units: 3 units (semester units)

Course Length: 5 weeks

Theory: 24 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 72 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS130MS

**Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® adult medical-surgical.
- Assessment Learning Institute. (2026). Adult Medical Surgical Nursing: Review module (13th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Intermediate Medical Surgical Concepts course builds on previous courses for the development of complex thinking and decision making while caring for medical-surgical patients. Theoretical concepts are expanded to include identification and prioritization of evidence-based interventions for patients who have unpredictable outcomes or who demonstrate changes in health status. This course builds upon NURS 100, NURS 110OB, and NURS 120P, NURS 130S, NURS 210B, NURS 220G incorporating nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Concepts will include Elimination, Nutrition and Digestion, Regulation and Metabolism, Mobility, Perfusion, Immunity, Fluid and Electrolytes/Acid-Base Balance, Diversity, Grief and Loss, Wellness and Health Promotion, Clinical Judgment, Quality Improvement, and Health Care Delivery. This course expands on nursing assessment, pharmacology, medication administration, nursing skills, and the nursing process in relation to the nursing care of clients with unpredictable outcomes across the lifespan. Students will demonstrate advanced nursing care and practices, incorporating the concepts discussed in this course.

**NURS 240MS Advanced Medical-Surgical Concepts**

Units: 8.5 units (semester units)

Course Length: 16 weeks

Theory: 56 hours (two outside hours of study required for every hour of theory instruction)

Lab/Clinical: 240 hours (one outside hour of study required for every hour of laboratory instruction)

Pre-requisites: NURS230MS

**Textbooks:**

- Assessment Technologies Institute. (n.d.). Engage® adult medical-surgical.
- Assessment Learning Institute. (2026). Adult Medical Surgical Nursing: Review module (13th ed.). Assessment Technologies Institute.
- Assessment Learning Institute. (2026). Nursing Leadership and Management: Review module (10th ed.). Assessment Technologies Institute.
- Assessment Learning Institute. (2026). Pharmacology for Nursing: Review module (10th ed.). Assessment Technologies Institute.
- Assessment Learning Institute. (2024). The Comprehensive NCLEX-RN: Review module (20th ed.). Assessment Technologies Institute.
- Other Required and Supplemental Resources: See Course Syllabus

The Advanced Medical-Surgical Concepts course expands nursing practice and critical thinking in the promotion, maintenance, and restoration of health. Students use evidence-based interventions and complex decision-making when caring for acutely ill medical-surgical patients with unstable health problems. Students work collaboratively with the interdisciplinary team. Emphasis is placed on student roles as coordinators, facilitators, and patient advocates as they progress toward a competent entry level nursing practice. This

course builds upon NURS 100, NURS 110OB, NURS 120P, NURS 130S, NURS 210B, NURS 220G, and NURS 230S incorporating nursing concepts within the domains of Biophysical, Client Attributes, Nursing, and Health Care. Concepts will include Regulation and Metabolism, Oxygenation, Perfusion, Tissue Integrity, Cellular Regulation, Immunity, Infection, Intracranial Regulation, Stress and Coping, Wellness and Health Promotion, Communication, Professional Identity, Clinical Judgment, Ethical Practice, Legal Issues, Quality Improvement, Informatics, Health Care Delivery, and Health Care Policy. This course expands on nursing assessment, pharmacology, medication administration, nursing skills, and the nursing process in relation to managing the care of multiple, complex clients across the lifespan. This course transitions the student to professional nursing practice.

### **LVN 30-Unit Option (non-degree licensure pathway)**

**Purpose:** This option is not a program offered by United Nursing College, but a regulatory pathway that allows qualified LVNs to meet minimum educational requirements to be eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as a non-graduate.

**Procedure:** United Nursing College does not offer this option as a program of study and does not award a degree or certificate upon completion. This option is not included in the institution's application for accreditation and is excluded from all programmatic representations, including program length, tuition, and outcomes.

Individuals who choose this pathway should be aware of the following:

- This is a non-degree pathway, and participants do not earn an Associate Degree in Nursing.
- Eligibility for licensure may be limited to the State of California. Licensure in other states is not guaranteed.
- Individuals who complete this option may encounter limitations when seeking admission to advanced degree programs.
- Once the NCLEX-RN is taken under the non-degree option, the individual's status with the BRN cannot be changed to a degree-based graduate, regardless of any subsequent education completed.

Individuals interested in this option must:

- Hold a current, active, and unencumbered California LVN license
- Meet with the Director of Nursing to review eligibility and discuss the limitations of the option
- Sign an attestation acknowledging understanding and acceptance of the limitations associated with this pathway

Participation in any coursework associated with this option is not guaranteed and is subject to institutional approval, resource availability, and seat availability. Priority for clinical placement

and enrollment is given to students enrolled in approved degree and certificate program pathways.

Further information regarding the LVN 30-Unit Option may be obtained directly from the California Board of Registered Nursing [www.rn.ca.gov](http://www.rn.ca.gov)

The LVN 30-Unit Option includes the following content areas as required by the California Board of Registered Nursing. Specific course titles and unit values may vary based on institutional curriculum and availability.

**LVN 30-unit option (non-degree licensure pathway)**

| <b>Total Units</b>                        | <b>Maximum units required for BRN eligibility</b>                                               | <b>Up to 30 units*</b> |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------|
| Physiology (with lab)                     | Advanced human physiology content required for RN-level practice                                | 4 units                |
| Microbiology (with lab)                   | Foundational microbiology concepts applicable to nursing practice                               | 4 units                |
| Medical-Surgical Nursing                  | Nursing care of adult patients with acute and chronic conditions, including clinical experience | 10-15 units            |
| Geriatric Nursing                         | Nursing care of the aging population                                                            | 2-3 units              |
| Mental Health / Behavioral Health Nursing | Psychiatric and behavioral health nursing concepts                                              | 2-3 units              |
| <b>Total Units</b>                        | <b>Maximum units required for BRN eligibility</b>                                               | <b>Up to 30 units*</b> |

\* The LVN 30-Unit Option is defined by the California Board of Registered Nursing as a maximum of 30 semester units. Actual unit totals may vary based on institutional curriculum design. Coursework associated with this option is not offered as a defined program of study and is completed only as permitted under institutional policies, availability, and approval.

## **RN to BSN Program**

### *Program Purpose and Description*

The RN to BSN program is for licensed registered nurses or nursing students enrolled in the ADN program at United Nursing College (UNC) who are seeking a Bachelor of Science in Nursing Degree (BSN). This is not a program to become a registered nurse and is not intended to lead to initial licensure as a Registered Nurse. Completion of the RN to BSN program does not lead to initial licensure and does not expand scope of practice beyond that of a licensed Registered Nurse. UNC operates the RN to BSN program on a 10-week quarter system. All coursework in the RN to BSN program is blended. The upper division core courses, including upper division general education courses, are delivered online. The upper division coursework does not include clinical or hands-on training components.

***The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) program is an undergraduate program with two entry pathways for:***

1. Registered Nurses (RN) with an unencumbered California license or
2. Students who are concurrently enrolled in the ADN program at United Nursing College (ACE\*)

*\*ACE stands for the ADN Concurrent Enrollment Pathway.*

Admission requirements are outlined in the Admissions section of this catalog.

The RN to BSN program is designed to prepare students to advance empirical knowledge based on evidence-based research. Professional healthcare practitioners will learn how to transfer leadership and management skills to positively impact individual, community, and population health in a complex healthcare system. The program fosters lifelong learning and professional development for the purpose of collaboration and strategic planning of patient care delivery. The program is designed to support the academic and professional advancement of registered nurses to the baccalaureate level of nursing practice.

### **RN to BSN Program Designation**

The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) program is an undergraduate program with two entry pathways (RN or ACE). The program does not provide pre-licensure education and is classified as a post-licensure program. The BSN is awarded only upon completion of all requirements, including ADN graduation and verification of RN licensure.

The RN to BSN program is a single program with two entry pathways: (1) post-licensure Registered Nurse (RN) entry and (2) ADN Concurrent Enrollment (ACE) pathway.

For students entering through the RN pathway, the program begins upon enrollment in RN to BSN coursework. For students entering through the ACE pathway, eligibility to begin RN to BSN coursework occurs after successful completion of the first term of the ADN program.

## **Disclosure for Out-of-State Practice - RN to BSN**

Student location is determined at the time of enrollment based on the student's physical address and is used to evaluate program eligibility in relation to state authorization requirements. If a student relocates outside the State of California, the student must notify the institution as soon as possible, but no later than ten (10) calendar days after the change occurs. Upon notification of the student's relocation out of state, the institution will review whether the RN to BSN program is approved by the Board of Registered Nursing in that state. If a Board of Registered Nursing outside of the state of California does not approve the program in the student's new state of residence, the institution will provide direct written notice to the student within fourteen (14) calendar days of making that determination. This notification will advise the student that completion of the program may not be possible and may not meet licensure or employment requirements in the student's state of residence and that continuation in the program may not be possible.

## **Resources for Students**

To find the contact information and specific requirements for a particular state, please visit the National Council of State Boards of Nursing (NCSBN) website:

<https://www.ncsbn.org/membership/us-members/contact-bon.page>

**Student Acknowledgment:** By enrolling in United Nursing College, students acknowledge that they have been informed of the professional licensure requirements and understand it is their responsibility to verify the requirements of any state in which they intend to practice.

## **RN to BSN Program Learning Outcomes**

### ***Patient-Centered Care and Education (PCCE)***

- Integrate patient-centered care for the individual with multiple complicated contexts.
- Demonstrate cultural competence in the provision of care for diverse communities, groups, families, and individuals.
- Commit to the elimination of health disparities of vulnerable populations by advocating for social justice.
- Provide population health education spanning the delivery continuum, from illness prevention to disease management amidst diverse settings.

### ***Teamwork and Collaboration (TC)***

- Enhance the healthcare experience through engagement and collaboration among interprofessional partnerships for the purpose of optimizing care and patient outcomes.

### ***Evidence-Based Practice (EBP)***

- Transform population health through the engagement of scholarship and quality improvement research.
- Synthesize nursing theories and evidence-based knowledge from the arts, humanities, and other sciences when planning care across the health continuum.

### ***Clinical Judgment and Reasoning (CJR)***

- Apply critical inquiry and clinical reasoning when planning and providing care across the lifespan and in a variety of community and institutional settings.

**Quality Improvement (QI)**

- Express informed positions on issues and trends in nursing, opportunities for advocacy and strategies in taking social and political action for the well-being of all populations.
- Address global health issues as it relates to the role of nurse leaders.

**Safety (S)**

- Improve the quality and safety of care with the application of best evidence and emerging improvement science.

**Informatics (I)**

- Demonstrate professional writing proficiency within the profession of nursing.
- Analyze the legal, ethical, and financial implications of professional decisions which impact organizations, communities, groups, and individuals.
- Effective use of informatics and healthcare technologies to manage and evaluate the delivery of safe care in a variety of settings.

| Official Federal Occupational Category for RN to BSN program                    |                  |
|---------------------------------------------------------------------------------|------------------|
| United States Department of Labor's Standard Occupational Classification (SOC): | 29-1141          |
| Potential Occupation/Employment/Job Title:                                      | Registered Nurse |

*Registered Nurse (29-1141) assesses patient health problems and needs, develops and implements nursing care plans, and maintains medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists.*

**RN to BSN Graduation Requirements**

Upon completion of the following courses, in addition to all required courses, the United Nursing College will confer the Bachelor of Science in Nursing degree.

The following are the graduation requirements for the Registered Nurse (RN) entry pathway to Bachelor of Science in Nursing (BSN) and the ADN Concurrent Enrollment (ACE) entry pathway to Bachelor of Science in Nursing (BSN):

*In order to satisfy program completion, each student must meet all requirements by completing an ADN equal to a minimum of 58 semester credit units (87 quarter units) to include prerequisites and nursing courses per BRN CCR1426, general education (GE) minimum of 26 semester credit units (39 quarter units) (both lower and upper division courses), and BSN courses equal to 36 semester credit units (54 quarter units). Students must earn a cumulative GPA of 2.0 across the program to meet graduation requirements. Students must earn a minimum of 70% in the theory content for all nursing courses and provide verification of active RN licensure prior to degree conferral. Successful completion of GE and Nursing credits yields a total of 120 semester credit units (180 quarter units).*

Students enrolled through the ACE pathway may enroll in upper-division RN to BSN coursework only after successful completion of the first term of the ADN program.

## **RN to BSN Program Overview**

The RN to BSN degree requires a total of 180 quarter units, including 66 quarter units completed at United Nursing College (12 upper division general education units and 54 core nursing units) and 114 quarter units applied from prior education or concurrent enrollment, including ADN coursework and lower and upper division general education. Only coursework completed at United Nursing College is included in program instructional hours, tuition, and the grant of accreditation. Students complete 10 core nursing courses and select 2 of 4 upper division general education courses offered at United Nursing College. The RN to BSN program includes only the 66 quarter units of coursework delivered by United Nursing College. All other credits are applied toward degree requirements in accordance with institutional transfer and credit award policies.

The 60-week program length and approximately 660 instructional hours apply only to the 66 quarter units of coursework delivered by United Nursing College. Students must complete a minimum of 66 quarter units in residence at United Nursing College to be eligible for degree conferral.

Credits listed on the table below may be earned through prior education, licensure, or concurrent enrollment pathway and are applied toward RN to BSN degree requirements. Credits earned through prior education, licensure, or concurrent enrollment are applied toward degree requirements but are not included in institutional instructional hours, program length, or the grant of accreditation. Credit applied toward the degree does not imply that such coursework was completed at United Nursing College.

Students enrolled in the concurrent enrollment (ACE) pathway complete RN to BSN coursework during designated academic periods, including intersession and scheduled breaks in the ADN program; only RN to BSN coursework is included in RN to BSN program instructional hours, program length, and the grant of accreditation.

| <b>RN-BSN Program credit from prior education, licensure, and concurrent enrollment pathway (Quarter Units)</b>                                                                                                                                                                                                       |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Course</b>                                                                                                                                                                                                                                                                                                         | <b>Units</b>                           |
| English/Communications <ul style="list-style-type: none"> <li>• Oral Communication (3 units)</li> <li>• Written Communication (3 units)</li> <li>• Critical Thinking (3 units) **</li> </ul>                                                                                                                          | 13.5 quarter (9 semester) units        |
| Related natural and social sciences: <ul style="list-style-type: none"> <li>• Anatomy with lab (4 units)</li> <li>• Physiology with lab (4 units)</li> <li>• Microbiology with lab (4 units)</li> <li>• Behavioral sciences (3 units)</li> <li>• Social sciences (3 units)</li> <li>• Humanities (3 units)</li> </ul> | 31.5 quarter (21 semester) units       |
| Mathematics <ul style="list-style-type: none"> <li>• Intermediate Algebra or equivalent (3 units)</li> <li>• Statistics (3 units) **</li> </ul>                                                                                                                                                                       | 9 quarter (6 semester) units           |
| ADN Nursing courses*                                                                                                                                                                                                                                                                                                  | 54 quarter (36 semester) units         |
| NCLEX-RN Licensure (lower division credit if needed)                                                                                                                                                                                                                                                                  | 6 quarter (4 semester) units           |
| <b>TOTAL UNITS from Credit from prior education, licensure, and concurrent enrollment pathway</b>                                                                                                                                                                                                                     | <b>114 quarter (76 semester) units</b> |

\*ADN pre-licensure courses at UNC equal 36.5 semester units.

\*\*May be lower or upper division level courses depending upon courses already taken

Required coursework at UNC is 66 quarter units encompassing 12 upper division elective general education and 54 quarter units of core nursing courses. The required content is approximately 660 hours over 60 weeks. All coursework completed at United Nursing College is delivered in a blended format.

Credits listed in the table below represent coursework completed at UNC and are included in program instructional hours, tuition, and the grant of accreditation. Upper-division coursework is designed for students who have achieved advanced academic standing and is taken after completion of foundational lower-division coursework. For students in the concurrent enrollment (ACE) pathway, eligibility to enroll in upper-division RN to BSN coursework begins after successful completion of the first term of the ADN program.

| <b>RN to BSN program requirements: Coursework completed at UNC (60 weeks)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------|
| <b>Course</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Units</b>                         | <b>Hours</b>         |
| *Upper division GE courses<br>(choose a minimum of 12 quarter units) <ul style="list-style-type: none"> <li>• ENG450-Critical Reasoning and Advanced Composition (6 quarter units)**</li> <li>• PSY400- Psychopathology (6 quarter units)</li> <li>• BST460- Biostatistics (6 quarter units)***</li> <li>• BIO465- Exercise and Nutrition Physiology (6 quarter units)</li> </ul>                                                                                                                                                                                                                                                                                                                                                 | 12 quarter<br>(8 semester)<br>units  | 120                  |
| BSN Core Nursing courses <ul style="list-style-type: none"> <li>• NURS 310 Transition to Professional Nursing (4.5 units)</li> <li>• NURS320 Cultural Influences in Healthcare (4.5 units)</li> <li>• NURS330 Legal and Ethical Decision-Making in Nursing (4.5 units)</li> <li>• NURS 340 Information Technology in Nursing Practice (4.5 units)</li> <li>• NURS 410 Pathophysiology (6 units)</li> <li>• NURS 415 Health Assessment (6 units)</li> <li>• NURS 420 Concepts in Community and Public Health (6 units)</li> <li>• NURS 430 Nursing Leadership and Management (6 units)</li> <li>• NURS 440 Research &amp; Evidence Based Practice (6 units)</li> <li>• NURS 445 Professional Research Project (6 units)</li> </ul> | 54 quarter<br>(36 semester)<br>units | 540                  |
| <b>Total Upper division electives and Nursing Core Courses</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>66 quarter<br/>units</b>          | <b>660<br/>hours</b> |
| <b>TOTAL QUARTER UNITS REQUIRED FOR DEGREE 180</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |                      |

\*These courses are delivered by UNC & are included in the program's total credit hours, tuition, and length when completed at the institution. Students are required to complete 12 quarter units of upper-division general education by selecting two (2) courses from the options listed below.

\*\*Meets requirement for GE lower division critical thinking requirement

\*\*\*Meets requirement for GE lower division statistics requirement

## **RN to BSN Program Course Descriptions**

### **NURS 310 Transition to Professional Nursing**

Units: 4.5 quarter units

Course Length: 10 weeks

Theory: 45 clock hours (two outside hours of study required for every hour of theory instruction)

#### **Textbook:**

- Murphy, J. (2020). *Transitions to professional nursing practice* (2<sup>nd</sup> ed.). SUNY OER Services. ISBN 978-1-64176-090-4

This course is designed to enhance the registered nurse's knowledge of the role of the professional nurse in meeting the health needs of society. The relationship between historical issues, trends, and theories and professional nursing practice will be analyzed. Students will examine behaviors related to various roles of the professional nurse, including caregiver, teacher, advocate, research consumer, and counselor. Additionally, this course addresses communication skills necessary to a professional nurse including writing and computer literacy.

### **NURS 320 Cultural Influences in Healthcare**

Units: 4.5 quarter units

Course Length: 10 weeks

Theory: 45 clock hours

(two outside hours of study required for every hour of theory instruction)

#### **Textbook:**

- Giger Joyce, Haddad Linda (2020). *Transcultural nursing: Assessment and intervention* (8th ed.). Elsevier. ISBN 978-0-323-69554-1

This course provides students with an overview of health issues and health disparities confronting culturally diverse populations in the United States. The course also addresses genetic, cultural, historical and demographic factors that influence these health issues and disparities, implications for culturally effective health care, and for development of health policy.

### **NURS 330 Legal and Ethical Decision-Making in Nursing**

Units: 4.5 quarter units

Course Length: 10 weeks

Theory: 45 hours (two outside hours of study required for every hour of theory instruction)

#### **Textbooks:**

- DeMarco, J., & Jones, G. (2019). *Ethical & Legal Issues in Nursing*. Broadview Press. ISBN 978-1554813964
- Patton, R., Zalon, Ludwick, M. (2022) *Nurses Making Policy*, Third Edition: From Bedside Boardroom, ISBN 978-0826166456

This course explores legal and ethical standards and considerations common to the healthcare environment, such as decision-making, privacy and confidentiality, bioethical dilemmas, and healthcare policy. This course also focuses on the distinct value system associated with the healthcare industry and the values of professionalism. Learners will evaluate legal and ethical issues and their impact on patient safety outcomes.

### **NURS 340 Information Technology in Nursing Practice**

Units: 4.5 quarter units

Course Length: 10 weeks

Theory: 45 hours (two outside hours of study required for every hour of theory instruction)

#### **Textbook:**

- Saba, V. K., & McCormick, K. A. (2021). *Essentials of nursing informatics, 7th edition* (7th ed.). McGraw-Hill Education / Medical. ISBN 978-1260456783

This course provides an overview of the resources and methods required to maximize the storage, retrieval, and use of information in health care. This includes understanding the role of the nurse informaticist; identifying nurse-sensitive outcomes that promote quality improvement measures; supporting the contributions nurses provide in relation to patient care; and examining workflow changes related to computerized management systems. This course explores technology in nursing and health care practice, research, education, and leadership.

### **NURS 410 Pathophysiology**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

#### **Textbooks:**

- Rogers, J. (2022). *McCance & Huether's pathophysiology: The biologic basis for disease in adults and children* (9th Ed.). Elsevier.
  - Hardcover ISBN: 9780323789875
  - eBook ISBN: 9780323789899
  - Paperback ISBN: 9780323789882

This course examines the response of the human body to disease processes. The etiologic, symptomatologic, and pathologic aspects of common deviations from normal physiology will be explored. Examines the rationale behind diagnosis and treatment of illness and injury and the contributing environmental and genetic components. Research advances in genetics and biomedical sciences are explored.

### **NURS 415 Health Assessment**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

**Textbooks:**

- Jarvis, C. (2020). *Physical examination and health assessment (8th ed.)*. Elsevier. ISBN: 978-0323510806

This course will examine the theoretical knowledge necessary to perform a comprehensive health history and physical examination on the pediatric, adult, and geriatric patient. Provides the opportunity for application of basic knowledge using case studies and virtual assessments related to performing a complete nursing health assessment of pediatric, adult, and geriatric patients.

**NURS 420 Concepts in Community and Public Health\***

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

**Textbooks:**

- Nies, Mary A. & McEwen, Melanie. (2024). *Community/Public Health Nursing: Promoting the Health of Populations (8th ed.)*. Elsevier. ISBN 978-0323795319

This course examines diverse populations in the community setting. Those of varying cultures, spiritual values, geographic norms, and economic conditions. Vulnerable populations are explored with critical analysis, using the principles of epidemiology, social determinants, and value-based care to plan and intervene in areas of health promotion and disease prevention.

*\*This course does not meet the California Public Health Nurse Requirement (no clinical component).*

**NURS 430 Nursing Leadership and Management**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

**Textbook:**

- Yoder-Wise, P, & Sportsman, S. (2023). *Leading and Managing in Nursing (8th ed.)*. Elsevier. ISBN 978-0-323792066

This course examines leadership and management models in relation to organizational and system-wide change. Particular attention is given to the identification of personal leadership styles and values. Importance is placed on the development of effective management and leadership skills, with an emphasis on effective communication. Topics include ethics, quality improvement, safety, interprofessional collaboration, group dynamics and conflict resolution, resource allocation, and strategic planning.

**NURS 440 Research and Evidence-based Practice**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

**Textbook:**

- LoBiondo-Wood, G, Haber, J, & Haber, J. (2018). *Evidence-Based Practice for Nursing and Healthcare Quality Improvement* (1st ed.). Elsevier. ISBN 978-0-323-48005-5

This course covers principles, concepts, and application of scientific inquiry to phenomena of concern to other health professions, nursing, and patient health experiences in the community setting. The course promotes the critical analysis of research findings as a basis for improving clinical practice. Quantitative and qualitative research methodologies are presented, and an overview of evidence-based practice is provided to prepare the student for the professional research capstone (NURS 445).

**NURS 445 Professional Research Capstone**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

Pre-requisite: NURS 440

**Textbook:**

- LoBiondo-Wood, G, Haber, J, & Haber, J. (2018). *Evidence-Based Practice for Nursing and Healthcare Quality Improvement* (1st ed.). Elsevier. ISBN 978-0-323-48005-5

The course combines scholarly activities designed to synthesize learning into professional nursing practice and impact health outcomes. Learners complete project-based experiences that support the integration of leadership and community health concepts in a practice-relevant setting. The professional capstone project offers learners the opportunity to propose a resolution to an issue or problem significant to nursing practice within a healthcare environment. Learners identify, design, and propose an evidence-based solution with guidance from faculty. The proposal must reflect syntheses and integration of course content and professional practice. The capstone project is an academic, non-clinical experience and does not include direct patient care or supervised clinical hours.

**PSY 400 Psychopathology**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

Prerequisite: Introduction to Psychology or higher

**Textbooks:**

- American Psychiatric Association (2022). *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition-Text Revised*. American Psychiatric Association. ISBN 978-0-89042-576-3.
- Morrison, J. (2023). *DSM-5-TR Made Easy: The Clinician's Guide To Diagnosis*. The Guilford Press. ISBN 978-1-4625-5134-7.

This 10-week course explores various syndromes, symptom awareness, prevalence, risk and prognostic factors, cultural-related issues, sex and gender related issues as it pertains to the syndrome, association with suicidal thoughts, and behaviors and comorbidity. This course is not intended for students to engage or provide a clinical diagnosis but to be aware of varying psychopathology in the field.

### **ENG 450 Critical Reasoning and Advanced Composition**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

#### **Textbook:**

- Zarefsky, D. (2019). *The Practice of Argumentation: Effective Reasoning in Communication*. ISBN 978-1107681439.

*Prerequisite: College Written Communication (English Composition)*

This 10-week course explores advanced writing techniques and strategies to read and write critically. Through implementation of rhetorical strategies and the development of more advanced composition styles, students will be able to critically analyze and articulate arguments, distinguish fact from opinion, and strengthen logical reasoning. Special attention is given to evaluating evidence and reasoning, the building blocks of argumentation. The student is required to write between 6,500 and 8,000 words divided among several essay assignments.

### **BST 460 Biostatistics for Evidence-based Practice in Nursing**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

#### **Textbook:**

- Kim, MyoungJin, et al. (2022). *Statistics for Evidence-Based Practice in Nursing*, (3rd Edition). Jones & Bartlett Learning.

*Prerequisite: Intermediate Algebra or equivalent*

The purpose of the course is to teach fundamental concepts and techniques of descriptive and inferential statistics with applications in health care, medicine, and public health. The course will introduce statistical methods used in biological and health science research. Fundamental probability theory, statistical inference sample size, inference for means and proportions, descriptive statistics, and principles of ethical research will be outlined, providing students a sound methodological foundation for public health practice.

## **BIO 465 Exercise and Nutrition Physiology**

Units: 6 quarter units

Course Length: 10 weeks

Theory: 60 hours (two outside hours of study required for every hour of theory instruction)

### **Textbooks:**

- Rawson, E. S.; Branch, J.D.; Stephenson, T.J. (2024). Williams' Nutrition for Health, Fitness & Sport, (13<sup>th</sup> Edition). McGraw Hill. ISBN: 9781266132148

This course explores the intricate relationships between nutrition, physical activity, and human physiology, with a special focus on optimizing health and athletic performance. Students will examine the roles of macronutrients and micronutrients in energy metabolism, training adaptations, and recovery. Key topics include body composition, weight regulation, hydration, dietary planning, and evidence-based use of supplements and ergogenic aids. Through practical assessments, discussion, and analysis of scientific literature, students will learn to develop personalized nutrition and exercise strategies tailored to various health and performance goals. Emphasis is placed on critical thinking, evaluating health claims, and applying current research to support diverse populations. This course is ideal for students pursuing careers in health sciences, fitness, nutrition, or related fields.

*Prerequisite: Anatomy and Physiology*

## **OPTIONAL NON-TRANSFERABLE COURSES**

The Anatomy & Physiology Refresher course DOES NOT fulfill the prerequisite requirements for Anatomy and Physiology. They are non-transferable and specifically designed for those who have already taken Anatomy & Physiology courses and are wanting to be refreshed of the information or gain an introductory understanding prior to entering their educational pathway into nursing, medicine, physical therapy, etc. There are no laboratory components within these courses. These are pass/fail courses for zero units. These courses are available for students who would like to apply to the ADN program and their Anatomy and/or Physiology courses are seven years old or older.

This optional refresher course is not part of the Associate Degree in Nursing (ADN) program or the RN-to-BSN program, do not apply toward degree completion requirements, is not eligible for academic credit, and is not included in program length, clock hours, or credit units.

## **APR100 Anatomy and Physiology Refresher**

Units: No Credit Units (Pass/No Pass)

Course Length: 10 weeks

Course Type: Online

Theory: 20 clock hours to complete (estimated 2 outside hours required per week)

### **Textbook:**

- Roiger, D. & Bullock, N. (2023). Anatomy, Physiology, & Disease: Foundations for the Health Professionals (3rd Edition). ISBN10:1264130155 | ISBN13: 9781264130153

The anatomy and physiology refresher course is to highlight the important anatomical and physiological studies related to the structure and function of the human body, including cells, tissues, and organs of the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The course emphasizes the interrelationships among body systems and the regulation of physiological functions involved in maintaining homeostasis within the body.

## SECTION 8: TRANSFER INFORMATION

### **Notice Concerning Transferability of Credits and Credentials Earned At Our Institution**

The transferability of credits you earn at United Nursing College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Associate Degree in Nursing (ADN) and/or Bachelor of Science in Nursing (BSN) earned at this institution is also at the complete discretion of the receiving institution.

If the degree or credits earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution(s) to which you may seek to transfer to determine whether your degree or credits will transfer.

Students requesting transfer of credits from United Nursing College to other institutions will be charged a \$25.00 processing fee.

## SECTION 9: GRADUATION INFORMATION

### **Graduation Requirements**

#### **Associate Degree in Nursing (ADN)**

To be eligible for graduation, students must:

- Successfully complete all required courses in the program
- Achieve a minimum cumulative grade point average (CGPA) of 2.0

#### **RN to BSN Program (BSN)**

To be eligible for graduation, students must:

- Successfully complete all required courses in the program
- Achieve a minimum cumulative grade point average (CGPA) of 2.0

#### **Timeframe for Completion**

Students must complete their program within the maximum timeframe as defined in the institution's Satisfactory Academic Progress (SAP) Policy.

#### **Graduation Clearance**

All academic, financial, and institutional obligations must be satisfied prior to the conferral of the degree.

## SECTION 10: EMPLOYEE INFORMATION

### Officers

#### **Hong, John**

##### **CEO/CFO/COO**

BS University of Miami  
MD University of Miami School of Medicine  
MBA University of Chicago Graduate  
School of Business  
HPA University of Chicago

#### **Rowland, Michelle**

##### **CAO, Dean of Nursing**

BS Grand Canyon University  
MSN-Ed Grand Canyon University  
DNP Regis College

### Administration

#### **Drummond, Susan**

##### **Director of Nursing**

BSN California State University, Dominguez Hills  
MSN California State University, Dominguez Hills  
PhD Azusa Pacific University

#### **Rowland, Adam**

##### **Dean of Educational Services, Registrar**

BA English California State University, San Bernardino  
MA Educational Technology American College of Education  
Ed.D. Curriculum and Instruction American College of Education,

#### **Zirzow, Jennifer**

##### **Assistant Director of Nursing**

BSN Western Governors University  
MSN-Ed University Texas Austin

### Faculty

#### **Alzubaidi, Amil**

##### **Faculty RN to BSN**

BA National University  
MA University of California, San Diego

#### **Begum, Auynun**

##### **Instructor Non-credit Refresher**

BS Dhaka University, Bangladesh  
MS Dhaka University Bangladesh  
PhD University of Tokushima, Japan  
Post Grad UCLA

#### **Loesch, Amanda**

##### **Faculty ADN**

BSN Northern Illinois University  
MSN Chamberlain University

#### **Lucas, Rhett**

##### **Clinical Nursing Instructor**

BSN Boise State University  
ADN Palomar College

**Buonaccorsi, Eric**  
**Faculty RN to BSN**

ADN Community College of Rhode Island  
MSN Walden University  
DNP Regis College

**Butler, Erin**  
**Clinical Nursing Instructor**

ADN Riverside City College  
BSN Westerns Governors University

**Carrithers, Jodi**  
**Faculty ADN & RN to BSN**

BSN Western Governors University  
MSN Western Governors University

**Carpenter, Hannah**  
**Clinical Nursing Instructor**

BSN West Coast University

**Chae, Camille**  
**Clinical Nursing Instructor**

BSN Johns Hopkins University  
MSN Johns Hopkins University

**Coryell, Kristen**  
**Clinical Nursing Instructor**

BSN San Diego State University

**Diestra, Maria**  
**Clinical Nursing Instructor**

BSN University of California, San Francisco  
MSN University of California, San Francisco

**DuBois, Jennifer**  
**Clinical Nursing Instructor**

ADN Kaplan College  
BSN Grand Canyon University  
MSN Grand Canyon University

**Fiaalii, Farah**  
**Clinical Nursing Instructor**

BSN Capella University

**O'Dor, Madison**  
**Clinical Nursing Instructor**

BSN West Coast University

**Milhausen, Naomi**  
**Clinical Nursing Instructor**

BSN San Diego State University

**Montebon, Joselia**  
**Clinical Nursing Instructor**

BSN Cebu Normal University, Philippines

**Morales, Chad**  
**Clinical Nursing Instructor**

ASN Palomar College  
BSN Boise State University

**Navarro, Sawyer**  
**Clinical Nursing Instructor**

BSN West Coast University

**Pahls, Mark**  
**Faculty RN to BSN**

BS Fort Hays University  
MS Fort Hays University  
MS University of Kansas  
Ed.D. University of Kansas

**Paxton, Jason**  
**Clinical Nursing Instructor**

ASN Mohave Community College  
BSN Western Governors University

**Riley, Karen**  
**Clinical Nursing Instructor**

BS Sociology University of Washington  
BSN California State University, San Bernardino

**Rio, Monica**  
**Clinical Nursing Instructor**

BSN University of Southern Indiana  
MSN University of Southern Indiana

**Ruud, Alexander**  
**Faculty RN to BSN**

BA University of California, Riverside

**Friedrich, Danielle**  
**Clinical Nursing Instructor**  
BSN National University

**Rudd, Kristian**  
**Clinical Nursing Instructor**  
BSN West Coast University

**Ford, Amber**  
**Clinical Nursing Instructor**  
BSN Azusa Pacific University

**Ruiz, Jaimie**  
**Simulation Lab Coordinator; Faculty RN to BSN; AP workshop instructor**  
BSN Loma Linda University  
DNP Loma Linda University

**Gello-Agan, Jellaina**  
**Clinical Nursing Instructor**  
BSN California State University, San Marcos

**Ruiz, Noelle**  
**Faculty RN to BSN**  
BS Biology CSU Long Beach  
MA Education University of Phoenix  
MA Biology Point Loma Nazarene University

**Hamel, Norma**  
**Faculty ADN**  
BSN Walsh University, Ohio  
MSN San Diego State University

**Santiago, Rene**  
**Faculty RN to BSN**  
BSN University of Phoenix  
MSN Grand Canyon University

**Herrscher, Pamela**  
**Clinical Nursing Instructor**  
**Skills Lab Instructor Lead**  
BSN Murray State University

**Sotelo, Stephanie**  
**Faculty RN to BSN**  
BSN University of Phoenix  
MSN-Ed Grand Canyon University

**Hurtado, Diana**  
**Clinical Nursing Instructor**  
BSN Loma Linda University

**Spady, Sabrina**  
**Faculty ADN**  
BSN Vanguard University of Southern California  
MSN-Ed West Coast University

**Jarrett, Keiko**  
**Clinical Nursing Instructor**  
BSN West Coast University

**Stead, Roxanna**  
**Faculty ADN**  
BSN California State University, Dominguez Hills  
DNP Loma Linda University

**Jones, Jordan**  
**Faculty ADN**  
BSN California Baptist University  
MSN Grand Canyon

**Steele, Nicole**  
**Clinical Nursing Instructor**  
ASN Victor Valley College  
BSN Colorado Technical University

**Kennedy, Kelly**  
**Faculty ADN**  
MSN Western Governors University

**Summa, Iyna**  
**Clinical Nursing Instructor**  
Bachelor of Arts CSU Fullerton  
BSN West Coast University

**Knaack, Adriane**  
**Clinical Nursing Instructor**  
BSN Capella University

**Triplett, Gretchen**  
**Clinical Nursing Instructor**  
BSN University of Southern California

**Klavon Conwell, Nichole**  
**Clinical Nursing Instructor**  
BSN Loma Linda University

**Wells, Jeanette**  
**Faculty ADN**  
BSN Oklahoma Christian University  
MSN-Ed Grand Canyon University  
DNP Azusa-Pacific University

## Staff

**Banari, Iuliana**  
**Online Programs Coordinator**  
BSN Boise State University

**Hinchman, Amy**  
**Operations Manager**  
BA Liberal Arts California State University, San Marcos

**Books, Kori**  
**Skills Lab Assistant**  
ADN Mt. San Jacinto College  
BSN Western Governors University  
BA Sociology UCLA

**Hinchman, Mary**  
**Financial Assistant**  
BBA National University

**Camacho, Nichole**  
**Skills Lab Instructor Lead**  
ADN College of the Canyons

**Jackson, Morgan**  
**Administrative & Student Finance Coordinator**  
BA Degree California Baptist University

**Cazares, Alina**  
**Admissions & Program Assistant**

**Lafaille, Alexis**  
**Skills Lab Assistant**  
ASD Health Orange Coast College  
ADN Santa Ana College  
BSN Grand Canyon University

**Cicchelli, Alexa**  
**Campus & Instructional Aide**  
BA Economics/Administrative Studies/Marketing  
UCR

**MacDonald, Daniel**  
**Marketing and Communications Manager**  
BA Film, California Baptist University

**Erin Cohen**  
**Campus Activities Liaison**

**Massey, Sara**  
**Student Compliance Assistant**  
AA Fashion Institute of Design and Merchandising

**Curatolo, Alexandra**  
**Admissions Specialist**  
AS Biology, Mt. San Jacinto College  
AS Chemistry, Mt. San Jacinto College  
BS Aquatic Biology, UC Santa Barbara

**Maranville, Christie**  
**Admissions & Program Supervisor**

**Flores-Alvarado, Ruby**  
***Skills Laboratory Assistant***  
BSN Boise State University

**McMane, Sherron**  
***Program/Registrar/Operations Specialist+***  
Teaching Credential  
BA Mathematics UCR  
M.Ed. Instructional Design, Grand Canyon  
University

**Gil, Monica**  
***Simulation Laboratory Technician***  
Medical Assisting Diploma North West College

**Staehling, Melissa**  
***CRM and Communications Specialist***  
AA Business Administration  
BS Business Administration

**Harrison, Kirra**  
***Online Programs Coordinator***  
BSN Boise State University

**Strickler, Sebastian**  
***Business Operations and Compliance Senior  
Manager***  
BA International Business Management SDSU