



ABERDEEN INSTITUTE



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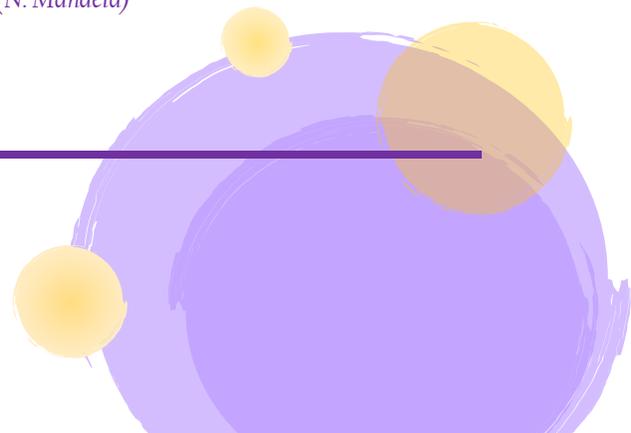


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SCHOOL CATALOG

06/30/2024 – 07/01/2025

*'Education is the most powerful weapon which you can
use to change the world' (N. Mandela)*



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I. GENERAL DISCLOSURE INFORMATION

School Catalog General Disclosures

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The Aberdeen Institute school catalog is published for informational purposes only and every effort is made to ensure its accuracy. The provisions written herein this document are not to be regarded as irrevocable agreement or contract by and between the student and the school, Aberdeen Institute, hereinafter referred to as A.I.

A.I. reserves the right to change any provisions or requirements at any time within this catalog, while taking precautions that such changes do not cause hardships towards the enrolled student. The student is responsible for consulting with the current schedule of classes, course syllabi, and other related materials for supplementary information.

The A.I. school catalog is updated annually. Any changes made to the school catalog at a time prior to the annual issuance of the updated catalog shall be reflected at the time they are made in supplements or inserts accompanying the catalog. An individual who is interested in the school's academic programs offered shall receive a copy of A.I.'s school catalog either in person such as in a case of a 'walk-in' or given electronically via email or mailed upon request through the U.S. Post Office Services.

A.I. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, and has not had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Any questions a student may have regarding this school catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education (BPPE)

- Physical Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
- Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
- Website Address: www.bppe.ca.gov
- Telephone and Fax Numbers:
 - Office: (916) 574-8900 or by Fax (916) 263-1897
 - Toll-Free: (888) 370-7589 or by Fax (916) 263-1897

Academic Program, Language Proficiency and Delivery

All class sessions are held on campus location in Van Nuys, California. The regular academic program is administered through a combination of on-and-off campus deliveries. On campus for the theory (didactic) lecture needs, practical applications in the skills lab using nursing competencies checklist and lab equipment, and offsite at any of the affiliated facilities officially approved by the regulatory agencies.

All programs, courses, or classes at Aberdeen Institute shall be delivered in the English language only. As such, the English as Second Language (ESL) services is not provided, and the applicant must show proficiency of the English language.

The English language proficiency for the Nurse Assistant program shall be at the 7th grade reading level, and for the Vocational Nursing program shall be at the senior high school reading level. Moreover, in the vocational nursing program, to measure this level of English proficiency, a 2-parts entrance exam will be administered to all applicants measuring one's command or proficiency of the English language (reading, writing, conversation, and knowledge) and Basic Math calculations. The student must pass both parts of the entrance examination at the school's benchmark.

A.I. reserves the right to modify the school catalog and its office and academic schedules as deemed necessary to continue timely and proper delivery of education and training and considering the availabilities of the staff and faculty.

The Aberdeen Institute has not applied nor has the institution or any of its programs offered been accredited by an accrediting agency recognized by the United States Department of Education.

Academic Calendar Definition

Aberdeen defines its academic year as an educational period between July 1st through June 30th of the following year.

- Calendar Year – is a one-year period between January 1st and December 31st.
- Fiscal Year – is a one-year period that companies use for financial reporting and budgeting needs.
- Academic Year – is a period of the year during which students attend educational programs at an institution of learning.

In observance of **official holidays** except* where indicated, the school will be closed, and classes will not be held during the following:

New Year's Day	President's Day	Memorial Day	Independence Day
Labor Day	Veterans Day	Thanksgiving Day	Christmas Day

Constitution Day* - The Constitution Day is recognized on September 17th.

- The day the U.S. Constitutional Convention signed the Constitution in 1787.
- Aberdeen Institute will hold regular classes on this day.

School and Business Offices Operational Schedule

- Open from Mondays to Fridays with some Weekends as pre-scheduled
- Close on official holidays as indicated above except for the Constitution Day
- The office hours are from 9:00 am to 6:00 pm

Description of Facility and Equipment for Student Use

Aberdeen Institute is conveniently located directly off the 405 freeway and Sherman Way Boulevard in the heart of the San Fernando Valley. Located in Los Angeles County, the school is easily reached by car or public transportation. Available within the immediate neighborhood are apartments, banks, church, hospital, library, restaurants, and shopping mall.

The school premises consist of approximately 1,545 sq. ft. that includes offices, computer and reading room with library holdings, kitchenette, classroom, and skills lab are safely housed in a building that is modern and secure. The atmosphere and design of the classroom and skills laboratory are highly conducive for learning. The classroom is equipped with desk and chairs, a large 60" screen TV to allow video play of nursing patient care skills and other related videos. An available ceiling-mounted projector and projection screen will provide both audio and video capacity needed in this technologically driven teaching and learning. A faculty classroom computer with internet capability is available for lecture, audio, and visual modalities. This will enable the faculty to show online or web-based available materials such as educational and publicly available videos from the internet and those provided by the publishers. An official school identification (photo ID) and an email are issued to all students to allow easy identification and allow electronic communication with privacy between the school faculty and staff and the student.

The reading room (library) contains reading materials i.e., textbooks, magazines, and other literature related to the educational programs offered. This room contains a computer terminal equipped with the internet to allow students the world-wide-web search functionality. Web-based word-processing software i.e., MS Word, Excel, and PowerPoint, are ready for student use. All computer terminals (desktop) available in school are up to date with Windows Operating System (OS), and MS Office and current internet web-browsers for online access. A more comprehensive collection of resources is made available in various publication formats i.e.,

books, periodicals, etc., through the use of the Library and Information Resources Network (LIRN) that will help empower this school and its small library to reach their full potential. This online library system has the LIRN Portal that serves as the gateway for students, faculty, and staff to securely connect to countless library resources. Faculty and students can access a list of available online resources, along with a brief description of the resource. Content can be listed alphabetically, by subject, or by content provider.

The LIRN information resources have been defined as that information bearing material both in printed and electronic formats, such as textbooks, journals, indexes, abstracts, newspapers, magazines, reports, CR-ROM databases, internet/e-mail, video tapes/cassettes, diskettes, magnetic disks, computers, and micro-films. The library is accessible during business hours and virtually through LIRN technology for all students, faculty, and staff.

The available skills laboratory is equipped with three (3) functional electric hospital beds. One of the hospital beds is specifically a maternity/birthing bed. This bed contains a female manikin with the capacity to simulate nursing care of a pregnant patient. The second hospital bed contains a male manikin that can simulate nursing care skills related to the male gender and elderly population. The third hospital bed is made available to simulate proper bedmaking techniques and many other fundamentals of nursing care skills. One medication cart is available to simulate knowledge and skills in pharmacology and administration of patient's medications.

Other available equipment includes wheeled-walkers, a pair of crutches, an intravenous (IV) pole with attached functional G-tube machine to simulate skills in mechanical feeding of the patient. One arm manikin is available for the students to practice their knowledge and skills in intravenous therapy and blood withdrawal procedure with disposable sharps containers. There are two (2) central supply 4-shelving units well-equipped with current supplies applicable to curricular programs offered requiring skills laboratory instruction and training. Three Blood Pressure sets, and vital signs equipment are available for students' practice needs. An upright weighing scale and a baby scale are both available for student use. The skills lab has lots of cabinetry for storage and a fully functioning dual sinks with heated water for handwashing techniques and other applicable skills. And a large 5' x 7' white board mounted on one wall for faculty and student use.

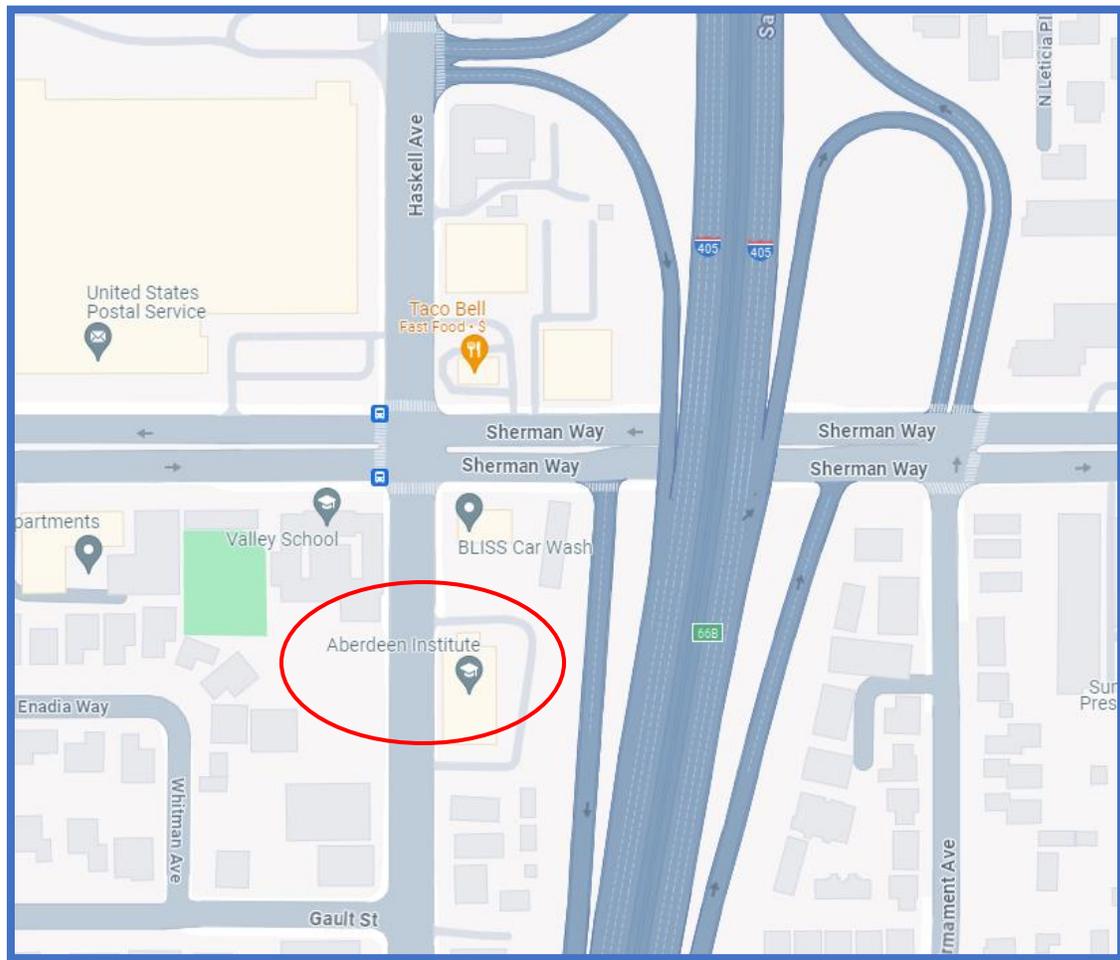
The building management is located locally within the neighboring community that is easily contacted for building issues and other environmental needs. The **building management** contact, location, and business hours are as follows:

- Lessor: The Darakjian Family Trust
- Address: 18531 Roscoe Blvd., Suite 215, Northridge, CA 91324
- Phone: (661) 253-2223 Fax: (661) 253-2297
- Email: mayratadeo78@gmail.com
- Mondays through Fridays from 8:00 am to 6:00 pm
- Except for legal holidays when the building may be closed.

Contact Information

- School Address : 7136 Haskell Avenue, Suite 300, Van Nuys, CA 91406
- Office Telephone : (818) 206-2500
- Fax Number : (310) 278-4703
- Website : www.aberdeen.institute

School Location Map



General Directions

- | | |
|--|---|
| <ul style="list-style-type: none">▪ <u>From the 405 Fwy North</u><ul style="list-style-type: none">○ Drive down the 405 freeway, South Bound○ Take the Sherman Way Exit○ At the end of the off-ramp is Haskell Avenue○ Turn Left on Haskell Avenue and drive past Sherman Way○ Arrive at 7136 Haskell Ave., Suite 300 | <ul style="list-style-type: none">▪ <u>From the 405 Fwy South</u><ul style="list-style-type: none">○ Drive up the 405 freeway, North Bound○ Exit on Sherman Way WEST○ Turn Left on Haskell Avenue○ Arrive at 7136 Haskell Ave., Suite 300 |
|--|---|

The Board, Governance and Approval

Aberdeen Institute has a Governing Board that comprises professionals who have many years of diverse professional work experience in supervisory, management, and leadership roles. These members will meet at least annually, and other times as deemed necessary to discuss planning, program development, fiduciary responsibilities, and overall business transactions of the institution.

The Governing Board, also identified as the school's Advisory Board, have the authority to exercise governance and periodic monitoring of the entire organization. Collectively, it oversees the school's operational integrity through supervision, monitoring and guidance protocols. Members of the governing or advisory board include the School Director, Assistant School Director, and the Program Director(s). Other professionals may be invited and appointed to become part of the Governing /Advisory Board of the institution. These professionals may come with years of education, management, and executive experiences that may represent the school's offered certificate programs.

Collectively, the members may have contributed and/or formed the programs of the institution to provide education and training in the allied-health care industry to help ameliorate the gap related to the healthcare staffing shortages throughout the industry, the neighboring communities, and nationwide.

Aberdeen Institute is a private institution approved to operate* by the Bureau for Private Postsecondary Education (BPPE). *Approved to operate means compliance with the State standards as set forth in the CEC and 5, CCR.

At this time, the institution and its related educational programs have not gone through a special accreditation process. Therefore, the school and program offered are not currently accredited by any agency recognized by the United States Department of Education.

At this time, the Aberdeen Institute does not participate in Federal and State financial aid programs.

Administration and Faculty

The administration and faculty directory and the organizational chart shall be periodically reviewed and updated. It is the school's practice to update the directory when deemed necessary. During the release of the school catalog publication, an addendum of the directory will be inserted at the back of the current catalog and a copy be sent electronically to all staff, faculty, students, and other affiliates.

The administrative staff and faculty members are carefully selected through the evaluation of required credentials, verification of work experience, and periodic review of the work performances thereafter.

The minimum qualifications of the faculty members for teaching a certificate program are as follows:

- a) Graduated from an accredited program as recognized by the U.S. Department of Education, the Council for Higher Education Accreditation (CHEA), or an otherwise recognized training entity such as a hospital-based program in their specialty field, or its equivalent (the equivalency of foreign education and the specific courses using a known credential evaluation service provider.
- b) The faculty member must have one (1) year of experience in the subject field in which they teach, or a minimum of three (3) years of job-related training and experience for those whose verified education is not directly related to the field in which they teach.
- c) All faculty members must receive training in principles and methods of teaching pedagogy, including adult learners, teaching delivery and techniques and shall be evaluated by a school designee within thirty (30) days from beginning of instruction.
- d) Must hold current licensure, certification, or other designation as required by the local, state, or federal laws to work in the field.

Aberdeen's Mission Statement

Reflecting on the value of education and training in a responsible and productive society, it is the school's mission and commitment to participate in the process of developing 'self-worth' to students who are seeking to improve their lives and well-being.

The Vision Statement

We aim high to provide students with solid education and training foundation necessary to climb the career ladder through the implementation of Aberdeen Institute's curriculum that embodies the following (aka CRAMP):

- Collaboration
 - By allowing individual and group discussions, working as part of a team, and acknowledging the individual differences in cultural beliefs, life activities, and personal needs.
- Return-Demonstration
 - By providing every student the chance to verbalize, role-play, and/or problem-solve a given situation or assignment.

- Acknowledgment
 - By rewarding every student's successful completion of the educational and training program that will help give a greater sense of purpose in life.
- Mentorship
 - By fostering an environment conducive of learning and nurturing its students through extensive coaching and tutorials.
- Participation
 - That every student will have the chance to participate in class activities with emphasis in the importance of understanding individual opinions, concerns, questions, and the need to communicate therapeutically.

School Program Objectives

An educational institution should be able to provide services comparable to the ever-changing aspects of society. Aberdeen Institute expects to advance further and be at least equally competitive with other educational facilities in the field of healthcare, so that quality education may be provided to the student population it serves.

The school's program objectives are as follows:

- 1) To help and coach the student to produce the best possible outcome – passing the school exam and completing the program.
- 2) To prepare the student for initial and or continued employment.
- 3) To assist the student in making educational and career decisions.
- 4) To prepare students to make informed consumer decisions and apply practical life skills.
- 5) To prepare students for further vocational and/or technical career training and education and a lifelong learning.
- 6) To assist the student in developing sound decision-making skills, achieve therapeutic communication, problem-solving abilities, and leadership and citizenship skills.

Institutional Student Outcomes

Upon completion of the program of study, the graduate will be able to implement the Aberdeen Institute's Program Learning Outcomes (PLO's):

- 1) Master the knowledge, skills, and attitudes of a discipline.
- 2) Apply critical thinking and professional judgment skills in both problem analysis, planning and implementing solutions.
- 3) Exhibit the highest ethical and professional standards and integrity.

- 4) Contribute to continuous quality improvement efforts.
- 5) Function collaboratively as a member of the interdisciplinary team.
- 6) Use information literacy skills necessary to support continuous lifelong learning.
- 7) Appreciate cultural differences and values to serve the community as responsible professionals in a diverse society.
- 8) Communicate effectively both orally and in writing, and through the use of technological media.

In consideration, the institutional objectives and student outcomes for Aberdeen Institute evolve over time as they are shaped by the students, faculty, staff, employers, and other constituencies along with the changing community environment and the healthcare industry.

II. ADMISSION /ENROLLMENT INFORMATION

Enrollment Status

The enrollment status is defined as the number of clock hours in each program for certificate programs.

CERTIFICATE PROGRAMS	
STATUS	CLOCK HOUR
▪ Full Time	▪ 24 or more hours
▪ Three-quarters (3/4)	▪ 18 to 23 hours
▪ Half Time (1/2)	▪ 12 to 17 hours
▪ Less than Half Time	▪ Less than 12 hours

An applicant may call to inquire, register, or set up an appointment for information sessions with an Admissions Staff between 8:30 am and 5:00 pm. Each applicant must meet the eligibility requirements to be considered for acceptance into a program. Any required documents should be submitted to the school prior to or no later than the 1st week of class.

I. Academic requirements:

- a. Proof of completion of a 12th grade education school transcript or a high school diploma, a GED certificate or its equivalent.
- b. Successfully pass the admissions entrance examination, if applicable.
- c. Transfer of credits through evaluation of an official academic transcript of records (TOR) from the previous school.
- d. Successfully pass the interview given by the program director or designee.

2. School and Facilities - Medical Health Clearance requirements (official school H&P form):
 - a. Proof of Medical-Health clearance report from primary care provider (MD/NP, etc.).
 - b. Proof of Tests or Titers for TB (and/or Chest X-ray), Hep. B, Rubella, MMR, TDAP, seasonal Influenza vaccine (Flu shots), and completed doses of COVID-19 vaccine.

3. Other school requirements include:
 - a. Proof of an active Basic Life Support (BLS-CPR card) given by the AHA.
 - b. Recent proof of a cleared Criminal Background Check with no pending court notice.
 - c. Recent proof of a Urine Drug screening with negative results.
 - d. Fulfill the Essential Duties to meet clinical requirements that includes the Emotional and Physical requirements set forth by the institution (see official school H&P Clearance form).
 - e. Official and currently active U.S. Government-issue documents i.e. State ID or Driver's License, U.S. Passport, and Social Security card number.

Enrollment Policy and Procedure

A prospective student (applicant) seeking admission to Aberdeen's programs begins the admission screening and enrollment process by submitting a complete and accurate enrollment agreement along with the non-refundable registration fee. The registration fee covers the student's entrance exam.

As an applicant, the prospective student is encouraged to review and understand the contents of this school catalog prior to signing an enrollment agreement. S/he is encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement. The procedure by which the process is determined is as follows:

- a. From the time of the applicant's expressed interest through an initial telephone conversation, to the time s/he comes to tour the school campus, and all the way prior to signing an official enrollment agreement (contract), the applicant's permanent residence or physical location and address is determined by
 - 1) Securing a valid copy of the State Issued Identification, or State DMV issued current Driver's license, **OR**
 - 2) A valid and current issue of a U.S. passport bearing the picture and current address of the applicant, **OR**
 - 3) A signed student attestation certifying that s/he physically resides in the State of California where s/he provides a current address at the time of the enrollment process.

- b. During the process, the applicant is provided another document subsequent to the enrollment agreement called "**Change of Contact Information**" form to be completed

onsite, and periodically updated by the student at a minimum of twice a year that will be collected and filed officially on records at the Registrar's office.

- c. Before signing the enrollment agreement, the applicant or student
 - 1) acknowledges that Aberdeen Institute does not offer distance education inside and outside of the State of California,
 - 2) acknowledges that if s/he relocates to a State in which the school does not have approval to operate prior to program completion, may adversely impact the student's ability to complete the program or obtain gainful in-field employment.

An enrollment agreement that is verified to have contained incomplete, false, or misleading information may be grounds for dismissal. Once the agreement and fees have been received by the school, the applicant is responsible for ensuring the completion of one's admission record/file.

The admission representative will advise the student regarding the documents required in order to begin the program of study. All required admission documents must be submitted to the school prior to the program start date. The student must complete the admissions process, join, and participate in the required orientation day, and be in attendance on the first day of class. The classes are filled on a 'first-come, first-serve' basis. The applicant initially meets with the admission representative to discuss career opportunities and the entire matriculation process of the school.

Applicant with a Felony Conviction

The admission staff will not accept an applicant with a felony conviction. The school does not believe that such a student shall make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of study is unlikely. Any felony conviction must be disclosed by the applicant to the admissions staff for further assistance.

Criminal Background Check

The applicant or potential student nurse shall not be allowed to practice nursing skills or have contact with any patient having a negative felony conviction as defined in 22, 243.4, 262, 273a, 288, 299, and 368 of the Penal Code. S/he must submit to a valid fingerprinting clearance by the Federal Department of Justice to participate in the nurse assistant program. S/he will agree to the screening policy, receive a copy of the Penal Code, and sign the form 283b stating that the individual has never been convicted of a felony. If during the training period, the background check returns evidence of a criminal background and/or that s/he lied on the signed form, the potential student or student nurse has lied on the signed agreement /form, the individual will be responsible financially for all the hours of instruction that occurred prior to termination from the program and school.

Entrance Examination

The applicant or potential student must take an entrance examination and is subject to an interview with the admissions representative covering topics related to personal, educational, and employment history.

Passing the entrance exam TEAS® at 41.3% (Basic) demonstrates that s/he can perform in the classroom at the level required for each of the programs, and the institution may then proceed with the enrollment process. Students meeting the Transfer of Credit policy for a program are exempt from having to take the entrance examination.

The applicant shall have a maximum of two (2) attempts, at least 2 weeks apart, to successfully pass the admissions entrance exam. When an applicant does not pass after the second attempt to the entrance examination, s/he must wait for a period one (1) year from the matriculation date before s/he can attempt the entrance exam again.

Diploma and Official Transcript of Records (TOR)

As appropriate, the applicant must submit an official high school diploma or high school transcript of records, or an official degree document reflecting all the work taken at the institution of education.

An applicant who did not graduate from an accredited high school but received a certificate for General Education Development (GED) or passed the HiSET, TASC, or other state-authorized examinations must provide documents as proof of certification or an official transcript of records (TOR) reflecting all works taken at the institutions of higher education.

Transcript of Records Requests

The student/graduate may request an original copy of her/his official transcript of records (TOR) at the Registrar's office. The student/graduate must allow up to ten (10) business days to process the order. The first order of the official Transcript of Records (TOR) is free. Any order(s) requested thereafter must pay for the process in the amount of \$100.00.

Foreign Transcript of Records

All academic records from countries other than the United States must be evaluated by the credential evaluation service of an agency that has published standards for membership, affiliations to national and international higher education associations, and are frequently linked to and use by the Federal and State agencies, educational institutions, and employers.

Below are the examples as follows:

- National Association of Credential Evaluation Services or NACES: <http://www.naces.org/members.html>, or the
- Association of International Credential Evaluators, Inc., or AICE: <http://www.aice-eval.org/members/>.

Transfer of Academic Credits

The school considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA). The student must complete a minimum of fifty (50%) of credits on campus (residential) for all certificate programs.

The Registrar will draft an evaluation of any credits from previous education and/or training using the school's official evaluation form. Then the Program Director will review all matters pertaining to the drafted evaluation at a minimum. meets the following requirements:

- Transferable courses must have a grade that meets the school's benchmark of 75% (C).
- All requested credits must have been courses taken within the last five (5) years to date.
- Courses earned from an institution outside of the United States (foreign schools) must be evaluated using the standards established by the agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer of credit is to be awarded.
- An official Transcript of Records (TOR) from the previous institution must be submitted before credit is granted.

For Prior Experiential Learning, the school does not award course or class credit based upon challenge examinations or achievement tests. Moreover, A.I. does not accept transfer credits for advanced placement (AP) coursework or examinations.

At this time, the school is not equipped to admit students from other countries /internationally since it has not applied nor been approved to provide I-20 student visa in accordance with the International Student and Exchange Visitors Program.

Assessment for Admission

The school retains the right to accept or reject an application based on the person's character references, scholastic achievement status, and/or financial status. Presuming that all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward the chosen career training program, an enrollment agreement form must be completed. The agreement by and between the school and the applicant must be executed properly with signatures and dates.

At this point, the first payment may be made (prior to the first day of class, unless other arrangements are made), the student is required to pay in full, the registration fee, cost of books and equipment, and the first tuition payment by the program's start date (or before the first day of class).

Admissions Status

The student who has been granted admission to the program of choice must be identified with the proper designation of "Admitted" status. This is done after the applicant's admission file has been reviewed and all admission requirements have been met and/or received by the Registrar.

Alternate Student Status

For the vocational nursing program, an alternate student may be placed on a condition status to replace a student who may drop out of the program. The number of alternate students admitted may not exceed 10% of the school's Board -approved number of students requested per cohort.

Prior to admission, the alternate student will be informed in writing of their alternate status and that they may be dropped from the cohort during term I of the program. S/he may participate in classes on campus up until the first scheduled clinical day rotation when none of the admitted students have dropped out. At this point, the alternate student must be officially removed from the program as a cancellation and may be deemed with high priority admission for the next available cohort starting the program.

An applicant with an 'alternate student' status, is not eligible for any financial help and the institution does not have the approval to provide education funding through Title IV of the Higher Education Act of 1965 (HEA).

Re-Enrollment

To re-enroll, a returning student must first submit in writing a letter to the program director noting the reason for the initial withdrawal and reasons for desire to re-enroll, and the steps that have been taken to mitigate previous reasons for withdrawal. The student may re-enroll appropriately if:

- S/he withdrew from the class or program.
- S/he has interrupted the continuous program enrollment during class.
- S/he was dismissed or suspended for non-academic reasons.
- S/he has an invalid leave of absence.
- S/he plans to return for completion and graduation.

A student who left in good academic standing and is seeking re-enrollment in the previous program shall be approved to re-enroll considering all stipulations have been met. A student who re-enrolls must sign a new enrollment agreement at the current tuition rate.

A student dismissed from the program for unsatisfactory progress and/or poor behavior may apply for readmission under the guidance of the school academic committee. The student must show that the cause(s) that lead to the termination has been addressed satisfactorily. The academic team shall review the case with careful considerations that include all factors involved in the approval and acceptance processes. Thereafter, the Program Director shall discuss/review the status report with the applicant.

Whether due to probation, termination, suspension or personal reasons, a student may be **reinstated** upon final approval of the Program Director. All considerations for re-enrollment or re-instatement must be made with a written request from the student that shall be delivered to the school's admissions office.

The School Orientation Day

The prospective student must be on campus or via a Learning Management System (LMS) prior to the first day of class to complete the matriculation process with a detailed orientation. The purpose of the orientation is to provide a one-day session where all participants can discuss, interact, explain, answer questions or clarifications, do workshops, among many other important matters related to the education and training of the participants. The Orientation Host will go over the expectations of the schools as detailed below:

- General School Information
 - Operational Schedule and Contact Information
 - Official School-Observed Holidays
 - School Approvals
 - Services provided by the school
- Admissions Information
 - Reminder of meeting the admissions criteria and other requirements
 - Brief discussion related to applicants with felony conviction
- Academic Information
 - Discuss the mission and goals of the program and the related learning outcomes.
 - All academic policies i.e. attendance, tardy, grading standards. etc.
 - Graduation Requirements
- Student's responsibilities towards class and clinical day preparation.
- Affiliate clinical site requirements related to health clearances. Remember that the site reserves the right to exclude a student from entering the premises when non-compliant with the facility's health code requirements.

- Observation of any confidential documents related to HIPAA.
- Evaluation Methodologies for Student Progress
- Conduct expected as a student on campus and as a school representative when out in the community such as at the affiliated clinical sites.

III. FINANCIAL INFORMATION

Certificate Programs and Charges

The school's finance office staff shall be available to assist a student with questions related to general financing of her/his education.

Program Title	Total Charges (current period of attendance)	Reg. Fee (non-refundable)	STRF Fee (non-refundable)	Estimated Tuition (per term/level/payment period)	Estimated Tuition (total tuition)	Est. Books, Equip. (other fees)	Est. Total Charges (whole program)
Nurse Assistant	\$1,850.00	\$50.00	\$5.00	N/A	\$1,605.00	\$190.00	\$1,850.00
Vocational Nursing	\$7,407.50	\$100.00	\$65.00	\$5,327.50 / Term	\$21,310.00	\$4,325.00	\$25,800.00

(All fees are subject to change)

Tuition Payment

Upon enrollment, the student assumes responsibility for paying the tuition costs in full, either through direct payment out of pocket or an individualized financing tuition payment plan (IFTP). For the Vocational Nursing program designed to be four months or longer, the institution shall not require more than one term or four months of advance payment of tuition at a time. However, when fifty percent (50%) of the program has been offered, the institution may require full payment. All arrangements for payment of tuition are to be made in advance. The student is expected to pay her/his obligation at the beginning of each payment period.

The student is solely responsible for payment of all tuition, which must be paid in full to complete the program. The school can deny a document of completion to a student who has not fully paid her/his obligation to the school.

Aberdeen Institute is not a lending institution. For any program, tuition should be paid on a pre-arranged date according to the contract. When payment is not made per the agreement, the student may be at risk of suspension until such time that tuition is made current. This situation may necessitate the student continuing her/his studies with another group/cohort/term or time.

Processing Fees and Late Fees

A late fee of \$25.00 will be assessed for every course for which the student's tuition payment has not been received according to the terms of the student's financial agreement. A processing fee of \$25.00 will be charged for checks returned for any reason. If a student completes a program of study with a balance remaining on the account, the student must pay the account in full before graduation is completed. A nominal fee will be charged for all credit card transactions.

Tuition Collection

The student may opt to pay the tuition in full including fees through out-of-pocket payments and any funds received through institutional loans after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement. The student has until the last day of attendance to clear her/his tuition balance before the account becomes outstanding.

Process of Collection

Letters and email blasts will be sent out on prearranged days to inform and attempt collection of past due balances before being reported to the collection agency.

- 30-days Past Due:
 - An email will be sent to the student's email address and a letter to any other address on file. A Hold* status will be placed or remain on status.
 - *Hold – student may not obtain a transcript of records, view grades or re-enroll until the amount is paid in full.
- 60-days Past Due:
 - Past due email and warning letter are sent out.
- 90-days Past Due:
 - Final letter will be mailed. This is the **Final Notice**.
 - Students will have fourteen (14) days to respond from and repay debt before the account is sent to collections.

Collection Placement

After the fourteen (14) days of the final notice, all accounts greater than \$250.00 will be referred to the collection agency.

- Accounts with the agency will incur collection costs.
- The debt will be reported to credit bureaus.
- Students may not re-enroll until balance is paid in full.

Accounts under \$250.00 will remain in-house and acquire a fifteen (15%) penalty fee, from the original unpaid balance. Any questions regarding this policy and procedure may be directed to the school's business office.

Refund Policies – Certificate Programs – In compliance with the CA. Ed. Code §94911(e)(1)

- **Prior to the Start of Classes**

If the applicant is not accepted by the College, all monies paid, including tuition and registration fee will be refunded. The College reserves the right to cancel a class prior to the first scheduled class day. In the event of class cancellation, a student is entitled to a full refund including registration fee. If the applicant is accepted by the College and does not start classes, all monies paid, including tuition and registration fee will be refunded.

- **During the Cancellation Period**

The student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh (7th) day after enrollment, whichever is later.

To withdraw or cancel the enrollment agreement, the student must send via email, letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked and accepted after the first-class session, or the seventh (7th) day after enrollment. Compliance with this policy will result in a full refund less the registration fee not to exceed \$250.00. A student may withdraw from the institution after the cancellation period.

- **After the Cancellation Period**

If the student withdraws from the certificate program after the period allowed for cancellation of the enrollment agreement, Aberdeen Institute will calculate a refund of tuition, fees, or supplies (books and/or equipment) due for the period of attendance. The refund amount will be the difference between earned charges and unearned charges for the period of attendance. Refund due will be made without requiring a “request for refund” form from the student. The refund will be given within forty-five (45) days of the last day of attendance, which is considered the drop or withdrawal date.

Books and/or equipment purchased from A.I. must be returned to the school in “like new” condition within the cancellation period or students will be liable for the full cost. If the student borrowed the schoolbooks and/or equipment, the student must return the books and/or equipment in good condition to the school within thirty (30) days before receiving the refund. If the student fails to return these within the thirty (30) days, the fair market value of the books and/or equipment will be deducted from the amount of the refund.

The business office shall provide a pro-rata refund of non-federal student financial aid program money paid for institutional charges to a student who has completed sixty percent (60%) or less of the period of attendance for certificate programs.

For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law. Similarly, the student is entitled to a refund of money not paid from the federal student financial aid program funds. Currently, the school does not provide the U.S. Federal Student aid program. It is the policy of the school to pay the refund in the disclosed distribution policy found in this school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWED FOR THE TIME YOU HAVE ATTENDED, THEN A REFUND WILL BE MADE WITHIN FORTY-FIVE (45) DAYS FROM THE WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY THE BALANCE.

Refund Procedures /Refund Method /Pro-rata Refund Calculation

- **Refund Procedures**

To request a refund, a student shall complete and submit a 'Notice of Cancellation/Withdrawal' form or deliver a written letter to the Registrar's Office stating the intent to cancel or withdraw from the school program when a student is voluntarily withdrawing. The school will fill out a 'Notice of Drop from the Program' form when a student is dropped involuntarily. A written letter of cancellation or withdrawal need not take a particular form and however expressed, is effective if it shows that the student no longer wishes to be bound by the school's enrollment agreement.

The 'Notice of Cancellation /Withdrawal' form is available at the Registrar's office, or a written letter of cancellation or withdrawal can be mailed, faxed, emailed, or submitted in person once completed. Refunds will be mailed in approximately two (2) to six (6) weeks. The student must be sure to provide the most current mailing address on file with the school. Refunds when due will not be made without requiring a request form from the student. Refunds are processed within forty-five (45) days of the last day of attendance.

A check is the only form of payment that the school uses to issue refunds. If a payment is made by credit card for any registration transactions, and the student shall later drop from any or all the classes within the required refund period, the school will not refund the amount back to the credit card account. All refund checks are made payable to the student by the Business Office.

▪ Refund Method

For non-federal student financial aid program moneys, the school refund policy shall be a pro-rata refund of moneys paid for institutional charges for a student who has completed sixty (60) percent or less of the period of attendance for certificate programs. At Aberdeen Institute, this pro-rata refund is applied for a student who has completed sixty percent (60%) of the period of attendance from a certificate program:

- i. Determine the total amount of tuition and fees charged to the student; then deduct the one-time charges such as the registration fee and the cost of used equipment, books, and supplies fees from the total charges (not that unused books, educational supplies, and equipment are not included in this offset and will be separately evaluated on a case-by-case basis.)
- ii. The hourly charge for instruction is calculated by dividing the tuition cost by the number of hours in the program.
- iii. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the Enrollment Agreement through the Last Day of Attendance (LDA) regardless of absences by the hourly charge for instruction. This is the prorated tuition.
- iv. The prorated tuition is added to the registration fee and the cost of used equipment, books, and supplies issued by the school to determine the total amount of charges the student is obliged to pay.
- v. The amount the student has paid for the program is subtracted from the amount the school is allowed to retain to determine if the student has a balance or a refund is due.

Statement of Indebtedness

The student is responsible for the amount of course instruction. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal financial aid funds, the student is entitled to refund of the monies not paid from the federal student financial aid program funds.

If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:

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

Pro-rata Refund Calculation Model (student not completed 100% of the period of attendance)

A student enrolls in a certificate program consisting of nine hundred (900) clock hours and the enrollment agreement reflects the following charges: The cost per clock hour is \$12.40 (\$11,160 tuition/900 clock hours). If a student is enrolled in this program sample, the costs for the period of attendance would be: \$12.40 x 450 clock hours = \$5,580.00 tuition, plus non-refundable registration fee of \$50.00 and any fees of equipment/supplies purchased from the school. A student paid \$5,912.00 (5,580 tuition, 50 non-refundable registrations, and 282 books/ supplies/ equipment) for this period of attendance. If a student stops attending after the 200 clock hours scheduled through the Last Day of Attendance (LDA), the refund calculation occurs as shown below.

Example Refund Calculation for a Student Withdrawing after the 200 clock hours scheduled through the LDA (for less than the period of attendance)	
Tuition for this period of attendance	\$5,580.00
Non-refundable registration	50.00
Used books, equipment, supplies	282.00
% of Clock hour completed if the student withdraws (When calculating percentages, round-off to three decimal places, for example: $4486 = 449$, or 44.9%)	200/450 hours or 44.4%
% of tuition paid due as refund* (rounded to three decimal places%)	55.6%
Pro Rata Tuition Refund due to student (5,580 – 2,477.52)	3,102.48
Total amount retained by the school (2,477.52 of tuition & 50.00 of non-refundable registration and 282.00 of used equipment/supplies)	**2,809.52
**\$2,809.52 = 5,912.00 – 3,102.48	

Student Tuition Recovery Fund (STRF) Statement

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, the student must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of the tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

IV. STUDENT RIGHTS AND RESPONSIBILITY INFORMATION

Notice of Student's Right to Cancel

The student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the student must send a signed 'Notice of Cancellation or Letter of Withdrawal' postmarked and accepted after the first-class session, or the seventh (7th) day after enrollment. Compliance with this policy will result in a full refund less the registration fee not to exceed \$250.00.

The Notice of Cancellation or Letter of Withdrawal must be sent via hand delivery or mailed to:

- Attn. Registrar's Office
ABERDEEN INSTITUTE
7136 Haskell Avenue, Suite 100
Van Nuys, CA 91406

If the student has any complaints, questions, or problems that s/he cannot work out with the school, write, or call the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website at www.bppe.ca.gov.

Student's Right to Records

The current official academic student files are maintained in fire-proof filing cabinets. The school maintains all files on-site for a period of at least five (5) years from the last date of attendance. The student transcripts of records and enrollment agreements are maintained permanently. Students should report a change of address or name change to the registrar immediately as they occur. It is important that the student keeps the college informed of any changes of address during enrollment as well as after completion of the program.

Student's Right to Privacy (FERPA)

Aberdeen Institute maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by A.I.

The law requires that:

- i. The student should be provided access to official records directly related to the individual. A student who wishes to see her/his records must make an appointment or submit a written request through A.I.'s Registrar Office.
- ii. The student may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
- iii. The student should be given the opportunity for a 'hearing' to challenge such records on the grounds of inaccurate records, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
- iv. The student's written consent must be received prior to releasing personally identifiable student data from the records to other than a specified list of exceptions. The school is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of student, dates of attendance, certificates and awards received, and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by the school at any time unless the Registrar has received a prior written notification or request from the student specifying against the release.

Aberdeen Institute is authorized to provide access of all student records to a school official and other employees who have legitimate educational interests. These are individuals who have responsibilities in the school's academic, administrative, and service or research functions.

A copy of the school's FERPA policy is available to students through the Registrar's office. Education records will be released pursuant to the judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of the school's intent to comply with the subpoena before the release of records.

The student has the right to restrict disclosure of directory information. Written requests for privacy hold should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout the student's enrollment period unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student has certain rights to access his/her education records (made available in the main office).

Non-Discrimination Statement

The administration and staff of A.I. do not deny admission or discriminate against a student who is enrolling or currently in a program based on race, color, religion, sex, age, disabilities, and area of origin, residence, or sexual orientation from participating in any of the school's activities. Aberdeen will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

Educational Safety Environment

The Occupational Safety and Health Administration (OSHA) requires the proper attire, including shoes, eyewear, and other articles should be worn during all class hours, on and off campus.

Americans with Disability Act (ADA)

Aberdeen Institute recognizes its responsibilities and obligations under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 to prohibit discrimination based on a disability while providing reasonable accommodations to qualified disabled students. Students have the choice to self-disclose and request accommodation through the school's ADA Compliance Officer. Communications alone with faculty or other staff members does not in itself fulfill the ADA accommodation requirements. Students will be required to verify their disability through a Medical Release Form, Documentation of Disability Form, and Accommodation Request Form. Aberdeen will review the documentation for consideration. Students applying have confidentiality and will not be retaliated against for requesting accommodations or bringing a complaint procedure for non-compliance by the school.

A.I. as a private institution is regulated by Title III of the ADA. To comply with this, the school shall:

- Provide classes and services in an integrated setting
- Provide reasonable modifications in policies, practices, and procedures that deny equal access to students with disabilities.
- Not place unnecessary eligibility standards or rules that deny students with disabilities an equal opportunity or experience.
- Remove architectural and structural communication barriers on campus when possible.
- Maintain accessible features of facilities and equipment.
- Furnish A.I.ds when necessary and requested to ensure effective communication.

It is important for the school that all students are knowledgeable about the rights and responsibilities of their education. The student has responsibility to request and report her/his accommodations. For many students with disabilities, knowing their rights is an essential part of self-advocacy. A.I. is ready to assist with this journey.

ADA Compliance on Virtual and Online Learning

Aberdeen Institute does not offer or use distance education. Currently, all programs offered at A.I. are residential only defined as classroom, skills laboratory settings, and clinical practicum.

Student Seeking Reasonable Accommodations per ADA

The Following Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Aberdeen Institute abides by the regulation that “no handicapped individuals shall be excluded from participation in the programs and services offered by AC solely by reason of the handicap.” A college may not discriminate based on disability and Aberdeen Institute ensures the programs it offers including extracurricular activities are accessible to students with disabilities. By providing A.I.ds, services, and modifying policies, students can have the complete college experience. Aberdeen Institute does not charge students for accommodation. A student is eligible for consideration for accommodation, A.I.’s, or services if they have a documented disability.

This shall require the ADA Compliance Officer (ADA-CO) to meet and verify the student’s disability.

- 1) The student shall inform the school ADA-CO of the request for accommodation.
- 2) The ADA-CO will ask for documentation regarding the individual’s functional limitations to support the request. Any medication documentation will be collected and maintained in accordance with confidentiality.
- 3) When the disability becomes qualified, the student will consult with the ADA-CO to:
 - a) Discuss the purpose and essential functions of the student
 - b) Determine the limitations the student faces.
 - c) Identify potential accommodation and determine how effective each would be for the student.
 - d) Select and implement the reasonable accommodation most appropriate for both the student and the school. While the student’s preference will be given consideration, Aberdeen is free to choose among the choices available and may choose one that is more affordable or easier to implement.
 - e) The ADA Compliance Officer will provide a written decision to the student within a reasonable time unless agreed upon otherwise by the student and the school.

Aberdeen Institute is committed to providing reasonable accommodations unless providing such would result in an undue burden or fundamentally alter the nature of the program or service provided. The school is not obligated to provide personal use items for students with disabilities needed to accomplish daily activities including eyeglasses, hearing aids, or wheelchairs. If the student does not inquire about any accommodation, they can choose to keep the information about their disability private. It is the student's responsibility to make their needs known in advance so the school can prepare a plan for the student.

Equal Opportunity

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and the Americans with Disability Act, discrimination, accommodation, and compliance issues, inquiries should be directed to the following individual:

- School Director or Compliance Officer at (818) 427-6580, for any of the following matters:
 - Sexual Harassment
 - Discrimination – Education /Race
 - Discrimination – Workplace
 - Hiring
 - Promotion
 - Training
 - ADA
 - EEO – Hiring /Promotion
 - Gender Equality

Student Responsibilities

- **Student Code of Conduct**

The student is expected to be ethical, honest, and with integrity as responsible members of the school and society. This requires demonstration of mutual respect and civility in an academic and professional discourse. Aberdeen reserves the right to suspend or dismiss any student whose conduct is deemed unacceptable. Such conduct includes excessive number of absences or tardiness, failure to maintain a satisfactory academic progress, failure to achieve satisfactory clinical performance, inappropriate behavior toward other students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate therefore unacceptable.

- **Standards of Student Conduct**

The student is responsible for learning all required materials. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the

academic setting. The student shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the City, County, State, and Federal. The student is expected to always follow and abide by the code of conduct when on campus or when representing the school at the affiliated sites. Violations of student conduct policy will be subjected to disciplinary action. Such violations include, but not limited to the following:

- Violation of the student Code of Conduct.
 - Violation of any school rules, and Local, State, and Federal regulations.
 - Official school uniform not worn in class in accordance with the policy
 - Harassment of any kind or carrying weapons on campus.
 - Disruptive behavior that hinders or interferes with the educational process and the learning environment.
 - Any act or statement which threatens or violates the personal safety of any member of the faculty, staff, or student body.
 - Failure to comply with any reasonable directive from faculty or school officer.
 - Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing.
 - Any form of academic dishonesty which includes but is not limited to cheating, fabricating, plagiarizing (copying or presenting another's work as her/his own), unlawfully acquiring or using copyrighted work, or helping another student to commit academic dishonesty.
- **Procedures for Discipline**

When a student is in violation of a rule or regulation, the issue will be investigated immediately. The student will be notified of the issue and investigation. A committee will review the investigation, discuss the findings, and make recommendations to the School Director or the assigned representative. The student will be afforded the opportunity to address the committee to plead her/his case. If a violation is found, the student will receive sanctions relative to the seriousness of the violation.

The decision for sanction will be made by the School Director or designee, who will report the decision to the student. If the student feels the decision was in error, the student may request an appeal within ten (10) days of the decision. The student must submit an appeal in writing to the school's Academic Committee who will review the appeal and make the final and irrevocable decision.

V. STUDENT SERVICES INFORMATION

Student Orientation Day Notification

The student must be on campus prior to the first day of class to complete the matriculation process with a New Student Orientation Day. The purpose of this orientation day will be to discuss, explain, answer questions, do workshops and many other important matters related to the education and training of the individual.

Career and Placement Assistance Counseling

The Career and Placement Assistance Counseling is an extra perk that the Aberdeen Institute provides the student with. The service may include the following:

- Individual or Group counseling
- Exploration of career options
- Information on occupational fields and employment trends
- Oversee a variety of educational and career options, including non-credit programs and vocational training assistance.
- Workshops, seminars, or webinars in Résumé writing and interview skills
- Working with people and other job-related topics i.e. interpersonal relations.

Job Placement Disclaimer

The purpose of all the programs offered by Aberdeen Institute is to extend the nature and range of careers available to the students within the community. By providing quality education that integrates didactic and practical application. However, the school cannot offer guarantees of job placement, advancement, or continued employment.

Course Advisement and Tutorial Services

Aberdeen Institute fervently upholds its Mission and Philosophy statements. With these beliefs, all employees make every effort to maintain a close yet professional relationship with all the students through constant and proper means of communication. Similarly, the faculty will facilitate all efforts through guidance counseling, advising, and tutorial services to promote or maintain student integrity and monitoring of academic performance throughout the program. Through this, the school ensures the student's successful completion of the program.

Instructors make every effort to identify students in need of assistance. However, the student is urged to take the initiative to seek help after class and discuss the difficulties that s/he is having. The student is encouraged to communicate these hurdles with the faculty teaching the class and/or the Program Director.

The faculty and staff may be able to provide counseling or course advisement; however, the tutorial service is the responsibility of the lead-theory instructor or other members of the faculty as requested by the program director. At the instructor's discretion, a set or defined hour(s) of tutorial service outside of regularly scheduled class time must be verbalized and/or stated in the syllabus and made available to all students. The instructor must coordinate with the student requesting the service an appropriate and agree-upon dates and times of tutorial.

The Library and Computer Lab

Aberdeen has its own on-site library holdings for local patrons to access books and other resources useful for their learning needs. Additionally, the school also has an online library relation to the programs offered on campus. These educational resources available for all faculty and students are set up online and accessible through student or faculty account creations.

Publishing companies and other vendors provide ample educational resources online from testing strategies and sample test questions, textbook supplemental handouts, PowerPoint (lecture notes), lesson plans, study guides and other relevant holdings that may prove beneficial to the faculty and student population.

The computer lab serves as a student or group study area as well as a workspace for library online research needs. The computer lab currently features desktop stations installed with the Windows OS and MS Office and current browsers for online access. The computer stations are also equipped with software features for Comprehensive Review materials for all students on campus.

School Campus and Affiliate Clinical Sites Student Parking

Student parking is encouraged within the immediate adjacent residential neighborhood. A parking lot is available for limited time at a parking structure about a block north-east of the corner intersection. It is the student's responsibility to ensure that street parking signage is read and properly understood. Certain days and streets do have street cleaning rules. Students must observe all street parking signage carefully.

During clinical days spent at the affiliated sites, the policy of the facility administration must be observed that all parking spaces are allotted only for facility employees, patients, family, and related guests to the site. All students are directed to park within the immediate residential streets surrounding the facilities. The student must observe all residential street parking signage carefully to avoid getting a ticket.

Student Lounge

A student lounge is available during lunch and other designated break times during school hours to relax, enjoy a meal, or study when possible.

Housing

Aberdeen Institute does not have dormitory facilities under its control or an affiliation of any. It bears no responsibility in finding or assisting a student in finding housing. It is the student's responsibility to ensure that her/his housing arrangements have been made and ready to accommodate the student when the school starts.

The school campus is surrounded by housing options that are available such as apartments and condo rentals. The housing prices can vary depending on the size, amenities, age of building, street location, etc. As of June 2022, the average cost of rental housing in the greater San Fernando area that surrounds the school ranges \$2,000 to \$2,500 per month. The average size for an apartment is roughly around 800 square feet, but this number varies greatly depending on apartment type. Studio apartments are the most affordable, while 1-bedroom apartments are closer to the average. Available parking may require additional fee.

Financial Aid Links Available

Although the school is not yet qualified to provide any Federal and State Financial Aid program, the following are information related to financial aid links availability:

- To Create an FSA ID: <https://studentaid.gov/fsa-id/create-account/launch>
- Free Application for Federal Student Aid (FAFSA) on the web: <https://studentaid.gov/h/apply-for-aid/fafsa>
- To apply for and learn about managing your loans: <https://studentaid.gov/understand-aid/types/loans>
- To learn about more financial aid: www.studentaid.ed.gov
- Information for those eligible for Veterans Education and Training Benefits, Department of Veteran Affairs: <https://www.va.gov/education/>
- To manage federal student loans: <https://studentaid.gov/h/manage-loans>

Veterans Services

Aberdeen Institute cooperates with the Veterans Administration in helping veterans to obtain the education necessary to realize their academic and vocational goals. However, the school has not yet been approved for the training of veterans.

Veterans are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 regarding required attendance and progress that the student-veteran must meet in order to receive educational benefits under Title 38, United States Code.

The veteran has the responsibility to adhere to these standards of attendance and progress and to notify the school administration of any change in status that would affect the collecting of veteran's benefits. Although the staff work to ensure that VA regulations are complied with, the staff has no authority to determine whether one is eligible for a particular chapter of VA educational benefits. ONLY the VA can determine eligibility. If the student feels s/he may be eligible for educational benefits s/he should apply to the VA office. The Veterans Administration will review the application and determine if one is eligible.

Veterans and Veteran Dependents are encouraged to take advantage of the counseling services and educational programs offered by contacting the school admin staff for more information regarding Veterans services.

For more information for those eligible for the U.S. Department of Veterans Affairs – Veterans Education and Training Benefits, the websites are as follows:

- Veterans Administration: <https://www.va.gov/education>
- and Training: <https://www.benefits.va.gov/gibill/>

Veterans and Eligible Persons Receiving Educational Benefits

Regarding PL 115-407 Section 103 and 104 Compliance: Title USC 3679 (e): Angeles College does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payments of VA funds under chapter 31 (Vocational Rehabilitation and Employment benefits) and chapter 33 (post-9/11 G. I Bill®).

Eligible students must submit a certificate of eligibility (COE), a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue to have access to classes, libraries, and other institutional facilities as outlined in our catalog. No late fees will be assessed, and student accounts will be considered on hold, up to 90 days. Title 38 USC 3679 (e).

G. I Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by VA is available at the official U.S government Web site at <https://www.benefits.va.gov/gibill>.

VI. CAMPUS SECURITY AND SAFETY INFORMATION

Campus Security and Safety

Aberdeen Institute is committed to assisting all members of the school community in providing safety and security within the environment. As safety and security is everyone's responsibility, one's actions and behavior can significantly reduce or may even increase one's risk for personal harm or danger. The school understands the concern everyone has about campus safety. It is our desire for students, faculty, and staff to enjoy their academic years free from threats to one's safety or well-being.

This section shall provide the school community the information and knowledge regarding the school campus' safety and security, campus crime statistics, substance abuse policies, campus sexual assault policies, and timely warnings/reports in compliance with the Jeanne Clery Disclosure of Campus Security policy and the Campus Crime Statistics Act.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the (Clery Act)

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants with a detailed report of crime statistics for the prior three years. The Clery Act is a Federal Statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

For the purposes of the Clery Act data collection and reporting, the following definitions apply:

- **Campus:** Areas of the building which is leased and/or controlled by the school, including classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, stairwells, elevators, or other areas used exclusively by the school staff, faculty, and students.
- **Non-campus Property:** All other areas of the campus building that is not otherwise included in the definition of 'campus' (above), including any hallways, elevators or outdoor areas owned and or controlled by the building/development owners and routinely used by the students. These are considered part of the 'campuses' for the purposes of the statistics reporting stated above.
- **Public Property:** Any public thoroughfares, streets, alleys, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from the campus.

Annual Campus Security Report

Aberdeen Institute is committed to assisting all members of the school community in providing safety and security. The annual security compliance document is available in the main office and a copy may be requested by the student, faculty, and staff.

The campus crime statistics detailed report is periodically reviewed, updated, and disseminated throughout the school community for information purposes. This report shall be considered an addendum to the school catalog since it is periodically updated and given to the school community as an addendum (handout) document.

Timely Warning /Reporting

The school will provide a timely warning report to the school community of any occurrences of crimes consider representing a serious or continuing threats to the students, faculty, and staff, whether they are reported to the campus officials or the local authorities or police agencies. The list of crimes considered as serious include but not limited to:

- Homicide
- Sex Offense
- Robbery or Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Arrest for liquor / drug and or weapons violations
- Campus discipline for liquor / drugs / weapons violations

Security of Campus and Law Enforcement

When the school is aware of such a crime, and the management of the school feels that a serious and continuing threat to students and employees exists, the Campus Security Director will post appropriate warning notifications in various locations throughout the campus, including all entrance and exit doors of the campus buildings. These warning notifications will remain in place for ten days or longer if the school management feels the threat remains.

Aberdeen Institute is a private property organization. All visitors must report to the reception desk to be admitted to the specific offices and other areas of the campus building. Any unauthorized visitor or other trespassers, including students on the premises during non-business hours, is strictly prohibited.

The school does not maintain a law enforcement department or employ a security force. However, the school premises has security cameras throughout the building

Drug, Alcohol, and Tobacco Policies

It is the policy of Aberdeen Institute to provide a safe and productive environment for all its students. The goal of this policy would be severely compromised by drug or alcohol abuse. Aberdeen Institute requires that every student be free of alcohol, illegal drugs, and controlled substances.

Aberdeen Institute prohibits following possession of controlled substances which would constitute a violation of the California Health and Safety Code §11350 or the Business and Professions Code Section 4230; use of alcoholic beverages while on any property owned or used by Aberdeen Institute. The “controlled substances,” as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, and cocaine.

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy, or which is customarily occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in designated smoking areas.

Sexual Assault Prevention / Reporting

Aberdeen Institute does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to accommodate each student’s need.

Any crime, including sexual assault, on or off campus, should be reported immediately to the local police department or other appropriate law enforcement agency. However, Aberdeen Institute realizes that the decision to report a rape or sexual assault can be a difficult one.

The school strongly encourages immediate reporting of these crimes to appropriate agencies. A rape or sexual assault is a serious crime, and the reporting of the incident may prevent another unsuspecting individual from becoming a victim. Victims are encouraged to call any law enforcement agency by dialing "9-1-1" immediately for criminal investigation, medical treatment, and referral to crisis counseling and legal advocacy services. Victims may request the entire reporting process remain confidential.

If both the victim and the suspect are enrolled students, a college disciplinary action may be sought. In this event, the accuser and the accused are entitled to same opportunities to have others present during a campus disciplinary proceeding held by school committee. Both parties

shall be informed of the proceeding outcomes after a decision has been made by the committee. If found to be in violation of Aberdeen Institute's Code of Student Conduct, the offender may be placed on probation, suspended, expelled, and/or excluded from the campus. If certain circumstances the victim may request changes in academic arrangements.

If a student, faculty, or staff become a victim of a sexual assault on or off campus:

- Go to a safe place
- Immediately contact the local police department
- Contact someone you trust to be with you or ask the police department dispatcher to do so for you
- Do not shower, bath, douche, change or destroy your clothing
- Do not clean or straighten up the area

A police officer will arrange for forensic and medical services as appropriate and a report will be accepted in confidence through a 3rd-party or anonymously.

Firearms and Weapons

Aberdeen Institute does not authorize the possession or use of weapons and firearms on the school campus or on any property owned or controlled by the school. This also includes ammunition for weapons, guns, BB guns, stun guns, chemical, bombs, hazardous materials, explosive devices, knives, incendiary devices, and any item capable of inflicting serious injury.

No one (personnel, students, or visitors) except law enforcement officers of either the State of California or of a Federal Law Enforcement Agency shall be authorized to possess or carry firearms or other weapons, concealed, or not concealed, with or without a concealed weapon permit, while upon campus or other properties owned or controlled by the College, without the prior knowledge and consent of the School Director.

Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense, or prosecution under appropriate city, state, or federal laws. Individuals should immediately report any knowledge he or she may have regarding the possession, use, or display of weapons and firearms to the School Director.

Potentially Infectious Agents and/or Hazardous Materials

It is the policy of Aberdeen Institute that a student exposed (i.e., needle stick, inhalation, mucus membrane, or skin exposure or percutaneously to infectious agents and/or hazardous materials including radiation blood-borne pathogens) while engaged in an educational program seek and obtain prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary.

Hate Crimes and the Law

Aberdeen Institute is mandated to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction. Hate crimes, also called bias crimes, or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as the race, religion, ethnicity, gender, sexual orientation, or disability. Anyone committing such acts can be referred to the school administration for disciplinary action, as well as facing prosecution under California law.

Violence Against Women Act Compliance

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by:

- 1) a current or former spouse or intimate partner of the victim,
- 2) a person with whom the victim shares a child in common,
- 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

- 1) who is or has been in a social relationship of a romantic or intimate nature with the victim;
and

- 2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a) the length of the relationship,
 - b) the type of relationship, and
 - c) the frequency of interaction between the people involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) fear for her/his safety or the safety of others; or
- 2) suffer substantial emotional distress.

Distribution of Report Policy

Notice of this report and policy statement will be given to all students and employees annually. Those wishing a printed copy of this report may print directly from our webpage or may contact any member of the Aberdeen administration for a printed copy sent by mail or picked up.

Crime Prevention

Aberdeen Institute does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to reduce the likelihood of crime during school hours. Students and employees are encouraged to be vigilant and observant when in the non-campus or public areas, and to protect themselves and each other by reporting suspicious or illegal activity to proper authorities immediately. To help students and employees protect them and their property, Aberdeen Institute develops and makes available to students an updated crime log and safety tips.

Daily Crime Log

The Clery Act requires academic institutions with internal security to maintain a daily crime log. This log may be publicized as a hard copy log and will be accessible on campus. The crime log for the "most recent 60-day period" must be available for public review during normal business hours. Any requests to view logs older than the 60-day recent period must be made available within two business days of the request for public inspection.

A hard copy of the daily crime log for Aberdeen Institute is maintained in the administration office. Aberdeen Institute does not make available an electronic version of the daily crime log. The business hours for access and further information are M-F, 9:00 a.m.-6:00 p.m. Furthermore, security is provided as part of the college's lease terms and as part of the Clery requirements, crimes are primarily registered with them at each campus location.

Emergency Notification

Aberdeen Institute Alerts will deliver messages using some or all of the following channels:

- The Aberdeen Institute homepage
- Broadcast e-mail to all Aberdeen Institute students
- Blackboards in classrooms
- Phone Alerts
- Classroom/hallway alarms.

Safety Tips

Effective policing is a community activity. Protect yourself against crime by taking the following common-sense precautions.

Emergencies

- Fire: Leave the building and call 911
- Health/Medical: call 911

On Campus

- Report unusual or suspicious activities to the Aberdeen Institute Administration Office in person or call (818) 206-2500 (Campus) or (818) 427-6580 (Admin).
- Keep small valuable items such as jewelry, cash, wallets, purses, etc., out of sight or in a backpack placed in the locked trunk of the car.
- Small electronics such as iPods, mp3 players, cell phones, thumb drives, and laptops are easily taken by thieves and must be secured.

Parking Lots

- Do not walk alone to your car.
- Always lock your car.
- Take your valuables with you or lock them in the trunk.
- Use anti-theft and safety devices, including remote key access for lighting, car alarms, and steering wheel locks.

Personal Safety

- Always let someone know where you are.

- Never walk alone at night, always walk with a friend.
- Do not leave a party or bar with a casual acquaintance.
- Never leave drinks of any type alone, when at a social gathering.
- Report any rape or sexual assault, even if you know the assailant. It's still a crime.
- Report unusual or suspicious activities to the Aberdeen Institute Administration Office immediately at
 - (818) 206-2500 (Campus) or
 - (818) 427-6580 (Admin)
- In Your Car:
 - Do not signal breakdowns or request help from strangers.
 - Check the back seat before entering your car.
 - Do not open your window more than an inch if you respond to strangers who approach your car.

In General

- Be aware of own surroundings.
- Keep door always locked.
- Don't walk alone late at night.
- Keep valuables locked up in a safe place.
- Don't leave your laptop computer unattended.
- Mark valuables with name.

Notice, Remember and Report

- License plate number
- Which way the car or person went
- Anything left at the scene by the assailant or the victim
- Description of the car (color, number of doors, rust)
- Descript of person, including:
 - Approximate age, weight height, and build
 - Gender
 - Color and length of hair
 - Color of eyes
 - Color of skin
 - Clothing
 - Distinctive marks including scars, tattoos
 - Distinctive accessories including rings, earrings, piercings

Your Identity

- Don't give out personal information on the phone, through the mail, or on the internet unless you initiated the contact or are sure you know who you are dealing with.
- Don't carry your SSN card in your wallet; store it in a secured place.
- Keep your purse or wallet in a safe place; do the same with copies of administrative forms that have your sensitive personal information.

Preventing Fires

Fire prevention and safety programs at Aberdeen Institute include the following:

- Fire drills (building services)
- Inspection and maintenance of fire-detection and fire-fighting equipment (campus services)
- Routine checks of emergency firefighting equipment (campus services)

Preventing Fire-Related Crimes

The following activities are illegal:

- Causing a false alarm
- Maliciously activating building fire alarm system
- Discharging a fire extinguisher mischievously
- Tampering with fire-detection and fire-prevention equipment (smoke detectors, sprinklers)
- Arson

Any student who commits these crimes will be referred to the College Disciplinary Board. Criminal charges may also be filed.

In Case of Fire Drill

When the alarm sounds:

- Always leave the building immediately. Never assume the alarm is a false alarm.
- Continue to evacuate the building even if the alarm stops.
- Use the nearest exit. If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- Always use the stairs. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside. Never use an elevator. If the power fails, you will be trapped.

VII. ACADEMIC INFORMATION

Definition of Clock Hour and Credit Hour

Aberdeen Institute measures the student progress in clock hours for the certificate programs. The number of credit or clock hours assigned to a course usually reflects the combination of class, laboratory, and/or externship / clinical hours required in the course.

Code of Federal Regulation (CFR) §600.2 Definitions

The school currently only offers certificate programs using the clock-hour method. The following definitions apply to terms in this part:

- Clock Hour: a period consisting of
 - 1) A 50–60-minute class, lecture, or recitation in a 60-minute period.
 - 2) A 50-60-minute faculty-supervised laboratory, clinical training, internship, in a 60-minute period.

Certificate Programs Schedule

Code	Program	Pre-requisite	Hours/Days	Length
VN	Vocational Nursing	High School Diploma / GED Certificate / or its Equivalent	Theory Days <ul style="list-style-type: none"> ▪ 8:00 am – 2:30 pm Skills Lab Days <ul style="list-style-type: none"> ▪ 8:00 am – 4:30 pm Clinical Days <ul style="list-style-type: none"> ▪ 7:00 am – 3:30 pm 	Days <ul style="list-style-type: none"> ▪ Monday to Friday Hours <ul style="list-style-type: none"> ▪ 1,800 hours Weeks <ul style="list-style-type: none"> ▪ 52 weeks
NA	Nurse Assistant	High School Diploma / GED Certificate / or its Equivalent	Theory Days <ul style="list-style-type: none"> ▪ 8:00 am – 2:30 pm Clinical Days <ul style="list-style-type: none"> ▪ 7:00 am – 3:30 pm 	Days <ul style="list-style-type: none"> ▪ Monday to Friday Hours <ul style="list-style-type: none"> ▪ 163 hours Weeks <ul style="list-style-type: none"> ▪ 8 weeks

Certificate Program: Vocational Nursing (VN) Academic Details

- Weeks / Hours: 52 weeks / Total of 1800 clock hours
 - Prerequisite: None
 - Co-requisite: None
 - Credential Awarded: Certificate of Completion

- **2020 CIP Code:** 51.3901 (Licensed Practical/Vocational Nurse Training)
- **2018 SOC Code:** 29.2060 or 29.2061 (Licensed Practical and Licensed Vocational Nurses)

Students are entitled to a list of job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:

- <https://www.bls.gov/soc/2018/>
- <https://www.onetonline.org/find>
- <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx>

- **Program Description**

The VN program requires fifty-two (52) full-time weeks of attendance for a total of 1800 clock hours. This program meets Mondays to Fridays for six (6) hours of theory, eight (8) hours of skills lab and clinical days. The student will learn proper patient care, medical terminologies, administration of medication, patient teaching, body systems, growth and development with some maternity and pediatric nursing exposures, patient care assessments, interventions and evaluations, nursing skills competencies and mastering nursing procedures. Upon successful completion of the program, the student graduate will be eligible to apply for and take the State Board Exam – NCLEX-PN. Successfully passing the NCLEX-PN examination leads directly to licensure.

The VN program exceeds the State’s minimum requirement of 1530 hours by 270 hours. 90% of the extra hours are allocated to the Terms 1-4 review courses in preparation for the NCLEX-PN State Board examination. These preparatory courses are not required for state licensure. 10% of the extra hours are spent during the orientation for classroom and clinical settings.

- **Program Objectives (Goals)**

- Prepare the student to meet the basic standards in quality vocational nursing.
- Prepare the student to deliver quality nursing care and function successfully within the healthcare system.
- Provide a collaborative learning environment in which the student will develop and apply principles of systematic reasoning through critical thinking.
- Guide the learner to the continuing process of personal and professional growth.
- Guide to obtain a vocational nursing education and become gainfully employed.
- Prepare the student to pass the NCLEX-PN at the first attempt.

- **Program Delivery**

Residential: The program is delivered in the classroom for theory lectures and discussions. On campus skills laboratory with faculty for specific demos and return-demonstration of skills competencies. And off-site at the approved clinical affiliates and other partners in the community to get experience with real patients and learn proper patient care assessments and provide their basic care needs.

On special situation when a state authority gives a mandate related to serious situation such as in a pandemic crisis, the program may be directed to be delivered in a synchronous-blended format. In this format, the instructors, staff, and students will be oriented and trained with the instructional delivery platforms which include but is not limited to Zoom Meeting/Google Meet/ Canvas Conference for the online lecture, participation, and Q & A; Canvas Learning Management System (LMS) for online course shells; Elsevier-Evolve products and educational resources; and the ATI platform for practice and proctored exams and NCLEX-PN preparation courses.

- **Completion Requirements**

- The student must pass all examinations and course requirements with a final grade of 75% or a (C).
- The student must attend the mandatory review course after successful completion of the required program hours (attendance policy).
- Successful completion of the entire review course program.
- The student must pass the Comprehensive Examination in order to be considered graduate of the program.

- **Program Completion**

At the completion of the vocational nursing program, the student will be able to:

- Assume responsibility for personal and professional growth.
- Function in the delivery of care to the patient and other clients.
- Perform nursing skills with competencies and application of critical thinking.
- Integrate ethical, professional, legal responsibility and accountability into actions and decision-making skills.
- Communicate therapeutically with clients, family members, and other members of the healthcare team.
- Eligible to apply for and take the State Board NCLEX-PN examination.
- After passing the state board exam, the graduate will apply for licensure certificate from the CA Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

- **Course Descriptions and Other Details**

- Term 1 – Foundations of Nursing Courses

Course Title:	Fundamentals of Nursing (FON)		
Course Codes:	Theory – VNIIT	Skills Lab./ Clinical – VNIIC	
Approved Hours:	114 Theory	96 Skills Lab.	168 Clinical
Pre-requisites:	None	Co-requisites:	PHRMO

Learning the Fundamentals of Nursing (FON) is the basis of all nursing avenues. The school's curriculum has an integrated theme by Dr. Abraham Maslow's the Hierarchy of Human Needs. This fundamentals course is carefully developed and organized into units with lesson plans closely tied in with the CA Department of Public Health (CDPH) requirement under Title 22 Regulations and the Nursing Assistant Training and Assessment Program (NATAP). Integrated within the course are the organizing principles of caring, critical thinking, problem-solving, team building, medical terminologies, ethics and legal aspects of nursing, patient education, skilled nursing and long-term care, end-of-life hospice care, and post-mortem care. Additionally, the subjects and /or topics included are basic life support (CPR), airway obstruction (Heimlich Maneuver), care for patient in shock, bleeding and hemorrhage, victims of poison, drugs, and alcohol emergencies, and Thermal and Cold therapies.

Course Title:	Introduction to Pharmacology		
Course Codes:	Theory – PHRMO	Skills Lab./ Clinical – None	
Approved Hours:	12 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	None	Co-requisites:	VNIIT

Learning the fundamentals of nursing (FON) will acquaint the student to the introductory knowledge and skills of pharmacology, specifically learning basic medical-mathematics, drug properties, calculations, and the skills to transcribing verbal or telephone medication orders and administration of the drugs. This course will provide a review on principles of mathematics and dosage calculations at the same time learning the commonly used Metric system, Apothecary, and Household Units of measures. Additionally, the course will incorporate knowledge through discussions of different case studies incorporating the Nursing Process and providing Patient Education.

Course Title:	Anatomy and Physiology (A&P)		
Course Codes:	Theory – API20	Skills Lab./ Clinical – None	
Approved Hours:	60 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	None	Co-requisites:	None

The course in structures and functions deals with two very distinct and interrelated sciences: **Anatomy** and **Physiology**. As a science, Anatomy is often defined as the study of the structure of an organism and the relationship of its parts. Anatomists learn about the structure of the human body by cutting it apart – through dissection; a principal technique used to isolate and study the structural components or parts of the human body. Physiology on the other hand, is the study of the functions of living organisms and their parts. Physiologists use scientific experimentation to tease out how each activity of the body works, how it is regulated, and how it fits into the complex, coordinated operation of the whole human organism.

o Term 2 – Nursing Beginner Courses

Course Title:	Psychology (Mental Health Nursing)		
Course Codes:	Theory – PSY10	Skills Lab./ Clinical – None	
Approved Hours:	24 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	API20, VNIIT/C	Co-requisites:	None

Mental Health Nursing is the central focus of this introductory Psychology course this term. This course emphasizes nursing care of the client with mental health issues and helping or assisting family in achieving satisfactory and productive ways of coping with their activities of daily living (ADLs) and lifestyle altering changes. This will include lecture and discussion about eating disorders, alcoholism, drug addiction, anxiety, defense mechanisms, major mental health disorders, communication skills and communication with patients who have had psychiatric issues or diseases as well as providing the appropriate and topic-related patient teaching and education of family members.

Course Title:	Medical-Surgical Nursing 1		
Course Codes:	Theory – VN21T	Skills Lab./ Clinical – VN21C	
Approved Hours:	114 Theory	24 Skills Lab.	264 Clinical
Pre-requisites:	API20, VNIIT/C	Co-requisites:	PHRM1

This course is a combination of theory and clinical portions approved by the Board of Nursing. It focuses on providing a solid introduction to head-to-toe client-data gathering, elements of infection and its measures of control (sepsis/asepsis), pharmacology and drug interventions, and nursing considerations. The specific topics include the systems and related disorders of the Cardiovascular, Respiratory, Endocrine, Blood and Lymph, Immune Disorders, and HIV/AIDS disease. Cancer and related problems are discussed through explanation to include nutritional needs of the patient, patient-family teaching and education, nursing process, ethical issues, culturally congruent care, and critical thinking skills. Relevant to the above disorders, the students will learn the appropriate principles of pharmacology, drug classifications, administration, calculations, and patient care .

Course Title:	Pharmacology 1		
Course Codes:	Theory – PHRM1	Skills Lab./ Clinical – None	
Approved Hours:	24 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	PHRM0	Co-requisites:	VN21T/C

The course Pharmacology 1 provides more specific knowledge in terms of drug interventions appropriate to the specific disorders discussed in the medical-surgical nursing 1 course. Learning the application of knowledge in pharmacology and drug interventions to include mastering drug use, actions, side-effects, adverse reactions, contraindications, and nursing considerations, other pharmaceutical approaches as well as complementary and alternative modalities i.e., herbal remedies, and vitamins and minerals, etc. The numerous drugs will be learned and grouped together in relation to the medical-surgical nursing disorders i.e. cardiovascular, respiratory, endocrine, blood and lymph nodes, immunity, HIV/AIDS, and Cancer related treatments.

o Term 3 – Intermediate Practical Nursing Courses

Course Title:	Pharmacology 2		
Course Codes:	Theory – PHRM2	Skills Lab./ Clinical – None	
Approved Hours:	20 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	PHRM1	Co-requisites:	VN31T/C

Pharmacology 2 provides integrated knowledge of medication interventions related to the diseases discussed in medical-surgical nursing 2. This includes discussions of the disorders of each system i.e. Integumentary, pre-post op patient care, gastrointestinal, urinary, gallbladder, liver, and biliary diseases. Some focus on calculations of dosages, application of knowledge related to drug classifications, use, actions, side-effects, adverse reactions, contraindications, and nursing considerations. The course is structured so that the students will learn to apply their knowledge in drug interventions and other pharmaceutical approaches including complementary and alternative therapies i.e. herbal remedies etc. Other related topics that are practiced on campus skills lab are drug administrations, classifications, and calculations and teach basic information on Intravenous (IV) therapy choices and giving appropriate and topic-related patient teaching.

Course Title:	Medical-Surgical Nursing 2		
Course Codes:	Theory – VN31T	Skills Lab./ Clinical – VN31C	
Approved Hours:	96 Theory	16 Skills Lab.	180 Clinical
Pre-requisites:	VN21T/C	Co-requisites:	PHRM2

As the major focus of this term, Medical-Surgical Nursing-2 is a combination theory and clinical course geared to provide an advancing knowledge and skills of the students learning the head-to-toe client-data gathering, asepsis, elements of infection and its processes, causes of diseases, basic drugs and interventions, and nursing considerations. Furthermore, specific topics to be discussed in this course are Care of Pre- and Post-Operative patient care, Gastrointestinal System and Disorders, Urinary System and Disorders, Gallbladder, Liver and Biliary diseases. Nutritional needs and patient education are tackled further in this term such as nursing process, ethical issues, culturally congruent care, and critical thinking are emphasized as well. Nutrition and metabolism, Growth and development are integrated in this term.

Course Title:	Maternity Nursing		
Course Codes:	Theory – VN32T	Skills Lab./ Clinical – VN32C	
Approved Hours:	20 Theory	8 Skills Lab.	32 Clinical
Pre-requisites:	None	Co-requisites:	VN31T/C

The Maternity Nursing course is a comprehensive approach in learning the topics from health promotion, pregnancy, care of the mother and newborn, care of the high-risk mother, newborn, and family with special needs, as well as health promotion for the infant, child, and adolescent. Included in the course is learning the childbearing process from pregnancy through birth and the postpartum period. Contents reviews normal pregnancy and stresses the high-risk client within each phase of pregnancy. The student is provided the knowledge necessary to utilize the nursing process in the care of female clients with reproductive system disorders, normal pregnancy, and high-risk pregnancy.

Course Title:	Pediatric Nursing		
Course Codes:	Theory – VN35T	Skills Lab./ Clinical – VN35C	
Approved Hours:	20 Theory	8 Skills Lab.	32 Clinical
Pre-requisites:	VN32T/C	Co-requisites:	VN33T

The Pediatric Nursing course is an integrative approach in learning the topics from health promotion starting at infancy, childhood, and all the way to adolescence. The basic pediatric nursing care is discussed at length and even more specifically the care for children with physical and/or cognitive disorders. Part of the design is to integrate knowledge from growth and development with emphases on common childhood diseases and disorders, treatments and pharmacological agents and the use of the nursing process in the care of the ill-child from infancy through adolescence.

Course Title:	Growth and Development		
Course Codes:	Theory – VN33T	Skills Lab./ Clinical – None	
Approved Hours:	18 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	None	Co-requisites:	VN35T/C

Part of the course design is to integrate knowledge from growth and development with emphases on common childhood diseases and disorders, treatments and pharmacological agents and the use of the nursing process in the care of the ill-child from infancy through adolescence.

○ Term 4 – Advanced Practical Nursing Courses

Course Title:	Pharmacology 3		
Course Codes:	Theory – PHRM3	Skills Lab./ Clinical – None	
Approved Hours:	20 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	PHRM2	Co-requisites:	VN42T/C

The course provides integrated knowledge of pharmacological interventions that focuses on calculations of dosages, application of knowledge related to drug classifications, use, actions, side-effects, adverse reactions, contraindications, and nursing considerations. This course is structured so that the students will learn to apply their knowledge in drug interventions and other pharmaceutical approaches as well as complementary and alternative therapies i.e. herbal etc. in relation to the med-surg nursing-3 disorders: Nervous, Sensory, Integumentary, Musculoskeletal, Reproductive systems. In addition to the topics discussed, related drug interventions which students are provided ample time for skills lab practice in med-pass, properties, drug calculations and topic-related patient teaching.

Course Title:	Medical-Surgical Nursing 3		
Course Codes:	Theory – VN42T	Skills Lab./ Clinical – VN42C	
Approved Hours:	72 Theory	16 Skills Lab.	178 Clinical
Pre-requisites:	VN31T/C	Co-requisites:	PHRM3

The Medical-Surgical Nursing-3 is a combination theory and clinical course that is geared towards further growth of the student's knowledge and skills competencies related to head-to-toe assessment, gathering health/medical histories, and care of patients with different diseases (multi-system) that affect various body systems. Moreover, the student learns to incorporate the nursing process in the care of these patients. This term's M/S-III focuses on the following disorders: Nervous, Sensory, Integumentary, Musculoskeletal, Reproductive Systems and disorders. A thorough discussion and incorporation of the topics related to the appropriate nutrition, nursing process, and learning to provide patient education related to the diseases discussed.

Course Title:	Leadership & Supervision		
Course Codes:	Theory – VNLIT	Skills Lab./ Clinical – VNLIC	
Approved Hours:	18 Theory	00 Skills Lab.	36 Clinical
Pre-requisites:	None	Co-requisites:	None

The leadership, management, and supervision course examine various leadership and management theories, application of ethical and legal principles, organizational and resource management styles, meeting consumer needs and delegation of nursing care. It will emphasize the role in using critical thinking, culturally competency, and ethical considerations that will help the student become an efficient charge nurse (leader).

Course Title:	VATI-NCLEX-PN Review		
Course Codes:	Theory – VNRV1	Skills Lab./ Clinical – None	
Approved Hours:	74 Theory	00 Skills Lab.	00 Clinical
Pre-requisites:	None	Co-requisites:	None

This course was developed to provide an ultimate educational review system that deals with the learning and mastery of the NCLEX-PN State Board Examination. The topics are comprised of those from Terms 1 through 4, with emphasis on NCLEX style questions using resources like the ATITesting.com web resources and other materials related to the exam. Simultaneously, the Virtual ATI (VATI) program is initiated throughout the term. The student is assigned a VATI coach who will work with the student in each timeframe to help the student successfully achieve the green light status. Both the NCLEX-PN Review and the VATI program are designed for students to achieve competence in their comprehensive examination and ultimately pass the State Board NCLEX-PN Exam.

Certificate Program: Nurse Assistant (NA) Academic Details

- **Weeks / Hours:** 8 weeks / Total of 163 clock hours (61 Theory / 103 Clinical)
 - **Prerequisite:** None
 - **Co-requisite:** None
 - **Credential Awarded:** Certificate of Completion

- **2020 CIP Code:** 51.3902 (Nurse Assistant/Aide and Patient Care Assistant/Aide)
- **2018 SOC Code:** 3131-1014 (Nursing Assistants)

Students are entitled to a list of job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:

- <https://www.bls.gov/soc/2018/>
- <https://www.onetonline.org/find>
- <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx>

- **Program Description**

The program prepares the student to function as an entry-level worker on a healthcare team. Focus will be on preparing the student to provide direct care to the patient/resident; promote comfort measures, collect, record, and report data to the licensed personnel. Principles of critical thinking, team membership, ethics, caring, communications, and cultural sensitivity are integrated throughout the program. The program includes classroom, laboratory, and clinical care experiences.

The NA program exceeds the State's minimum requirement of 160 hours by 4 hours. 2 hours were added as part of introduction and orientation to both classroom and clinical settings. 1 hour was added to module 14, Rehabilitative Nursing, and another 1 hour was added to module 6, Medical-Surgical Asepsis and Infection Control having added COVID-19 and its related concerns.

- **Program Objectives (Goals)**

- Prepare a competent nurse assistant to function effectively in acute, long-term care, and ambulatory care settings.
- Provide a collaborative learning environment in which the student will develop and apply principles of systematic reasoning through critical thinking.
- Function appropriately in the delivery of care to the patient/client/resident.
- Integrate ethical practices, and legal responsibility and accountability such as Patient's Bill of Rights, Rights to Confidentiality, and HIPAA regulations.
- Communicate therapeutically with clients/residents/patients.
- With confidence, perform all nursing assistant skills competencies learned.
- Eligible to apply for and take the State certification examination to become a Certified Nurse Assistant (CNA).

- **Program Delivery**

Residential: Classroom, Skills Laboratory, and Clinical Site for Training

- **Completion Requirements**

- The student must pass all examinations and course requirements with a final grade aligned with the school’s passing grade benchmark.

- **Program Completion**

At the completion of the nurse assistant program, the student will be able to:

- Sit for and take the State certification examination and become a Certified Nurse Assistant (CNA).
- Properly function in the delivery of care to the patient/client/resident.
- Communicate with the client, families, and other members of the healthcare team.
- Perform nursing skills incorporating critical thinking, cultural sensitivities, and ethical boundaries.
- Assume responsibility for continuing personal and professional growth.

- **Course Descriptions and Other Details**

- The Nurse Assistant Course

Course Title:	Modules 1 through 17		
Course Codes:	Theory – NA110	Skills Lab./ Clinical – NA120	
Approved Hours:	62 Theory	00 Skills Lab.	102 Clinical
Pre-requisites:	None	Co-requisites:	None
▪ Module 1: Introduction		▪ (Theory: 2 hours; Skills/Clinical: 0 hours)	
<p>The module on Introduction to the Nurse Assistant training program introduces the student to the California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and further introduce the student with the roles and responsibilities of becoming and being a certified nurse assistant, including but not limited to the course requirements, certification process, professional and ethical boundaries, and Residents’ Rights to Confidentiality including HIPAA Regulations.</p>			
▪ Module 2: Patient Rights		▪ (Theory: 3 hours; Skills/Clinical: 1 hour)	
<p>The module on Patient’s Rights discusses aspects of the nurse assistant or certified nurse assistant’s responsibilities in respecting and preserving the patient’s rights. The fundamental principle behind this module is that each resident is a member of a family and society as a whole and must be cared for in a manner that protects her/his individual rights and meets the family, psychosocial and spiritual needs in a long-term care setting. Patient’s Rights are protected by the Federal government.</p>			

<ul style="list-style-type: none"> Module 3: Interpersonal Skills 	<ul style="list-style-type: none"> (Theory: 2 hours; Skills/Clinical: 0 hour)
<p>The module on topics related to Interpersonal relationships and skills of an individual. This course introduces the students in concepts and skills required for the nurse assistant/certified nurse assistant to communicate effectively and interact appropriately with the patient/resident, family, guests, and other members of the healthcare team.</p>	
<ul style="list-style-type: none"> Module 4: Prevention and Management of Catastrophe and Unusual Occurrence 	<ul style="list-style-type: none"> (Theory: 1 hour; Skills/Clinical: 1 hour)
<p>The module dwells on relevant topics about how to handle or prevent or manage a catastrophe and other unusual occurrences. The course presents the student to the concepts and procedures related to the resident's safety and environmental emergency issues and other untoward occurrences. The NA's / CNA's role in creating a safe environment for the patient is also discussed in this chapter.</p>	
<ul style="list-style-type: none"> Module 5: Body Mechanics 	<ul style="list-style-type: none"> (Theory: 2 hours; Skills/Clinical: 4 hours)
<p>The module provides the student with a wider understanding of efficient and proper use of the body in performing tasks related to the role of the nurse assistant or certified nurse assistant. The student will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.</p>	
<ul style="list-style-type: none"> Module 6: Medical and Surgical Asepsis 	<ul style="list-style-type: none"> (Theory: 2 hours; Skills/Clinical: 8 hours)
<p>The module presents information about infection control programs including sepsis and aseptic techniques. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions, and biohazardous waste management.</p>	
<ul style="list-style-type: none"> Module 7: Weights and Measures 	<ul style="list-style-type: none"> (Theory: 1 hours; Skills/Clinical: 1 hour)
<p>The module presents details on the importance of weights and measure and how it relates to the nurse assistant care for the patient, resident, or client. It provides understanding and guidance on how to measure a patient's weight, height and including those patients or residents who are unable to stand straight or sit upright. Moreover, the subject will teach the student the proper understanding of the military time and documentation.</p>	
<ul style="list-style-type: none"> Module 8: Patient Care Skills 	<ul style="list-style-type: none"> (Theory: 14 hours; Skills/Clinical: 42 hours)
<p>The module teaches the student skills necessary to support and/or assist in patient care services. Assistance in the areas of personal hygiene, activities of daily living, and elimination. The Nurse Assistant should be able to assist with or perform personal care when the patient is unable to perform the care on their own due to limited mobility and up to total dependence on patient care needs. Other areas of technical skills learned are the use of prosthetic devices, toileting, and bowel and bladder retraining program, measuring height and weight, taking vital signs, use of prosthetic devices, and other technical skills that will be taught and learned in this program.</p>	

▪ Module 9: Patient Care Procedures	▪ (Theory: 7 hours; Skills/Clinical: 20 hours)
<p>The module provides a learning experience that will help prepare the nurse assistant /certified nurse assistant in safely carrying out procedures that support the resident in meeting physical care needs that otherwise cannot be performed freely and independently. These patient care procedures include collection of specimens, performing bedmaking with or without the patient, administering commercially prepared cleansing enema, tap water, and soap suds, the use of laxatives and suppositories to emptying urinary bag and caring for the patient with multiple tubes.</p>	
▪ Module 10: Vital Signs	▪ (Theory: 3 hours; Skills/Clinical: 6 hours)
<p>The module on vital signs will introduce the student to normal and abnormal readings of the patient's or resident's vital signs. This will teach the student on how to take the blood pressure, temperature, pulse, and respiration to include findings of patient's level of bodily pain using a numerical standard or if patient is non-responsive, sedated, or comatose, using the Wong-Baker Faces Pain Rating Scale to ascertain levels of discomfort. This leads to the knowledge on the 5th Vital Sign called Pain.</p>	
▪ Module 11: Nutrition	▪ (Theory: 2 hours; Skills/Clinical: 6 hours)
<p>The module on nutrition prepares the student to examine the human body's needs for food and the effect of food on the body. The topics included in this module are knowing the basic food groups, nutrients, and common therapeutic diets available for the patient/resident/client. The technical skills learned from this module include preparing and assisting the patient with meals, handling utensils or assistive devices, and meeting the nutrition and hydration needs of the patient.</p>	
▪ Module 12: Emergency Procedures	▪ (Theory: 2 hours; Skills/Clinical: 1 hour)
<p>The module introduces the student to the concepts and technical skills related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant / Certified Nurse Assistant in a Long-Term or Skilled Nursing care facilities in the response to immediate and temporary intervention in any emergency. The technical skills included are Cardio-Pulmonary Resuscitation (CPR), Oxygen administration, Heimlich Maneuver for someone who is choking, evacuation protocols and other emergency relief systems.</p>	
▪ Module 13: Long-Term Resident Care	▪ (Theory: 5 hours; Skills/Clinical: 4 hours)
<p>The module on long-term resident care introduces the student the variety of care provided in a long-term care setting, the types of long-term care facilities available for a patient/client/resident and some recent changes in the healthcare system affecting those in the long-term care settings. Additionally, topics required for discussion and understanding includes the use of dementia-related communication skills, speaking and listening skills, and the use of a continuum of verbal and other non-physical techniques such as redirect, for a combative patient.</p>	
▪ Module 14: Rehabilitative or Restorative Nursing Care	▪ (Theory: 4 hours; Skills/Clinical: 4 hours)

The module will introduce the nurse assistant / certified nurse assistant to restorative or rehabilitative care. Each patient /resident /client is not only encouraged but also entitled to reach an optimal level of functioning. The nurse assistant will learn to assist the patient/resident in achieving maximum independent living skills using prosthetics and/or assistive-restorative devices.

▪ **Module 15: Observation and Charting**

▪ (Theory: 4 hours; Skills/Clinical: 4 hours)

The module will help prepare the student with the know-how on documentation and charting the patient care provided along with all observations reported and other tasks assigned. Additionally, topics learned from this module includes the resident or patient care plan, medical terminologies, the acceptable versus non-acceptable abbreviations, the patient’s medical chart, and the proper way to record observations, any assistance provided, and other completed assignments as given by the supervisor, and above all, the proper and timely documentation via paper and pen and/or electronic medical record (EMR) charting.

▪ **Module 16: Death and Dying**

▪ (Theory: 2 hours; Skills/Clinical: 0 hour)

The module on death and dying introduces the student to the various stages of the grieving process, the physical signs of approaching death, and the emotional process that takes place prior, during the dying process, and after death. It teaches the student the normalcy of death being part of the stages in life. The healthcare provider and caregiver must recognize the physical, psychological, and spiritual needs of the patient/resident/client during this whole process. In addition, the module will teach students and allow understanding of the patient/family member’s coping mechanisms and provide support to the patient/client/resident, the caregiver, and the family member(s).

▪ **Module 17: Abuse**

▪ (Theory: 6 hours; Skills/Clinical: 0 hour)

The module tackles topics related to abuse and neglect. The student will go through the chapter learning the different types of patient abuse or elderly abuse, and neglect. It helps provide understanding of the physical and psychosocial ramifications of the abused patient/resident or client. The chapter will teach the student not just identifying all forms of abuses but also learning how to prevent its occurrence of abuse and/or neglect. Ultimately, the chapter will provide the student with the right tool and understanding in the proper way of reporting such abuse or neglect to the right personnel.

Measures of Evaluation and Grading Standards

The progress and quality of a student’s work in the certificate program is measured by a system of letter grades and grade percentages as shown below. Evaluation may be measured by means of written tests, projects, reports, term papers and clinical performance. The final grade is a composite of all evaluation measures taken.

The student is expected to achieve a minimum grade (average) of 75% or (C) for each course throughout the program of study. Also, each method of evaluation i.e. quiz, test, exam, etc. shall be achieved at a minimum of 75%. The final course grade is a composite of all evaluation measures used.

Grade Equivalency Table – Certificate Program

The grading standards is according to the following system:

Theory Grade	Score in Percent (%)	Grade Explanation	Grade Point
A	96 – 100	Excellent	4.0
A-	90 – 95	Very Good	3.7
B	86 – 89	Good	3.3
B-	80 – 85	Satisfactory	3.0
C	75 – 79	Fair	2.5
F	00 – 74	Failed	0.0
CR	-	Credit	Credit
NC	-	No Credit	N/A
IN	-	Incomplete	N/A
W	-	Withdrawal	N/A

- Numerical grades are rounded to the nearest whole number e.g., 74.51 to 75%.
- “I” may be made up upon arrangement made with the instructor.
- The letter grades are used on the student’s transcript of records (TOR) and in computing the grade point averages. Instructors may use plus (+) or minus (-) notations, but such notations are not used in the final GPA computations.

Lab / Clinical / Externship Grade	Grade Explanation
PASS / PASSED	Complete Lab / Clinical Objectives, Satisfactory Lab / Clinical Evaluation
FAIL / FAILED	Incomplete Lab / Clinical Objectives, Unsatisfactory Lab / Clinical Evaluation
Additional codes include:	
RC	Repeat a Course
NP	Not Passed
AC	Audit a Course
RT	Remediation & Tutorial

Timeline for Evaluation & Processing of Grades
(Progress Report Records / Residential Education)

Upon the institution's receipt of student lessons, projects, or tests, Aberdeen Institute instructors will deliver their response or evaluation to students within 72 hours, or three (3) business days. Final grade must be submitted by instructors to the Registrar's Office within seven (7) calendar days after the scheduled completion of the term. Within seven (7) calendar days of receipt of final grades, the Registrar's Office will provide evaluation in way of Report Cards to students via Aberdeen Institute email, mail or in person.

Probation, Remediation and Tutorial

The student may be placed on probation when s/he is not meeting the standards and expectations of the program and/or school. There are several ways that a student may be placed on probation as follows:

- 1) **Academic Probation** – when a student is not meeting the course or program grade of C (75%) or better at the end of each evaluation point or module to be deemed with satisfactory academic progress.
 - The student may be placed in Remediation and Tutorial.
 - There are two types of Tutorial Sessions
 - i. Optional – at student's discretion, when s/he is barely passing the course or program (a minimum of 75% (C).
 - ii. Mandatory – at faculty's discretion when student is not meeting the benchmark of 75% (C).
 - iii. Remediation and Tutorial Form must be initiated by the faculty member.
 - iv. Students may request an instructor other than assigned by the program director depending on the instructor's availability.
- 2) **Attendance Probation** – when a student has been absent beyond the number of days acceptable as written in the attendance policy.
- 3) **Conduct Probation** – when a student's behavior is not up to par with the school standards and expectations of a professional behavior.
- 4) **Financial Probation** – when a student failed to commit to her/his financial obligation with the school, despite 1-2 months of email and/or hand delivered reminders and notifications as stated in the policy.

When a student is placed on probation as defined above, a sanction will be imposed accordingly. It is the student's responsibility to seek out help or remedy to her/his situation with the guidance of the instructor. It is highly advised to the student that a remedy be planned out and tutorial help from the instructor is arranged so the process will not be delayed further. When the process is delayed and student is unable to rectify her/his situation, the student will run the risk of not progressing with the same cohort that s/he started with and be deemed to start or continue with the next available cohort or class.

- 1) To mitigate **academic probation**, the student will be mandated to take on a remedial and tutorial session with her/his instructor. After fourteen (14) days, the student's progress while in remediation is assessed using school approved measures of evaluation i.e., test, exam etc. The student's grade performances in both theory, skills and clinical are measures of her/his academic achievement. Aberdeen Institute subscribes to the non-punitive "Pass /Fail" grade system in the clinical aspects of the program.
- 2) To mitigate **attendance probation**, the student will be pre-scheduled by the faculty at the end of each class/course or term (date and time permitting) and will have to make up the time lost during an absence. An equivalent make-up(s) may apply depending on the regulations the program adheres to.
- 3) To mitigate unprofessional **behavior** as listed in the Student Conduct policy, the student may be placed on a three-five (3-5)-days suspension/hold while working out her/his plan of action that directly corrects the misbehavior. After the three-five (3-5) days, the student may return to class. If the date and time are posing conflicts on the student's ability to return to the same cohort, the student may be set back with another class and cohort to continue her/his study.
- 4) To mitigate a **financial probation**, the student may speak and make arrangements with the business and finance office and correct her/his issue(s). A payment plan and a new or revised promissory note may be instituted and agreed upon by the school's business and finance office personnel and the student.

The probation as listed above is not all encompassing as conditions may come to light needing other formats of probation measures. These other probations not listed above may be dealt with in a case-by-case situation by the faculty and program director.

Class Make-Up

The student who misses a class must make it up to achieve the full clock hour sessions of the program in order to progress to the next term and earn a "Completed" (graduated) status.

Auditing a Class, Non-Credit Courses, and Repeating a Class

The school does not charge a student for auditing a course or for any course in which a grade assigned is not used in computing requirements for completion (graduation). The latter proviso does not apply to students who may have to repeat or have repeated a required course that the student has failed in. The right to audit and the extent of auditing differs between classes and instructors. Not all classes may be audited.

A student may retake a course recorded on transcript, regardless of the grade earned, and have the original grade, for completed courses only, replaced by the notation 'RC.' For the purpose of calculating the GPA, the grade for the second enrollment will take the place of the grade of the first enrollment.

A student may not retake the same course for a third time unless s/he received a 'NC' or 'NP' when it was taken and completed the second time. When a student completes a course for the third time, grades, and units for only the third completion count in the cumulative grade point average. The grade for the second enrollment will be replaced by the notation 'RP.' Both the original and repeat attempts will be counted in rate of progress calculations.

Testing Policy

- 1) The student, when possible, must inform the instructor in advance that s/he will be unable to attend class scheduled with an exam.
- 2) If the absence(s) is due to illness or emergency, written (document) verification must be submitted to the instructor to be eligible for the make-up examination. The said exam may take a different variation from the one taken by the class originally.
- 3) The student may request the instructor for a permit to retake any test that resulted below the school's passing mark at the discretion of the instructor. This may only be done once per term.
- 4) The make-up testing schedule is determined by individual instructor and presented at the beginning of class.

Failure to Complete the Program

The student may be deemed unsatisfactory performance and fail to complete the program as originally enrolled must take the appropriate steps to rectify the situation. Failure to take the proper steps can lead to a failed (F) grade marked in the permanent records.

- 1) **Withdrawal** is defined as the last date of academic attendance as determined by the school from its attendance records.
- 2) **Leave of Absence (LOA)** is a status that may be granted once during the student's academic period. The LOA cannot exceed a maximum of 180 calendar days (refer to LOA policy) for further information.
- 3) **Fail** is reflected on record when a student's grade falls below 'C' and will receive a grade of 'F' on record.
- 4) **Incomplete** grades are not permitted except for certain circumstances. Incomplete grades will automatically convert to a recorded 'F' after six (6) months of the scheduled end of class/course and the student has not rectified the issue. The student cannot use 'I' for incomplete to avoid a failing grade. A grade of 'I' will be granted only if the following conditions are met:
 - a. The course instructor agrees to grant the grade of 'Incomplete' (I).
 - b. The student's overall grade is a 'C' or better at the time the 'I' grade is requested.
 - c. The student has completed all coursework (including assignments and tests) except for one or two items. Specifically, 75% or more of the course must be complete at the time the Incomplete status is requested.

- d. The student provides documentation of a personal or family situation (e.g., death of an immediate family member or sudden illness of the student or immediate family member) that would reasonably prevent a person from completing the course.
- e. The program director agrees that the Incomplete status may be granted.
- f. The student provides a written plan for completing the coursework within thirty (30) days from the end of the course.

Withdrawal from the Program

The student may withdraw from the program or school at any time after the cancellation period and receive a prorated refund if s/he has completed less than sixty percent (60%) of the scheduled clock hours in the program's current period of attendance in the certificate program. The refund will be less registration and less any deduction for equipment used, and not returned in good condition within thirty (30) days of withdrawal.

Student who wishes to withdraw from the program or school should contact and inform the Program Director and Registrar. S/he is strongly encouraged to meet with the Business/Finance office to rectify any outstanding financial obligations. Regardless of the circumstances of withdrawal or the date of notification to the school staff, the official withdrawal date is the last date of class attendance. The two (2) withdrawal status are identified as follows:

1) Voluntary

- This requires the student to notify the school timely of her/his intent to withdraw from the class, course, or program. The form 'Notification of Cancellation' is available at the Registrar's office and must be completed and returned by mail, fax, email or submitted in person.

2) Involuntary

- The school will not complete a Notice of Drop (form) from the program when a student is removed involuntarily due to 'termination, administrative decision, dismissal, and drop-out involuntarily. A student may be dropped by the school for the following:
 - i. Failure to attend class for a period of fourteen (14) consecutive days
 - ii. Failure to return from a Leave of Absence (LOA)
 - iii. Violation of the Student Code of Conduct, pursuant to the disciplinary procedures of the school
 - iv. Violation of the Satisfactory Academic Progress policy, and
 - v. Other serious violation(s) of policies pursuant to the school's disciplinary proceedings.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits earned at Aberdeen Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Aberdeen Institute to determine if your credits or certificate will transfer.

When the institution has a general student brochure, the institution shall provide that material to the prospective student prior to enrollment. Additionally, if the institution has a program-specific student brochure from the program of interest to enroll in, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment. An institution shall provide a school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

For Prior Experiential Learning, the school does not award course or class credit based upon challenge examinations or achievement tests. Moreover, A.I. does not accept transfer credits for advanced placement (AP) coursework or examinations.

Ability to Benefit Statement

Aberdeen Institute does not admit ability-to-benefit students as it has not entered into an articulation or transfer agreements with any other institution, college, or university.

Credit Transfer for General Certificate Programs

A.I. considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA). A credit toward curriculum requirements may be given to the student admitted, and the following requirements are met:

- 1) The previous education must have been completed within the last five (5) years and completed with a grade of C, or a passing score or better from the previous school or institution. Conversely, A.I. will not provide or approve credit transfer for a course with a grade below a C.

- 2) The transcript of records (TOR) from the previous institution must be submitted before credit is considered and granted.

For the Vocational Nursing program, the courses that may be acceptable for possible credit granting are as follows:

- a) Accredited vocational or practical nursing courses
- b) Accredited nurse assistant training programs
- c) Accredited registered nursing courses
- d) Accredited psychiatric technician courses
- e) Armed service nursing courses
- f) Other courses the school determines to be equivalent to the courses in the program s/he is considering.

A credit granted is always at the discretion of the school administration and follows the regulations of the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Attendance, Emergency, Tardy and Excessive Absences

Class attendance from the student is expected for any clock-hour program. Attendance will be taken at the beginning of each class and/or clinical training sessions. All missed clock-hours must be made up within a specified schedule (date and time) as coordinated by the program director or an assigned representative.

An emergency absence, tardy, and excessive absences will be seriously addressed on a case-by-case basis and approved by the Academic Committee whether the student will continue attending classes, or retained with another cohort, or terminated from the program entirely. An emergency related absence like contagious illness, demise of a direct family member, and equally catastrophic reasons for the absence must be taken into consideration for retention or dismissal purposes. Documentation supporting the absence or tardy must be provided to the program supervisor or director. The student is held responsible for all material presented during the absence.

Definition:	Defines a particular given word.
Class:	Classroom, skills-lab room, clinical facility (site), blended learning online, virtual check-in, and Zoom video conferencing and attendance check-in's / check-outs.
Tardy:	Arriving/Leaving Early within 15 minutes from the start of or end of class time.

Absent:	Not present in class as scheduled in the syllabus; Arriving after the first fifteen (15) minutes of class; or leaving early – fifteen (15) minutes or more before the class officially ends.
Excused Absence:	Absent for emergency reasons. No make-up is needed as determined by the program director e.g. major surgery or death within the direct family, etc.
Break Time:	Take a ten (10) min. break for every fifty (50) min. of class and thirty (30) min lunch break.
Form:	The officially approved form used to take attendance i.e. theory, online, or skills/clinical
Sample:	Sample document provided following the procedure.
Remark(s):	To note the attendance using the Code Key written in the Remarks column in the attendance sheet or roster.

The procedure below is applicable to all courses (in campus, online delivery, or blended). Excessive absences can result in a drop or dismissal from the class or program; therefore, a make-up must be completed as soon as possible. See further guidelines below.

- 1) Student must take a ten (10) min break for every fifty (50) min of class time; and thirty (30) min of lunch break.
- 2) Student is expected to arrive in class 10-15 minutes before the official start time.
- 3) The instructor marks the student **absent** if s/he comes in after the **first 15 minutes** of class and/or leaving early – more than **15 minutes prior** to the end of class.
- 4) Each tardy count. Incurring three (3) in theory or three (3) online, skills lab, or clinical settings are equivalent to a full day of absence from any of the settings.
- 5) The student may not be absent for more than two (2) theory days and two (2) skills lab/clinical days each module, term, or period. Otherwise, s/he runs the risk of not completing the module, term, or period or moving forward to the next or even completing the program timely when any absence(s) occur in the last module, term, or period.
- 6) The student must coordinate a make-up schedule with the instructor and is responsible for acquiring the materials during the clock-hour(s) or day(s) missed.
- 7) The instructor must provide the appropriate make-up assignment in lieu of the missed hour(s) or day(s) and content objective(s) by completing the school's make up form and using the related course syllabi for content reference.
- 8) The student must submit the make-up work to the instructor within seven (7) days of its issuance.
- 9) Specific content make-up for absences in either theory /skills lab /clinical day may be determined by the instructor and approved by the program director.

- 10) For the Vocational Nursing program, each term the student may incur two (2) excused absences defined as emergency. However, required official document(s) as proof shall be determined by the Program Director.
- 11) The program director or an assigned representative must clear the student to continue to the next term or complete the program if an absence is on record and completed according to the policy of Aberdeen Institute.

Excused Absence (Emergency Only)

Any absences due to illness, jury duty, and immediate family or other emergencies constitute excused absence and must be supported by the documentation presented to the instructor prior to or immediately upon the student's return to class. Each term or period, the student may incur two (2) excused absences (maximum of 4%), and absence hours will accrue. The student is always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) and must comply with the respective faculty member's course protocol (course syllabi, outlines, etc.).

Excessive Absences

Excessive absences can result in a student being dropped or dismissed from the class and/or program. If a student's absences in a specific period or term exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class. A student who has been absent from all her/his course for fourteen (14) consecutive calendar days will be terminated from the training program (refer to the policy – Withdrawal from Program).

School Suspension and Expulsion

The student may be suspended and/or expelled from the college when her/his health is compromised and/or her/his conduct is deemed unacceptable or for the following reasons:

Compromised health may be defined as but not limited to:

- Having a form of communicable and other infectious diseases
- Psychological disorders including emotional instability diagnosed by the primary care provider
- Other conditions that would threaten, or negatively impact the well-being of the faculty, students, staff, patients assigned while at the facilities for clinical training, and other consumers, or other issues that would prevent the student from successful and satisfactory performance of the responsibilities and tasks required and the completion of the education and training program of the college.

Deemed with unacceptable behavior may be defined as but not limited to:

- Failure to maintain a satisfactory academic grade of less than (<) 75% benchmark
- Failure to achieve a satisfactory clinical performance (a Pass /Fail portion)
- Failure to represent Aberdeen Institute in a professional and ethical manner

- Failure to abide by the college's rules, including attendance policy
- Failure to disclose pertinent information related to the requirements set forth in the admissions and the affiliate facility and other partners.

Leave of Absence (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study. A LOA refers to the specific time during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for a scheduled program break. However, a scheduled break may occur during a LOA.

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave college for an extended period without withdrawing or affecting a student's satisfactory academic progress calculations. The Program Director, the School Director, or an assigned representative may authorize a leave of absence. Reasons for granting a leave of absence may include, but not limited to serious student medical programs, pregnancy, military duty, and death of an immediate family member.

L.O.A. status can be granted once for a certificate program. Under no circumstances will a leave of absence not exceed a maximum of 180 calendar days within a continuous 12-month period. A student who does not return to full-time or part-time status at the end of the leave is considered to have withdrawn from the program and school.

- i. LOA will be allowed for emergencies, illness, or pregnancy. The student will be required to continue their schooling in the next available class at the point where her/his class was interrupted.
- ii. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.
- iii. The time taken for an LOA will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the LOA is officially completed.
- iv. Requesting for LOA:
 - The student must outline the reason for the leave in writing and submit it to the

Registrar who will present the request for approval to the school director or the program director.

- The Registrar will notify a letter to the student when the request is approved or denied.

v. Returning from LOA

- The student on personal leave must meet with their admissions representative prior to resuming studies.
- Any conditions set for a return from leave, such as a letter of clearance from the student's primary care provider for medical leave of absence, that are specified in the letter of approval from the School Director or Program Director must be met before the student can resume her/his class(es).
- Copy of the form must be forwarded to the Registrar as soon as possible.

The Grievance Process

Aberdeen Institute reserves the right for a student to freely voice her/his opinions, suggestions, and/or complaints. The school will make every effort to help mitigate issues by carefully assessing the situation and providing timely and fair resolution.

The grievance policy and procedure provide step-by-step guidance for the student, faculty, and staff in hopes that one's complaint(s) is dealt with in a fair, professional, and collegiate manner. This process may be initiated by a student or group of students who reasonably believe s/he/they have been subjected to unjust action or denied rights that adversely affect her/his/their status, and the rights and privileges as a student. It is the responsibility of the student(s) to submit proof of the alleged unfair or improper action.

The following procedure is designed to assist the student(s) in the proper steps to the grievance process and ultimately come up with the resolution amenable to all parties involved.

- 1) Firstly, discuss the problem with the immediate instructor rather than with other students in class.
- 2) Secondly, if the discussion did not result in a complete resolution of the concern(s), then make a timely appointment to meet with the Program Director for further assistance.
- 3) Lastly, if the problem/concern/issue persists without definite resolution, then make a timely appointment to meet with the School Director.

Additional Information:

- If the concern or problem involves the nurse assistant program, the student may contact the CDPH at:
California Department of Public Health Services (CDPH)
Licensing and Certification Program,

And Technician Certification Section (ATCS)

1615 Capitol Ave., MS 3301

PO Box 997416, Sacramento, CA 95899-7416

- Phone: (916) 327-2445
- E-mail: cna@cdph.ca.gov Website: www.cdph.ca.gov

- For all other problems, the student may contact the:
Bureau for Private Postsecondary Education (BPPE)
Physical address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone and Fax Numbers:
 - Office: (916) 574-8900 or by Fax (916) 263-1897
 - Toll-Free: (888) 370-7589 or by Fax (916) 263-1897

Appeals Process – The Right to Appeal

The student may submit a written appeal for a decision that negatively affected her/his ability to complete a course or program such as failure, suspension, or termination. All such appeals must be submitted within thirty (30) days of notice to the Appeal Committee. It is the responsibility of the student to submit all relevant documents or statements of support with her/his letter of appeal. The Appeal document should be brought or mailed to:

- Attn: The Appeals Committee
Aberdeen Institute
7136 Haskell Avenue,
Van Nuys, CA 91406

In all cases of student grievances, if the complaint cannot be resolved after exhausting the school's procedures, the student may file an external complaint under the Grievance Process policy as listed above.

Graduation Requirement

The student enrolled into a program will be considered a “graduate” which is defined as one having completed the program successfully and have met the following requirements:

- Completed all the required courses in the program
- Achieved the academic benchmark of the program (a grade of C or 75%, or better)
- Completed all the required courses and/or clinical components in the program
- Maintained satisfactory attendance in the program
- Be in good financial standing with the school
- Met other graduation requirements specific to each program

When the student has met the above and is considered a graduate of the program, a Certificate of Completion will be awarded to the student who has successfully finished the program. A student who is unable to satisfy the graduation requirement above within the allotted time may take advantage of the school's appeals process. The student must officially file in writing for this process to take place.

Licensure or Certification Process

Under California law, the school must take reasonable steps to ensure that the student is eligible for a Board licensure or State certification in the program of study where a license or certificate is required. The student must read the materials carefully related to the program requirements and do further research if s/he is concerned about the ability to complete the licensure or certification process and achieve the goal of being licensed or certified.

Successful completion of a program enables the student to complete and submit the appropriate application with the relevant fees for either Board licensure or State certification examination.

Vocational Nursing (VN) Program → Licensed Practical /Vocational Nurse (LPN/LVN)

The VN graduates must become licensed by the Board of Nursing – the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to practice as a licensed practical/vocational nurse in the State of California. The process and steps by which the graduate must take are as follows:

- Must be a graduate of a California approved school of vocational nursing.
- Must complete the State Board application and submit the appropriate fees to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
- Must complete an application for and submit with the appropriate fees to the National Council of State Boards of Nursing (NCSBN) for the appropriate Licensure Examination.
- Must schedule a computerized adaptive testing examination (CAT) day and time with the company like the Pearson Vue <https://home.pearsonvue.com/>. A year-round computer-based testing is available with Pearson Vue. The site and availability of date and time is depended on individual site's intake schedule of test-takers throughout the community.
- Summary of Requirements for Licensure as a Vocational Nurse
https://www.bvnpt.ca.gov/applicants/summary_vn.shtml
 1. Be at least 17 years old; and
 2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
 3. Complete and sign the "Application for Vocational Nurse Licensure".
 4. Complete and sign the "Record of Conviction" form.

5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX-PN) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.

When the requirements of Steps 1-7 have been met, the Board will advise the applicant of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process a license. For further information regarding the requirements for eligibility for licensure in the State of California, please refer to the BVNPT website:

<https://bvnpt.ca.gov/applicants/index.shtml>

Nurse Assistant (NA) Program → Certified Nurse Assistant (CNA)

Nurse Assistant graduates must be certified by the State of California Department of Public Health (CDPH) to practice as a Certified Nurse Assistant (CNA) in the State. Nurse Assistant graduates will become certified by taking and passing the State certification examination as conducted by the following State affiliated vendors:

- National Nurse Assistant Assessment Program (NNAAP)
 - <https://www.ncsbn.org/nnaap-exam.htm>
- The Regional Testing Center (RTC)
 - <http://www.regionaltestingcenter.org/cna.html>
- The American Red Cross (ARC)
- Summary of Requirements for Certified Nurse Assistant
<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/CNA.aspx>

The applicant for certification as a CNA shall comply with each of the following:

1. A minimum age of 16 years old.
2. Have successfully completed a training program approved by the CDPH, which includes an examination to test the applicant's knowledge and skills techniques learned related to basic patient care services.
3. Obtain a criminal record clearance.
4. The applicant must complete and submit the following to the CDPH:
 - An initial application (CDPH283B), upon enrollment in the training program.
 - A copy of the Request for LiveScan Service (BCIA 8016) form.

Once you have completed the CDPH-approved training program, you will need to successfully pass the Competency Evaluation Examination. If you successfully pass the Competency Examination, you must allow at least thirty (30) days for CDPH to receive your examination results from the testing vendor.

Website: <https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/CNA-Testing-Vendors.aspx>

Addendum / Addenda

Any **Policy** added after the published period will be considered an addendum to this document. Upon periodic review of the Governing Board of **Aberdeen Institute**, the addendum may be considered and added into the actual document which would warrant a new published/revision date.