

WOLFORD COLLEGE



Catalog and Student Handbook

Effective date: July 2017-October 2017

Volume: 2017.1.1

Wolford College
1336 Creekside Blvd., Suite 2
Naples, FL 34108
Phone: 239-513-1135
Fax: 239-513-1368
www.wolford.edu

If and when revisions occur, the student will be notified verbally or by written correspondence that could include email (which students are responsible for checking daily during their entire tenure at the College). Students are expected to read and comply with all revised policies.

TABLE OF CONTENTS

INTRODUCTION	10
HISTORY	10
ACCREDITATION AND LICENSURE	10
STATEMENT OF LEGAL CONTROL	10
COLLEGE OFFICE HOURS	10
CURRENT BOARD OF TRUSTEES	11
INSTITUTIONAL MISSION	11
PROGRAM MISSION	11
VISION	11
VALUES	11
GOALS	11
WOLFORD COLLEGE LOGO	12
STUDENT RIGHTS AND RESPONSIBILITIES	12
Rights	12
Responsibilities	12
CRIME ON CAMPUS	13
DISASTER POLICY	13
TUITION AND FEES	13
Post Master's- Doctor of Nurse Anesthesia Practice	13
Master of Science in Nurse Anesthesia	14
PAYMENT AND REFUND	15
Methods of Payment	15
Cancellation and Refund Policy	15
ACADEMIC CALENDAR	16
HOLIDAY TIME	16
DEFINITION OF THE UNIT OF CREDIT	16
POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE	16
Admission Criteria: Post Master's Doctor of Nurse Anesthesia Practice (DNAP)	16
POST MASTER'S DOCTOR OF NURSE ANESTHESIA PRACTICE COURSE PROGRESSION	18
COURSE DESCRIPTIONS (DNAP)	19
CRITERIA FOR GRADUATION FOR POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE PROGRAM	20
POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE DEFERRAL OF GRADUATION	20

POST MASTER’S-DOCTOR OF NURSE ANESTHESIA PRACTICE STUDENT LEARNING OUTCOMES	21
MASTER OF SCIENCE IN NURSE ANESTHESIA	21
Admission Criteria: Master of Science in Nurse Anesthesia	21
Interview	23
Re-application	23
Deferral for Admission	23
Deferral Once Admitted into the Program	23
Change in Status once Admitted into the Program	23
International Students	23
Arrival-Departure	24
Financial Assistance	24
Test of English as a Foreign Language (TOEFL)	24
HEALTH POLICY	24
Admission Health Status	24
Additional Qualifications for Student Admission, Progression, and Graduation	25
Annual TB test	25
Health and Malpractice Insurance	26
MASTER OF SCIENCE IN NURSE ANESTHESIA- FALL COURSE PROGRESSION	27
MASTER OF SCIENCE IN NURSE ANESTHESIA-SPRING COURSE PROGRESSION	28
COURSE DESCRIPTIONS (DIDACTIC STAGE)	29
COURSE DESCRIPTIONS (CLINICAL STAGE)	31
MASTER OF SCIENCE IN NURSE ANESTHESIA STUDENT LEARNING OUTCOMES	33
WOLFORD COLLEGE FACILITIES	33
Auditorium	33
Library and Affiliate facilities	33
Student Lounge	34
Dorsch Clinical Simulation Lab	34
Parking	34
Guests and Children on Campus	34
CLINICAL SITE PARKING	34

HOUSING	35
WOLFORD COLLEGE STUDENT ID CARDS	35
STUDENT EMPLOYMENT	35
Working as a Nurse Anesthetist is Not Permitted	36
CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER	36
STUDENT E-MAIL	36
DRESS CODE	36
Classroom, Clinical, Library Areas, and Dorsch Simulation lab	36
CLASSROOM POLICY	38
LECTURE AND NOTES	38
READING ASSIGNMENTS	38
ACADEMIC ADVISING	38
CONFERENCES	39
STATE AND NATIONAL MEETINGS	39
CELL PHONE USAGE	39
CLINICAL SITES	39
Florida	39
CREDENTIALS	40
LEGAL NAME	40
CLINICAL ORIENTATION POLICY	41
CLINICAL EXPERIENCE POLICY	41
CLINICAL SCHEDULES	41
Library Days	41
Call	42
CLINICAL INSTRUCTION	42
Clinical Supervision	42
EQUIPMENT	42
Stethoscopes	42
Precordial Stethoscopes and earpieces	43
Hemostats	43
Bandage Scissors	43
Eye protection	43

Radios	43
Nerve Stimulators	43
PREOPERATIVE AND POSTOPERATIVE ROUNDS	43
STUDENT CLINICAL EVALUATION POLICY	43
Student Daily Evaluations (Formative)	44
Summative Evaluations	44
CARE PLANS	44
CLINICAL EXPERIENCE RECORDS	44
Simulated Cases	45
TABLE FOR COA REQUIRED CLINICAL EXPERIENCES	46
AANA INFORMATION	50
SUBSTANCE ABUSE	51
ARRESTS	51
INCIDENT REPORTS	51
MEDICATION ERRORS	52
ATTENDANCE	52
SICK TIME	52
VACATION TIME	53
SCHEDULE REQUESTS	53
Special request	53
Educational Request	53
Rotation Request	53
PERSONAL TIME OFF (PTO)	53
Bereavement	54
Maternal Leave	54
Paternal Leave	54
Jury Duty	55
Military Commitment	55
Unexcused Absence	55
EDUCATIONAL DAYS	55
LEAVE OF ABSENCE	56
Emergency Leave	57

EXAM POLICY	57
Procedures for Examination	57
CODE OF HONOR AND ACADEMIC INTEGRITY	58
Violation of Code of Honor and Academic Integrity	59
Plagiarism	59
Plagiarism Penalties	59
GRADES	60
Grading System	60
How to Appeal a Grade	61
LATE STUDENT WORK	63
CRITERIA FOR GRADUATION FOR MASTER OF SCIENCE IN NURSE ANESTHESIA DEGREE	64
Self Evaluation Exam (SEE)	64
MASTER OF SCIENCE IN NURSE ANESTHESIA DEFERRAL OF GRADUATION	64
EMPLOYMENT PLACEMENT SERVICES	64
DISCIPLINARY ACTION	65
Definitions	65
Procedure and Appeal	67
LEGAL COUNSEL	67
OTHER REPRESENTATION	67
FORMAL WRITTEN COMPLAINTS	67
TRANSFER OF CREDIT	67
Transfer of Credit to Another Institution	67
STUDENT SERVICES	68
COMMITTEES	68
Advisory Committee	69
Student Final Appeal Committee	69
ANTI-HARASSMENT	70
Retaliation is Prohibited	72
Reporting Procedures and Investigation	72
Responsive Action	72

Conclusion	73
ANTI-HAZING	73
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	74
Document Requests	76
CATALOG DISCLOSURE	76
FINANCIAL INFORMATION	77
CONFIDENTIALITY STATEMENT	77
AWARD LETTER/NOTIFICATION AND ONLINE ACTIVATION	77
CONDITIONAL AWARD OFFER	77
CHANGES IN FINANCIAL AID INFORMATION	78
QUALITY ASSURANCE PROGRAM	78
DETERMINING FINANCIAL NEED	78
Contribution	79
Financial Need	79
Review the Cost of Attendance	79
ADMISSIONS AND ENROLLMENT FINANCIAL AID REQUIREMENTS	79
Summer Enrollment	79
Enrollment Status	79
FINANCIAL ASSISTANCE PROGRAMS	80
VETERAN AFFAIRS (VA) POLICY	80
SUMMARY OF ASSISTANCE PROGRAMS	80
Federal Direct Unsubsidized Stafford Loan	81
Federal Direct Graduate Plus Loan	81
Smart Option (Private Loan), SallieMae, Regions, and Fifth Third Bank	81
Additional Information about Loan Programs	81
ENTRANCE AND EXIT LOAN COUNSELING	81
COMPLETING THE MASTER PROMISSORY NOTE (MPN)	82
OTHER LOAN PROGRAMS	82
FINANCIAL ASSISTANCE PAYMENT AND STUDENT ACCOUNT	82
Methods of Payments	82
Financial Assistance Payment	82
SATISFACTORY ACADEMIC PROGRESS	83

SAP Standards	83
SAP Procedure	83
Appeal of Satisfactory Academic Progress Standards	84
New Students	84
ACCEPTABLE ATTENDANCE	84
SPECIAL CONSIDERATION	84
Financial Aid-Leave of Absence	84
Leaving the College- Return of Title IV funds	85
CANCELLATION OR ANNULMENT	85
EXTENUATING CIRCUMSTANCES	86
WOLFORD COLLEGE ORGANIZATIONAL CHART	87
CURRENT ADMINISTRATION & DIDACTIC FACULTY	88
Administration	88
Didactic Faculty	89
APPENDIX	90
Consent for Drug Screening	90
Statement of Patient Confidentiality	91
Consent to Adhere to Wolford College catalog and Student Handbook Policies	92
Photograph/Audio Waiver and Release	93

INTRODUCTION

Welcome to Wolford College! This handbook includes policies, procedures, programs, and course information in effect at the time of publication. Wolford College reserves the right to repeal, change, or modify policies, procedures, programs, and course information at any time without advance notice.

All student contracts at the end of this handbook will be signed, dated, and returned to the Wolford College Administrative office upon admission and after any revisions.

HISTORY

In 2003, Wolford College received its licensure from the State of Florida, the Florida Department of Education, and the Commission for Independent Education, as an independent single purpose college. Wolford College underwent a self-study and on-site review by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and received its initial accreditation in April 2004. The Master of Science in Nurse Anesthesia (MSNA) program prepares Registered Nurses to become Nurse Anesthetists in a 28 month, front loaded, and entry into practice program. In February 2005, the first Wolford College class was matriculated.

In May 2008, the College was granted the maximum 10 years of accreditation. Wolford College moved into its permanent facility located at 1336 Creekside Blvd., Naples, Florida, in June 2008.

In 2010, Wolford College received accreditation and licensure to offer a post master's Doctor of Nurse Anesthesia Practice (DNAP) degree. The degree plan is a 2-year online program centered on integrated knowledge of anesthesia practice, advanced roles, quality assurance, and clinical research. This clinically focused program will prepare CRNAs to utilize leadership, research, and information technology to promote the highest quality of anesthesia care.

ACCREDITATION AND LICENSURE

The Council on Accreditation of Nurse Anesthesia Educational Programs is the programmatic accreditor of Wolford College. COA has also been the institutional accreditor, although COA now requires non-regionally accredited programs to be regionally accredited by January 2015. The address and phone number for the COA is 222 S. Prospect Avenue, Park Ridge, IL 60068-4001, and (847) 692-7050, Ext. 1160, or accreditation@coa.us.com.

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

STATEMENT OF LEGAL CONTROL

Wolford College is a private, for-profit institution under control of the Board of Trustees.

COLLEGE OFFICE HOURS

Wolford College administrative offices are open 8:00AM-4:30PM Monday-Friday.

CURRENT BOARD OF TRUSTEES

Edward Morton, MS, MBA **Board Chair**
Thomas Buckley, CPA, **Board Vice Chair**
Lynda Waterhouse, CPA, MBA, FACMPE, **Board Secretary/ Treasurer**
Thomas L. Cook, MD **Chancellor Emeritus**
William B. Caldwell, DO
Josephine DiMolfetta
Karl Horsten, Jr., MD
Jan Kantor
Brenda O'Connor
Michael V. Reagen, Ph.D.
Burt Saunders, JD
Katie Sproul
David Spillers, MBA

INSTITUTIONAL MISSION

Wolford College is dedicated to creating and maintaining an institutional environment where student success is our priority. This is accomplished through all college personnel striving toward enhancing student learning, focusing on student career goals, and promoting high educational and ethical expectations of all of our students.

PROGRAM MISSION

Wolford College provides access to learning and excellence in nurse anesthesia education at the masters' and doctoral levels.

VISION

Wolford College aspires to be a national leader in Certified Registered Nurse Anesthetist education by promoting transformation of lives through a high quality educational approach that is innovative, rigorous, and collaborative.

VALUES

Vigilance
Adaptability
Leadership
Unity
Ethics
Strength

GOALS

- To foster a collaborative learning environment where all students have an opportunity to master course content and accomplish course objectives.
- To develop competent graduates who are able to successfully work in their field.

- To assist students in achieving their educational goals by making available quality student and educational support services.
- To maintain efficient and effective administrative services to support the institution's instructional and educational needs.

WOLFORD COLLEGE LOGO

Wolford College logo and any material containing the logo in print or online are proprietary. Any usage of the logo is prohibited and will result in administrative sanctions.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

Students at the College have the same rights and protections under the Constitution of the United States and the State of Florida. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly and with dignity regardless of race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws.

Students have the right to be protected from capricious decision-making by the College. The College has an enduring commitment to provide the students with a balanced and fair system of dispute resolution. Accordingly, this statement will not deprive students of the appropriate due process protections to which they are entitled.

RESPONSIBILITIES

Along with rights, come certain responsibilities. Students are expected to act consistently with values of the College and to obey local, state, and federal laws. Other responsibilities include but are not limited to:

- Reading the Wolford College Catalog and Student Handbook
- Understanding and acting within Wolford College policies and procedures
- Properly completing all academic and clinical obligations at Wolford College in a timely manner
- Maintaining personal, physical, and emotional health
- Notifying Wolford College if under the care of a healthcare provider for any serious or chronic illness that may interfere with participation in any portion of the educational experience
- Respecting and maintaining the confidentiality of all patient information
- Maintaining professional demeanor and conduct at all times
- Complying with the dress and hygiene standards of the clinical sites
- Submitting current licensure, certifications, and contact information to Wolford College
- Fulfilling financial obligations (i.e. payment of tuition, repayment of loans, etc.)
- Reporting any patient safety issues to Wolford College

- Completing a post-graduate program evaluation and notifying Wolford College of changes in employment status and contact information within one year of graduation

CRIME ON CAMPUS

Wolford College is dedicated to keeping the campus safe for students and visitors. However, in the event of a crime or suspicious activities, contact Wolford College at 239-513-1135 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside the building should be reported to the police and Wolford College.

Wolford College encourages anyone who is the victim of or witness to any crime to promptly report the incident to the local authorities and the College.

DISASTER POLICY

Wolford College is dedicated to the safety of students and employees. In the event that an emergency arises, information will be disseminated through the College e-mail system. It is the students' responsibility to check student email frequently for updates. Emergencies include but are not limited to: weather-related conditions (hurricanes/tornadoes), power loss, fire, etc. that render the Wolford College campus inoperable or dangerous.

TUITION AND FEES

POST MASTER'S- DOCTOR OF NURSE ANESTHESIA PRACTICE

2- Year Progression Plan

Current Wolford College Fees and Charges	Approximate Cost
Tuition Expense	
Deposit ¹	\$1,500
Semester 1	\$4,750
Semester 2	\$6,250
Semester 3	\$5,000
Semester 4	\$5,000
Semester 5	\$5,000
Semester 6	\$2,500
Total Tuition Expense	\$30,000.00
Application Fee (non-refundable)	\$50.00
Graduation Fee²	\$350.00
Total	\$30,400.00
Transcript, each	\$15.00
Payment late fee	\$100.00
Returned check fee	\$40.00

¹ \$150 of the \$1500 deposit is non-refundable.

² One-Time Fee

MASTER OF SCIENCE IN NURSE ANESTHESIA

Current Wolford College Fees and Charges	Approximate Cost
Tuition Expense	
Deposit ³	\$1,500
Semester 1	\$7,164
Semester 2	\$8,664
Semester 3	\$8,664
Semester 4	\$8,664
Semester 5	\$8,664
Semester 6	\$8,664
Semester 7	\$8,664
Application Fee (non-refundable)	\$50
Dosimetry Badge	\$120
Earpiece and Precordial	\$120
Technology Fee 75.00 x 7	\$525
Library Fee 50.00 x 7	\$350
Graduation Fee ⁴	\$350
WC Scrubs (Each pair 40.00; five required)	\$200
Tuition Expense	\$64,063
Additional Fees	
Background Check x 3 (non-refundable)	\$200
Textbooks and Equipment	Variable Cost
Medatrax (fee subject to change)	\$180
AANA Associate Membership Fee ⁵ (non-refundable)	\$200
Malpractice Insurance ⁶	\$564
Health Insurance (entire program)	Variable Cost
Self-Evaluation Examination (3 rd semester)	\$160
Recertification of ACLS, BLS, PALS	Variable Cost
Educational Conferences	Variable Cost
Certification Examination	\$750
Simulation Lab Fee ⁷	\$1500

³ \$150 of the \$1500 deposit is non-refundable.

⁴ One-Time Fee

⁵ One-Time Fee

⁶ One-Time Fee

⁷ \$500 Fee to be assessed each Semester in the 3 semester Didactic Stage

Clinical Fee ⁸	\$2000
Total Approximate Cost (including additional fees)	\$69,617
Transcript, each	\$15
Payment late fee	\$250
Loss of Clinical Site Name Badge	\$75
Returned check fee	\$40

All fees and charges are subject to change

PAYMENT AND REFUND

METHODS OF PAYMENT

The total program tuition is divided into 7 payments. The first semester's tuition is the balance minus the \$1500 deposit. Tuition is due on the first day of each semester. Payments received late will be subject to a late fee of \$250.00. Students who fail to make tuition payment by the end of the third week of the semester will be withdrawn from the program. Wolford College accepts personal checks, money orders, or cashier's check for payment.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds are made according to the following refund schedule:

- Any new student withdrawing within the first week of enrollment at Wolford College, will be returned all but the \$150 non-refundable portion of the \$1500 deposit.
- Withdrawal must be made in person with a letter signed by the student or by termination.
- A student withdrawing within the first week of enrollment or the beginning of a tuition payment schedule shall be refunded 100% of their tuition and fees for that semester. A new student will be refunded 100% of their tuition and fees minus the \$150 non-refundable deposit.
- Students who withdraw within the first 5 weeks of enrollment or the beginning of a tuition payment schedule shall be refunded 50% of their tuition.
- Students withdrawing from Wolford College 5 weeks or longer after enrollment or the beginning of a tuition payment schedule shall receive no refund.
- Students may withdraw up to 10 weeks into the semester. No refund will occur after the first five weeks.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

⁸ \$500 Fee to be assessed each Semester in the 4 semester Clinical Stage

- A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

ACADEMIC CALENDAR

Last Day Drop/Withdraw with 100%	End of 1 st week
Last Day Drop/Withdraw with 50%	End of 5 th week

Holidays (didactic portion)

Independence Day

Memorial Day

Thanksgiving

Christmas

Martin Luther King Jr. Day

New Year's Day

Labor Day

Good Friday

Veteran's Day

Semester Dates

2016 - 2017

Fall: 10/17/16-2/10/17

Spring: 2/20/17-6/16/17

Summer: 6/26/17-10/13/17

2017 - 2018

Fall: 10/23/17-2/16/18

Spring: 2/19/18-6/15/18

Summer: 6/25/18-10/12/18

2018 - 2019

Fall: 10/22/18-2/15/19

Spring: 2/25/19-6/21/19

Summer: 7/1/19-10/18/19

All dates are subject to change. Please see the updated calendar on <http://wolford.edu>

HOLIDAY TIME

Wolford College recognizes and will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Veteran's Day, Martin Luther King Jr. Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Accommodations will be made for missed activities and lectures.

Different holidays may be observed at different clinical affiliates. Clinical students will be scheduled on holidays and must adhere to the schedule of the assigned clinical site.

DEFINITION OF THE UNIT OF CREDIT

Wolford College operates on a semester system. There are three semesters per calendar year which are a minimum of 15 weeks in length.

Students are expected to commit 2 to 3 hours of study/preparation time per credit hour, per week. (i.e. 3 credit hour course; 6 to 9 hours per week should be spent in study and preparation).

POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE

ADMISSION CRITERIA: POST MASTER'S DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP)

- A Certified Registered Nurse Anesthetist (CRNA) with completion of a:
 - Master's degree in Nursing (MSN) or (MS) from a Council on Accreditation of Nurse Anesthesia Educational Programs (COA) accredited program
- Certification by the Council on Certification of Nurse Anesthetists (or Recertification by the Council on Recertification of Nurse Anesthetists (if past initial certification period)
- Official transcript of a Master's degree showing a cumulative GPA of 3.0 on a 4.0 scale in the Master's degree

- A completed application to Woford College
- Application fee to be submitted at time of application
- Three letters of recommendation from:
 - o The applicant's current clinical supervisor
 - o Professional (CRNA or MD Anesthesiologist) who has observed applicant clinically
 - o Prior educational faculty
- Current Resume
- Personal Purpose Statement addressing the following areas (limit to 2 double spaced typed pages in 12 point Times Roman font in APA format):
 - o Reasons for seeking this educational opportunity (DNAP degree)
 - o Potential areas of study for capstone project – (this could be a practice improvement project, clinical management issue in an area of clinical significance and relevance).
 - o Prior life/work experience that will be useful in attaining the DNAP
 - o How the DNAP will assist the applicant in attaining career goals.
 - o Description of the applicant's clinical practice which will include clinical practice setting, general description of the types and numbers of anesthesia cases per month.
- Current and unrestricted (clear/active) license as a registered nurse (or ARNP if applicable) in one of the states or one of the protectorates of the United States
- Driver's license copy- Current, valid unrestricted driver's license from one jurisdiction of the United States
- Applicants to the Doctor of Nurse Anesthesia Practice Program will not be required to retake the GRE; however, the GRE scores must be reported, if available
- Interview: by invitation via phone or in person; the interview will focus on the Personal Purpose Statement

POST MASTER'S DOCTOR OF NURSE ANESTHESIA PRACTICE COURSE PROGRESSION

2-year progression

Semester 1	
NUAN 9451 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice I	5
NUAN 9131 Policy & Ethics in Nurse Anesthesia Practice	3
Total Credits	8
Semester 2	
NUAN 9452 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice II	5
NUAN 9132 Advanced Professional Roles for DNAP Practice	3
Total Credits	8
Semester 3	
NUAN 9433 Critical Illness & Anesthesia Care Across the Lifespan	3
NUAN 9133 Economics of Anesthesia for DNAP Practice	3
Total Credits	6
Semester 4	
NUAN 9134 Health Care Informatics	3
NUAN 9135 Research Methodology for DNAP Practice	3
Total Credits	6
Semester 5	
NUAN 9434 Clinical Application of Advanced Anesthesia Concepts	3
NUAN 9136 Quality in Patient Outcomes	3
Total Credits	6
Semester 6	
NUAN 9429 Capstone Completion	2
Total Credits	2
Total Credits for Program	36

COURSE DESCRIPTIONS (DNAP)

NUAN 9131 Policy and Ethics in Nurse Anesthesia Practice (3 semester hours)

In-depth analysis of the health care delivery system in the United States that includes analysis of health care policy, financial issues, political trends, ethical, and professional issues affecting nurse anesthesia practice. Evaluation of ethical decision making in health care policy and the relationship between health policy making and the political process.

NUAN 9132 Advanced Professional Roles for DNAP Practice (3 semester hours)

Focuses on the development of effective leadership skills that enhance nurse anesthesia practice at the doctoral level. The student will gain knowledge and skills to develop as successful organizational leaders that influence education, management, and clinical practice. The student will gain an understanding of interpersonal and inter-professional collaborative skills for empowerment, mentoring, and networking.

NUAN 9133 Economics of Anesthesia for DNAP Practice (3 semester hours)

Economic principles of healthcare demand, supply for health manpower; insurance; costs, risk-management; data analysis for decision making- hospital structures, with focus on the impact on anesthesia care delivery in accordance with established ethical and social standards.

NUAN 9134 Health Care Informatics (3 semester hours)

Application of information systems technology in healthcare settings. Effective management of information using current technology, and the impact of such technology on anesthesia and patient care.

NUAN 9135 Research Methodology for DNAP Practice (3 semester hours)

In-depth examination of research designs common to clinical nursing research. Aspects of nurse anesthesia research from the perspective of utilizing advanced skills of clinical reasoning and preparing researchers to design and carry out studies using research methods appropriate for clinically focused studies will be addressed.

NUAN 9136 Quality in Patient Outcomes (3 semester hours)

Application of Healthcare Quality Management to Nurse Anesthesia.

NUAN 9451 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice I (5 semester hours)

The first of a two course series integrating the application of advanced physiology, pharmacology, and pathophysiologic concepts to promote and improve patient safety and care in nurse anesthesia practice. Integrates the assessment and pathophysiology of human multisystem disease states with an in depth study of pharmacokinetics and pharmacodynamics. Emphasis on the organ systems: Cardiovascular, Pulmonary, and Renal.

NUAN 9452 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice II (5 semester hours)

The second of a two course series integrating the application of advanced physiology, pharmacology, and pathophysiologic concepts to promote and improve patient safety and care in nurse anesthesia practice. Integrates the assessment and pathophysiology of human multisystem disease states with an in depth study of pharmacokinetics and pharmacodynamics. Emphasis on the organ systems: Neurological, Hepatic, and Endocrine.

NUAN 9433 Critical Illness and Anesthesia Care Across the Lifespan (3 semester hours)

In-depth analysis of critical illness and effects on anesthesia management care and patient outcomes. Topics of study to include anesthesia management of critically ill patients across the lifespan.

NUAN 9434 Clinical Application of Advanced Anesthesia Concepts (3 semester hours)

Integration and application of knowledge of pharmacology, physiology, pathophysiology, evidence based practice, and ethical decision making to determine and evaluate therapeutic anesthesia interventions and management. Continuation of the Capstone Project and movement toward Capstone completion.

NUAN 9429 Capstone Completion (2 semester hours)

Focuses on assessment, synthesis and in-depth analysis of a clinical problem or topic pertinent to anesthesia care and/or patient outcomes to be presented as a scholarly work. Culminates in a comprehensive written paper appropriate for publishing.

CRITERIA FOR GRADUATION FOR POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE PROGRAM

As a candidate for a Doctor of Nurse Anesthesia Practice degree, the Doctoral Student must meet all the following criteria:

- Complete all units of instruction for the prescribed curriculum: a total of 36 credit hours
- Maintain an overall grade point average of 3.0 while enrolled at Wolford College
- Maintain a grade point average of 3.0 for each semester while enrolled at Wolford College
- Maintain Satisfactory Academic Progress
- Student is not permitted to be on probation at the end of the last semester
- Student must not have outstanding financial obligation to Wolford College
- Complete all financial obligations to Wolford College
- Attend graduation ceremony (recommended)
- Complete exit interview with Wolford College Administrative Faculty and financial aid if applicable

Upon meeting all of the graduation criteria, Wolford College will process transcripts and provide a diploma indicating completion.

POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE DEFERRAL OF GRADUATION

Although rare, deferral of graduation may occur under the following circumstances with written approval of the Program Director:

- Failure to meet graduation criteria

POST MASTER'S-DOCTOR OF NURSE ANESTHESIA PRACTICE STUDENT LEARNING OUTCOMES

The DNAP is the terminal degree for CRNAs in clinical practice. The objective of the post Master's DNAP program is to prepare qualified Certified Registered Nurse Anesthetists as expert clinicians who utilize leadership, research, and information technology to promote the highest quality of anesthesia care.

Graduates of the program are able to:

- Demonstrate nurse anesthesia scholarship through presentations, publications, and leadership activities.
- Synthesize relevant, current scientific knowledge and evidence based research findings to enhance quality care and improve nurse anesthesia practice.
- Utilize oral and written communication skills at the doctoral level.
- Apply leadership skills to meet the challenges of increasingly complex health care and educational environments impacting nurse anesthetists.

MASTER OF SCIENCE IN NURSE ANESTHESIA

Wolford College's MS in Nurse Anesthesia program is a 28-month intensive study course. It is divided into a 12-month didactic section and a 16-month clinical section.

The Admission Committee Chair at Wolford College will admit to the program those applicants who fulfill the admission criteria and are interviewed and recommended by the Admissions Committee. Students will be admitted in the spring and fall of each year.

Wolford College admits two classes of students each year (spring and fall). Applicants are asked in their initial admissions package which class they prefer for commencement of their coursework, although an applicant's preference is not guaranteed.

ADMISSION CRITERIA: MASTER OF SCIENCE IN NURSE ANESTHESIA

- A Registered Nurse with completion of a:
 - o Baccalaureate degree in nursing (BSN) from an accredited nursing program
 - o Non-science Baccalaureate degree may be considered on a case by case basis
- High school diploma or equivalent
 - o High school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
 - o Has the recognized equivalent of a high school diploma, such as a general education development or GED certificate
 - o Has completed homeschooling at the secondary level
 - o Has passed a Department of Education approved ability to benefit test
- A preferred undergraduate GPA of 3.0 on a 4.0 scale
 - o **NOTE:** The Admissions Committee may consider applicants, on a space available basis, whose credentials include less than a 3.0 GPA, and who meet all other admissions criteria. Such applicants may be granted provisional acceptance. Candidates accepted for provisional acceptance must attain a minimum 3.0 GPA or better in all courses during the first semester or they will be dismissed.

- A completed application to Wolford College
- Application fee to be submitted at time of application
- Three letters of recommendation from:
 - One must be from the applicant's current clinical supervisor
 - Two others must be from individuals who can assess the applicant's performance and level of clinical expertise in an acute care setting

- Current Resume
- One-page Statement of Purpose as to why the applicant is pursuing graduate education in Nurse Anesthesia
- Current and unrestricted (clear/active) license as a Registered Nurse in one of the states, or one of the protectorates of the United States, with eligibility for Florida R.N. licensure, which must be obtained prior to admission
- Official transcripts from all academic institutions attended that indicate successful completion (C or better) of:
 - Statistics course
 - Undergraduate Health Assessment course
 - Two different Chemistry courses (one with laboratory component)
 - Two Anatomy and Physiology courses
- Graduate Record Exam (GRE), taken within 5 years of application
 - A combined score (verbal and quantitative) with a score of 297 (preferred)
 - Analytical section must be reported with a score of 3.5 (preferred)
- An applicant who is from a country where American English is not the primary language or whose bachelor degree is not from an accredited US institution, must submit a minimum:
 - TOEFL score of
 - 550 (paper-based test)
 - 213 (computer-based test)
 - Evaluation of Bachelor's degree by a recognized U.S. evaluation service attesting to the fact that the degree is equivalent to that required for admission to the program
- Applicants with a Master's Degree will not be required to retake the GRE; however, the GRE scores must be reported, if available
- Minimum of one-year experience as a Registered Nurse in a critical care area; experience is preferred in the areas of ICU, CCU, Trauma ICU, Neuro ICU and CVRU; other experiences will be considered on an individual basis
 - All students are required to certify for BLS, ACLS and PALS twice during the curriculum; these certifications must be made through Wolford College. Students who have BLS, ACLS and PALS certifications that are current please provide copies to Wolford College.
- Driver's license copy- Current, valid unrestricted driver's license from one jurisdiction of the United States
- Completion of background check by the Florida Department of Law Enforcement (VECHS program) after acceptance, but prior to admission

INTERVIEW

The Wolford College Admissions Committee will interview applicants that fulfill the admission criteria. The interview process will focus on:

- Review of the applicant's academic history
- The applicant's life experience and interest in pursuing information about anesthesia practice (i.e. shadowing, etc.)
- Interest and commitment of the applicant to his/her education
- Answering questions that the applicant may have of the Wolford College program

RE-APPLICATION

An applicant denied admission may re-apply to Wolford College. The applicant must write a letter requesting re-application with a date of intended enrollment and update their file including transcripts, resume, or any other data pertinent to their application. If the applicant re-applies within 1 year of denial, the application fee will be waived. A re-application of more than one year from the date of denial will require an application fee. Certified Critical Care Registered Nurse (CCRN) certification is required for re-application. Suggested remediation courses must be completed at an accredited college/university in a live format. An applicant that has been denied an interview or admission to Wolford College twice is strongly encouraged to apply elsewhere.

DEFERRAL FOR ADMISSION

An applicant may request a deferral to a future class up to one year after initial application with no further application fee. The applicant must specify their request in writing and must update their application packet as designated by the Admissions Committee.

DEFERRAL ONCE ADMITTED INTO THE PROGRAM

Once admitted into the program, the student may not defer. If the student does not come into the program, they will need to reapply and re-interview for the program. At this point, the student will be treated as a re-applicant.

CHANGE IN STATUS ONCE ADMITTED INTO THE PROGRAM

The College reserves the right to withdraw, revoke, and/or cancel an admission decision for any non-discriminatory reason at any time it deems warranted. This specifically includes, but is not limited to, instances where the College acquires information about an applicant which bears upon his or her suitability for admission after an admission decision has been made. There is no appeal process for graduate admissions decisions.

Admission to Wolford College is non-discriminatory.

INTERNATIONAL STUDENTS

Wolford College encourages qualified international students who meet the published admissions criteria to apply to the program. The College is committed to diversity in the student population and complies with non-discrimination practices in the admission and treatment of students enrolled at the College.

ARRIVAL-DEPARTURE

Non-immigrant alien visa students are required to attend Wolford College as indicated on the Arrival-Departure Record (Form I-94) by immigration officials at the U.S. port of entry. They are expected to complete at least one semester at the College prior to requesting transfer to any other educational institution.

FINANCIAL ASSISTANCE

Wolford College does not offer need-based financial assistance to international students (students without United States citizenship or permanent residency). Scholarships are not available once students have matriculated. All international students entering Wolford College in F-1 visa status must show proof of adequate funding to meet their expenses (this includes personal needs, travel, and vacation, as well as all College-related expenses).

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

International students who speak English as a second language must produce evidence they have achieved a minimum score of 550 on TOEFL (paper-based) or 213 (computer-based).

HEALTH POLICY

The student health policy is to ensure students remain physically and mentally able to maintain optimal academic and clinical performance, and to ensure a safe environment for patients, peers, and all others involved in didactic and clinical education.

Students are required to immediately notify Wolford College of any change in health status.

Many drugs alter one's physical and mental status, and optimal physical and mental status is crucial during the provision of anesthesia. Students may be screened for drugs and alcohol at any time they are committed to either clinical or classroom assignments. All students involved in medication errors and narcotic discrepancies will be required to submit to a drug screen at their own expense. Students should be aware that if they are found to test positive for any prohibited substance or for alcohol, they may be subject to disciplinary action at the discretion of the Program Director. All students must be aware that taking any drug may impair the ability to safely participate in their education, including the safe administration of anesthesia in the clinical environment.

ADMISSION HEALTH STATUS

Prior to enrollment, each student must show proof of current physical status to include:

- Identification of any current physical problems that may present a danger to others (hepatitis, tuberculosis, HIV positive, etc.).
- Current Hepatitis B, MMR, and Varicella vaccine status and titers.
- Current Purified Protein Derivative (PPD) / Tuberculosis (TB) test status. If the student presents with a positive PPD/TB test, the student must show proof of no active disease by x-ray prior to admission.

ADDITIONAL QUALIFICATIONS FOR STUDENT ADMISSION, PROGRESSION, AND GRADUATION

Although this is not an all-inclusive list, Wolford College believes the following qualifications represent some of the reasonable physical and intellectual requirements necessary to perform safely in both the educational program and profession of nurse anesthesia:

Observation and Communication

- Ability to communicate clearly and effectively with patients of all ages, family members, and other members on the health care team in written and spoken English.
- Ability to process large amounts of information and activity in the operating room using visual, auditory, tactile, and other sensory cues to monitor and plan patient care.
- Ability to audibly distinguish the changes of pitch and tone of patient monitor devices and alarms.

Motor

- Display fine motor skills, coordinating touch and vision, necessary to complete complex tasks such as cannulation of veins and arteries, performance of regional anesthesia and direct laryngoscopy etc.
- Demonstrate strength and ability to assist safe transfer of patient.
- Stamina to stand or sit for extended periods of times.
- Respond quickly to changes in patient condition and participate in intervention, including but not limited to cardio-pulmonary resuscitation and emergency transportation.

Cognitive

- Possess foundational knowledge and ability to complete complex mathematical calculations without the use of electronic assistance.
- Skill to read and retain large amounts of information and draw from this information to critically analyze and problem solve.
- Ability to distinguish standard patient responses from non-standard responses and plan interventions accordingly using critical thinking. Also possess judgment to know when to call for assistance from other members of healthcare team.

Behavior

- Exhibit professional and appropriate behavior when interacting with patients, all members of the healthcare team, and the general public.
- Maintain professionalism and confidentiality when dealing with patient issues, adhering to HIPAA guidelines.
- Demonstrate flexibility and efficiency while working in a rapidly changing environment.
- Display good judgment and ethical behavior that including honesty, integrity, sensitivity to culture and the person, and adherence to the professional nursing code of ethics.

ANNUAL TB TEST

All students must have an annual PPD/TB Test and provide that documentation to the College.

- If positive for the first time, the student must have documentation by a physician that the student does not have active TB before they will be allowed to continue in the clinical area.
- If the student was positive upon enrollment, the student will complete a health (cough) questionnaire every year and have a chest x-ray taken if symptomatic. The questionnaire is available on the Wolford College

web site. Wolford College students are subject to and must adhere to policies established by the clinical affiliate sites.

- TB tests are not to be read by Wolford College clinical preceptors, faculty, students, or family members.

HEALTH AND MALPRACTICE INSURANCE

Wolford College requires that each student maintain health insurance coverage while enrolled in the program. It is mandatory that all students purchase their own health insurance and show proof by providing a copy of the insurance card to the college prior to matriculation. If any change in coverage or insurance provider occurs during enrollment, the student must provide an updated copy of their insurance card. Failure to maintain health insurance coverage throughout the program may jeopardize enrollment.

Wolford College will facilitate Student Registered Nurse Anesthetist's (SRNA) purchase of medical malpractice insurance in the amount of \$1,000,000/ \$6,000,000 (per occurrence/aggregate) prior to their clinical practicum assignment. The medical malpractice insurance must be kept active for the duration of the program.

MASTER OF SCIENCE IN NURSE ANESTHESIA- FALL COURSE PROGRESSION

28-Month Program

Fall Year 01 (Semester 1)		
NUAN 5111 Intro to Adv Practice Nurse Anesthesia	1	
NUAN 5130 Health Policy & Ethics in Advanced Practice Nursing	3	
NUAN 5220 Chemistry & Physics for Anesthesia	2	
NUAN 5232 Advanced Pharmacology of Adjunct Anesthesia Agents	3	
NUAN 5245 Advanced Anatomy & Human Physiology	4	
Total Credits	13	
Spring Year 01 (Semester 2)		
NUAN 5135 Research Methodology for Nurse Anesthetists	3	
NUAN 5137 Advanced Health Assessment	3	
NUAN 5221 Introduction to Clinical Practicum	2	
NUAN 5231 Advanced Pharmacology of Anesthesia Agents	3	
NUAN 5247 Advanced Cardiac, Renal, & Respiratory Pathophysiology	4	
NUAN 5330 Obstetrical, Pediatric & Geriatric Anesthesia	3	
Total Credits	18	
Summer Year 01 (Semester 3)		
NUAN 5246 Advanced Endocrine, Hepatic, & Neuro- Pathophysiology	4	
NUAN 5321 Regional Anesthesia	2	
NUAN 5331 Anesthesia Management	3	
NUAN 5343 Nurse Anes Care for Co- existing Disease & Injury	4	
Total Credits	13	

Fall Year 02 (Semester 4)		
NUAN 6112 Concepts of Advanced Nursing Practice	1	
NUAN 6311 Topics in Anesthesia I	1	
NUAN 6451 Clinical Practicum I	5	
Total Credits	7	
Spring Year 02 (Semester 5)		
NUAN 6113 Prof Aspects of Nurse Anesthesia Practice	1	
NUAN 6312 Topics in Anesthesia II	1	
NUAN 6452 Clinical Practicum II	5	
Total Credits	7	
Summer Year 02 (Semester 6)		
NUAN 6313 Topics in Anesthesia III	1	
NUAN 6453 Clinical Practicum III	5	
Total Credits	6	
Fall Year 03 (Semester 7)		
NUAN 7314 Topics in Anesthesia IV	1	
NUAN 7420 Synthesis Seminar	2	
NUAN 7454 Clinical Practicum IV	5	
Total Credits	8	
Total Credits for Program	72	

MASTER OF SCIENCE IN NURSE ANESTHESIA-SPRING COURSE PROGRESSION

28-Month Program

Spring Year 01 (Semester 1)		
NUAN 5111 Intro to Adv Practice Nurse Anesthesia		1
NUAN 5135 Research Methodology for Nurse Anesthetists		3
NUAN 5220 Chemistry & Physics for Anesthesia		2
NUAN 5232 Advanced Pharmacology of Adjunct Anesthesia Agents		3
NUAN 5245 Advanced Anatomy & Human Physiology		4
Total Credits		13
Summer Year 01 (Semester 2)		
NUAN 5221 Introduction to Clinical Practicum		2
NUAN 5137 Advanced Health Assessment		3
NUAN 5246 Advanced Endocrine, Hepatic, & Neuro-Pathophysiology		4
NUAN 5247 Advanced Cardiac, Renal, & Respiratory Pathophysiology		4
NUAN 5330 Obstetrical, Pediatric and Geriatric Anesthesia		3
Total Credits		16
Fall Year 01 (Semester 3)		
NUAN 5130 Health Policy & Ethics in Advanced Practice Nursing		3
NUAN 5231 Advanced Pharmacology of Anesthesia Agents		3
NUAN 5321 Regional Anesthesia		2
NUAN 5331 Anesthesia Management		3
NUAN 5343 Nurse Anes Care for Co-existing Disease & Injury		4
Total Credits		15

Spring Year 02 (Semester 4)		
NUAN 6112 Concepts of Advanced Nursing Practice		1
NUAN 6311 Topics in Anesthesia I		1
NUAN 6451 Clinical Practicum I		5
Total Credits		7
Summer Year 02 (Semester 5)		
NUAN 6113 Prof Aspects of Nurse Anesthesia Practice		1
NUAN 6312 Topics in Anesthesia II		1
NUAN 6452 Clinical Practicum II		5
Total Credits		7
Fall Year 02 (Semester 6)		
NUAN 6313 Topics in Anesthesia III		1
NUAN 6453 Clinical Practicum III		5
Total Credits		6
Spring Year 03 (Semester 7)		
NUAN 7314 Topics in Anesthesia IV		1
NUAN 7420 Synthesis Seminar		2
NUAN 7454 Clinical Practicum IV		5
Total Credits		8
Total Credits for Program		72

COURSE DESCRIPTIONS (DIDACTIC STAGE)

NUAN 5111 Introduction to Advanced Practice Nurse Anesthesia (1 semester hour)

Examination of professional and organizational influences on advanced practice Nurse Anesthesia with focus on the American Association of Nurse Anesthetists, including its history, the Councils on Accreditation, Certification, Practice Standards, and Scope of Practice.

Prerequisite: Admission to the program.

NUAN 5130 Health Policy and Ethics in Advanced Practice Nursing (3 semester hours)

Overview of the health care delivery system in the United States that includes analysis of health care policy, financial issues, political trends, ethical, and professional issues in nursing. This course also examines ethical decision-making and the political process.

Prerequisite: Admission to the program.

NUAN 5135 Research Methodology for Nurse Anesthetists (3 semester hours)

This course will focus on research and evidence based practice influences on the delivery of nursing care in multiple health care settings, the process and application of nursing research, with an emphasis on scientific inquiry and research proposal design.

Prerequisite: Admission to the program.

NUAN 5137 Advanced Health Assessment (3 semester hours)

Knowledge and skills necessary for advanced practice registered nurses to synthesize concepts from nursing and the biopsychosocial sciences in the formulation of a comprehensive health assessment. This course will provide knowledge on advanced comprehensive assessment skills and judgement needed to perform preoperative assessment of the surgical patient across the lifespan. At the end of the class, the student will be able to interpret data obtained from the history, physical examination, laboratory data, and diagnostic procedures to generate a logical, comprehensive health assessment and anesthesia care plan. Content builds on previously acquired knowledge and skills of normal and abnormal physiology, anatomy, pharmacology, and basic physical assessment. Critical thinking and decision-making skills will also be developed and assessed.

Prerequisite: Admission to the program.

NUAN 5220 Chemistry and Physics for Anesthesia (2 semester hours)

Relate various mechanisms, actions, and theories of the biomechanical principles of chemistry and physics to the practice of nurse anesthesia.

Prerequisite: Admission to the program.

NUAN 5221 Introduction to Clinical Practicum (2 semester hours)

Overview of the principles, techniques, and equipment necessary for the administration of anesthesia for the general surgical patient.

Prerequisite: Admission to the program.

NUAN 5231 Advanced Pharmacology of Anesthesia Agents (3 semester hours)

Explore the pharmacokinetic, pharmacodynamic, and clinical use of anesthetic drugs in the perioperative management of anesthesia.

Prerequisite: Admission to the program.

NUAN 5232 Advanced Pharmacology of Adjunct Anesthesia Agents (3 semester hours)

Review the pharmacokinetics, pharmacodynamics, and clinical use/application of adjunct agents in the perioperative management of anesthesia.

Prerequisite: Admission to the program.

NUAN 5245 Advanced Anatomy and Human Physiology (4 semester hours)

Comprehensive course focused on the advanced concepts of human anatomy and physiology.

Prerequisite: Admission to the program.

NUAN 5246 Advanced Endocrine, Hepatic, & Neuro Pathophysiology (4 semester hours)

Study of advanced anatomy, physiology, and pathophysiology of the hepatic, nervous, and endocrine systems with emphasis on the body's homeostasis mechanisms and their aberrant function.

Prerequisite: NUAN 5245

NUAN 5247 Advanced Cardiac, Respiratory, & Renal Pathophysiology (4 semester hours)

Study of advanced anatomy, physiology, and pathophysiology of the cardiovascular, respiratory, and renal systems with emphasis on the body's homeostasis mechanisms and their aberrant function.

Prerequisite: NUAN 5245

NUAN 5321 Regional Anesthesia (2 semester hours)

Theoretical and practical considerations of perioperative patients undergoing regional anesthesia.

Prerequisite: Admission to the program.

NUAN 5330 Obstetrical, Pediatric and Geriatric Anesthesia (3 semester hours)

Perioperative management for childbearing women, children, and seniors.

Prerequisite: Admission to the program.

NUAN 5331 Anesthesia Management (3 semester hours)

Expansion on principles, techniques, and equipment knowledge developed in NUAN5221. Develop anesthesia plans based on specific cases.

Prerequisite: NUAN 5137

NUAN 5343 Nurse Anesthesia Care for Co-Existing Disease and Injury (4 semester hours)

Incorporation of the principles of anesthetic management for patients experiencing traumatic injury, and diseases of the cardiovascular, respiratory, endocrine, renal, hepatic, neurological, and musculoskeletal systems. *Prerequisite*

/ Co requisite: NUAN 5246; NUAN 5247

COURSE DESCRIPTIONS (CLINICAL STAGE)

NUAN 6112 Concepts of Advanced Nursing Practice (1 semester hour)

Examination of professional, ethical, social and cultural influences on advanced practice nursing.

Prerequisite: NUAN 5111

NUAN 6113 Professional Aspects of Nurse Anesthesia Practice (1 semester hour)

Examination of current trends and issues of advanced practice nursing with emphasis on Nurse Anesthesia. Nurse Anesthesia Standards and Scope of Practice and reimbursement issues are explored.

Prerequisite: NUAN 6112

NUAN 6311 Topics in Anesthesia I (1 semester hour)

Focus on the primary review, application and evaluation of anesthesia concepts through assigned reading. The student will apply critical thinking skills through assimilation of knowledge from a published source with eventual application in clinical practice.

Prerequisite: NUAN 5331

NUAN 6312 Topics in Anesthesia II (1 semester hour)

Focus on the primary review, application and evaluation of anesthesia concepts through assigned reading. The student will apply critical thinking skills through assimilation of knowledge from a published source with eventual application in clinical practice.

Prerequisite: NUAN 6311

NUAN 6313 Topics in Anesthesia III (1 semester hour)

Focus on the primary review, application and evaluation of anesthesia concepts through assigned reading. The student will apply critical thinking skills through assimilation of knowledge from a published source with eventual application in clinical practice.

Prerequisite: NUAN 6312

NUAN 6451 Clinical Practicum I (5 semester hours)

Application of knowledge and skills, developed throughout the program to the clinical setting.

Prerequisite: NUAN5331

Course objectives:

1. Apply the score and standards of nurse anesthesia practice in the clinical setting.
2. Develop care plans based on the type of surgery to be performed.
3. Demonstrate the set-up of all gas machines, adjunct anesthesia equipment, monitors, and pharmaceutical agents necessary to anesthetize surgical patients.
4. Develop skills in uncomplicated airway management including: airway insertion, mask ventilation, laryngeal mask airway insertion, intubation, and extubation.
5. Participate in perioperative case management.
6. Document a complete and accurate of all surgical patients' anesthetic course.
7. Utilize effective communication with respect and care for all patients and members of the health care team.

NUAN 6452 Clinical Practicum II (5 semester hours)

Continuation of the application of knowledge and skills, developed throughout the program to the clinical setting.

Prerequisite: NUAN 6451

Course Objectives:

1. Apply the scope and standards of nurse anesthesia practice in the clinical setting.
2. Develop care plans based on the type of surgery to be performed.
3. Demonstrate the set-up of all gas machines, adjunct anesthesia equipment, monitors, and pharmaceutical agents necessary to anesthetize surgical patients.
4. Demonstrate skills in uncomplicated airway management including: airway insertion, mask ventilation, laryngeal mask airway insertion, intubation, and extubation.
5. Participate in perioperative case management.
6. Document a complete and accurate record of all surgical patient's anesthetic course.
7. Utilize effective communication with respect and care for all patients and members of the health care team.

NUAN 6453 Clinical Practicum III (5 semester hours)

Continuation of the application of knowledge and skills, developed throughout the program to the clinical setting.

Prerequisite: NUAN 6452

Course Objectives:

1. Apply the scope and standards of nurse anesthesia practice in the clinical setting.
2. Develop care plans based on the type of surgery to be performed.
3. Demonstrate the set-up of all gas machines, adjunct anesthesia equipment, monitors, and pharmaceutical agents necessary to anesthetize surgical patients.
4. Develop skills in complicated airway management including: airway insertion, mask ventilation, laryngeal mask airway insertion, intubation, and extubation.
5. Participate in perioperative case management.
6. Determine the appropriate treatment for anesthetic complications.
7. Function with minimal assistance from clinical preceptor during basic anesthesia cases.
8. Evaluate difficult cases using peer reviewed literature resulting in improved evidence based practice.
9. Document a complete and accurate record of all surgical patient's anesthetic course.
10. Utilize effective communication with respect and care for all patients and members of the health care team.

NUAN 7314 Topics in Anesthesia IV (1 semester hour)

This course will focus on incorporation of the content of the nurse anesthesia curriculum with opportunities to begin synthesis of all didactic material and techniques for effective and efficient clinical practice. This course will include comprehensive exams designed to review for the National Certification Exam.

Prerequisite: NUAN 6313

NUAN 7420 Synthesis Seminar (2 semester hours)

Comprehensive review of anesthesia topics and preparation for The National Certification Examination.

Co requisite: NUAN 7454

NUAN 7454 Clinical Practicum IV (5 semester hours)

Continuation of the application of knowledge and skills, developed throughout the program to the clinical setting.

Prerequisite: NUAN 6453

Course Objectives:

1. Apply the scope and standards of nurse anesthesia practice as delineated in the Scope and Standards for Nurse Anesthesia Practice.
2. Develop long care plans based on the type of surgery to be performed.
3. Demonstrate the set-up of all gas machines, adjunct anesthesia equipment, monitors, and pharmaceutical agents necessary to anesthetize surgical patients.
4. Compose an appropriate anesthesia management plan for any surgical patient.
5. Function with minimal assistance from clinical preceptor during all anesthesia cases.
6. Evaluate difficult cases using peer reviewed literature resulting in improved evidence based practice.
7. Document a complete and accurate record of all surgical patient's anesthetic course.
8. Utilize effective communication with respect and care for all patients and members of the health care team.

MASTER OF SCIENCE IN NURSE ANESTHESIA STUDENT LEARNING OUTCOMES

- Demonstrate content mastery of basic sciences; equipment, instrumentation, and technology; basic principles of anesthesia; and advanced principles of anesthesia. (Anesthesia Principles)
- Demonstrate clinical skills in the areas of case planning and anesthesia administration. (Clinical Skills)
- Apply effective communication skills with colleagues, patients, and other clinical staff. (Communication)
- Demonstrate critical thinking skills in the area of patient assessment, drug administration, and equipment usage. (Critical Thinking)

WOLFORD COLLEGE FACILITIES

The Wolford College facility is 10,380 sq. ft., which includes the administrative offices, auditorium, and library. The Dorsch Clinical Simulation Lab is 1,721 sq. ft., which includes simulated operating suite, offices, control room, and debriefing area.

AUDITORIUM

Lectures will be held at the Wolford College campus. The auditorium has wireless capabilities and power supply for laptop connections.

There is no food or drink allowed in the auditorium. This includes water, candy, and gum. Any student found violating this rule will have to leave the classroom for the remainder of the class period, including exams.

LIBRARY AND AFFILIATE FACILITIES

The library offers circulating book collections as well as non-circulating reference and periodical collections. The College has wireless internet accessible by the students and faculty; computer access is filtered. A Librarian is available to assist students with research and with using library resources. Library hours may vary from semester to semester; please check the Wolford College website for current information.

Students are encouraged to use, and have access to Woford College Library and several affiliate clinical site libraries. Books may be checked out of the College library for one month. Students have 24-hour access to national databases with a variety of books, journals, and eBooks with appropriate Woford College website login information. Students may use the library printer by using their printing account.

STUDENT LOUNGE

Woford College has a designated student lounge area where food and drink are allowed. Microwave ovens and coffeemakers are available. Vending machines are also available next to the student lounge. Please keep the student lounge area clean. Woford College recycles all recyclable items. The recycling bin is located in the vending area. Please empty drinks into the sink prior to discarding them in the garbage or recycle bin.

The lounge area is there for lunch and snacks. There are two refrigerators in the lounge. Please do not leave any food in the refrigerator. Refrigerators are cleaned every Friday; any food, thermoses, lunch boxes, etc. will be discarded. Woford College will not be responsible for replacing any food or accessories in the refrigerator, vending, and lounge area.

DORSCH CLINICAL SIMULATION LAB

The Dorsch Clinical Simulation Lab is used by the College to conduct simulation as part of the Didactic Stage of the program. During simulation students are able to learn and practice a variety of anesthesia techniques prior to entering the clinical stage of the program.

Food and drinks are not allowed in the Dorsch Clinical Simulation Lab. Students are expected to adhere to the dress code and all PPE regulations while using the simulation lab.

PARKING

Students must park in designated marked Woford College spaces. Overnight parking is not permitted without prior approval.

GUESTS AND CHILDREN ON CAMPUS

Guests, parents, spouses, children, or pets (unless recognized as a service animal) are not permitted in the classroom. However, guest, parents, spouses, and children are welcome to attend specific events by invitation only. At no time, are children or pets allowed to be left unattended at the facilities, nor should students ask fellow peers, faculty, or staff to watch their children or pets on campus in order to attend class. Students will be asked to make other arrangements and leave the campus. If asked to leave, the absence from class will be considered unexcused. Any assignments or exams missed will earn a score of zero.

CLINICAL SITE PARKING

Parking stickers are provided where appropriate by the clinical site. Students must comply with the site's parking rules. Students are guests at these sites.

Parking in the incorrect area whether on campus or clinical sites may result in towing of the student's vehicle. All fees incurred will be the student's responsibility.

HOUSING

Classes during the first year will take place at the Naples campus. Schedule exceptions are not made for students living outside the Naples area. Any travel expenses that are incurred are the sole responsibility of the student.

During the clinical portion of the program, students are required to be within 30 minutes of their on-call facility.

When traveling to clinical sites with College provided housing, family, significant others, and pets are not allowed; the cost for making arrangements for pets while residing in College provided clinical housing is the sole responsibility of the student.

WOLFORD COLLEGE STUDENT ID CARDS

Student ID cards are issued to all current students. The issuance of a Student ID card is dependent on admission to the College. Lost, stolen, or damaged cards must be reported promptly to Wolford College. The cost for a replacement Student ID card is \$15.00.

If a student changes his or her name, he or she must notify Wolford College and will be issued a new ID card free of charge. The Student ID is valid until the date stated on the card. The ID card is the property of the College and is non-transferable. It may be used for such purposes as the College designates and may be revoked at any time. This card must be surrendered upon request by a college official. Failure to do so may subject the student to disciplinary action.

Every student must wear the ID card at all clinical sites and when interacting with patients.

Identification (Name) Badges: Clinical Area

Students are to wear identification badges at all times in any clinical area, or at any time they are in direct contact with a patient. The facility-issued ID badge should be worn at the appropriate facility. If the facility did not issue the student a badge, then Wolford ID badge must be worn at all times in the clinical facility. The badge should be displayed on the student's collar or lapel so that it is visible and readable to patients, patients' families, physicians and employees. A badge should not be on a front pocket because it can get in a patient's eye during procedures. No other stickers or attachments should be adhered to the ID badge. **Badges are the property of Wolford College and the clinical sites and must be returned upon termination or completion of the program.** A fee is assessed for any badges that are not returned. Transcripts are placed on hold and not released until all fees are paid.

STUDENT EMPLOYMENT

Wolford College discourages extracurricular employment. Training to become a Certified Registered Nurse Anesthetist (CRNA) requires a complete commitment.

Students are permitted to work on their off-duty time **with approval** from the College Administration. To obtain approval, a student must:

- Submit a completed Student Employment Authorization Form, which is available on the Wolford College student website
- Attend class and maintain all clinical responsibilities
- Maintain a GPA of 3.0. All course grades must be 80 percent or greater
- Students receiving Federal Financial Aid are not permitted to be employed per Title IV regulations

- A student not receiving Federal Financial Aid is permitted to be employed a maximum 16 hours per week
- Employment is prohibited during any warning or probationary period

WORKING AS A NURSE ANESTHETIST IS NOT PERMITTED

During the entire MS in Nurse Anesthesia educational program, the student will not be employed as a nurse anesthetist by title or function. Any student not in compliance with this mandate is subject to immediate dismissal from Wolford College.

CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER

Students must notify the College of any change in their name, address, or telephone number. Students must use the change of address/name form available on the Wolford College student website and submit it to the Director of Enrollment and Student Services. No name changes will be made to students' academic records after the degree has been awarded.

STUDENT E-MAIL

Students will have an e-mail address assigned to them upon admission to the College. E-mail is the key form of communication during the program. Students are responsible for and considered to have received all communications sent to their College e-mail address. Personal email addresses are not to be used to communicate with faculty, staff, and clinical preceptors. Students are strongly advised to check their e-mail at least once a day to keep up with any announcements from the College.

Administration, faculty, and staff must respond to emails within 2 business days.

DRESS CODE

In order to maintain a positive and professional image, students of Wolford College are to follow the dress code guidelines. Healthcare professionals must present an image that reflects commitment to quality care. The following are guidelines for dress and personal hygiene. However, the affiliated clinical sites may have additional or different requirements that students are expected to comply.

All students are required to wear scrubs on campus at all times. Please see the requirements below for more information.

CLASSROOM, CLINICAL, LIBRARY AREAS, AND DORSCH SIMULATION LAB

Dress code policy of clinical facilities will be discussed during clinical orientation. Dress code guidelines of clinical facilities supersede what Wolford College requires. Questions or clarifications regarding appropriate attire should be directed to the site's clinical coordinator. Failure to comply will result in disciplinary action.

Scrubs and jackets:

- Students must wear Wolford College navy blue scrub sets with logo unless prohibited by the clinical site.
- Fleece jackets are not acceptable attire in the operating rooms (OR) at any time. A jacket must cover long sleeved undershirts at all times.

- Wolford College approved jackets are the only acceptable alternative. In some clinical affiliate sites, hospital-supplied jackets must cover all clothing.
- All clothing worn should be clean and correctly sized (not form fitting).

Shoes:

- Safety should be a primary consideration when selecting footwear; closed shoes to prevent needle injury are required.
- Closed toed shoes must be worn with socks or stockings.
- Footwear for clinical areas should be appropriate for the area; they must be clean and free from faults or defects.

Undergarments:

- Should not be visible at any time.

Hats:

- May be individual, but must be appropriate and cover all hair. At some clinical affiliation sites, an additional disposable hat must cover the cloth hat.

Masks, shoe covers, and gloves:

- Must be removed when leaving the surgical area.

Personal Hygiene:

- All students must be well groomed.
- Nails must be clean and kept short; chipped nail polish is unacceptable.
- **No artificial nails** are acceptable in any clinical area and natural nails must be kept at fingertip length.
- Use of chewing tobacco or gum is not permitted at any time in the presence of patients, their families, visitors, physicians, or guests.

Accessories:

- Accessories should be conservative. Excessive jewelry will not be tolerated in the surgical/obstetrical areas.
- Body piercings, upper ear piercings, nose piercings, bars, and gauges are **not** acceptable.
- A maximum of two ear lobe piercings is acceptable.
- Earrings are not permitted, unless completely covered by bouffant caps
- Tattoos and body painting must be covered at all times.
- All necklaces must be contained within the surgical attire.
- Wrist watches should not be worn when providing direct patient contact.

Hairstyle:

- Extremes in hairstyles and color are not acceptable.

Colognes or Perfumes:

- Excessive use of colognes or perfumes is not acceptable.

CLASSROOM POLICY

Lectures are a mandatory component of education. During each session, classroom attendance will be taken. Students are expected to arrive on time for lectures. Any student arriving more than 15 minutes late to class may not be permitted to enter the class until the next break.

A student needing to use the restroom, must walk out of the classroom quietly and return during the next break. The student cannot return to the classroom and disrupt the lecture.

A student needing to take a phone call, must walk out of the classroom quietly and return during the next break. The student cannot return to the classroom and disrupt the lecture. Phones should be placed on silent with no vibration.

While in the classroom, students are prohibited from:

- Having food or drink
- Having gum or candy or placing gum under the tables
- Writing on the tables
- Listening to music or wearing headphones during lectures
- Wearing a hat
- Texting or talking on the phone
- Emailing or taking photos during lecture
- Web surfing during lecture
- Being disruptive during lecture
- Violating the dress code

Any violation of this policy will result in an administrative sanction.

LECTURE AND NOTES

As a supplement to the student's education, lecture notes may be made available through the Learning Management System (LMS). If the instructor chooses to record their lectures, the recordings will be posted to the course outline in the LMS and in the video library on the Wolford College website. If the student would like to make an audio recording of the lecture with a personal audio recorder, he/she must receive permission from the instructor before recording.

READING ASSIGNMENTS

Reading assignments are made available to enhance the student's understanding of the material. The assignment should be read prior to the lecture. All reading assignments are valid material for the professor to use for exams.

ACADEMIC ADVISING

During the didactic portion, any questions about the instructional material should be referred to the course instructor. Additional advice may be obtained from the administration. If there are any issues limiting the student's ability to study, the student should inform the administration.

CONFERENCES

Wolford College and the COA require that students attend at least **45 hours** of conference time prior to graduation. Conference time includes: state and national anesthesia related meetings, Journal Club meetings, seminars, Morbidity & Mortality (M&M) conferences, and/or other Clinical Correlation Conferences. ACLS, BLS, PALS, and board review courses do not count toward these hours. It is mandatory that students attend Journal Club meetings, M&M conferences, and other Clinical Correlation Conferences conducted at Wolford College or at each clinical site. All absences must receive prior approval by Wolford College Administration.

For each hour of Journal Club meeting, M&M conferences, and Clinical Correlation Conference that is attended, a student will be awarded one hour of meeting time. Signing the attendance sheet is required. Students must sign in only for themselves. Failure to document attendance will result in no credit for that conference. Student participation is required.

STATE AND NATIONAL MEETINGS

To promote professional interest in local, state, and national nurse anesthesia activities, it is required that each student attend an anesthesia conference. Conference hours may be earned in the following manner:

- Florida Association of Nurse Anesthetist (FANA) Meetings
- American Association of Nurse Anesthetists (AANA) National Meetings
- Other Anesthesia Meetings (these meetings must receive prior approval)

All continuing education certificates must be submitted to Wolford College Administration.

CELL PHONE USAGE

Cell phones must be placed off or on silent with no vibration during lectures, meetings, and in the OR. The instructor must be notified if important expected calls before the commencement of class or clinical day. The preceptor must be notified prior to the start of a case of any emergency calls and/or case related data search.

The student will face disciplinary action for unapproved cell phone usage.

CLINICAL SITES

FLORIDA

Site:	Location:
Advanced Surgery Center of Sarasota	Sarasota, FL
Bayfront Health Brooksville	Brooksville, FL
Bayfront Health Spring Hill	Spring Hill, FL
Bonita Community Health Center	Bonita Springs, FL
Bruce B. Carter VA Medical Center	Miami, FL
Cape Coral Hospital	Cape Coral, FL
Doctor's Hospital Sarasota	Sarasota, FL
Doctor's Same Day Surgery Center	Sarasota, FL
Fawcett Memorial Hospital	Port Charlotte, FL
Gulf Coast Medical Center	Fort Myers, FL

HealthPark Medical Center	Fort Myers, FL
Lee Memorial Hospital	Fort Myers, FL
NCH Baker Hospital	Naples, FL
NCH North Naples Hospital	Naples, FL
Naples Day Surgery Center	Naples, FL
Nemours Children’s Hospital	Orlando, FL
Oak Hill Hospital	Brooksville, FL
Orlando Regional Medical Center	Orlando, FL
Regional Medical Center Bayonet Point	Hudson, FL
South Bay Hospital	Sun City Center, FL
Tampa Bay Surgery Center	Tampa, FL
Tampa General Hospital	Tampa, FL

CREDENTIALS

Each student is responsible for maintaining current unrestricted nursing licensure for the State of Florida. All students must take American Heart Association ACLS, BLS, & PALS from Wolford College during the first semester of enrollment and again in the seventh semester. No other provider certification will be accepted. It is the student’s responsibility to ensure that certification and licensure is maintained and updated at least 2 months prior to graduation.

In addition to the above, each student is responsible for creating, maintaining, and updating a credentialing packet to be taken to each new clinical site. A copy of any submitted credentials will not be given once submitted to the College. If for any reason the electronic submission of this data has not been delivered, the packet is to be submitted to the appropriate person at the facility on the student’s first day in that new site. The packet should include, but is not limited to: ACLS/BLS/PALS cards, nursing license, immunization/titer records, PPD/TB test or cough assessment, influenza vaccine documentation, alcohol and drug screening, and background check. **STUDENTS WILL NOT BE ALLOWED IN THE CLINICAL AREA** if a complete packet is not submitted and updated. Any clinical time missed due to an unexcused absence will result in a 2:1 make up (minimum of two days make up is required). Any portion of a clinical day missed is equivalent to missing one full clinical day. For example: If 30 minutes are missed due to missing credentials, two clinical days will need to be made up the week prior to graduation.

All of these requirements must be current throughout the duration of the program plus 90 days after completion of the program. Failure to maintain nursing licensure and required certification may result in immediate suspension and/or inability to take the National Certification Examination. Wolford College preceptors, faculty, or students cannot read PPD/TB readings.

Falsification or tampering with any credentialing records will result in immediate dismissal from the College.

LEGAL NAME

Students are required to submit all documents (assignments, credentials, ID badge, etc.) with their official legal name. Paperwork will not be accepted with any other name.

CLINICAL ORIENTATION POLICY

Students receive an orientation to the Naples, FL clinical sites during the didactic stage of the program. This orientation is typically led by a faculty member prior to students beginning clinical observation days in their 2nd didactic semester. Orientation to clinical sites outside of Naples, FL occur either during the didactic stage of the program or when students begin their clinical rotation at that site.

CLINICAL EXPERIENCE POLICY

Full time clinical experience begins during the fourth semester. Students should plan to be in the clinical area up to 64 hours per week (averaged over 4 weeks) for Clinical Practicum I, II, III, and IV.

Wolford College strives to ensure all nurse anesthesia students receive fair and equitable clinical experience at all affiliation sites.

All students are required to rotate to affiliate clinical sites at the discretion of Wolford College administration.

Nurse anesthesia students are assigned clinical experience in the full scope of anesthesia practice. This allows the student to sit for the National Certification Examination (NCE) upon completion of the program of study.

The following guidelines apply to the assignment of clinical experience:

- A reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of the hours spent in class and all clinical hours averaged over 4 weeks. Students must have a 10-hour rest period between scheduled clinical duty periods (i.e., assigned continuous clinical hours). At no time may a student provide direct patient care for a period longer than 16 continuous hours.
- Students may be assigned to the clinical areas during holidays and College breaks.
- Students may be assigned any configuration of clinical time. Students are to arrive at least 30 minutes prior to the beginning of the shift.
- At the end of each assigned shift, students are to complete their case and be excused by the attending CRNA and/or anesthesiologist.

CLINICAL SCHEDULES

All monthly schedules are developed and posted to the Schedule Anywhere website. Scheduling is NOT final until students receive an email stating explicitly that the schedule for the following month has been finalized.

The daily schedule for the Naples area is posted on the Wolford College website. The site Clinical Coordinator assigns the daily schedule at sites other than the Naples area.

LIBRARY DAYS

Students scheduled to be in the clinical area per Schedule Anywhere, but whose name does not appear on the Naples daily schedule, will need to report to the College Library at 8:00AM. Students must be prepared to report to the clinical site directly from the library. Requests for library days will not be accepted by the Schedulers.

CALL

The Council on Accreditation (COA) requires call experience. According to the COA, “call is a planned clinical experience outside the normal operating hours of the clinical facility, for example, after 5pm and before 7am, Monday through Friday, and on weekends. Assigned duty on shift following within these hours is considered the equivalent of an anesthesia call, during which a student is afforded the opportunity to gain experience with emergency cases”.

Prior to being placed on call, the student demonstrates adequate progression in clinical skills through Clinical Evaluations and the Clinical Log Sheet. During call shifts, students are required to be within 30 minutes of their on-call facility. Housing is not provided for call shifts; any expenses incurred are the sole responsibility of the student.

Call shifts may not be split or switched between students.

CLINICAL INSTRUCTION

A Clinical Preceptor (CRNA or an Anesthesiologist) must be present on induction and emergence, and immediately available throughout each procedure, in all phases of the clinical program. As student competency increases, supervision by the Clinical Preceptor will gradually be decreased from 1:1 to 2:1. The gradual decrease in supervision by the Clinical Preceptor from 1:1 to 2:1 may begin at the end of his/her first clinical semester after the student has completed the clinical log sheet. The clinical log sheet is not considered completed until after it has been signed by a CRNA faculty member.

Prior to any medication administration, the **students must consult the Clinical Preceptor. Preceptors must be present for induction, emergence, and all procedures.** Clinical instruction and supervision may be restricted to credentialed experts and based upon a student’s knowledge and ability, physical status of the patient, complexity of the anesthetic and/or the surgical procedure, and the experience of the preceptor. When relieving a case, proper hand off procedures must be observed (i.e. history and physical, current status, anesthetic course, etc.). **At no time can the clinical supervision ratio exceed two students to one preceptor.** The CRNA or anesthesiologist is required to be available to the student in the anesthetizing areas at all times.

CLINICAL SUPERVISION

At no time is it acceptable for a student registered nurse anesthetist (SRNA) to be supervised or even in the same operating room with an anesthesiologist assistant (AA). Students will be required to read and sign a Clinical Supervision Form prior to the start of the clinical portion of the program.

Students are required to inform the Woford College Administration immediately if they observe or believe patient safety is compromised, or if any adverse event occurs, whether anesthesia related or not.

EQUIPMENT

STETHOSCOPES

A good quality stethoscope is required. It is recommended to engrave or mark each stethoscope in case it is misplaced. If a colleague’s stethoscope is found, the student finding it is requested to notify the College.

PRECARDIAL STETHOSCOPIES AND EARPIECES

All students are required to purchase (3) precordial stethoscopes; one for pediatric patients and two for adult patients.

Costs are included in student fees. The tubing that connects from the earpiece to the esophageal or precordial stethoscope will be provided to the student. It is recommended to engrave or mark each precordial stethoscope in case it is misplaced. For ALL cases, students must have their precordial stethoscopes and earpieces available.

HEMOSTATS

Two hemostats are suggested.

BANDAGE SCISSORS

Bandage tip scissors are suggested.

EYE PROTECTION

Eye protection is required at all clinical facilities, at all times.

RADIOS

Most clinical sites provide two-way radios for immediate clinical preceptor availability. Radios should be picked up and turned on at the beginning of the day. At the end of the day, the student is required to shut off the radio, return it to the charger, and ensure that it is charging.

Radio communication should remain professional at all times. With respect to patient privacy, please refrain from using patient names as radio communication can be overheard.

NERVE STIMULATORS

Not all clinical sites provide nerve stimulators to students. For rotations at these facilities, it is recommended that students purchase their own nerve stimulators.

PREOPERATIVE AND POSTOPERATIVE ROUNDS

Each student is required to conduct preoperative assessments on all patients to whom they have been assigned. An anesthesia care plan must be completed as per care plan procedure and outlined in the Clinical Practicum I, II, and III syllabi. The student must make postoperative rounds on all available patients to whom the student has been assigned.

STUDENT CLINICAL EVALUATION POLICY

Criteria for formative and summative evaluations for each clinical course are explained in the course syllabi and on the daily/formative evaluation form. Nurse Anesthesia students must obtain daily/formative, rotation, and summative evaluations of their clinical performance according to the following procedure.

STUDENT DAILY EVALUATIONS (FORMATIVE)

Students are responsible for ensuring that their daily/formative evaluations are obtained and are submitted appropriately. If the student receives an unsatisfactory evaluation, they must notify the College Administration within 24 hours. Students are responsible for submitting daily/formative clinical evaluations according to course syllabi.

- All student daily/formative evaluations and patient care plans will remain a part of a student's permanent records until the student graduates and passes the NCE.

SUMMATIVE EVALUATIONS

- Semester and rotation summative evaluations as well as self-evaluations must be completed in order to progress to the next semester.
- At the end of each off-site clinical rotation, students must obtain rotation summative evaluations and submit these to the College.
- Summative evaluations remain part of the student's permanent academic record.

CARE PLANS

Anesthesia care plans are used to demonstrate a student's ability to plan and predict case management. Wolford College and the COA require care plans to be incorporated throughout the student's education.

CLINICAL EXPERIENCE RECORDS

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) requires Student Registered Nurse Anesthetists to be provided with a prescribed minimum number of cases prior to graduating from a Nurse Anesthesia program.

Students are required to keep their Clinical Experience Record current via the Medatrax system at www.medatrax.com which can be accessed on the Wolford College website. Students receive instruction on using Medatrax during the third semester. The student must update this record **weekly by Sunday at midnight. In the seventh semester, the record must be updated daily.** Failure to maintain accurate and current clinical experience records may **affect course grades and prevent graduation.**

Nurse anesthesia students must have the opportunity to develop into competent, safe, nurse anesthetists capable of engaging in full scope of practice as defined in the AANA's "Scope and Standards for Nurse Anesthesia Practice." To ensure nurse anesthesia students develop the knowledge, skills, and abilities for entry into practice, students must participate in all phases of their clinical cases including preoperative, intraoperative and postoperative anesthesia care. While it may not be possible for students to participate in all phases of care on every case, students can only take credit for a case where they personally provide anesthesia for critical portions of the case. A student may only count a procedure (e.g., CVL placement, regional block, etc.) that he or she actually performs. Students cannot take credit for an anesthetic case if they are not personally involved with the implementation and management of the anesthetic, or only observe another anesthesia provider manage a patient's anesthetic care.

Students can count cases if:

- They personally participate in critical portions of the case regardless of case duration:
 - Induction, or

- Emergence, or
- They must be personally involved with the management of the anesthetic.
- Two students should not be assigned to the same case, except when the case provides learning opportunities for two students and two anesthesia providers are necessary due to the acuity of the case.

Student case participation includes hands on involvement with patient care, not limited to the performance of:

- Placement of neuraxial/regional blocks or invasive lines
- Intubation or extubation
- Administration or titration of medication/anesthetic gases
- Positioning
- Preoperative and/or post-operative management

Students may not count cases if:

- They only observe another anesthesia provider manage a patient's anesthetic care.
- They only provide breaks and lunch relief.
- There is more than one student in the operating room.
- They only intubate or extubate the patient or place a neuraxial block or invasive line (they may count these procedures, but not the case).

Any questions regarding case counts should be directed to the Assistant Program Director.

Total clinical hours must be equal to or greater than the total hours of anesthesia time. Total hours of anesthesia time, is the total amount of time the student spends **administering** anesthesia. Total clinical hours should reflect the total amount of time the student is assigned to clinical. This may include pre-op, post-op, patient prep and time spent participating in clinical rounds, and in house call. Call taken from home is not included in any committed time. Total clinical hours are inclusive of total hours of anesthesia time; therefore, this number must be equal to or greater than the total number of hours of anesthesia time.

Time record. For preanesthetic visits, students record the number of pre-op assessments completed on scheduled cases and in pre-op clinics. For post anesthetic visits, students record the number of post-op visits. Post op visits are required on all available assigned patients. Record the number of anesthetic care plans completed.

Required COA Clinical Case Counts: The following tables are from the 2012 Standards for Accreditation of Nurse Anesthesia Educational Programs that are required for graduation.

SIMULATED CASES

Under certain conditions, students may be eligible to count simulated techniques as part of their required clinical experiences. These conditions include:

- The student being in his/her 7th semester.
- The student has received written approval from the Program Director or Assistant Program Director.
- The student is supervised by a faculty member while he/she is conducting the simulated technique.

TABLE FOR COA REQUIRED CLINICAL EXPERIENCES

Applies to students matriculating on or after January 1, 2015

The minimum number of clinical hours is 2000.

Patient Physical Status	Minimum Required Cases	Preferred Number of Cases
Class I		
Class II		
Class III through VI (total of a, b, c, & d)	200	300
a. Class III	50	100
b. Class IV	10	100
c. Class V	0	5
d. Class VI		
Total Cases	600	700

Special Cases	Minimum Required Cases	Preferred Number of Cases
Geriatric 65 + years	100	200
Pediatric		
Pediatric 2 to 12 years	30	75
Pediatric (less than 2 years)	10	25
Neonate (less than 4 weeks)		5
Trauma/Emergency (E)	30	50
Obstetrical management (total of a & b)	30	40
a. Cesarean delivery	10	15
b. Analgesia for labor	10	15
Pain management encounters	15	50

Anatomical Categories ⁹	Minimum Required Cases	Preferred Number of Cases
Intra-abdominal	75	
Intracranial (includes open)	5	20
Open	3	10
Oropharyngeal	20	
Intrathoracic (total of a & b)	15	40
a. Heart (total of 1 & 2)	5	10
1. With Cardiopulmonary bypass		
2. Without cardiopulmonary bypass		
b. Lung	5	
c. Other		
Neck	5	10
Neuroskeletal	20	
Vascular	10	30

Methods of Anesthesia	Minimum Required Cases	Preferred Number of Cases
General Anesthesia	400	
Inhalation induction	25	40
Mask management ¹⁰	25	35
Supraglottic airway devices (total of a & b)	35	50
a. Laryngeal mask		
b. Other		
Tracheal intubation (total of a & b)	250	
a. Oral		
b. Nasal		5

⁹ Count all that apply

¹⁰ A general anesthetic that is administered by mask, exclusive of induction.

Alternative tracheal intubation techniques ¹¹ (total of a & b)	25	50
a. Endoscopic techniques (total of 1, 2 & 3)	5	15
1. Actual placement		
2. Simulated placement		
3. Airway assessment		
b. Other techniques	5	25
Emergence from anesthesia	300	
Regional Techniques		
Actual administration (total of a, b, c & d)	35	
a. Spinal (total of 1 & 2)	10	50
1. Anesthesia		
2. Pain management		
b. Epidural (total of 1 & 2)	10	50
1. Anesthesia		
2. Pain management		
c. Peripheral ¹² (total of 1 & 2)	10	50
1. Anesthesia		
Upper		
Lower		
2. Pain management		
Upper		
Lower		
d. Other ¹³ (total of 1 & 2)		
1. Anesthesia		
2. Pain management		
Management (total of 1 & 2)	35	50
1. Anesthesia		

¹¹ Tracheal intubations accomplished via alternative techniques should be counted in both tracheal intubation and the alternative tracheal intubation categories.

¹² Simple models and simulated experiences may be used to satisfy part of this requirement. No clinical experiences can be obtained by simulation alone.

¹³ Examples include truncal, cutaneous, head, and neck blocks (e.g., transversus abdominis plane, rectus sheath, ilioinguinal, iliohypogastric, oral, and maxillofacial blocks).

2. Pain management		
Moderate/ deep sedation	25	50

Arterial Technique	Minimum Required Cases	Preferred Number of Cases
Arterial puncture/catheter insertion	25	
Intra-arterial blood pressure monitoring	30	

Central Venous Pressure Catheter	Minimum Required Cases	Preferred Number of Cases
Placement ¹⁴ - Non PICC (total of a & b)	10	15
a. Actual		5
b. Simulated		
Placement- PICC (total of a & b)		
a. Actual		
b. Simulated		
Monitoring	15	

Pulmonary Artery Catheter	Minimum Required Cases	Preferred Number of Cases
Placement		5
Monitoring		10

Other	Minimum Required Cases	Preferred Number of Cases
Ultrasound guided techniques (total of a & b)		10
a. Regional		
b. Vascular		
Intravenous catheter placement	100	

¹⁴ Simple models and simulated experiences may be used to satisfy this requirement. For students enrolled on or after January 1, 2020, no clinical experiences can be obtained by simulation alone. Insertion of peripherally inserted central catheters (PICC) does not meet the requirements for central line placement.

AANA INFORMATION

Students are trained in the full scope of nurse anesthesia practice caring for patients across the life-span, and are expected to perform all procedures and duties in the AANA Scope of Nurse Anesthesia Practice.

<http://www.aana.com/resources2/professionalpractice/Documents/PPM%20Scope%20of%20Nurse%20Anesthesia%20Practice.pdf>

Professional Role

American Association of Nurse Anesthetists 222 South Prospect Avenue Park Ridge, IL 60068 www.aana.com

Scope of Nurse Anesthesia Practice

Certified Registered Nurse Anesthetists (CRNAs) are advanced practice registered nurses (APRNs) licensed as independent practitioners. CRNAs practice both autonomously and in collaboration with a variety of health providers on the interprofessional team to deliver high-quality, holistic, evidence-based anesthesia and pain care services. Nurse anesthetists care for patients at all acuity levels across the lifespan in a variety of settings for procedures including, but not limited to, surgical, obstetrical, diagnostic, therapeutic, and pain management. CRNAs serve as clinicians, researchers, educators, mentors, advocates, and administrators.

Education, Accountability and Leadership

CRNAs enter the profession following successful completion of graduate or post-graduate education from an accredited nurse anesthesia program and after passing the National Certification Examination. CRNAs embrace lifelong learning and practice professional excellence through ongoing recertification and continuous engagement in quality improvement and professional development. The scope of nurse anesthesia practice is determined by education, experience, state and federal law, and facility policy. CRNAs are accountable and responsible for their services and actions, and for maintaining their individual clinical competence. Nurse anesthetists are innovative leaders in anesthesia care delivery, integrating progressive critical thinking and ethical judgment.

Anesthesia Practice

The practice of anesthesia is a recognized nursing and medical specialty unified by the same standard of care. Nurse anesthesia practice may include, but is not limited to, these elements: performing a comprehensive history and physical; conducting a preanesthesia evaluation; obtaining informed consent for anesthesia; developing and initiating a patient-specific plan of care; selecting, ordering, prescribing and administering drugs and controlled substances; and selecting and inserting invasive and noninvasive monitoring modalities. CRNAs provide acute, chronic and interventional pain management services, as well as critical care and resuscitation services; order and evaluate diagnostic tests; request consultations; and perform point-of-care testing. CRNAs plan and initiate anesthetic techniques, including general, regional, local, and sedation. Anesthetic techniques may include the use of ultrasound, fluoroscopy and other technologies for diagnosis and care delivery, and to improve patient safety and comfort. Nurse anesthetists respond to emergency situations using airway management and other techniques; facilitate emergence and recovery from anesthesia; and provide post-anesthesia care, including medication management, conducting a post-anesthesia evaluation, and discharge from the post-anesthesia care area or facility.

The Value and Future of Nurse Anesthesia Practice

CRNAs practice in urban and suburban locations, and are the primary anesthesia professionals providing care to the U.S. Military, rural, and medically underserved populations. The CRNA scope of practice evolves to meet the healthcare needs of patients and their families as new research and technologies emerge. As APRNs, CRNAs advocate for the removal of scope of practice barriers to increase patient access to high-quality, comprehensive care.

In 1980, the "Scope of Practice" statement was first published as part of the *American Association of Nurse Anesthetists Guidelines for the Practice of the Certified Registered Nurse Anesthetist*. In 1983, the "Standards for Nurse Anesthesia Practice" and the "Scope of Practice" statement were included together in the *American*

Association of Nurse Anesthetists Guidelines for the Practice of the Certified Registered Nurse Anesthetist. That document subsequently had the following name changes: *Guidelines for Nurse Anesthesia Practice* (1989); *Guidelines and Standards for Nurse Anesthesia Practice* (1992); and *Scope and Standards for Nurse Anesthesia Practice* (1996). *The Scope and Standards for Nurse Anesthesia Practice* was most recently revised in January 2013. In February 2013, the AANA Board of Directors approved separating the *Scope and Standards for Nurse Anesthesia Practice* into two documents: the *Scope of Nurse Anesthesia Practice* and the *Standards for Nurse Anesthesia Practice*. In June 2013, the AANA Board of Directors approved revisions to the *Scope of Nurse Anesthesia Practice*.

SUBSTANCE ABUSE

Students are expected to be alcohol and drug free in order to ensure a safe and efficient learning environment. As such, Wolford College has adopted a drug-free policy. **All students are required to submit to random alcohol and/or drug screening at any stage of the Wolford College curriculum at their expense.** It is the responsibility of everyone to report suspected substance abuse to Wolford College Administration.

If a student tests positive for or is arrested for alcohol or improper drug use, the student will be immediately dismissed and reported to the Florida Board of Nursing Impaired Nurse Program.

Violation of these policies will be reason for disciplinary action up to and including dismissal. Students dismissed will not be re-admitted.

ARRESTS

A student who is arrested for any reason must report their arrest immediately (the next business day) to the College. If the arrest is not reported by the next business day, the student will be dismissed from the program. The student will be suspended until the arrest is reviewed by the Evaluation Committee.

In the event a student is arrested for DUI or found to be in possession of illegal or un-prescribed substances, the student will be immediately dismissed from the program. Students will not be re-admitted. The student's transcript will read "W" or will earn a grade, depending on when the offense occurred, for all courses that semester.

INCIDENT REPORTS

Any adverse **patient** incident in which a student is involved requires Wolford College to be **immediately** notified.

Any incident that happens on Wolford College campus must be reported immediately. A written incident report must be submitted to the College within 24 hours.

If any adverse **student** incident (i.e. needle stick, exposure, etc.) occurs, Wolford College must be immediately notified. The event must be reported in writing to the College within 24 hours. Students and their health insurance are responsible for any charges incurred as a result of an injury, etc.

Submission of further incident requirements by the facility and/or the College is the responsibility of the student. Any violation of this policy will result in an administrative sanction.

MEDICATION ERRORS

All medication errors must be reported to the College immediately. Student must contact an administrator and complete and submit the Incident Report posted on the College website. All students involved in medication errors and narcotic discrepancies will be required to submit to a drug screen at the student's expense.

ATTENDANCE

Attendance is required in classes, clinicals, conferences, and other College related functions. All absences, to be considered excused, must have prior approval from Wolford College Administration. All absences (excused and unexcused) affect Federal Financial Aid.

Any unexcused absence from classes, clinicals, conferences, and other school related functions will result in disciplinary action and/or make up time. Any clinical time missed due to an unexcused absence will result in a 2:1 make up (minimum of two days make up is required). Any portion of a clinical day missed is equivalent to missing one full clinical day. For example: If 30 minutes are missed due to an unexcused absence, two clinical days will need to be made up the week prior to graduation.

Students must have acceptable attendance for each academic semester. Acceptable attendance is defined as attending every class session that semester. A student is considered absent if he/she misses more than 1/3 of the class session. Unexcused absences may result in disciplinary action by the College up to the student being placed on Administrative Probation. Any missed class time may affect the student's grade in that course.

The determination of an excused or unexcused absence is at the sole discretion of the College. The student is required to submit documentation to the College to justify his/her absence from a course. Lack of evidence and/or insufficient evidence will result in a determination that an absence is unexcused.

Any student receiving Veteran Affairs (VA) benefits should review the Veteran Affairs (VA) policy for information about how VA benefits are effected by absences from class.

SICK TIME

In the event of an illness during the clinical phase of the program, the student is expected to report to clinical and inform the Clinical Coordinator who will decide if the student is excused to go home. If the Clinical Coordinator is not available, the student should report to the attending anesthesiologist. If the student is dismissed from clinical that day, the student must notify Wolford College and the Clinical Practicum Instructor according to the Clinical Practicum syllabus. The preceptor that dismisses the student for the day must also notify the College.

If the student is too ill to report to the clinical facility, the student must provide Wolford College with a note from a licensed practitioner (MD, DO, ARNP, PA-C) in the geographic area in order to document the illness and be an excused absence. The note will be approved or disapproved at the discretion of Wolford College administration.

All sick days will be made up. If the student is on a rotation, the sick day(s) will be made up before the student leaves that facility. If the makeup days extend past the scheduled rotation, the student is responsible for providing their own housing. If the sick day(s) occurs while the student is at their assigned hub, the makeup day(s) will be made up the week of graduation.

VACATION TIME

During the last 16 months of the program, students will be allowed one week of vacation (Saturday to Sunday of the following week i.e. Sat, Sun, Mon, Tues, Wed, Thurs, Fri, Sat, Sun). There is a black out time **during the AANA Annual Congress** where no vacation or time away from clinical is allowed.

Requests are only accepted through the Vacation Request Form found on the Wolford College website. All requests must be submitted prior to the last day of the third semester and awarded on a first-come, first-serve basis. Once approved, the submitted dates cannot be changed.

SCHEDULE REQUESTS

All schedule requests must be made using the appropriate form on the Wolford College website and must be submitted no later than the 10th of the month prior to the request. Requests are approved on a first-come, first-serve basis. Once approved, the submitted dates cannot be changed. **No emails, faxes or phone calls will be accepted to request time off.**

SPECIAL REQUEST

During the last 16 months of the program, students are allowed three (3) Special Requests (Fri, Sat, and Sun or Sat, Sun, and Mon) that can be used for special events and interviews. Special Requests can also be substituted for (1) weekday off (i.e. Tue, Wed, or Thurs) instead of in conjunction with a weekend. Only 1 special request will be granted in a month.

If an interview opportunity arises after the schedule request deadline, additional time off may be granted at the discretion of the Schedulers and administration. Any additional interview time off will be deducted from student's allotted special requests, then PTO as needed. Documentation must be provided to administration within 1 week of interview date.

EDUCATIONAL REQUEST

Time-off requests for education days must be submitted using the Educational Request Form on the Wolford College website. A maximum of 2 educational requests will be approved at the discretion of administration.

ROTATION REQUEST

Students can communicate their preference on rotating to specific clinical sites by submitting the Rotation Request Form on the Wolford College website. Preferences are considered by the Schedulers during schedule creation; however due to many variables affecting the clinical schedule, not all requests can be accommodated.

PERSONAL TIME OFF (PTO)

Each student is allotted a bank of 5 PTO days for use during the clinical portion of the program. PTO days can be used for planned and unplanned time off from clinical.

Planned

Students can request planned PTO days provided the request is submitted by the 10th of the previous month using the PTO Request Form. No documentation will be required; however, planned PTO will be subject to approval by the Schedulers. Once a student has used 5 PTO days, the student will no longer be able to request more planned PTO days. Only 1 PTO day can be requested per month.

Unplanned

In addition to planned PTO days, the 5 days will also be used for maternal, paternal, jury duty, bereavement, or military obligations as outlined in the Wolford College Catalog. Any other days off from clinical will need to be approved by administration on a case-by-case basis and may require verification.

Any PTO days accumulated over the allotted 5 PTO days will be made up the week prior to graduation or may extend after graduation until the missed clinical time is restored.

BEREAVEMENT

Wolford College respects the need for student bereavement time off in the event of a death in the family. Bereavement time applies to immediate family members: spouse, significant other, parent, child, grandchild or grandparent. Should the student need to take unplanned bereavement time off, please provide administration with proper notice. After return from bereavement leave, students are required to submit documentation to the Director of Financial Aid Services.

MATERNAL LEAVE

A signed letter must be delivered to administration informing Wolford College of the maternal leave **at least two (2) months prior to the student's due date.**

- All time off required by a student's physician will be granted, and may require a medical leave of absence.
- When the student returns from maternal leave, she is expected to fulfill all obligations of her education without exception. The student must provide a signed release from her physician stating she is physically able to return to clinical.
- In the event the maternal leave exceeds three weeks, the student may need to take a leave of absence.
- All missed time must be made up according to the PTO policy.
- 100% of the student's vacation time can be allocated for maternity leave.
- Child care is the responsibility of the student and must not affect the student's didactic or clinical performance.
- Notify the schedulers of the anticipated time off and actual time off needed.

A student on maternity leave is not permitted to participate in any activities related to the program (i.e. academic course work, clinical experience and any program related activities). Federal Financial aid may be affected.

PATERNAL LEAVE

A signed letter must be delivered to administration informing Wolford College of the paternal leave **at least two (2) months prior to the student's due date.**

- Paternal leave may be granted for no more than three weeks.
- Paternal leave will commence on the date of delivery.

- All missed time will be made up according to the PTO policy.
- 100% of the student's vacation time can be allocated for paternity leave.

A student on maternity leave is not permitted to participate in any activities related to the program (i.e. academic course work, clinical experience and any program related activities). Federal Financial Aid may be affected.

JURY DUTY

Immediately upon receipt of Jury Duty notification, students must call the Clerk of the Court and inform them of their student status and seek deferral until after graduation. If needed, Wolford College will send a letter documenting student status to the Clerk of Court.

If a student must serve, a copy of the Jury Duty notification must be submitted to Wolford College Administration. After serving, proof of attendance must be submitted. All clinical days missed in service of jury duty must be made up prior to graduation.

MILITARY COMMITMENT

Students are strongly encouraged to seek deferral of active duty obligations due to the full time educational requirement of the program. When orders are received, Wolford College Administration must be notified. Students must submit a copy of the active duty orders. All military time must be requested as soon as the student becomes aware of the need. Once approved, PTO requests must be submitted on the form available on the Wolford College website.

All required drill days are granted. If drill days occur on exam days, the student must notify the course instructor immediately. The instructor will schedule the make-up exam within a week of the originally scheduled exam or as soon as possible.

Military time may be taken as vacation time or as extra time to be made up prior to graduation. If more than three weeks of military leave is needed, the student must apply for a leave of absence.

UNEXCUSED ABSENCE

An unexcused absence occurs when a student does not report to the clinical area or to class, and has not received prior approval. Unexcused absent time will result in disciplinary action.

EDUCATIONAL DAYS

All students are required to attend at least one state or national meeting during the program. Any other education requests are at the discretion of Wolford College Administration and Schedulers.

Educational days are granted for attendance at national, state, and local meetings that have a direct relationship to the practice of nurse anesthesia. No more than one review course is permitted during the last year of the program without prior approval.

Submission of attendance and/or Continuing Education (CE) certificates is required. All expenses incurred during meetings and review courses are at the student's expense.

LEAVE OF ABSENCE

Wolford College students may request a leave of absence (LOA) from Wolford College. A LOA may last up to 1-year, but after 6-months the student will be withdrawn from the College and may be responsible to resume payments on student loans (see the Director of Financial Aid for more information). Students are eligible for no more than one LOA during his/her program of study. A LOA may be either granted or denied by Wolford College depending the circumstances of the specific request.

Criteria that Qualify a Student for a Leave of Absence:

- Call to active military duty.
- Hospitalization of self or immediate family member.
- The student must not be currently on any form of probation.

Before a student requests a Leave of Absence he/she should:

1. Evaluate the circumstance and determine if he/she can continue in school without a LOA.
 - a. Student should speak with at least one faculty member or administrator about his/her situation.
2. Compose a letter to the Program Director stating the request to take a LOA and the circumstances that are causing the LOA request.
3. Schedule a meeting with the Program Director or designee and Director of Financial Aid to discuss the situation.

Withdrawing from a course without an approved Leave of Absence:

- Any student who withdraws from a course without first being granted a LOA will be dismissed from the program.

Federal Financial Aid:

Any leave of absence granted to a student may affect his/her Federal Financial Aid.

- Any student who is granted a LOA must meet with the Director of Financial Aid. If the student does not meet with the Director of Financial Aid, then the LOA will be revoked.
- If taking a LOA causes a student to earn "W"s in his/her current courses then those courses must be retaken when the student returns to Wolford College. The student will not receive Federal Financial Aid when retaking a course.

Returning to School:

- Students granted a LOA must submit a written request to the Program Director a minimum of 30 days before the semester in which he/she wishes to return to Wolford College.
- The request should include but is not limited to the following items:
 - If the cause of the LOA has been resolved.
 - What the student has been doing to remain current in his/her field of study.
 - A plan for success for the remainder of his/her program.
- Wolford College may require the student to do preparatory work or demonstrate current knowledge through examination before readmission to the program.

- Wolford College will review the student's transcripts to calculate if the student is making satisfactory academic progress (SAP). The student may be placed on Academic and Financial Aid probation when returning or his/her request may be denied based on SAP.
- Wolford College reserves the right to deny the request of any student who wishes to return from a leave of absence.

EMERGENCY LEAVE

- Students may request an emergency leave from Wolford College for up to 3 consecutive weeks.
- The student must resume classroom/clinical attendance prior to the start of the 12th week of the semester.
- Emergency Leave will be granted only under special circumstances including:
 - Maternity/Paternity Leave
 - Hospitalization
- To request an emergency leave the student must:
 - Submit the request in writing to the Program Director.
 - Provide evidence to justify the request.
- Any student granted an emergency leave will be responsible for completing all course work upon return to Wolford College. The student, Program Director or designee, and course instructors will establish a timeline for the completion of all missed work.
- Any student granted an emergency leave will be held to the same standards as all other students, including standards of satisfactory academic progress.
- Any student who does not return from his/her emergency leave will be withdrawn from his/her courses. Emergency leaves may not be extended.
- Students may be granted no more than 1 emergency leave during his/her attendance at Wolford College.
- Any time missed during the emergency leave will count against the student's attendance and may result in a loss of financial aid.
- Any student who takes an emergency leave will be required to use up vacation time and personal time off during the emergency leave. Any days missed after all vacation time and personal time off has been used may need to be made up before graduation. If a student is unable to make up all missed time prior to his/her scheduled graduation date his/her graduation will be delayed.

EXAM POLICY

All examinations are scheduled in the Learning Management System. An approval by the course instructor and Program Director or Designee is needed for any makeup examination, within one week of the original examination date.

Students scheduled for clinical shifts or approved time off on exam days must notify the course instructor and reschedule according to the course syllabus.

Students failing to follow this policy forfeit the opportunity to take the exam, which may adversely affect their grade.

PROCEDURES FOR EXAMINATION

- All personal belongings including cell phones must be left inside vehicles during the scheduled exam day.
- Students may enter the classroom up to five minutes prior to the exam starting. This is to give the instructor and IT time to set up the devices in the classroom.
- Upon entering the classroom, please sign in and make note of the number next to your name. Locate the Chromebook with your number to use for the exam.

- Select the profile with the Woford College logo and sign in using the password “Woford”.
- Please leave the device on the desk at all times. If you have a question for the instructor, please raise your hand.
- Please use caution when using the device and avoid touching the screen with your pen, pencil, or finger.
- One sheet of scratch paper will be provided to each student. Students must write their name on the scratch paper and return it to the instructor once the student has completed the exam. If the student needs additional scrap paper, the student must notify the instructor.
- Students must notify the instructor of any questions and technical issues.
- When finished with the exam, log off Moodle, close the Chromebook lid, and leave the device on the desk.
- Upon completing the exam, students must leave the classroom quietly. Re-admittance to the classroom will not be allowed during an exam and will be strictly enforced.
- Conversations must be held away from the classroom area during the exam.
- Students who arrive to timed exams late will not be given additional time to complete the exam. If a student arrives at a timed exam after the allowed time has expired, he/she will not be allowed to take the exam except under extenuating circumstances.
- If the student needs to reschedule the exam, the student must receive approval from the instructor and the Academic Coordinator, the student is required to submit documentation as part of the approval process.
- Restroom breaks will be permitted. Only one student at a time will be allowed.
- Academic dishonesty during a proctored exam will result in the exam and materials being immediately confiscated and turned over to the College for further evaluation. Students will be asked to leave the testing area and will be contacted by the instructor pending the results of the investigation.
- Woford College will uphold the Code of Honor and Academic Integrity policy. Students may not share any information from or relating to the content of the exam.

CODE OF HONOR AND ACADEMIC INTEGRITY

All students accepting admission to Woford College are expected to promote the highest standards of ethical conduct and academic integrity in both the classroom and clinical settings. The Code forbids cheating, fabrication, or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in the course will be stated by the instructor and are binding on the student. Academic evaluations in the course include a judgment that the student’s work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the Code of Honor and Academic Integrity will be subject to disciplinary action. Violations include but are not limited to:

- Intentional and unauthorized falsification, fabrication or alteration of any records, information or documents
- Committing an act of academic dishonesty
- Cheating on any course assignment or examination, which may include but is not limited to referring to unauthorized materials, having another person take an exam for the student, or changing answers after the exam has been completed.
- Plagiarizing, which includes the submission of another’s idea or paper (whether purchased, borrowed or otherwise obtained) as one’s own original work
- Switching clinical assignments without Administration approval

- Communicating false information about patient care
- Destroying, stealing, or making inaccessible any library or other academic material
- Engaging in any form of harassment or discrimination, whether based on sex, race, religion, national origin, or any other characteristic or belief
- Personal, non-business relationships with faculty, staff, or clinical preceptors
- Assisting another student in any of the above actions

VIOLATION OF CODE OF HONOR AND ACADEMIC INTEGRITY

Violations of the Code of Honor and Academic Integrity will be reviewed and addressed on a case by case basis with penalties up to and including dismissal.

PLAGIARISM

According to Woford College and Merriam-Webster Online Dictionary, to “plagiarize” means:

- to steal and pass off the ideas or words of another as one’s own
- to use another’s production without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

Electronic Plagiarism: Students using electronic resources are required to do so in manner consistent with in class and library instruction and/or online instructions. The act of copying papers and programs, e.g. subroutines from a textbook or from another individual, and submitting them as one’s own work constitutes plagiarism and is prohibited.

Multiple Submissions: Is the practice of submitting a single paper multiple times for the same or different courses (in the same or in different semesters). This is prohibited and is a violation of the Woford College policy.

Cheating: Involves looking at the work of another person and intentionally using that person’s answer or information as one’s own. Cheating during quizzes, test or exams, both in class and out of class, are serious violations of the College Code of Honor and Academic Integrity.

PLAGIARISM PENALTIES

All offenses of academic dishonesty, including unintentional offenses, must be reported to Administration. Penalties during the student’s enrollment at Woford College are as follows:

- First offense involving:
 - Grade of 0 on the assignment, exam, or other graded activity.
- Second offense involving academic dishonesty: immediate dismissal from the College with notation of reason for dismissal in the permanent record.

In every case, the student will be advised by the instructor in writing of the violation of Code of Honor and Academic Integrity and the sanction imposed. Students have the right to appeal a sanction. Please see the appeal process section of the Wolford College Catalog and Student Handbook.

GRADES

A “B” (3.0) GPA average must be maintained (semester and cumulative) throughout the program. Wolford College posts grade reports on Empower at the end of each semester. Any error in designation or omission of grade of a course should be reported to Wolford College within **two** weeks of the end of the semester.

GRADING SYSTEM

Students are required to successfully pass each academic component in the following manner. The following letters are used to designate the quality of work and grade points awarded per semester hour.

Grade Symbols	Course Percent		GPA Value
A	Greater than 90%	Commendable	4.0
B	80%-89.99%	Satisfactory	3.0
C	70%-79.99%	Marginal	2.0
F	Less than 70%	Failing	0.0
W		Withdrawal	
I		Incomplete	

Definitions:

Withdrawal: When a student removes him/herself or is removed from a course. A withdrawal will count as an attempted course but will not count toward a student’s grade point average. For more information on the consequences of withdrawing from a course please see the SAP policy and the Leave of Absence Policy.

Unless granted a leave of absence, students will not be eligible to withdraw from a course during or after week 11 in the semester. Once week 11 is reached the student must earn a grade in the course.

Incomplete: An Incomplete grade (“I”) is exceptional and granted at the instructor and Program Director’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control.

Students may only be eligible for an “I” when:

- Majority of the student’s work for a course had been completed before the end of the semester.
- The work that has been completed must be qualitatively satisfactory (have an average grade of 80% or higher).
- The student has requested consideration for an “I” as soon as possible but no later than the last day of finals week.
- The circumstance causing the student to request the incomplete must have occurred during or after week 12 of the semester. If the circumstance occurred prior to week 12, then the student must establish a timeline of completion with the instructor and Program Director or designee. This timeline will outline the deadlines for completion of all late work and all deadlines must be before the end of the semester.

Any student granted an incomplete must complete all assignments by the deadlines established by the instructor but can be no more than 5 weeks after the semester has ended. Any work that is not completed by the deadline will be given a 0 and the final grade will be calculated.

If the student is granted an incomplete for a course that is a prerequisite to another course, then the student will not be able to enroll in the other course until the incomplete is resolved.

HOW TO APPEAL A GRADE

Students of Wolford College have the right to appeal grades, examinations, or other graduation requirements if the grade received reflects inappropriate academic criteria or is capricious in nature.

Procedure:

A. **SCOPE**

This rule shall apply to all student appeals of:

1. Grades or other academic action taken by an instructor.
2. Grades resulting from an instructor’s:
 - a. Alleged deviation from established and announced grading policy;
 - b. Alleged errors in application of grading procedures;
 - c. Alleged lowering of grades for non-academic reasons.

1. **GENERAL POLICY – THE FOLLOWING ASSUMPTIONS ARE ADOPTED**

- A. Students are entitled to a fair, prompt, and open resolution of complaints.
- B. Faculty members are entitled to a fair, prompt, and open forum in defense of their action.
- C. Resolution of student appeals should be made as speedily and informally as possible.
- D. The College, as an institution, and its faculty are entitled to procedures which ensure the maintenance of academic standards.
- E. The appropriate forum for discussion or alteration of academic matters is the unit responsible for these matters.

2. **ACADEMIC GRADE: APPEALS COMMITTEE**

- A. Wolford College shall establish an Academic Grade Appeals Committee whenever required for the purposes of this rule.
- B. This Committee shall be made up of two faculty members and one non-faculty Wolford College employee.
- C. Any member may be challenged for cause by either party. The validity of such challenges shall be decided by the Program Director. If a challenge is upheld by the Program Director, the Academic Coordinator shall appoint a replacement.
- D. The instructor and the student may each exercise peremptory challenge of one member of the initial committee.

3. **RESOLUTION OF STUDENT APPEALS: DEPARTMENT LEVEL**

- A. All student grade appeals or allegations of specific wrongful academic action(s) by an instructor shall first be brought to the attention of the instructor of the course. In order to appeal a grade on any assignment that is not a quiz or exam, the student must submit the request to the course instructor in writing within 72 hours of the grade being returned to the student. The written request may be made via email. The written request must include justification as to why the student feels the grade is in error, stating "I deserve a better grade" is not considered a justification and will not result in a grade review.

To appeal a grade on a quiz or exam the student must request to review the results of the quiz or exam with the course instructor within 72 hours of the grade being returned to the student. The student must review the quiz or exam with the faculty member or designee present. After reviewing the quiz or exam the student has 24 hours to submit a written challenge of any questions to the faculty member, with justification as to why his/her answer is correct.

The parties should attempt to resolve the problem in as speedy and satisfactory manner as possible. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal solution with the Program Director and Academic Coordinator.

- B. The Program Director, Academic Coordinator, and instructor should make every effort with the student to solve the problem at the informal level. This resolution shall take place within ten (10) school days of the complaint being brought to the Program Director or Academic Coordinator. At the time the Program Director and Institutional Academic Coordinator notifies the student of this decision, he/she should also inform the student of the formal procedure for appeal. The Program Director and Academic Coordinator's decision must be in writing.
- C. When the instructor is not available to discuss the problem, if at all possible, the resolution should wait until such time as the instructor can return to the campus, but not longer than before the semester ends. If the Program Director determines that an emergency exists requiring that the problem be solved prior to the availability of the instructor (e.g. in a case of probable delayed graduation), the Program Director shall make every reasonable effort to apprise the instructor of the situation. The instructor may elect to submit a written statement and to designate a faculty replacement to aid in solving the problem. If the instructor cannot be reached or does not elect to designate a replacement and the complaint must be dealt with promptly, then the Program Director shall act on behalf of the instructor.
- D. If the appeal or allegation is made against the Program Director in the role of instructor, then the student shall treat the initial appeal as the appeal to the Program Director and Academic Coordinator and proceed accordingly.

4. **RESOLUTION OF STUDENT APPEALS: COLLEGE LEVEL**

- A. If not satisfied with the resolution of the complaint proposed by the Program Director and Academic Coordinator, the student may proceed within five (5) school days of receipt of the Program Director's decision to file a written appeal with the Office of the President. The written appeal is to be introduced at the college level only after informal resolution has failed and must clearly specify the action which the student perceives as wrong. The purpose of any subsequent hearing at the College level is to determine whether a broader segment of the campus represented by the committee also judges the action as wrong. If so, they are to suggest a resolution for the action. The written appeal shall include the basis of the original complaint, the dates when the instructor and/or Program Director and Academic Coordinator met with the student to discuss the problem, and the suggested resolution at that time.
- B. The President or designee shall call the Academic Grade Appeals Committee together and ascertain the availability of the instructor or instructor's replacement. Neither the Program Director or Academic Coordinator are eligible to be members of the Academic Grade Appeals Committee.
- C. In conducting a formal review, the Academic Grade Appeals Committee shall adhere to the following guidelines:

1. The time limits specified in the following review procedure may be extended by mutual agreement of the parties.
 2. Neither the student nor the faculty member is permitted to have anyone at this committee meeting with them.
 3. The committee shall not be officially convened to review the appeal until the faculty member involved, or replacement, has received a copy of the appeal or complaint and had had at least three (3) school days to submit, if desired, any information. The student will be provided with a copy of any material submitted by the instructor at least three (3) school days before the committee meets to review the case.
 4. The committee should make every reasonable effort to meet for review of the case within 10 school days after receipt of the student's written appeal and any information provided by the faculty member and/or Program Director.
 5. The committee will function as an objective, fact finding body when examining all available and relevant information concerning the student's appeal of academic action by the instructor. Such information shall include the student's written appeal, written and/or oral information provided by the instructor, statements made by both parties before the committee, and any other information the committee may deem relevant.
 6. The student and faculty member shall be invited to meet with the committee. Each shall be allowed adequate time to respond to the appeal (and material) as submitted as well as any questions from committee members. Additionally, each shall be able to present information needed to clarify the issues involved.
 7. After meeting with both parties, the committee shall develop its recommendations by majority vote. The committee shall designate a member to record the committee's decision. These decisions concerning the disposition of the case shall be submitted to the Chancellor who will relay the decision to the student and faculty member.
5. **FINAL APPEAL**
- A. If dissatisfied with the Academic Grade Appeal Committee, the student may, within five (5) school days, file a written request for review with the President and CEO stating the basis for review and the resolution sought by the student. This is considered the student's final appeal.
 - B. The President and CEO shall make final decision on the matter within five (5) school days of receipt of the student's request for review. Copies of the written decision and the basis therefore shall be sent to the student, the Program Director, the instructor involved, and other involved parties.
6. **Appeal of a Final Course Grade**
- A. If a student has not appealed an individual grade (i.e. assignments, exams, etc.) after the grade is assigned, the student may not appeal the final course grade.
 - B. Appeals of final grades will only be considered under extenuating circumstances and the appeal will be decided by the Program Director, Institutional Effectiveness/Academic Coordinator, and the President and CEO.

LATE STUDENT WORK

Wolford College faculty members do not accept student work that is more than 48 hours late for any course in the MS or DNAP programs except in extenuating circumstances as described below. Any work that is submitted by the student late but within the 48-hour window will earn a maximum score of 50%. It is expected that students in both the master's and doctoral level courses are able to keep up with the course work and submit all work on time.

It is expected that if a student has a preplanned absence for any course, the student must communicate with the course instructor and arrange to turn in any work due that class session ahead of time. If the student has a preplanned absence on the day of an exam, the student must schedule the exam no later than 1 week after the exam date. This must be prescheduled with the instructor before a class is missed.

Any exam that is missed without prior notification to the instructor will be ineligible to be made up and will be given a 0.

Wolford College administration understands that at times there are extenuating circumstances that may cause a student to miss a class or make them unable to submit an assignment on time. If a student has experienced an extenuating circumstance, then he/she must submit in writing to the Program Director the circumstances of the situation and any proof thereof within five school days of the students return to school, this is also considered as an appeal. The Program Director, course instructor, and Institutional Effectiveness/Academic Coordinator or designee will evaluate the situation and make a determination as to whether the student will be eligible to submit late work or make up the exam. The decision will be made within 5 business days of the submission of the written appeal by the student. If the student is not in agreement with the decision, he/she may appeal through the Wolford College student grade appeal process.

CRITERIA FOR GRADUATION FOR MASTER OF SCIENCE IN NURSE ANESTHESIA DEGREE

As a candidate for a Master's of Science degree, the student must meet the following criteria:

- Successful completion of all course work in the curriculum
- Maintain a 3.0 grade point average
- Meet all clinical requirements as specified by the Council on Accreditation of Nurse Anesthesia Educational Programs and the NBCRNA
- Maintain current RN licensure and ACLS, BLS and PALS certifications
- Complete all financial obligations to Wolford College
- Attend graduation rehearsal and ceremony (mandatory)
- Complete an exit interview with the administrative faculty and Director of Financial Aid
- Completion of the Self Evaluation Exam (SEE)

Upon meeting all of the graduation criteria, Wolford College will process transcripts and confer the degree.

SELF EVALUATION EXAM (SEE)

Students are required to take the SEE during the third semester. The student must achieve a score that meets or exceeds the national average for that year. Students who fail to meet the minimum score required must retake the exam during their sixth semester. Student must schedule retake SEE on their own time. If the student fails to meet the national average for that year, the student is required to enroll in a live review course or purchase an online review course. The student is required to submit a study plan by the end of the fourth semester detailing a study schedule and topics to be covered in outline format.

MASTER OF SCIENCE IN NURSE ANESTHESIA DEFERRAL OF GRADUATION

- Graduation of students may be deferred if the student does not meet graduation requirements.

EMPLOYMENT PLACEMENT SERVICES

Wolford College does not offer any employment placement services. Wolford College encourages students to seek post-graduation employment in the final two semesters of the program. Wolford College grants a limited number of interview days to each student in order to allow students to seek post-graduation employment opportunities.

DISCIPLINARY ACTION

All Wolford College students must abide by the rules, regulations, policies, and procedures outlined in course syllabi, the Wolford College Catalog and Student Handbook, and of any facility in which he/she may be doing a clinical rotation. Any violation of a rule, regulation, policy, or procedure will result in disciplinary action.

DEFINITIONS

- Warning:
 - Wolford College may issue a warning to any student who fails to meet clinical requirements or violates the standards of conduct expected of students as outlined in the Wolford College Catalog and Student Handbook and any clinical facility policies and protocols. A warning may be either verbal or written. A written warning will become a part of the student's permanent file whereas a verbal warning will be tracked by the College, but will not be considered permanent.
- Probation:
 - A student placed on probation is considered to be at risk for being removed from the program. Probation is an opportunity to help the student identify weaknesses, take corrective action, and to encourage students to seek individual or more intensive instruction in problem areas. If a student is placed on probation it will be noted in his/her permanent file. Any student who is placed on probation is expected to meet with Wolford College administration to develop an improvement plan that, if followed, will return the student to good standing. A student may be placed on probation for several reasons.
 - Academic and Financial Aid Probation:
 - Due to a violation of the Wolford College Satisfactory Academic Progress Policy, please see SAP Policy for all information related to Academic and Financial Aid Probation. Academic and Financial Aid Probation will last for a length of 1-semester.
 - Clinical Probation:
 - Probation as a result of unsatisfactory clinical performance or inappropriate clinical behavior. Clinical Probation will begin immediately after the incident and will continue for the remainder of the current semester and the entire semester following. Any student placed on Clinical Probation will be ineligible for Title IV funds.
 - Administrative Probation:
 - Probation as a result of inappropriate behavior or a violation of rules that are not considered Clinical. This includes violations of the Wolford College Code of Honor and Academic Integrity. Administrative Probation will begin immediately after the incident and will continue for the remainder of the current semester and the entire semester following. Any student placed on Administrative Probation will be ineligible for Title IV funds.
 - An accumulation of written warnings in either the didactic or clinical stage of the program.
 - No student will receive more than one warning for the same type of incident. Subsequent incidents will result in elevated levels of discipline including dismissal from the program.
 - Accumulation of 3 warnings for different types of incidents will result in elevated levels of discipline including dismissal from the program.

- Students will not be eligible to be placed on any form of probation more than one time. Subsequent probationary level incidents will result in dismissal from the program.
- To be removed from probation, the student must complete all tasks designated in the Improvement Plan. Failure to complete assigned tasks by the end of the probationary period will lead to dismissal from the program. If a student is on probation at the time of graduation, graduation may be delayed and clinical time may be extended to allow the student to be removed from probationary status.
- Suspension:
 - Suspension may occur any time a student takes an action that may result in the endangerment of faculty, staff, patients, students, or themselves. Suspension results in an immediate termination of all academic and clinical involvement with the program.
 - The Program Director or designee can implement immediate suspension.
 - Suspension will not exceed ten business days. During this time the Program Director, a Wolford College Administrator, and a faculty member will decide what level of disciplinary action the student should face.
 - A student placed on suspension is not permitted to participate in any activities related to the program (i.e. academic course work, clinical experience, and any program related activities). A student is permitted to contact administrators, however, is prohibited from contacting didactic faculty or clinical preceptors while on suspension.
 - Any missed course work or clinical hours will need to be made up as determined by course instructor and the Program Director or designee.
 - Federal Financial Aid will be affected.
- Dismissal
 - Any student dismissed from the Nurse Anesthesia Program will not be considered for re-enrollment and is prohibited from the college campus.
 - Reasons for dismissal include, but are not limited to:
 - Failure to make Satisfactory Academic Progress.
 - Failure to complete all items on the improvement plan during a probation period.
 - Beginning (induction) or ending (emergence) a case, or performing an invasive procedure (insertion of arterial line, central line, spinal, epidural, or regional block, etc) without a clinical preceptor present.
 - Falsification or misrepresentation of any file or document, including clinical anesthesia records, meeting/conference, or continuing education records.
 - HIPPA Violation.
 - Academic dishonesty (cheating, plagiarism, etc.)
 - Refusing a drug test.
 - Positive drug test result.
- Evaluation Committee:
 - The Evaluation Committee makes decisions regarding the student appeal of disciplinary actions.
 - The Evaluation Committee is composed of two faculty members, two Wolford College administrators, and the President and CEO. None of the members of the Evaluation Committee will have been involved in any prior decision related to this specific student incident.
 - The Evaluation Committee will review all information related to the incident, including interviewing the student, and will either uphold the disciplinary action taken or will reverse the decision.
 - The Evaluation Committee will meet within 10 business days of the student's written appeal.

PROCEDURE AND APPEAL

1. Any violation by a student must be submitted in written form or via telephone to a College administrator. In the event of a phone call from a clinical preceptor, the recipient must provide the minutes in written format.
2. The student must meet (e.g. face-to-face or through phone conversation) with three Wolford College administrators/staff members or faculty members (the program director or designee, 1 administrator/staff member, and 1 faculty member). Minutes of this meeting must be made available in written format.
3. The Program Director or designee, faculty member, and administrator who spoke with the student will review all information and decide what disciplinary action the student will face, if any. Disciplinary action may range from verbal warning to dismissal from the program depending on the severity of the incident.
4. The student may appeal any decision on disciplinary actions to the Evaluation Committee. The appeal must be made in writing within four (4) business days of the decision on the disciplinary action taken against the student. The appeal must include rationale for the validity of the appeal specifically as it relates to the appropriateness of the penalty, new evidence, or lack of due process.
5. The student may appeal the decision of the Evaluation Committee through the Student Final Appeal Process if the decision made by the Evaluation Committee adversely affects their ability for continued participation or completion of the program and it meets the required criteria. Please see Student Final Appeal Policy for more information.

LEGAL COUNSEL

Legal representatives of a student may **not** be present during any meetings between students and Wolford College faculty and administration.

OTHER REPRESENTATION

Only the student facing disciplinary action is allowed to attend all disciplinary meetings, including the Student Final Appeal Process.

FORMAL WRITTEN COMPLAINTS

A complaint must be submitted in writing to the Wolford College Program Director identifying the student grievance, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Upon submission of a written complaint, the Program Director will provide the student grievant with written acknowledgement of receipt of the complaint. The Program Director will provide the student grievant with a resolution to the complaint within 20 business days of the receipt of the complaint.

If a student would like to file a formal written complaint against the college he/she may send that complaint to the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

TRANSFER OF CREDIT

Wolford College does not accept transfer credits.

TRANSFER OF CREDIT TO ANOTHER INSTITUTION

The acceptance of Wolford College transfer credit(s) to another institution is at the discretion of the other institution.

STUDENT SERVICES

The College provides student support programs and activities with an understanding that support services eliminate barriers to student learning.

Financial Aid Services

Helps students seeking financial assistance by providing advice and other services related to establishing eligibility for federal aid.

Library Services

The library offers circulating book collections as well as non-circulating reference and periodical collections. The College has wireless internet accessible by the students and faculty; computer access is filtered. A Librarian is available to assist students with research and with using library resources.

Instructional Technology (IT)

Wolford College is committed to utilizing technology in delivery of courses and resources available to students. An information technology team provides technology-based support and develops effective uses for technology to facilitate the college's mission.

Student Advising

Advising is available to all students to provide academic/clinical support and guidance throughout the program.

Student Activities

Wolford College hosts a variety of student activities on campus. Student activities are opportunities for students to be collegial with program faculty members and administrators in a non-classroom environment. The college also encourages activities to promote physical, mental, and emotional wellness for all Wolford College students.

Student Orientation

New students participate in an orientation to Wolford College the week prior to beginning classes. Orientation is designed to help students transition into the program and familiarize them with all the available resources at the college.

Simulation

The Dorsch Simulation Lab provides students the opportunity to learn and practice anesthesia competencies in a simulated environment.

COMMITTEES

Wolford College students may serve on the following committees and school functions:

- Advisory Committee
- Admissions Interview Q&A
- Student Final Appeal Committee

Participation is facilitated by the Director of Enrollment and Student Services.

ADVISORY COMMITTEE

- Serve as an advisory group to the nurse anesthesia program by gathering information regarding general health care trends, specific societal and community health care needs, and specific needs of the profession of nurse anesthesia
- Represent the community of interest as consumers of the program's graduates
- Make recommendations designed to improve the standards of program administration and service
- Annually review certification examination results, graduating senior program evaluations, graduate and employer evaluations, and make recommendations.

STUDENT FINAL APPEAL COMMITTEE

The purpose of a policy on final appeal procedures is to inform the student of their rights when appealing a decision imposed upon them. Students of Woford College have a right to an impartial review of decisions imposed upon them involving serious matters such as dismissal or delay in graduation from the program. This policy ensures that a student will not be subject to arbitrary, unreasonable, or capricious decisions affecting his or her continued participation in, or completion of the program.

Committee members:

Five (5) individuals appointed by the College are as follows:

- A member of the faculty or administration of the program who is not the Program Director or a witness in the case and who has not been involved in any earlier decisions against the student for the issue that is being appealed.
- Clinical CRNA or MD/DO
- A student in the program
- Two individuals who are not full time faculty members or administrators of the program

All individuals must be competent to understand the mission and purpose of Woford College and the importance of due process, including related procedures. A Chair will be elected upon convening the committee.

When a student receives a final notice of a decision from the evaluation committee that will adversely affect their continued participation or completion of the program:

- Within **four (4)** business days of receiving the final decision from the Evaluation Committee, the student must deliver to the Program Director a written and signed request for a Student Final Appeal Committee hearing. Business days are Monday through Friday, excluding holidays. The request must clearly describe the reason for requesting the review and include the student's current mailing address. All written documentation from the appellant must be submitted for the Student Final Appeal Committee consideration within 4 Woford College business days
- The Student Final Appeal Committee will review the request for appeal together with any written documents and other supporting evidence to determine if the appeal presents a substantial question within the scope of review. The scope of review will be limited to the following:
 - **Appropriateness of the Penalty:** In cases appealing the appropriateness of the penalty, the Student Final Appeal Committee will uphold the penalty unless the penalty is shown to be "clearly unreasonable" or arbitrary (i.e., "that which has been clearly and fully proven to have no sound basis or justification in reason.").
 - **New Evidence:** In cases appealed on grounds of new evidence, the student(s) must show that such evidence is material to the decision of the Student Final Appeal Committee on issue of the charges

and the findings and that said evidence could not have been discovered with due diligence prior to the original hearing.

- **Due Process:** In cases appealed on grounds of denial of due process, the student(s) must demonstrate that the Evaluation Committee's process at the initial hearing was not conducted in conformity with properly prescribed procedures. The student(s) must also show that the alleged discrepancy was materially averse to the student(s) interest.
- The President and CEO will notify the individuals selected to serve on the Student Final Appeal Committee. Once appointed, the student will be notified of the names of the members of the Student Final Appeal Committee (excluding the student representative) as well as the date, time, and place of the hearing.
- The hearing will be held within fifteen (15) business days of the request. This time may be extended by Wolford College Administration for good cause.
- The student may challenge membership on the Student Final Appeal Committee. Should a conflict or question of a member's impartiality be presented to the satisfaction of the Chair, such member will be excused from further participation in the Student Final Appeal process. In the event that the participation of the Chair is challenged, the remaining member(s) will determine if the Chair will be excused. If any member is excused, the committee will notify the Program Director and an alternate member will be designated. This may delay the Student Final Appeal hearing.

Hearing:

- All members of the Student Final Appeal Committee must be present when the hearing takes place.
- All committee members, who are not employees of Wolford College and the student being evaluated must sign a confidentiality agreement.
- A representative of Wolford College will present supporting data to the Student Final Appeal Committee in support of the College's decision.
- The student will then be admitted to the hearing and given the opportunity to challenge the College's decision.
- The hearing duration will be at the discretion of the Student Final Appeal Committee. Legal counsel presence and/or third party representatives are not permitted during the hearing.
- The decision will be communicated in writing by the Chair of the Student Final Appeal Committee.
- The decision of the Student Final Appeal Committee is final.
- Students who wish to appeal the Student Final Appeal decision may contact the **Executive Director of the Commission for Independent Education, 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400. Phone: 888-224-6684**

ANTI-HARASSMENT

The College is committed to an academic environment in which all individuals are treated with respect and dignity. It is believed that each individual has the right to learn in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons in the College will be professional and free of bias, prejudice and harassment. Thus the College does not and will not tolerate discrimination against, or harassment of or by, its students, faculty, employees, or others in the Wolford community.

The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex (includes discrimination against or harassment of individuals of the same

sex), pregnancy, religion, national origin, citizenship, age, disability, marital, sexual orientation, veterans, or any other protected status. "Harassment" may include a range of subtle and not so subtle behaviors and also includes unwelcome or unwanted sexual advances, requests or demands for favors, offensive touching, and other types of conduct whether it be physical, verbal, graphic, or electronic communication (including e-mail and facsimiles) of a harassing or sexual nature involving individuals of the same or different gender. This includes, but is not limited to:

- Unwelcome or unwanted physical contact or sexual advances including, but not limited to, patting, grabbing, pinching, brushing-up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors including, but not limited to, subtle or blatant expectations, pressures, requests or demands for sexual, unethical, or favors; or unwelcome requests for dates or contacts. Such unwelcome requests or demands may or may not relate to an implied or stated promise of preferential treatment, or a threat of negative consequences.
- Verbal and written abuse or unwelcome kidding including, but not limited to, that which is sexually-oriented, including same-sex harassment; commentary about an individual's body, sexual prowess, or sexual deficiencies; inappropriate comments about race, color, religion, sex, pregnancy, national origin, citizenship, age, disability, marital, veterans, or other protected status; dirty jokes or other jokes which are unwanted and considered offensive or tasteless; or comments, innuendoes, epithets, slurs, negative stereotyping, leering, catcalls or other actions that offend, whether sexually oriented or otherwise related to a prohibited form of discrimination or harassment.
- Any form of behavior that unreasonably interferes with learning, including, but not limited to, unwanted sexual attentions, comments, interruptions, or other communications, whether sexually-oriented, or otherwise related to a prohibited form of discrimination or harassment, that reduces productivity or time available to perform academic tasks or otherwise interferes with learning.
- Actions that create a learning environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions, whether sexually-oriented or otherwise related to a prohibited form of discrimination or harassment.
- The distribution, display, or discussion of any written or graphic material, including e-mails, calendars, posters, cartoons, or names, that belittles or shows hostility or aversion toward an individual, his/her relatives, friends or associates or a group because of race, color, religion, sex (including same sex discrimination or harassment), pregnancy, national origin, citizenship, age, disability, marital, veterans or other protected status.

All faculty, students, and employees are covered by this policy and are strictly prohibited from engaging in any form of discriminatory or harassing conduct. Further, no faculty, student, or employee has the authority to suggest to another that the individual's enrollment, continued enrollment, or future advancement will be affected in any way by entering into, or refusing to enter into, a personal relationship. Such conduct is a direct violation of this policy.

Normal, courteous, mutually respectful, pleasant, and non-coercive interactions between individuals, including men and women, that are acceptable to all parties are not considered to be prohibited harassment. The practice of anesthesia is a high-pressure one, and anesthesia professionals all have stressful days. Common sense and an awareness of the environment should drive professional conduct under this policy.

Violation of this policy will subject the perpetrator to immediate discipline, and may result in dismissal from the program.

RETALIATION IS PROHIBITED

The College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal from the program. Retaliation is prohibited

REPORTING PROCEDURES AND INVESTIGATION

The College strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct they believe is contrary to this policy or who have concerns about such matters should file their complaints with the Program Director, whereupon the matter will be discreetly and thoroughly investigated. The College will then take immediate steps to stop any behavior that violates this policy and assure that it is not repeated. Disciplinary action, up to and including dismissal, calculated to end the discrimination or harassment, will be taken, when appropriate, against the offender(s).

If a student believes he or she has been the victim of discrimination or harassment and is not able to report, or is not comfortable reporting, it to the Program Director, or if a complaint is not handled to the student's satisfaction, immediately contact the Chancellor.

Students who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment. Therefore, while no fixed reporting period has been established, the College strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct or discrimination from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

RESPONSIVE ACTION

Conduct constituting harassment, discrimination or retaliation will be dealt with appropriately and in a timely fashion. Responsive action may involve a variety of options, as the College believes appropriate under all of the circumstances.

Any person utilizing this complaint resolution process will be treated courteously, and the problem will be handled swiftly and as confidentially as possible in light of all the circumstances, with appropriate corrective action being taken. The registering of a complaint will in no way be used against that individual, nor will it have an adverse impact on their academic status. A record of the complaint and findings will become a part of the complaint investigation record and that file will be maintained separately from student files.

CONCLUSION

If a student making a complaint does not agree with its resolution, the student may appeal to the Chancellor.

Individuals who have questions or concerns about this policy may talk with the Program Director.

Please keep in mind that the very nature of discrimination, harassment and retaliation makes it virtually impossible to detect unless a complaint is appropriately reported. Do not assume that the College is aware of the problem. It is the individual's responsibility to bring this information to the attention of the College so the issue can be resolved.

Finally, this policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in activities in order to avoid allegations of harassment. The law and the policies of the College prohibit disparate treatment on the basis of sex or any other protected characteristic. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

ANTI-HAZING

Wolford College is committed to providing a safe campus and healthy learning environment for all students, staff and guests, encouraging respect for the dignity and rights of the entire college community. Hazing in any form is forbidden and immediate action will be taken against any individual or organization in violation of Wolford College's Anti-Hazing Policy. In compliance with the State of Florida's anti-hazing law of 2005 – The Chad Meredith Act, the following definition is provided to students in the Wolford College Student Handbook.

“Hazing is defined as an act which endangers the mental or physical health or safety of a student, which subjects a student to harassment, ridicule, intimidation, physical exhaustion, abuse, or mental distress, the express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.”

The following is a **NON- INCLUSIVE** list of activities considered to be hazing.

1. Required consumption of alcohol
2. Physical Abuse (i.e. calisthenics, paddle swats, pushing and tackling associate members/pledges/associate members/new members/novices, etc.).
3. Verbal Abuse
4. Morally degrading or humiliating games and activities
5. Engaging in public stunts and buffoonery
6. Wearing of public apparel which is conspicuous and/or not normally in good taste
7. Exposure to extreme climate changes
8. Any activity not consistent with the policies of Wolford College and the State Laws of Florida

FLORIDA LAW ON HAZING

In accordance with Florida Statute Chapter 1006 Section 6.3 hazing is a criminal offense and means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including but not limited to initiation or admission into or affiliation with any organization operating under the section of a postsecondary institution. Hazing includes but is not limited to pressuring or coercing the student into violating state or federal law, and any brutality of a physical or verbally abusive nature. A person commits hazing, a third degree felony, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person."

Wolford College takes swift disciplinary action against individuals and/or groups who are involved in hazing activities. In addition, the College will make appropriate referrals to state and local authorities for possible criminal prosecution.

As part of the Wolford College community, faculty, students and staff have an obligation to report any suspected acts of hazing. Please see the Wolford College website section under "Equity and Diversity", or contact the College's Title IX Coordinator: Julie Basile, Wolford College, 1336 Creekside Drive, Suite 2, Naples, FL 34108, or (239) 513-1135.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

These rights include:

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

A student who wishes to ask the school to amend a record should write the Director of Enrollment and Student Services, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

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

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

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Wolford College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their

authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

DOCUMENT REQUESTS

Original documents submitted by or for students in support of an application for admission cannot be returned to the student, photocopied, nor sent elsewhere at his/her verbal request.

CATALOG DISCLOSURE

The information contained in this Catalog and Student Handbook is to be considered the policies and procedures by which a student is to conduct themselves during enrollment in Wolford College. This Catalog and Student Handbook will be updated and published annually on the student website.

This Catalog and Student Handbook includes policies, procedures, programs, and course information in effect at the time of publication. Wolford College reserves the right to repeal, change, or modify policies, procedures, programs, and course information at any time without advance notice.

FINANCIAL INFORMATION

All financial assistance applications and forms must be completed accurately. If the student receives financial assistance based on reporting false or inaccurate information, the student will be subject to conditions under provision of the U.S. Criminal Code and/or repayment under regulations that govern Title IV Federal Financial Aid Programs.

The student has the right to know which programs are available at Wolford College, the procedure and forms for applying for student financial assistance, how eligibility is determined, the criteria for selecting recipients from a group of eligible applicants, the criteria for determining the types and amounts of Federal Financial Aid assistance, access to relevant records in the student financial aid file, the terms and conditions governing the receipt of funds from any scholarship, grant, student work, and loan program, and policies that govern the process regarding financial aid offers and appeals regarding denial of financial aid.

CONFIDENTIALITY STATEMENT

The Wolford College Student Financial Aid Services office will not disclose sensitive financial aid information or award amounts over the telephone to anyone, including the student applicant. Please keep copies of all documents submitted and received for personal records when contacting Wolford College. Any documentation submitted to the Wolford College Financial Aid Services office becomes the property of the College and/or other federal agencies.

AWARD LETTER/NOTIFICATION AND ONLINE ACTIVATION

By activating/accepting the award on-line, the student agrees to provide prompt, written notification of any changes in information or status to the Wolford College Financial Aid office. These changes include, but are not limited to:

- Other sources of financial assistance
- Federal Income Tax information
- Change of address
- Planned enrollment
- Semester credit load

By activating the award, the student confirms that they have read the Wolford College Student Financial Assistance Guidebook. Changes to enrollment, residency, satisfactory academic progress standing, and other aid received may impact eligibility for specific types of assistance and may impact when assistance becomes available.

The student must promptly report any changes including current address, living arrangement, and planned enrollment status, additional financial assistance (i.e. financial aid from other post-secondary institution, etc.) during Wolford College enrollment.

CONDITIONAL AWARD OFFER

The award offer may change if information on required documents, such as the Free Application for Federal Student Aid (FAFSA) or tax statements, varies from the information submitted earlier in the process.

CHANGES IN FINANCIAL AID INFORMATION

Student financial assistance eligibility is time sensitive. If there is a change in status for any financial assistance program, before or after partial or full award payment, the student will be contacted by Student Financial Aid office and informed of the rights and responsibilities related to federal or state regulations and other compliance standards. Verification of the information reported on the FAFSA and other documents can occur before award notification is produced, after award activation, or after award disbursement. Time sensitive variables will be reviewed before and after financial assistance eligibility is determined. These variables include, but are not limited to, admission status, satisfactory academic progress status, educational loan history, personal demographics, and participation in the quality assurance program.

QUALITY ASSURANCE PROGRAM

The Quality Assurance program (QAP) was created by the U.S. Department of Education to ensure accuracy in the administration of Federal Financial Aid. The long-term goals are to simplify the application process, improve and expedite the financial aid delivery process, and reduce the amount of documentation students and families must submit in order to receive financial aid assistance.

DETERMINING FINANCIAL NEED

Wolford College Cost of Attendance is an estimate of direct and indirect educational cost calculated using rules established by the U.S. Congress, the consumer price index, and Naples' Chamber of Commerce's composite cost of living index.

Direct costs include the following:

- Tuition
- Fees
- Books
- Supplies

Indirect costs include the following:

- Housing
- Food allowance
- Transportation
- Student loan fees
- Miscellaneous personal expenses.

The Cost of Attendance varies depending on housing status and enrollment. Federal Financial Aid programs are designed to cover basic educational cost.

These programs are not intended to be used for spouse and/or dependent support, mortgages, credit card debt, and car payments.

The student is encouraged to review their personal situation and budget when making decisions about enrollment.

CONTRIBUTION

When applying for Federal Student Aid, financial information is used in a formula established by the U.S. Congress. This formula determines the student's Expected Family Contribution (EFC), an amount the student and their family are expected to contribute toward their education. The student's EFC is used in an equation to determine financial need and is located on the first page of the Student Aid Report (SAR).

FINANCIAL NEED

The federal government expects the student and their family to have the primary financial responsibility for educational and living expenses. The borrower's contribution is determined by: family income, assets, and number of people in the household, etc. and is included in the award letter.

REVIEW THE COST OF ATTENDANCE

The student must do a careful review of the calculated Cost of Attendance (see the cost-tuition under the Virtual Financial Aid Office-VFAO). Cost of Attendance should be used to plan the student's budget for the school year. The amount must reflect a student's 9-month living expenses for graduate students.

Total financial aid assistance includes scholarships, stipends, STRAP program, other educational resources, and family assistance should not exceed the Cost of Attendance.

ADMISSIONS AND ENROLLMENT FINANCIAL AID REQUIREMENTS

The student must be admitted and enrolled at Wolford College before financial aid assistance will be released as payment for student tuition and fees.

Students must pay tuition and fees by the first day of each semester regardless of financial aid status. Payments received after the first day of the semester are considered to be late and will be subject to a late fee in the amount of \$250.00. Students who fail to make tuition payment by the end of the third week of the semester will be un-enrolled from the program. Wolford College accepts debit/credit cards (i.e. MasterCard, Visa, and Discover), personal checks, money orders, or cashier checks.

SUMMER ENROLLMENT

All students are required to attend summer semester full time. To receive Federal Financial Aid during the summer term, the student must apply and qualify.

ENROLLMENT STATUS

To be considered for most financial aid programs, the student must be enrolled at least half-time. However, Wolford College does not allow half-time attendance.

Full-time at Wolford College is considered registration for a minimum of 6 credits hours or 640 hours of clinical experience.

FINANCIAL ASSISTANCE PROGRAMS

Wolford College is committed to meeting student financial needs contingent upon the date of financial aid application and program requirements. Combining different types of financial assistance programs to meet financial need is called a financial aid package.

The award notification may include a combination of programs including student loans. Student loans must be paid back.

The student and their family should assume the first and primary responsibility for financing the educational costs. The College also expects that the student will secure outside resources from private funding sources and will contribute any earnings.

VETERAN AFFAIRS (VA) POLICY

Excused absences will be granted for extenuating circumstances only and must be substantiated by documentation in the student's file. Missing any portion (leaving early, arriving late) or missing the entire class will be counted as 1 absence.

Students exceeding 2 unexcused absences in a semester will be terminated from VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for United States Department of Veteran Affairs (USDVA) and Special Advancement for Achievement (SAA) audit purposes.

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (GPA) of 3.0 each semester. A VA student whose cumulative GPA falls below 3.0 at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's Cumulative GPA is still below 3.0 at the end of the second consecutive term of probation, their VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a cumulative GPA of 3.0.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and notify the VA and student.

SUMMARY OF ASSISTANCE PROGRAMS

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Graduate Plus loan
- Private Loans

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN

This loan does not require students to demonstrate financial need. No payments are required while the student is in school until after the six-month grace period.

The U.S. Department of Education does not pay interest on unsubsidized loans. The student is responsible for all of the interest that accrues while in school and any unpaid interest is added to the loan principal.

FEDERAL DIRECT GRADUATE PLUS LOAN

This loan offers additional funding for graduate and professional students seeking loans beyond the Federal Stafford Unsubsidized loan programs and based on credit worthiness.

The student is responsible for all interest that accrues on the loan; unpaid interest will be capitalized. Repayment will begin 60 days after the final disbursement of the loan.

SMART OPTION (PRIVATE LOAN), SALLIEMAE, REGIONS, AND FIFTH THIRD BANK

This loan is for graduate students who do not choose a Graduate Plus loan to help them meet additional graduate school expenses not covered with the Stafford loans and other aid.

Some of the benefits of this loan:

- High approval rate
- Credit-worthy co-signer may help to qualify for a lower interest rate
- Easy online account management 24/7
- Borrowing as much as needed to pay for the cost of education as certified by the College
- Interest-only payments are required while in school

ADDITIONAL INFORMATION ABOUT LOAN PROGRAMS

Students may borrow from more than one loan program during their education at Woford College. The student will be offered the most advantageous loan program for which he/she is eligible. Additional steps may be necessary for loan funds to be available for payment of tuition, fees, and living expenses.

ENTRANCE AND EXIT LOAN COUNSELING

Students are required to complete debt management counseling as a first time borrower of federal student loans at Woford College. Students must complete this loan counseling exercise to enhance understanding of the loan programs.

The Federal Direct loan website provides important information and answers to any questions regarding the debt incurred by accepting these loans. Upon graduation, leaving school, or dropping below full-time attendance, the student will be required to complete an Exit Loan Counseling form to review their rights and responsibilities and to update any necessary information with the College and lender.

COMPLETING THE MASTER PROMISSORY NOTE (MPN)

Students who apply for Stafford or Graduate Plus loans must complete an electronic Master Promissory Note by going to <https://studentloans.gov>. Master Promissory Notes are legal binding documents and when electronically signed, the student confirms understanding and responsibilities as a student loan borrower.

OTHER LOAN PROGRAMS

Federal funding sources are limited; therefore, the Student Financial Aid Office may not be able to offer 100% of the estimated Cost of Attendance. Students who find themselves in this situation may consider additional sources by contacting a bank of their choice for an alternative educational loan application. Alternative loans are offered by SallieMae, Regions Education, Fifth Third Bank, and others. Enrolled students with Satisfactory Academic Progress issues should contact their lenders for eligibility in a selected loan program.

FINANCIAL ASSISTANCE PAYMENT AND STUDENT ACCOUNT

Issuing and collecting the College Tuition and Fees is the responsibility of the Wolford College Financial Aid Office. The tuition invoice itemizes all registration related charges and fees assessed by Wolford College.

After registration, an invoice can be obtained through Empower or the Financial Aid Office. Payment is due in full by 5:00 p.m. the first day of each semester. Refer to the Student Enrollment Agreement for payment calculation and policy. Please direct inquiries about tuition invoices to the Financial Aid Office.

METHODS OF PAYMENTS

The total program tuition is divided into seven equal payments. The first semester's tuition is the balance minus the \$1,500 deposit. Payments received late will be subject to a late fee of \$250.

Students who fail to make tuition payment by the end of the third week of the semester, will be un-enrolled. Wolford College will accept personal checks, money orders, cashier's check, or Visa, MasterCard and Discover card for payment.

If the student is receiving Federal Financial Aid, the College will not accept credit card payment for tuition.

FINANCIAL ASSISTANCE PAYMENT

To activate financial aid assistance, a student must be enrolled full time. Financial aid assistance is credited directly to the student account including funds from Federal Grants, VA benefits, and external agencies (scholarships).

When financial aid assistance is available, it will be applied to the semester's tuition and fees balance. If there is a credit balance on the student account, a refund check will be mailed by the 10th day of the semester to the address on file.

If the student owes additional monies after financial aid is applied to his/her account, he/she will receive a statement with the amount owed. To check if financial aid has been applied to the student account, check the semester charges at Empower or with the Financial Aid Office the week before classes begin. Funds are not disbursed by the first day of classes; therefore, the student is strongly advised to have personal funds set aside for books and other startup expenses.

Reasons for Delay in the Release of Financial Aid Funds

If financial aid assistance is delayed or unavailable, it may be due to changes in enrollment status, failure to complete the financial aid process by the deadline, not fulfilling the eligibility requirements, or changes in the status of the financial aid application.

Failure to pay tuition and fees by the deadline, will result in the student being dropped from classes and may have an outstanding balance and additional late fees. Financial aid assistance will not be applied to the student account if the student is placed on probation or suspension (see “Satisfactory Academic Progress” below).

SATISFACTORY ACADEMIC PROGRESS

Students are given clearly defined guidelines outlining the requirements for remaining in good academic standing. Satisfactory Academic Progress (SAP) will be reviewed at the end of each semester and if students are not meeting the academic standards set forth in this policy then he/she will be placed on Academic and Financial Aid probation or dismissed from the program.

SAP STANDARDS

- Any student who earns a cumulative grade point average of less than 3.0 will not be considered as making satisfactory academic progress and must write an improvement plan in order to be placed on Academic and Financial Aid probation and remain in the program.
- Any student who earns a final grade lower than a “C” in any course will be dismissed from the program.
- Any student who earns one final grade of “C” will not be considered as making satisfactory academic progress (SAP) and must write an improvement plan in order to be placed on Academic and Financial Aid Probation and remain in the program.
- Any student who earns two final grades of “C” will be dismissed from the program.
 - This includes situations where the student earns both final grades of “C” in the same semester.
- Any student who withdraws from a course without first being granted a Leave of Absence will be dismissed from the program. For more information, please see the Leave of Absence Policy.
- All students must complete the program within 150% of total program length. If at any point a student is unable to complete the program within 150% of the total program length, then he/she will be dismissed from the program.
 - Example: The Master of Science in Nurse Anesthesia program is normally 28 months in length. Students must complete the program within 42 months. If a student is unable to complete the program within 42 months, then he/she will not be considered as making SAP and will be dismissed from the program.
 - Students will not be eligible for Title IV Federal Financial Aid for more credits than are offered in the program.
- A student may only be placed on Academic and Financial Aid Probation for one semester. If, after the probationary period, the student violates the standards of academic program he/she will be dismissed from the program.

SAP PROCEDURE

At the end of each semester, the student’s final course grades will be reviewed by administration. If a student falls below SAP standards, then he/she may be required to write an improvement plan in order to be placed on Academic and Financial Aid Probation or he/she may be dismissed from the program. Determination to be placed on Academic and Financial Aid Probation or to dismiss him/her from the program will be based on the criteria in

the standards section (above). Any student placed on Academic and Financial Aid Probation will remain on it for 1 semester.

Any student who has fallen below SAP standards but is eligible for Academic and Financial Aid Probation must write an improvement plan to the Program Director explaining the circumstances that lead to the probationary status and how he/she will work to improve in the future. If during the semester in which the student is on Academic and Financial Aid Probation he/she is unable to return to good academic standing then he/she will be dismissed from the program.

Any student placed on Academic and Financial Aid Probation will be ineligible to receive Federal Financial Aid for the semester in which he/she is on Academic and Financial Aid Probation.

Students who are placed on Academic and Financial Aid Probation will be notified in writing that he/she will not be eligible for Federal Financial Aid while on probation.

Any student who wishes to appeal a grade in a course must refer to the Student Grade Appeal policy.

APPEAL OF SATISFACTORY ACADEMIC PROGRESS STANDARDS

Wolford College may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury, or death of a student's immediate family. Students requesting an appeal of Wolford College's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Program Director. The appeal will be decided by a committee of the Program Director, the Director of Financial Aid Services, President and CEO, an administrator, and a faculty member. If an appeal is approved, a student is allowed one additional semester to meet the required standards and to return to good standing.

NEW STUDENTS

New students attending Wolford College are provided probationary aid for the first payment period. At the end of their first payment period they must be making satisfactory progress for previous course work in order to receive initial or further assistance.

ACCEPTABLE ATTENDANCE

Students must have acceptable attendance for each academic semester. Acceptable attendance is defined as missing no more than 2 class sessions during each semester. Both excused and unexcused absences count as missed course time. Any absences above 2 will result in a reduction in financial aid eligibility.

SPECIAL CONSIDERATION

FINANCIAL AID-LEAVE OF ABSENCE

A student may request a medical, personal leave of absence for a maximum of one year. Financial Aid eligibility will be affected after six months. For more information, please refer to the leave of absence policy.

LEAVING THE COLLEGE- RETURN OF TITLE IV FUNDS

If the student withdraws from Wolford College, he/she will be subject to the Federal Return of Title IV funds policy in addition to the Wolford College refund policy, as administered by the Financial Aid office. Depending on the results of the refund a student may owe money to Wolford College.

The amount of assistance the student is eligible for is determined on a prorated basis. If the student completes 30% of the payment period or period of enrollment, he/she will earn 30% of the assistance originally scheduled to receive. Once the student has completed at least 61% of the payment period or period of enrollment, all assistance is earned. The federal government has mandated a Policy of Aid Recalculation where recipients of Title IV funding fail to complete a minimum of 61% of the semester's attendance. Title IV programs which are authorized under the Higher Education Act of 1965 include Federal Direct Subsidized Stafford loan, Federal Direct Unsubsidized Stafford loans, and Federal Direct Graduate Plus loans.

For the purpose of determining the point of withdrawal during a semester, the student separation date is:

- The date the student began Wolford College's official withdrawal procedure outlined in the Wolford College Student Catalog,
- The date determined by the school as the last date of academically related activity, or
- The date established by a survey of class instructors.

A recalculation example is noted below:

Mike Smith attends Wolford College during the 105 day (15 weeks) summer semester for 40 days and has to leave school. In accordance with the Wolford College withdrawal policy, he contacts the financial aid office and completes the required paperwork.

Mike has received a \$6,762 federal unsubsidized Stafford Loan and \$738 from the graduate plus loan to pay for his summer semester charges of \$7500. $40 \text{ days attended} / 105 \text{ days in the semester} = 38\%$ earned aid $38\% \times \$7,500$ (Wolford College charges) = \$ 2,850 earned by the school

$\$7,500 \text{ total charges} - \$2,850 \text{ earned by the school} = \$4,650$ to be returned by Wolford College to the federal government on Mike's behalf. The \$4,650 will be returned to the Federal Unsubsidized Stafford loan. Mike then owes Wolford College \$4,650 because the course drop occurred after the tuition and fee refund date.

Students are responsible for any assistance awarded to them for which they do not qualify or earn (overpayment). The student will be notified of the overpayment, and must repay it in a timely manner. The student will be ineligible for future federal financial assistance at Wolford College or other institutions until the student repays the amount due. Please note that even if the student repays the overpayment amount, the student is subject to the Satisfactory Academic Progress policy.

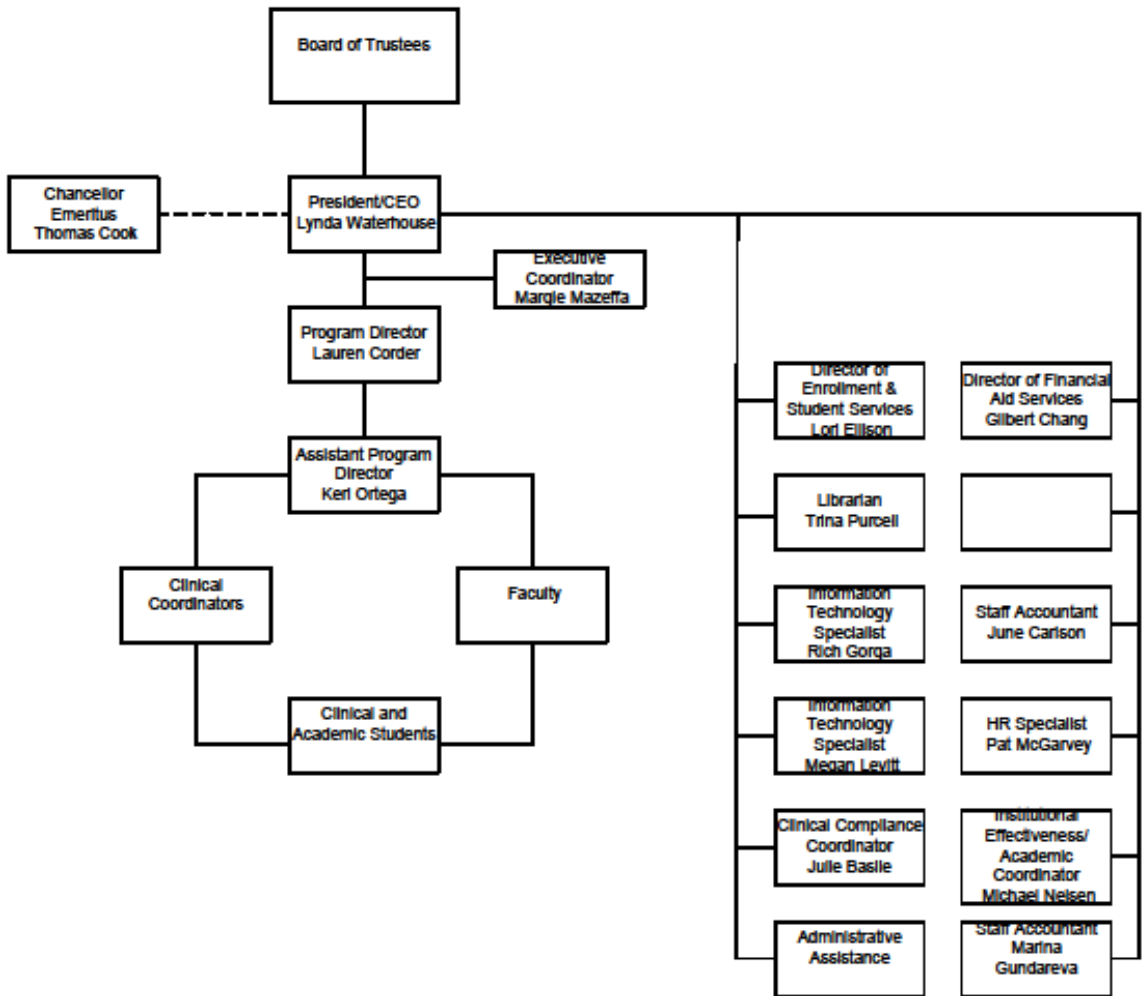
CANCELLATION OR ANNULMENT

Students who receive their financial aid and withdraw their registration after the semester has begun must repay all of their financial aid accordingly to the refund policy. Financial aid resources must be returned to the source (e.g., Stafford loans, etc.).

EXTENUATING CIRCUMSTANCES

If during the school year, the student experiences extenuating circumstances that may have an impact on his/her ability to perform satisfactorily in classes, the ability to pay college expenses, or to complete the FAFSA, he/she is encouraged to contact Students Financial Aid office for advising.

WOLFORD COLLEGE ORGANIZATIONAL CHART



CURRENT ADMINISTRATION & DIDACTIC FACULTY

ADMINISTRATION

Julie Basile, MS
Rochester Institute of Technology
Clinical Compliance Coordinator

June Carlson
Staff Accountant

Gilbert Chang, MBA
Universidad Nacional de Panama
Director of Financial Aid Services

Thomas Cook, MD
University of Alabama
Chancellor Emeritus

Lauren Corder, EdD, CRNA
NOVA Southeastern University
Program Director

Lori Ellison, MA
William James College
Director of Enrollment & Student Services

Rich Gorga, BS
Florida Gulf Coast University
Information Technology Specialist

Marina Gundareva, BS CPA (AICPA)
Marymount University
Staff Accountant

Megan Levitt, BS
Florida Gulf Coast University
Information Technology Specialist

Margie Mazeffa
Executive Coordinator

Patricia McGarvey
Human Resource Specialist

Michael Nelsen, MS
Auburn University
Institutional Effectiveness/Academic Coordinator

Keri Ortega, DNAP, CRNA
Texas Wesleyan University
Assistant Program Director

Trina Purcell
MLIS Simmons College
Librarian

Lynda M. Waterhouse, MBA, CPA
University of Miami
President and CEO

DIDACTIC FACULTY

Ann Brenzel, DNAP, CRNA
Wolford College School of Nurse Anesthesia
Masters/ DNAP

Jose Castillo, PhD, CRNA
Keiser University
Masters/DNAP

Joseph Curione, DPM
Temple University
Masters

Sandra Dagenais, DNAP, CRNA
Full-Time Faculty
Wolford College School of Nurse Anesthesia
Masters/DNAP

Gail Graham, PhD
Texas Woman's University
Masters/DNAP

Thomas Lansden, DNP, CRNA
Full-Time Faculty
Northeastern University
Masters/DNAP

Theresa Morrison, PhD, CNS
Duquesne University
Masters/DNAP

Denise McNulty, DNP, RN-BC
Duquesne University
Masters/ DNAP

Kathleen Minott, DNAP, CRNA
Full-Time Faculty
Wolford College School of Nurse Anesthesia
Masters/DNAP

Keri Ortega, DNAP, CRNA
Texas Wesleyan University
Masters/ DNAP

Anthony Pellone, PharmD
University of Florida
Masters

Richard A. Schumacher, Pharm D
University of Kentucky
Masters

Deborah H. Selman, DNP, RN
Walden University
DNAP

CONSENT FOR DRUG SCREENING

I, _____ as a student at Wolford College, hereby consent and authorize Wolford College and its designated agents to withdraw a blood sample and/or collect a urine sample as requested, for the purpose of determining the presence of alcohol and/or drugs, if any. I understand that this test may be requested in accordance with Wolford College’s substance abuse policy and will be at my expense. I furthermore authorize the release of my results to Wolford College. I understand that based on my first positive confirmed result, I will be referred to the **Florida Board of Nursing Impaired Nurse Program** and may be required to participate in a program of drug and alcohol rehabilitation and will be dismissed from Wolford College. I agree to hold harmless Wolford College and its officers, agents and employees from and against any harm, claim, suit, or cause of action that may occur as a direct or indirect result of the test or release of the test results to Wolford College. I understand this Consent, and I sign this Consent voluntarily under no duress.

Student’s Signature

Date

Name (print)

Witness’ Signature

STATEMENT OF PATIENT CONFIDENTIALITY

I understand that I am obligated not to discuss, disclose or disseminate any patient information unless that information is required for patient care. Violation of this patient right by any student is cause for disciplinary action, up to and including dismissal from Woford College.

Student's Signature

Date

Name (print)

CONSENT TO ADHERE TO WOLFORD COLLEGE CATALOG AND STUDENT HANDBOOK POLICIES

I have read a copy of the Wolford College Catalog and Student Handbook. I have had the opportunity to review and discuss its contents and I agree, as a student enrolled in this program, to adhere to the policies and guidelines set forth. I understand that changes to the curriculum and/or policies and procedures may occur to improve the educational process, and that I will be notified if such changes occur.

Student Signature

Date

Name (print)

PHOTOGRAPH/AUDIO WAIVER AND RELEASE

I hereby grant to Woford College and anyone authorized by Woford College the right to use, reproduce, publish, and exhibit my portrait, likeness, or voice for use in all media, including without limitation, Woford College publications, the Woford College website, brochures, advertisements, and the World Wide Web. This document will serve as a release and waiver of any rights to privacy and any right to inspect or approve the finished product. Such productions may be copied or copyrighted with the College retaining any and all rights, during the entire length of the program and thereafter. I hereby release, discharge, and agree to hold harmless all the parties to whom this consent is given from any liability.

I certify that I have read and understand the above waiver and release form.

Student Signature

Date

Name (print)