AMG School of Licensed Practical Nursing
“Empowering Student for Excellence”

SCHOOL CATALOGUE

147 Prince Street
Brooklyn, New York 11201
OVERVIEW

Welcome to AMG

At AMG School of Practical Nursing, you’ll enjoy the challenge of learning in a professional environment with dedicated faculty and administration committed to helping you fulfill your highest potential. AMG nursing program is consistent with sound educational principles yet allow students to complete their training in a healthy environment. Training at AMG School of Practical Nursing is career oriented and skill specific. The most current and widely used computer technology and software are integrated into our program.

The school sets high standards; standards you can easily meet with enthusiasm, curiosity, and the desire to prepare for an interesting and challenging career in nursing.

AMG School of Practical Nursing’s reputation is built on the success of its graduates. When you enroll at AMG, you’re enrolling in a school that will become a valuable resource for you throughout your career.

The Licensed Practical Nursing program prepares graduates for entry into the nursing profession as a practical nurse and work under the direction of a registered nurse.

Graduates who successfully complete the program are eligible to apply to a State Board of Nursing for licensure as a licensed practical nurse and to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN)

AMG’s Practical Nursing program consists of 1300 clock hour. We offer morning and evening classes. The morning program can be completed in one calendar year, and the evening program can be completed in fourteen months.

Students are admitted to the program three times a year, in the fall the spring and the summer. The curriculum focuses on the art and science of nursing, and is taught in classroom, skills laboratory, and clinical practice settings. Students attend class and
laboratory experiences on campus. Additionally, students participate in clinical learning experiences in various healthcare settings under the guidance of nursing faculty. Clinical learning experiences provide students with the opportunity to apply nursing theory in client care situations. Clinical settings include acute and long term care, in-patient and outpatient facilities.

Classes and lab are scheduled during the day and evening. Most clinical experiences are offered during the day between the hours of 8:00 am to 5:00 pm; and evening between the hours of 5:00 pm to 10:30 pm. AMG reserves the right to schedule clinical experiences during the weekends if necessary.

ESSENTIAL FUNCTIONS

Students admitted to the Practical Nursing program are expected to perform the same essential functions of an employment position as a licensed Practical Nurse. The essential functions are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of AMG Practical Nursing curriculum leading to initial licensure as a nurse. Essential functions are categorized as: Sensory (tactile, visual, hearing and smell) communication, psychomotor (gross motor skills, fine motor skills, physical endurance, physical strength, mobility), intellectual and cognitive abilities (reading, arithmetic competence, analytic thinking, and critical thinking), professional and social attributes (interpersonal skills, and communication) and application of legal/ethical principles and professional standards. All students are required to meet these essential functions. Allowing for individual differences, and encouraging program completion for students with a documented disability, the Nursing Program will work with the student and Disability Services to provide any reasonable accommodation to meet these essential functions. Contact the School at 718-596-5300 if you have questions regarding these requirements.

MISSION STATEMENT

AMG School of Practical Nursing’s Mission is to provide its students regardless of race, gender, religion, color, ethnicity, age, disabilities and national origin with an outstanding educational opportunity and skills needed to obtain gainful employment, and to maintain personal independence and dignity.
Nondiscrimination
It is the policy of AMG School of Licensed Practical Nursing Program to comply with all federal and state laws that prohibit discrimination. Educational opportunities are offered to individuals on the basis of merit without regard to race, color, sex, religion, national origin, age or disability.

Program Goals
The overall goals of AMG School of Practical Nursing are in congruent with the Philosophy of the Practical Nursing Program, in the continuing development and preparation for graduation of individuals who will provide basic nursing care through clinical practices.

To achieve these goals it is imperative that administration attempt:

1. To select and develop a distinguished faculty who can achieve the objectives of the school through the recruitment of qualified faculty with clinical expertise, and also maintain current knowledge in the nursing profession by showing proof of annual CE credit hours.

2. To assure that faculty maintain current New York Registered Nurse Licensure.

3. To maintain admission standards that permits entry of students with a variety of ability, interest, and aspirations.

4. To provide student advisement services so that students may progress toward their educational goals.

5. To demonstrate excellence in teaching strategies, and practices through exemplary role modeling to students, and also provide a core of content upon which undergraduate programs in nursing can be built.

6. To utilize different facilities and resources essential to the achievement of the objectives of the institution.
7. To utilize continuing evaluation through which the effectiveness of program objectives are assessed and modified as necessary.

8. To foster faculty participation in nursing and scholarly activity this adds to the body of knowledge in nursing.

CAREER POTENTIAL

Graduates of the program find jobs in a variety of health care settings, such as: hospitals, extended care facilities, home health care agencies, state and federal health-related facilities, the armed services, private duty nursing, clinics, and office settings.

ACCREDITATIONS AND APPROVALS

The Practical Nursing program is accredited by Middle State Association of Colleges and School. 3624 Market Street, 2 West Philadelphia PA, 190104. http://www.middlestates.org, registered by the New York State Department of Education Office of the Profession Division of Professional Education.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES POLICY

The License Practical Nursing Program is available to any individual who meets the admissions requirements as written in the school catalog. In line with AMG’s Mission. AMG’s admission policies are clearly stated, published and available to the Public. This is done primarily through the school catalog, as well as through recruiting and
admissions material. AMG recognizes that an educational institution’s policies must have Prerequisites for admission

MINIMUM REQUIREMENT FOR ADMISSION
Applicants must meet the following eligibility requirements for admission:

- Be at least 18 years of age on or before the first day of class.
- Submit a completed application form with a nonrefundable fifty dollars ($50) application fee.
- Submit with the application a High School Diploma and official High School transcript (in sealed envelope) or General Equivalent Diploma. Foreign High School documents/diploma must be translated into English, and evaluated by the World Education Services or Globe Language Services.
- Submit official transcripts from all previous colleges attended, where applicable, regardless of length of attendance.
- Provide proof of citizenship, resident alien status, or carrying a student visa.
- Proof of identity and address: EX: (state issued driver’s license, passport, social security and utility bill with address.

Entrance exam/personal interview
- Once all prerequisites have been met, the applicant will be required to take the entrance exam (HESI) offered at the school for the cost of a nonrefundable $100.
- Applicant must receive the school passing grade of an 80 or higher.
- Applicants who fail the first entrance exam may be eligible to retake the entrance exam for a maximum of two attempts, provided that the exam is substantially different from the one previously administered. Each attempt applicant will have to pay a nonrefundable $150.
- Write a nursing essay, sample base topics are selected by the nursing school. (Rubric guideline for grading Nursing Admission Essays will be used).
• Personal interview of prospective candidates after meeting required admission standards.

**Admission decision**

• After satisfactory completion of the enrollment requirements, the student will be notified by mail of the admission committee’s decision.

• Students selected must respond in writing confirming acceptance within ten (10) business days. A student who fails to respond may forfeit his/her place in the class. Students shall comply with legal, moral and legislative standards that determine acceptable behavior in the field of nursing. It is important for prospective nursing students to know about the New York Board of Nursing’s regulations on the review of candidates for eligibility for initial and continuing licensure.

• Students granted admission will have ten (10) business days to accept the offer and to pay a six hundred dollars deposit to reserve his or her seat. The six hundred dollars deposit will count towards the student registration; and at this time student must complete and sign an Enrollment Agreement Form.

• Failure to start the program will result in the loss of the five hundred dollars deposit.

• A student granted admission is eligible to defer his admission only once to the next admission session, provided there is a seat available and at the discretion of the admission committee.

**Before the beginning of the program students are required to submit the following items (at the student expense)**

• Individual certificate of professional liability insurance ($1,000.000 / $3,000.000), at students expense.
• CPR (Cardiopulmonary Resuscitation) Certification Card.
   The accepted program is American Heart Association- Basic Life Support for Healthcare Providers. It is the student’s responsibility to obtain and maintain CPR certification. Evidence of current certification must be submitted as part of the student clinical folder.

• Submit to a Criminal Background check, as required.

• Submit medical record information that shows that the candidate is in good physical and mental health. Health requirements for students are subject to change as new recommendations or federal/state regulations emerge. Affiliate Agencies may require additional health protective testing. Course instructors will keep students informed of any new requirements. Student must submit the required Medical record form signed by a physician or an NP with:
   a. Two-step Mantoux test, or chest X-ray if necessary, and or QuantiFERON
   b. Rubella titer and Rubeola titer.
   c. Proof of immunity to Hepatitis B or a signed declination form indicating that student has refused Hepatitis B Vaccine.
   d. Rubella (German measles) – Serologic testing indicating immunity against rubella is required.
   e. Varicella Zoster Virus Vaccine – Varicella (Chicken pox) vaccination is required for students who do not have a history of this disease or whose history is uncertain.

**Student must comply with the following:**
• Students must be physically capable of fulfilling the objectives of the nursing program. The school will make reasonable accommodation to assist a student with a disability to advance through the program. Students should have sensory
function adequate for client assessment and care and must possess the physical status to provide all aspects of nursing care in a safe manner.

- In compliance with the Americans with Disabilities Act of 1990, the School of Practical Nursing will make reasonable accommodations for students with learning disabilities. These accommodations may include allowing students additional time to complete examinations. The need for special accommodations must be made known during the admission interview and the student must provide evidence of same in writing prior to the beginning of the program.

- Each nursing student at AMG School of Practical Nursing is assigned a nursing faculty advisor. The primary function of the faculty advisor is assisting in the designing and modifying of an academic plan, health, and financial plan, which reflects the student's career decisions. In the event that financial or personal problems interfere with the admission process, the advisor may refer the student to the proper community resources. The student should understand the importance of seeing his/her advisor. Student will not be admitted into the program without first seeing the faculty advisor.

PROGRAM POLICIES AND PROCEDURES

RECRUITMENT POLICY
Recruitment activities for the Licensed Practical Nursing program are ethical. All material used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of the Licensed Practical program. Recruitment is done mainly by school catalog, school marketing materials, radio, newspaper, and the internet.

ORIENTATION POLICY
Students are required to attend an orientation. The nursing faculty is committed to assisting our students in meeting their nursing program objectives. To help achieve this goal, orientation sessions covering course, clinical, and program expectations are provided for students. Each Level, there will be course and clinical orientations. Attendance at these orientation sessions is mandatory for all students.

**CORPORATE COMPLIANCE POLICY**

It is the policy of AMG School of Licensed Practical to establish and maintain a Corporate Compliance Program to ensure institution-wide compliance with all of the federal, state, and local laws, rules and regulations set by all governing board. Compliance is an ongoing commitment of being ethical and honest in everything you do. AMG School of Licensed Practical Nursing believe in doing what is right for our Institution while complying with all applicable laws, standards, policies and procedures.

All new students are required to attend an orientation where they will receive education on compliance policies. Additional training shall be provided when needed.

**STUDENT RECORD POLICY**

AMG School of Licensed Practical Nursing will make every attempt to assure that student record it kept private and safe at all times. The student record will be kept in a lock fire proof cabinet and handled with confidentiality. Only authorized personnel will have access to student, the records will be easily accessible and maintained in an orderly fashion. Student record is kept for a period of seven years. Student record is available for review by the student at any time upon request. Students are encouraged to submit updates to their record such as address changes and changes in financial aid as soon as possible. Upon graduation student will be given a copy of their records. The students should maintain their records indefinitely. **Student record is also maintained electronically by Populi and Engrade School Management Software.**

The records that the school will maintain are as follows:
1. Enrollment application
2. Enrollment Agreement
3. Evidence of high school graduation or equivalent
4. Entrance Exam
5. Attendance Records
6. Academic Progress and transcript
7. Clinical evaluations
8. Financial Records
9. Record meeting, Appeals, Disciplinary Actions and Dismissals
10. A Copy of Graduation Certificate
11. Student Clinical Folder
   a. Criminal Background
   b. Copy of current CPR certification
   c. Proof of Professional Malpractice Liability Insurance
   d. Medical History and Physical Exam including all immunization and PPD

**Notice to Student Regarding Criminal Background Checks**

Current laws generally permit state agency and state licensing board to deny an applicant the right to practice nursing if the applicant has been convicted of a felony or other specified crime. Questions should be directed to NYS office of the Professions http://www.op.nysed.gov

AMG School of Licensed Practical Nursing Program does not require a criminal background check for admission, but the nursing program requirements include that the
student participate in clinical rotation at off campus clinical sites. The off campus clinical site frequently requires that the student undergo a criminal background check before the student can be placed for clinical experiences. A criminal background may reveal information that will prevent a student from participating in the experiences because it would not be in the best interest of the clinical site, the clinical site may deny that the student and therefore will result in dismissal from the nursing program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student’s performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background checks during the course of the Nursing program at AMG, depending on the number of sites where you are placed and the requirements of each site.

Students are under a continuing obligation to supplement the information provided to any clinical facility concerning background checks, criminal histories or convictions or any other criminal background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and ultimately from the nursing program.

Please note that it is important that you consider this before you enroll in the nursing program. AMG School of Licensed Practical Nursing Program has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

**STUDENT INSURANCE POLICY**
All nursing students must carry their own professional malpractice liability insurance. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component. Student liability insurance is available for a nominal fee of $23.50 annually through the Nurses Service Organization (www.nso.com) or Healthcare Providers Services Organization (www.hpso.com). Further information on liability insurance may be obtained from the Program Director. Proof of professional liability insurance is a required part of the student clinical folder.

**DRESS CODE POLICY**

Students will be expected to wear uniform at all times in the classroom, lab and at the clinical facility. Students are expected to conduct themselves at all times as mature and responsible individuals. Violation will necessitate the student being sent home to change clothes or make any other adjustments to meet the standard. The Clinical instructor will notify the Theory/Lead Instructor of this action.

**Students are expected to adhere to the following guidelines when in the classroom.**

- Shoes are required.
- No bare midriffs, garments shorter than mid-thighs, or see-through garments. Hair must be neat and clean.
- Men are expected to shave or keep beards and mustaches clean and trimmed neatly.

**In addition to the classroom guidelines, students are expected to adhere to the following guidelines when in simulation lab and clinical.**

- School uniform is royal blue slacks or skirt and white shirt with the school logo. Clean white shoes and hose (if wearing dress uniform) are required. White socks are to be worn with pant uniforms.
• Note: The student may not deviate from this dress code.
• Name tags as designated by the school are to be worn.
• When going to the clinical area for any other reason except assigned patient care, business attire with a lab coat is required with name tag attached.
• Hair must be neatly styled and off collar of uniform and without fancy ornaments, etc.
• The only jewelry permitted will be a plain band or engagement ring, and watch. In addition for those with pierced ears, stud earrings of white, gold or silver will be permitted. One stud earring per earlobe is allowed.
• Un-chipped, clear nail polish only will be accepted. Nails will be trimmed and neat and clean.

Students will not be permitted to enter any clinical facility dressed in the following attire:
• Blue jeans, cut-offs, and shorts
• See-through blouses.
• Thong sandals
• Midriff clothing
• Clothing shorter than mid-thigh
• Body shirts
• Halter, sundresses
• Heavy jewelry or make-up
• Extreme hair styles
• Earrings other than one stud earring per earlobe; nose rings, eyebrow or tongue piercing.
• Open-toe shoes
• Tattoos that are uncovered
A white undershirt or white lab coat may be worn with the school uniform. Additional restrictions according to hospital policy may be required.

ADVISING POLICY
Each nursing student at AMG School of Practical Nursing is assigned a nursing faculty advisor. The primary function of the faculty advisor is assisting in the designing and modifying of an academic plan which reflects the student’s career decisions. In the event that financial or personal problems interfere with academic performance, the advisor may refer the student to the proper community resources. The student should understand the importance of seeing his/her advisor when having difficulties with their academics.

Students are required to meet with their advisor to develop an action plan under the following circumstances:

1. The student fails a nursing exam.

2. The student scores less that the standard level of proficiency for a proctored Standardized exam.

3. The student is having difficulty applying theory to practice.

Advisee Responsibilities/Student Responsibility

1. Contact and keep in touch with your advisor during either the posted office hours or a scheduled appointment.

2. Make an appointment with your advisor for issues requiring longer conferences.

3. Keep appointments or call if it is necessary to change or cancel an Appointment.
4. Be willing to discuss concerns regarding school work, study habits, academic progress, etc.

5. Be open to discussions concerning selection of appropriate courses.

6. Be willing to search out and use other sources of information.

7. Clarify some of your personal academic and career goals prior to sessions with your advisor.

8. Be prepared; have the necessary forms, and have an idea of the type of schedule you desire.

9. Become knowledgeable about all policies, procedures, and requirements.

10. Accept responsibility for the decisions to be made and the outcome thereof.

SCHOOL CLOSING POLICY
In accordance with AMG School of Practical Nursing Programs School Closing Policy, the following procedure is in effect when it becomes necessary to close the school, cancel academic activities, or delay the opening of the School due to inclement weather or other emergency conditions. This procedure will also describe working conditions and the compensation status of employees during the time the school is closed.

DEFINITIONS OF SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Notification: The decision to close the school is made solely by the Director. Students will be notified through announcements on 1010 wings radio, and the television. If the Public School System in New York City is closed, AMG School of Practical Nursing Program is closed. Whenever possible, decisions to cancel day classes will be made by 5:30 AM and decisions to cancel night classes will be made no later than 4:00 PM.
Web Alerts Cancellations
AMG School of Practical Nursing Program utilizes a student notification system called **Web Alerts cancellations.** Cancellation information will appear on the homepage when there is a cancellation.

Text Messaging
Text messaging is another means of receiving school closure and emergency safety information. Faculty interested in receiving emergency notifications utilizing text messaging must verify that the Director has all updated cell phone numbers.

AMG COMPUTER SOFTWARE/SYSTEMS POLICY AND STUDENT COMPUTER-
APPROPRIATE USE COMPLIANCE WITH APPLICABLE LAW AND POLICY
1. Users must comply with state and federal laws and regulations, the school policies and System procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, pornography and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking” and similar activities.
2. Users must comply with the laws of other jurisdictions, systems or networks when communicating electronically within those jurisdictions, systems or networks.
3. Users are responsible for the content of their personal use on system, and any liability resulting from that use.
4. Users must use only those computer system resources they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so.
5. Users are responsible for use of the computer system under their authorization (password).
Unauthorized usage

a) Use any account or password assigned by the school to someone else, including family members.

b. Share any account or password, assigned to the user by the school, with any other individual, including family members; or

c. Allow others to use computer system resources under their control in violation of this procedure or related laws and policies, including, but not limited to, copyright laws or license agreement

d. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on the computer system.

e. Users must not change, conceal, or forge the identification of the person using the system, including, but not limited to, use of e-mail.

f. Users must not download or install software onto the system without prior authorization from appropriate school officials, except when necessary to meet the academic mission.

g. Users must not engage in inappropriate uses, including:

1. Illegal activities

2. Wagering or betting

3. Harassment, threats to or defamation of others, stalking, and/or illegal harassment or discrimination

4. Personal business, or commercial activity unrelated to the learning purposes
5. Storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee.

6. “Spamming” through widespread dissemination of unsolicited and unauthorized e-mail messages.

**Protecting privacy**
Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others’ accounts does not, by itself, imply authorization to do so.

**Limitations on use**
Users must avoid excessive use of the computer system. Excessive use means use that is disproportionate to that of other users, and is unrelated to academic or employment-related needs, or that interfere with other authorized uses. The school may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the Assistant Director.

**Unauthorized trademark use.**
Users must not state or imply that they speak on behalf of the School, and must not use the School logos without prior authorization. Affiliation with the System does not, by itself, imply authorization to speak on behalf of the System.

**Personal usage**
Employees may make reasonable use of the computer system for personal communications as long as the use is in accordance with state law, the School policy and System procedure, and the use, including the value of employee time spent, does not result in an incremental cost to the School, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the Assistant Director. Reasonable use means use consistent with this procedure.

**Security and Privacy**
Users shall take appropriate security measures when electronically transmitting not public data.

Data transmitted via computer system is not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the System.

**Right to employ security measures**
AMG School of Practical Nursing Program System reserves the right to monitor any use of the System, including those used for personal purposes. Users have no expectation of privacy for any use of System resources, except as provided under federal wiretap regulations.

AMG School of Practical Nursing Program System does not routinely monitor individual usage of its computer system. Normal operation and maintenance of the System require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps must be taken to investigate and take corrective action or other actions as warranted. System officials may access data on the computer system, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.
**Enforcement**

**Access Limitations**
AMG School of Practical Nursing Program reserves the right to temporarily restrict or prohibit use of its System information by any user for any business purpose, without notice. Continued use of System information is a privilege subject to limitation, modification, or termination.

**Repeat violations of copyright laws**
AMG School of Practical Nursing Program may permanently deny use of the computer system by any individual determined to be a repeat violator of copyright laws governing Internet use. Repeated violator of the School policies will result in termination or expulsion of the violator.

**COMMUNICATION DEVICE POLICY**
While the nursing faculty recognizes that communication with family and friends is important, the use of cell phones and beepers in class is very distracting to other students and to your instructor. All cell phones must be turned off upon entering the classroom, or keep all electronic devices on either vibrate or voice mail mode during class. To use cell phones or other communication devices, the student must leave the classroom. If a student needs to be contacted in an emergency situation the Nursing Department Administrative Assistant should be called. The student will be given the message in the classroom. Cell phones are prohibited in the clinical setting.

**FIRE PROCEDURE/ EMERGENCY EVACUATION PLAN/EMERGENCY CONTACTS POLICY**
Fire emergency exit procedures are posted in each classroom and laboratory.

The School Evacuation Plan is a reference for emergency contacts and can be found with the Director or receptionist area.
NONDISCRIMINATION IN EDUCATION OPPORTUNITY/HARASSMENT POLICY
AMG School of Practical Nursing Program is committed to a policy of nondiscrimination in education opportunity. No person shall be discriminated against in the terms and conditions of practices or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment.

This Policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, AMG School of Practical Nursing Program will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person’s class or is subject to that person’s supervision or evaluation.

If a consensual, romantic or sexual relationship exists between a faculty/student and similar relationship between them, the person with evaluative or supervisory authority
is required to report the relationship to the Program Director so that evaluative functions can be reassigned if possible.

AMG School of Practical Nursing Program has developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence.

**CODE OF CONDUCT POLICY**
Every student who is accepted at AMG School Practical Nursing is required to abide by the provision of the Code of Conduct so long as he or she remains a student and conduct themselves professionally at all times. Inappropriate behavior and/or attitude toward faculty in (classroom and lab), and health care facility staff during clinical experiences will not be tolerated. If a student is experiencing difficulty, he or she should make arrangement to speak with assigned faculty member. An investigation shall be made of the violation and all people involved. Student found in violation of this policy may face disciplinary action which may result in removal from the program.

This violation includes, but is not limited to, the following:

1. All forms of bias including race, ethnicity, gender, disability, national origin and creed as demonstrated through verbal and written communication as physical acts.
2. Sexual harassment including hostile environment and quid pro (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, and forgery alteration or use of institution document of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceeding, public meeting and programs, or other school activities.
5. Physical/verbal abuse of any person on school property or at function sponsored or supervised by the school.
6. Theft or damage to the school property or damage to the property of a member of the school community on the school premises.

7. Failure to comply with directions of school officials acting in the performance of their duties.

8. Proof of the usage of Drugs or Alcohol on school campus or any affiliation site of the School.

9. Violation of the law on school promises in a way that affects the school community’s pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverage and/or controlled dangerous substance on school premises.

10. Not adhering to the school’s rules, regulations, policies and codes of conduct. This is to include uniform code

11. Missing more than 15% of contact hours instruction (classroom, clinical and lab combined).

12. Student who did not pass Clinical Rotation.

13. Not meeting financial responsibility to the school.

SUBSTANCE ABUSE POLICY
Substance abuse and/or addictive illness, can lead to serious physical, psychological, and social problems for the individual. Affected students may have impaired judgment and skills which can pose a serious threat to the lives of patients in their care. Substance abuse not only compromises patient care but also compromises the educational process. AMG School of Practical Nursing Programs is committed to the identification of abuse, intervention, and referral for treatment of any students involved. As per the School’s policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the School’s campus or at any site or activity operated by AMG
is prohibited. A violation of hospital and nursing home policy will likewise be considered a violation of school’s policy.

Identification of Abuse
The following guidelines will be used to identify possible abuse.
1. Any student found to possess (consumed or carried on one’s body) any alcoholic beverage, mind-altering chemical or non-prescribed controlled substance on AMG School of Practical Nursing campus or at any clinical facility.
2. Any student who diverts any controlled substance from a clinical facility.
3. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, under the influence of chemicals that alter cognitive functions, and/or abusing prescribed medications. Faculty may make the determination that reasonable suspicion exists.

Any student who is identified of abuse will be subject to intervention as defined below:
1. If identified according to Identification of abuse #1 and/or #2 (as cited above), the student will be dismissed from the Nursing program.
2. If identified according to Identification of abuse #3 (as cited above), the student may be required to submit to a breath analysis, saliva exam, urinalysis, or blood analysis, drug exam. Any drug exam will be at the student’s personal expense.
Drug examination of body fluids is a method of identifying recent use of alcohol or drugs. It is not a diagnosis of substance abuse or addiction. Refusal to offer the required sample will be grounds for dismissal from the program. A positive exam indicating use of controlled substance, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Nursing program. Individual considerations for prescribed medications will be given. Exam results will be kept confidential.

Individuals who have been identified of substance abuse will be referred to the appropriate local or state agencies for assistance. All individuals will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

**SUSPENSION OF ELIGIBILITY FOR DRUG RELATED OFFENSES**

I. **IN GENERAL.** A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table: If convicted of an offense involving:

<table>
<thead>
<tr>
<th>The possession of a controlled substance:</th>
<th>Ineligibility period is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third offense</td>
<td>Indefinite.</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>The sale of a controlled substance:</td>
<td>Ineligibility period is:</td>
</tr>
<tr>
<td>First offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Second offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

II. REHABILITATION. A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if;

a. the student satisfactorily completes a drug rehabilitation program.

A. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program; or

C. the conviction is reversed, set aside, or otherwise rendered nugatory.

3. DEFINITIONS. In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

CRIME REPORTING POLICY

AMG Annual Security Report will include statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus. These statistics are compiled from campus incident reports, reports from designated Campus Security Authorities and from our local police precinct. The report also includes institutional policies concerning
campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, including crimes involving sexual misconduct, emergency and evacuation procedures. This report will be posted on the School’s Public Safety webpage under “Annual Security Report.” Hard copies are available in the President Office.

Crime Reporting Procedure Faculty, staff, students, and others who may be on campus or on the contiguous geographic perimeter of the campus are asked to promptly report any past crime, attempted crime, or actual criminal activity to the President or Program Director. Administration will expeditiously responds to the condition reported and makes necessary notifications to the local police precinct. Criminal activities, as well as other emergencies, can be reported by calling 718-596-5300. All advisors are strongly encouraged, when they deem it appropriate, to inform the persons they are advising of the procedures to report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics. Victims or witnesses may report crimes to persons designated as Campus Security Authorities, who will then forward only the report of the crime – without divulging the name of victim or witness – to the Administration for inclusion in the annual crime report. AMG recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the School’s annual crime report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. AMG reserves the right to notify the police when it believes that such reporting is necessary for the protection of the school community. In many cases, however, that notification will be done without divulging the victim’s identity and will be done only for the purpose of providing a campus-wide safety alert. In the event of an extreme or life-threatening situation, members of the school community should always call 911.
Hate Crime and Bias-Related Incidents Bias or hate crimes are crimes motivated by the perpetrator’s bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. Bias-related incidents are behaviors which constitute an expression of hostility against the person or property of another because of the targeted person’s race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either: (1) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (2) Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to AMG’s disciplinary procedures and a range of sanctions up to and including suspension, expulsion or termination of employment. In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to
immediately report incidents in the manner described above. Victims of bias crime can also avail themselves of counseling and support services through the Office of Student Services.

ACADEMIC HONESTY POLICY:
Honesty and integrity are essential qualities in the profession of nursing. Lack of integrity in the classroom or clinical setting may result in the student failing a course or removal from the program. Cheating can take on many forms. These may include but are not limited to:

- Seeking, using, giving, or obtaining unauthorized assistance or information in any assignment or examination;
- Bringing an answer source to the exam site;
- Caught coping from another student’s exam;
- If the student is found changing an answer after an exam has been submitted;
- Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage;

Additional areas of concern specific to nursing include but are not limited to:

- Student cover up or not reporting a clinical error.
- Student is found charting something that was not done.
- Student is found altering any legal documentation.

Each student is accountable for his/her action. If the student is found in violation of the above mentioned honesty policy which is an essential quality of a nurse may result in failing the course or removal from the program.

PLAGIARISM POLICY:
Plagiarism is another form of cheating by using another person work, and it may result in failing a course or removal from the program. This may involve but is not limited to submitting a paper written by someone else (obtained from the web or a fellow student).

ATTENDANCE POLICY
Each student has an individual responsibility for attending class on time and remain for the entire schedule session to meet course objectives. Punctual attendance is expected at all scheduled classroom, lab and clinical experiences. The maximum number of absences is limited to 15% of the number of class hours per course. Any student absent due to either a communicable disease or an extended illness must have a written authorization from the student’s health care provider to return to class or clinical. The student is responsible to obtain and make up all missed or assigned material.

If a student is absent for a scheduled exam, the student has three class days to make up the missed exam. Failure to make up the missed exam within this 3 day time frame will result in a ZERO for the missed exam. It is the student’s responsibility to arrange a time to make up the missed exam with your instructor. All make-up exams due to an absence or a tardy will carry a maximum of only 90 points which means an automatic 10 points deduction will be assessed against each make-up exam.

Students absent more than 15% of contact hours (classroom and lab combined) will be dropped from the program for excessive absence.

CLINICAL ATTENDANCE POLICY:
Student is not permitted to be absent from clinical. Absence from the clinical setting is a serious infraction and will result in the student been carefully evaluated. Student must notify the clinical instructor and the school before the beginning of the scheduled clinical day of their absenteeism. Student must present proof of the reason of the infraction before any consideration for an evaluation is granted. After a careful evaluation of this infraction and if student is allowed to continue with clinical, student will be required to make up the missing clinical time with the upcoming class. Student will be required to complete any and all assignment at the discretion of the clinical instructor and approval of the program director. Consideration for this serious clinical infraction will only be extended once in the entire program. Students must be able to clearly demonstrate they are meeting the clinical objectives. Any absences in clinical can hinder the student’s achievement of satisfactory in the clinical setting. No call no show for clinical will result in an automatic failure. An “unsatisfactory” grade for clinical results in the student receiving an “F” in the course.

**TARDY POLICY**
Students are expected to be on time to all classes, labs and clinical experiences. If someone is tardy to class or lab after attendance is taken and the door is closed, he/she will be marked absent. To replace the absence with a tardy, the student must see the instructor taking attendance that day during the first break. All tardiness will count as 1 hour absentee time.

**STUDY TIME**
It is expected that students spend at least two hours in outside study for each hour spent in class. In Nursing it is also important for students to practice skills in order to perform them safely in the hospital.
MEDICATION CALCULATION QUIZ POLICY
A clinical calculation test passed with 90% or better to pass most nursing courses may be required; this is independent of other course grades. The student may have a total of two attempts to pass this test; there will be one-week interval for the student to work on drug dosage competency. A retest will then be administered to those who failed the first clinical calculation test. Failure to pass with 90% or better, on the second retest will result in failure of the course, and will have to repeat the course. Medication calculation quiz is expected to be taken as scheduled. If there is a COMPELLING reason why the student cannot take the quiz, student will forfeit the first attempt and therefore will be given only one attempt to pass the quiz.

MEDICATION ERROR POLICY
The “Rights of Giving Medication” are:

1. Right drug
2. Right dose
3. Right route
4. Right time
5. Right patient
6. Right documentation
7. Right to refuse
8. Right response

Students will be supervised when administering all medications. The student should make every effort to observe the “Rights of Giving Medications”.
A medication error is a violation of any of the rights of giving medications. A medication error is unsatisfactory performance and will result in the initiation of a Clinical Action Plan. It is very important that a nursing student report a drug error immediately to the clinical instructor. When an error is discovered, the student must complete the health agencies or hospitals appropriate form.

EXAMINATION POLICY
Examinations are expected to be taken as scheduled. If there is a COMPELLING reason why the student cannot take an exam, please contact your instructor or program director prior to the exam to make other arrangements. The makeup examination will have a value of 90%. Student are allowed only one makeup exam per course.

Students should read this document before taking their exam.
It is your responsibility to arrive on time for the exam. If you arrive late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late.

- Use the restroom before the exam is given out. For a unit exam you will not be permitted to use the restroom.
- For the final exam, you may use the restroom only if accompanied by the second faculty or staff member.
- Turn off cell phones completely (do not put them on vibrate).
- No borrowing or sharing calculators.
- No using cell phones or PDA’s as a calculator.
- The only material that can be used during your exam: #2 pencils, calculator, blank scrap paper (during math quiz only). Please note that all scrap paper must be turned in to faculty with the completed quiz.
• All personal belongings will be placed in front of the room. This includes:
  a. Cellular, mobile, smart phones, PDA
  b. Any electronic devices
  c. Bags, purses, wallets
  d. Books, study materials
  e. Cameras
  f. Coasts, hats, scarves, gloves
  g. Food or drink
  h. Gum or candy
  i. Lip balm

**You will be allowed:**

70 minutes for a 50 question exam  
140 minutes for a 100 question exam

• Make a thorough review your exam and scantron before turning in your exam.  
  Answers written on test papers, but not placed on scantron, will not be scored.

• When you are finished with your exam:

• Either brings the scantron to the desk in the front of the room and immediately leave the room or raise your hand and a faculty member can pick the exam and scantron from you.

**METHODS OF EVALUATION/ASSESSMENT:**
AMG School of Licensed Practical Nursing will use various method of examination/evaluation.  
This includes, but not limited to, the following:

1. Objective Examinations
2. Pre and Post Exams
3. Skills performance check offs
4. Clinical Lab Evaluation
5. Clinical Evaluation
6. Clinical Drug Card
7. Patient care plans
8. Clinical Calculation Exam
9. Patient teaching plans
10. Participation in class, pre and post conferences
11. Participation in patient conferences
12. Participation as a member of the health care team
13. Theory Unit Exam
14. Mid-Term Exam
15. Final Examination

EVALUATION

The total percentage of each nursing courses is summed to be 100%; below please find the breakdown allotted to each section:

Theory, Clinical, written assignment and Lab:

A. Theory unit Exams 40%
B. Theory Mid-term Exam 20%
C. Theory Final Exam 30%
D. ATI 10%
E. Written Theory Assignments: S/U
F. Clinical Performance: S/U
G. Lab performance: S/U

Total 100%

The total percentage of the general education courses with without a lab component and without ATI component

A. Theory unit Exams 40%
B. Theory Final Exam 50%
C. Written Assignments 10%
D. Lab performance: S/U

Total 100%
GRADE Rounding Off Policy
The course final grade is rounded to nearest whole number. Any discrepancy in grades should be discussed immediately with the instructor and follow exam review policy.

Exam Review Policy
Students will be allowed the opportunity to review exams and provide written rationale for answers students feel should be considered correct.

Students will be allowed to review Exams in class after grades have been posted. Date and time will be determined by faculty. Faculty members will provide the correct answers to questions during this group session. Students who wish to challenge answers on exams will speak to the faculty.

The guidelines listed below will be followed for exam review.

- Instructors will review exams and grades and post grades one week after the exam.
- During a designated class period, exams will be returned to the students and the instructor will review the exam briefly, giving students the correct answers to exam questions. No exam reviews by students are allowed until after the class review is complete.
- Students who wish to examine their individual exam in greater detail may make an appointment with the instructor who taught the content.

Grade Scale
Below is a system of letter grades, number grades, and corresponding grade points average grade to evaluate a students’ performance. Student is required to maintain an overall grade of 77(C+) or better in order to pass course.

Computation of Grades:
<table>
<thead>
<tr>
<th>NUMBER GRADE GRADE</th>
<th>LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-97</td>
<td>A+</td>
</tr>
<tr>
<td>96-90</td>
<td>A</td>
</tr>
<tr>
<td>89-87</td>
<td>B</td>
</tr>
<tr>
<td>86-80</td>
<td>B</td>
</tr>
<tr>
<td>79-77</td>
<td>C+</td>
</tr>
<tr>
<td>76-70</td>
<td>D</td>
</tr>
<tr>
<td>69-0</td>
<td>F</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>WD</td>
</tr>
<tr>
<td>Withdrawal Passing</td>
<td>WP</td>
</tr>
<tr>
<td>Withdrawal Failing</td>
<td>WF</td>
</tr>
</tbody>
</table>

**GRADING POLICY:**
AMG employs a system of letter grades and number grades to evaluate a student’s performance in meeting the stated goals and objectives for each course. A course is successfully completed when a cumulative grade of 77 (C+) or above is achieved. If a course has a lab and or clinical component, each component of the course must be passed. A failure in one component will result in the automatic failure in all component (theory, lab and clinical). If for any reason the student is absent and is unable to take an exam due to (death in the family or major accident/illness) a make- up exam would be given after documented proof would have been submitted to the nursing office. Only one make up exam is given in each class. A student may repeat a general education course **ONCE** and a nursing course **ONCE**. Student is only allowed to fail **TWO** courses through the entire program.

Students will be required to take the NCLEX Predictor Test (ATI): Student will be given a predictor test as part of each course. The proctored ATI Assessment will constitute 10 percent of the course grade on the first attempt. If the student scores below the recommended cut-off of 62, the student will receive a 0 and will have one more attempts to successfully receive a passing score on the proctored predictor test. The student will
only be able to receive 5 percent of the total 10 percent offered if he/she is not successful on the first attempt. If the student accumulative grade is 77 with an ATI score of 0 the student will have to remediate to successfully complete a non-proctored assessment. This will need to be completed prior to the completion of the course. Please see below the ATI Remediation Policy.

**ATI Remediation Policy:**

1. Complete a 5 hrs. Focused Review Active Learning Template for each topic to review.

2. Create a focus review online from your assessment. See information on how to do this under "Orientation Materials" on your ATI student home page under "How to Access Remediation." Select all sections and questions when creating your focused review.

3. Print a remediation template for each section in the review. Complete this remediation template for each review by handwriting the information in. Remediation sheets completed on the computer will not be accepted. Print the source of your information on your focused review sheet. You must spend a minimum of two hours working from your focused review.

4. Once you have completed your remediation sheets, using your focused review, print out your transcript to evidence that you spent a minimum of two hours conducting your focused review.

5. Turn in your printed "Individual Performance Profile", your handwritten remediation sheets, and the report that shows the time spent in your focused review to your course instructor. You must turn these documents into the
instructor or program director before you are allowed to proceed to the next class and receive a passing score.

**INCOMPLETE GRADE POLICY**
Incomplete grades are given only when a student is unable to complete a course due to an excused absence such as illness or other serious problems. If a student fails to take an exam, he/she will be given an incomplete until the examination is taken. Before the student is allowed to take the missed exam, a written excuse must be submitted to the Director. If the absence is not excusable or the student did not show on the day of the exam, an incomplete will not be awarded, rather the missed exam will be considered as failed. Students are given one week to make up missed exam. Work and Exams that are still incomplete, at the end of the week deadline the incomplete will be converted to an **F** grade. It is the student’s responsibility to arrange for missed examination or completing course work or if necessary extending the deadline.

**ACADEMIC POLICIES**
Completion of all courses with a C+ or better is required in the program in order for a student to graduate as an LPN and become eligible to take the National Council Licensing Examination (NCLEX-PN) for licensure as PN.

**REQUIREMENTS FOR PROGRESSION POLICY**
1. Student must maintain a 77(C+) or greater throughout the entirety of the Practical Nursing Program
2. Achieve a Satisfactory for all skill check off; satisfactory in end of course Clinical Evaluation and satisfactory grade in all required written course assignments.
3. Maintain free from chemical dependency.
4. Maintain current certification in cardiopulmonary resuscitation at the health care provider level.

5. Continued Supplementation of Criminal Background Information.

6. Professional Malpractice insurance.

7. Demonstrate satisfactory physical and mental health which is essential to the safe practice of nursing. The student must use healthy coping behaviors and react appropriately to stressful situations and day-to-day emotional stress.

8. Student is required to progress through all required general education courses in the nursing curriculum, including prerequisites and co-requisites, in a sequence approved by the Nursing Education Program.

9. Student is required to progress through all required nursing courses in the curriculum, including prerequisites and co-requisites, in the sequence specified by the Nursing Education Program.
   
a. Students should not withdraw from required nursing or general education courses without advisement from their assigned nurse faculty advisor or Program Director of Nursing, since this will interrupt the student’s progression into the next term of the nursing curriculum. If a student withdraws who has failed the clinical component of a nursing course, this withdrawal will count as an unsuccessful attempt in that course. If a student withdraws from a nursing course because of excessive absences, this withdrawal will count as an unsuccessful attempt in that course.
10. Student must attain grades of C+ or above in each of the required general education courses in the curriculum.
   a. A student who fails to attain a grade of C+ or above in a required general education course must repeat the course successfully. A student may repeat a general education course once.

11. Student must attain grades of C+ or above in each of the required nursing courses in the curriculum.
   a. A student who fails to attain a grade of C+ or above in a nursing course must repeat the course the next time the course is offered. A student may repeat a nursing course once.
   b. A student is only allowed to fail two courses through the entire program.

12. Refrain from conduct that violates the school’s the Code of Student Conduct, and the Drug and Alcohol Free Campus Policy.

13. Refrain from conduct that violates the education law.

14. Comply with all the above progression policies requirements in order to graduate.

Students should schedule appointments with assigned nurse faculty advisors to discuss the above requirements as needed.

DISMISSAL POLICY
The school president and the program director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution, should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school refunded according to the school’s refund policy.
A student will be subject to dismissal from the nursing program, denied re-admission or admission, or placed in an out of progression status if the student:

- Fails to attain a final grade of C+ in a required general education and nursing course when taking the course the second time.
- Acts in a manner that nurse faculty evaluates as being a breach of safety, confidentiality, legality, or accountability.
- Violates the Educational laws.
- Failure to comply with ethical and professional standards of conducts and the Nursing Practice Act. (Each student receives a copy of the Nursing Practice Act at the beginning of the program.
- Inability to meet or maintain the Essential Functions Required of a Nursing Student. This determination will be made by the Clinical Instructor with concurrence by the Theory Instructor
- Determination by the nursing clinical instructor that a student consistently demonstrates unsafe practice in the clinical area. The determination that a student is unsafe in clinical will be made by the clinical instructor with concurrence by the theory instructor.
- Dishonesty in the clinical setting:
  a. To falsify patient records or fabricate patient experiences or nursing actions.
  b. Fail to report error in medications, or any component of nursing practice.
- Inability to attend clinical based on criminal background information and/or new charges on criminal background check.
- Unethical or immoral behavior, i.e., lying, stealing, cheating on a exam, quiz or other assignments, and Plagiarism on assignments
• Violates the schools the Code of Student Conduct, or the Drug and Alcohol Free Campus Policy.
• Missing more than 15% of contact hours (classroom, clinical and lab combined) in each course.
• Habitually ignores or fails to follow the policies, professional and legal rules or regulations, ethical principles under which the nursing program and its affiliated clinical agencies operate.

RE-ADMISSION POLICY AND PROCEDURES
Students who have been dismissed/or withdraw from the school and are requesting re-entry must put the request in writing to the President and the Program Director. Depending on the reason for dismissal, the student may be able to reapply to the school for re-admission. Students whose progression through the nursing program is interrupted and who are qualified for re-admission must remedy all conditions that produced the out of progression status and will obligated to schedule an appointment with assigned nurse faculty advisor for assistance in planning remedies for re-admission within twelve (12) months of the last class day of the term in which the student’s progression was interrupted. A student is allowed only one re-admission request. At the time of re-admission, student will receive credit for courses passed with a grade of C+ or better. If required re-admission process begins after the 12 month period the student will be obligated to restart the enrolment process as a new incoming student.
• A student may only be re-admitted after they have met the conditions and complete the activities prescribed by the Readmission and Progression Committee within the specified time limit as space in the nursing program allows.
• Student repeating a course for the second time and receive a failing grade, will not be able to continue in the nursing program.
In case where the student was dismissed due to unacceptable conduct the student will have to meet with Readmission and Progression Committee before reentering the school. The decision of the Readmission and Progression Committee is final and the student will receive a letter from the program Director stating the decision of the panel.

After remedying the circumstances which interrupted progression, in order to be considered for re-admission the student must:

- Complete the required form for re-admission to the school
- The student must submit a letter to the Readmission and Progression Committee requesting re-admission. The student should include statements in the letter explaining reasons for the out of progression status, any actions taken to comply with requirements, and any special requests regarding remaining curricular sequence.
- The student will be notified prior to the appropriate registration date if the request for re-admission is approved or denied. Re-admission eligibility and placement are determined by the Nursing Education Program’s Readmission and Progression Committee.

If re-admission approval is given, the student must submit the following to the Nursing Office by the designated date.

- Proof of current nursing student liability insurance.
- Updated physical.
- Proof of current certification in cardiopulmonary resuscitation at the health care provider level.
- Other documents or forms as required by the Nursing Education Program.
- Any changes in the nursing curriculum or program policies and procedures will be applicable to any student upon readmission.
The Readmission and the Progression Committee will be composed of the Program Director and at least two faculty members other than the faculty giving the failing grade. The Readmission and Progression Committee via the Program Director will communicate their determination to the student following their review.

RE-ADMISSION DENIAL POLICY
A student may be denied re-admission due to, but not limited to, any of the following circumstances:

- Remedies to remove out of progression status are incomplete or inadequate.
- Documents, forms, certification, insurance, or other required records have not been submitted as required or are incomplete.
- Health status is such that placement of the student in required classes and laboratories may pose a health or safety risk to the student or the patients placed in the care of that student.
- A review of the student’s records indicates that re-admission is not in the best interest of the student or potentially assigned patients or will cause the nursing program to violate the policies, professional or legal rules, regulations, or ethical principles under which it operates.

AUDIT A CLASS
In the event that a student is dismissed from the program due to failure of a class that is a mandatory pre-requisite to continue progression in the program; and wishes to audit/sit-in the next class the student would have progressed into, he or she should meet with the Program Director/President. It is at the discretion of the Program Director and President to approve a student to audit the class. However this does not indicates that
the student is re-admitted into the nursing program. The auditing student is not allowed to take any unit, midterm, final examination or sit for exam reviews. Should the student decide to audit a class a fee will be charge depending on the weeks of the class.

**RYK PROGRAM**
AMG School of Nursing’s “Refresh Your Knowledge Program” (RYK Program) help student rejuvenate preceding courses. With the RYK program any enrolled student can request to enroll in a class scheduled (based on availability) to help review materials previously mastered for free. Please contact the office Program Director to enroll and to determine your eligibility.

**ACADEMIC GRIEVANCE POLICY**
Students who have a complaint and need to discuss the lack of academic progress, or who would like to appeal a dismissal must student must adhere to the following line of authority listed below in order to proceed with academic grievance.

1. Make an appointment to speak with the instructors

2. If resolution is not met at the instructor level the student may request in writing an appointment for an interview with the Program Director.

3. The written request should include the following information:
   a. Student’s full name, social security number
   b. State the concern including dates, time, instructors, or others involved
   c. The request must be dated and signed by the student
   d. Several dates in which student would be available for a meeting with the Program Director.

The Program Director will notify the student in writing of the appointment date in which the concern will be addressed. Every effort will be made to bring an amicable closure to
the concern. The student will be notified in writing of the outcome of the meeting. The decision of the Director is final.

**CLINICAL GRIEVANCE POLICY**

When a student is dismissed for unsatisfactory clinical performance he/she may appeal the dismissal.

**Lines of Authority for Clinical Appeals**

1. Instructor

2. Theory/Lead Instructor

3. Nursing Program Director

4. President of the School

**The procedure for appeal will occur in this order:**

1. The student will personally deliver a letter to the instructor detailing their clinical concerns.

2. A written response from the instructor will be available to the student within two school working days from receipt of the student’s letter.

3. If not satisfied with the response, the student will have two school working days to appeal to the next level. At each level of appeal, the student will be responsible for providing a copy of their original letter(s) and response(s) from the previous levels of appeal.

   No additions or changes will be made to this original letter throughout the appeal process.
4. At each level of the appeal, a written response from the responder will be available to the student within two school working days from receipt of the student’s letter.

5. The student may not attend clinical until the grievance is resolved.

Every effort will be made to bring an amicable closure to the concern. The student will be notified in writing of the outcome of the meeting. The decision of the Director is final.

TRANSFER POLICY
AMG School of Practical Nursing clearly defines and published a policy on the transfer of student between programs within the school. Students who wish to transfer into another internal program must have permission from both Instructors and the Director. Example of internal program is transferring from the morning program to the evening program and vice versa. Student must meet minimum entrance requirements for the requested program. The transfer must occur within the 5th day of classroom instruction. Students need approval from any third party funding sources where applicable, and the student must make up the missed hours over the next week. Any third party funding sources must approve the transfer, where applicable.

CREDIT FOR PREVIOUS TRAINING POLICY
At this time AMG School of Practical Nursing does not accept transfer credit or clock hours for students from another school.

LEAVE OF ABSENCE/ POLICY
Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A request for the leave of absence must be submitted to the Director in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and course syllabus may change with each new term, it will be necessary to meet with the Director before returning to class.

WITHDRAWAL POLICY
Students who withdraw from the school with a passing grade of 77 will result in a grade of WP (Withdrawal passing). Student withdrawing with a failing grade of 76 will result in a grade of WF (Withdrawal failing). To withdraw, a student must meet with the instructor for advisement and file the appropriate form. It is the student’s responsibility to withdraw officially from the school. All money owed to the school must be paid in full before an official withdrawal is granted. Failure to withdraw officially may result in a failing grades, dismissal and additional financial obligations.

TRANSCRIPT POLICY
A student’s official transcript is a record of the student’s entire academic history within this school. When an official request in writing is made by the student, transcripts of the student’s record will be sent to other colleges, universities, employers, and to the student. A fee of $10.00 will be charged for each official transcript requested by the student.

TRANSCRIPT CHANGES OR ENTRIES POLICY
Students will be allowed the opportunity to review exams and provide written rationale for answers students feel should be considered correct.

Students will be allowed to review exams in class after grades have been posted. Instructor members will provide the correct answers to questions during this group session. Students who wish to challenge answers on Exams will complete an Exam
Rebuttal Form. Rebuttals will be reviewed by the instructor teaching the content and Rebuttal Forms will be returned to the students after review.

The guidelines listed below will be followed for exam review.

- Instructors will review exams and grades and post grades one week after the exam.
- During a designated class period, exams will be returned to the students and the instructor will review the exam briefly, giving students the correct answers to exam questions. No exam reviews by students are allowed until after the class review is complete.
- Students who wish to examine their individual exam in greater detail may make an appointment with the instructor who taught the content or with their advisor.
- Students may challenge any exam answer in writing using a Rebuttal Form. Instructors will provide Rebuttal Forms to any student who wishes to challenge an answer. No verbal rebuttals or in-class discussion is allowed.
- Students will complete the rebuttal form during class review, citing specific evidence to support his/her answer. Evidence may come from text books, class notes or other information given to students by the Instructor.
- Instructors will provide written response to the student’s rebuttal in a timely manner, giving feedback as to whether or not the student’s answer was given credit.
- If answers to exam questions are changed due to a rebuttal, all students’ grades will be adjusted accordingly.

REQUIREMENTS FOR FEDERAL FINANCIAL AID

The following are general requirements and conditions students must meet to be eligible for federal student aid programs.
GENERAL ELIGIBILITY REQUIREMENTS FOR FEDERAL ASSISTANCE

- Demonstrate financial need; this means that your cost of education is greater than your estimated family contribution
- Be a student enrolled or accepted for enrollment in an eligible program at an eligible institution
- Register for at least six credit hours of study (except for Pell Grants which can be awarded if you are registered for as little as one credit)
- Have a high school diploma or a GED certificate, pass an approved ability to benefit test (ATB), enroll in a school that participates in an approved state process, or complete his or her state's requirements applicable to home schooling
- Not be simultaneously enrolled in elementary or secondary school
- Be a U.S. citizen or national, or an eligible non-citizen
- Have a valid, correct Social Security Number (SSN)
- Be registered with Selective Service (for males between the ages of 18-25)
- Not be in default of a Federal loan or owe an overpayment on a federal grant or Federal Perkins Loan
- Not have borrowed in excess of the annual or aggregate loan limits
- Be in good academic standing and maintaining satisfactory progress towards completing a degree
- Not be convicted of possessing or selling illegal drugs while receiving financial aid*
- Provide documentation to verify the information on the FAFSA if it's requested

IN ADDITION, A STUDENT'S ELIGIBILITY FOR FEDERAL FUNDS MAY BE AFFECTED BY SUCH FACTORS AS:

- Prior degrees earned
- Enrollment status
- Remedial course work
- Correspondence study
- Study by telecommunications
- Incarceration

SELECTIVE SERVICE

SELECTIVE SERVICE SYSTEM - WHO MUST REGISTER

<table>
<thead>
<tr>
<th>Category</th>
<th>Must Register</th>
<th>Not Required to Register</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old. Except as noted below:</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members of the Armed Forces, on Active Duty</td>
<td>X**</td>
<td>A copy of DD Form 4</td>
<td></td>
</tr>
<tr>
<td>Cadets and Midshipmen at the Service Academies or Coast Guard Academy</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cadets at the Merchant Marine Academy</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students in Officer Procurement Program***</td>
<td>X**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Guardsmen and Reservists not on Active Duty (active duty for</td>
<td>X**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>X</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>training does not constitute &quot;active duty&quot; for registration purposes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delayed Entry Program Enlistees</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROTC Students</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separates’ from Active Military Service</td>
<td>X**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Males Rejected for Enlistment</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Air Patrol Members</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aliens**</td>
<td>X</td>
<td>Should provide a copy of unexpired Forms I-94, I-95A or Border Crossing Document I-85, I-186, I-586, I-444. If forms are expired or the legal status of the alien has changed, the alien must register.</td>
<td></td>
</tr>
<tr>
<td>Lawful Nonimmigrants on visa (e.g. Diplomatic and consular personnel and families, foreign students, tourists)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former Trust Territory Residents (Marshall Islands, Federated States of Micronesia, Palau)</td>
<td>X</td>
<td>Trust Territory I.D., passport or visa</td>
<td></td>
</tr>
<tr>
<td>Permanent Resident Aliens</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee, Parolee and Asylee Aliens</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>X</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Undocumented Illegal Aliens</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual National U.S. Citizens</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONFINED MALES</td>
<td>X**</td>
<td>If incarcerated, must have letter from head of incarceration facility. If hospitalized or institutionalized, must have physician's statement or letter from head of hospital or institution.</td>
<td></td>
</tr>
<tr>
<td>HANDICAPPED (PHYSICALLY OR MENTALLY) Able to function in public with assistance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not able to function in public</td>
<td>X</td>
<td>Physician's statement or sworn statement of the person who is responsible for the applicant's well being.</td>
<td></td>
</tr>
<tr>
<td>Females</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

1. Men age 26 years or older that have not registered must submit a written request to the Selective Service System, General Counsel's Office, Washington, D.C. 20435, for an advisory opinion stating why you failed to register.

2. MUST register within 30 days of release unless already age 26 or already registered when released or unless exempt during entire period 18 to 24.
3. Students enrolled at: The Citadel, North Georgia College, Norwich University, And Virginia Military Institute.

4. Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. Citizens, Citizens of American Samoa are U.S. Nationals and must register upon establishing residence in the United States.

FOR FURTHER INFORMATION
You may write to:
Selective Service System, Registration Information Office, P.O. Box 34638, North Suburban, Illinois 60197-4638
or you may call the toll-free number: 1-800-621-3308

STUDENT LOANS
OVERVIEW
Loans are funds that must be paid back within a specified period of time after the student graduates or leaves college for any reason. Loans provide students and their families with flexibility because the money may be used for tuition and other expenses associated with college attendance. In addition, student loans usually carry lower interest charges than the standard commercial rates.

Just like any other loan student loans must be repaid with interest. After you graduate you will be required to repay what you have borrowed. If you fail to meet the terms of the loan with regard to repayment it will impact on your ability to borrow for a car, a home and other purchases in your future. If you have any questions about the repayment terms of a loan you should not sign the promissory note.
If you find that you will need to borrow money to pay for some of the costs of your college education, there are federal loans available to you. AMG participates in the Direct Loan Program where students borrow directly from the federal government. Just like any other loan, these loans must be repaid with interest. If you have financial need you are eligible for a subsidized Direct Loan and there is no interest charged as long as you maintain full time enrollment in school. Most of your questions about Federal Direct Loans also called Stafford Loans can be answered at AMG financial aid office.

Receive entrance and exit counseling: First-time borrowers must complete an entrance counseling session before your first loan disbursement for useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Parent PLUS Loan borrowers do not participate in entrance counseling. You also must receive exit counseling before you leave school to make sure you understand your rights and responsibilities as a borrower. For exit and entrance counseling and further information on the loan process, visit www.StudentLoans.gov and www.nslds.ed.gov.

- Federal Direct Loans (Subsidized and Unsubsidized Loans)
- Federal Perkins Loans
- Federal PLUS Loans for Parents
- Private Educational Loan Programs
- Repayment Information
- Federal Loan Default
- Postponing Loan Payments

FEDERAL PERKINS LOANS
Federal Perkins Student Loans are low interest loans for both undergraduate and graduate students with exceptional financial need. Your college serves as the lender.

The program is being phased out over the next several years. Due to this only students who have already received Perkins Loans who remain in the same college in the same declared major will be eligible to receive loans in the future.

Funding available to lend to students is limited to the repayment of Perkins Loan funds by prior borrowers. To receive a Perkins Loan you must be enroll full time, be in good academic standing and be making satisfactory progress towards completing a degree.

To receive the loan you must sign a promissory note and complete an entrance interview. When leaving college you must attend an exit interview held on your campus.

The interest rate on a Perkins Loan is 5%. Perkins Loan borrowers are eligible to defer the repayment of the loan principal with no interest charged while enrolled for classes as at least a half-time student. Repayment begins nine months after dropping below half-time enrollment. Repayment can take a maximum of ten years. Payments are made to the school that gave you the loan or their designated collection agency.

**PLUS LOANS FOR PARENTS**

Parents of dependent students are eligible to apply for their own federal loan to help pay college expenses. We do not assume parents want to borrow to pay educational expenses. If you and your parents are interested in this program you should contact the campus financial aid office at your school. A parent may borrow the difference between the Cost of Attendance and all other student aid received by the student.
PRIVATE EDUCATION LOAN PROGRAMS

Alternative Loans (Private Education Loans) are offered through private lenders and are meant to provide additional educational funding only after a student and his/her family has exhausted all other sources of funding such as federal and state aid. These loans are not guaranteed by the federal government and may carry high interest rates and origination fees. All the loans require a credit check and most will require a cosigner if the borrower has little or negative credit history. AMG does not recommend any specific lender/programs. Contact the lender of your choice for details about their program and application process.

Before receiving a private education loan you need to print and fill out the Private Education Loan Applicant Self-Certification form and submit it to the Financial Aid Office.

REPAYMENT INFORMATION

BORROWER GRACE PERIODS

After you graduate, leave school, or drop below half-time enrollment, you have a period of time before you have to begin repayment. This "grace period" will be

- Six months for a Federal Stafford Loan (Direct Loan Program).
- Nine months for Federal Perkins Loans.

FEDERAL LOAN DEFAULT

To default means you failed to make your payments on your student loan as scheduled according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan.

If you don’t make your loan payments, you risk going into default. Defaulting on your loan has serious consequences. Your school, the financial institution that made or owns
your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Understand how missing a loan payment can be a problem, what default means and the consequences of default, and what you need to do if your loan is in default or if you think the default on your loan is an error.

**POSTPONING LOAN REPAYMENT (DEFERMENT AND FORBEARANCE)**

Under certain circumstances you can receive periods of deferment or forbearance that allow you to temporarily postpone or reduce your federal student loan repayment. You’ll need to work with your loan servicer to apply for deferment or forbearance and be sure to keep making payments on your loan until the deferment or forbearance is in place.

These periods don’t count toward the length of time you have to repay your loan. Interest may not accrue on subsidized direct loans during a deferment period, but you are responsible for paying the interest that accrues during deferment on an unsubsidized loan.

Most deferments are not automatic, and you will likely need to submit a request to your loan servicer, the organization that handles your loan account. If you are enrolled in school at least half-time and you would like to request an in-school deferment, you’ll need to contact your school’s financial aid office as well as your loan servicer.

Your deferment request should be submitted to the organization to which you make your loan payments.

- Direct Loans and FFEL Program loans: contact your loan servicer
- Perkins Loans: contact the school you were attending when you received the loan
TUITION POLICY
Financing an education begins with proper planning. Therefore, all applicants are scheduled to meet with the financial aid personnel to develop a personalized plan to meet their educational expenses. Financial aid assistance will be available in a variety of forms such as PELL and student loans; to help students who meet the financial need criteria for eligibility. We will honor grants and scholarships that our students have been awarded any organization. We will assist student to obtain student loans. Student who have obtained a school-assisted loan and withdraw from the program or the school, or have their enrollment terminated must notify the loan school of their withdrawal or termination. AMG will reimburse the loan institution for balance due in accordance with the refund policy. The student will be responsible for the balance.

AMG School of Practical Nursing will arrange a payment plan for students who may need it. Tuition should be paid once a month with the payment due the first of each month. Should the tuition due date happen to fall on a holiday, the tuition payment will be due the day after the holiday that classes resume.

Tuition and fees may be paid according to a plan designed to meet the individual needs of the student. Tuition is also payable in the form of cash, checks, money order, MasterCard, Visa, Discover, and American Express. All fees and tuition are listed in the current Student Handbook and in the Enrollment Agreement Form. Details of the various alternatives may be obtained from the admissions office.

TUITION
The cost of the License Practical Nursing Program offered by AMG is in relation to the documented entry-level earnings for this position. AMG’s School of Practical Nursing day program runs for 52 and the evening program run for 57 weeks at a cost of 30,000.00. The length and tuition of the License Practical Nursing Program is adequate based on the documented entry-level earnings of completers.
## ADDITIONAL COSTS
This price reflect an approximation

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and board</td>
<td>$15,210.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,470.00</td>
</tr>
<tr>
<td>Personal / Miscellaneous</td>
<td>$3,965.00</td>
</tr>
<tr>
<td>ATI Comprehensive Predictor</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Uniforms (Each set cost $25.00, 4 uniforms is recommended per student)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Professional Malpractice insurance</td>
<td>$35.00</td>
</tr>
<tr>
<td>Student Physical Examination/immunization</td>
<td>$200.00</td>
</tr>
<tr>
<td>Student Criminal Background Check</td>
<td>$100.00</td>
</tr>
<tr>
<td>CPR</td>
<td>$100.00</td>
</tr>
<tr>
<td>NCLEX-PN Examination</td>
<td>$240.00</td>
</tr>
</tbody>
</table>

Student is responsible for the additional cost and some of the additional costs may be required the first day of class. Private tutoring can be paid on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook may not returnable.

Students can incur additional costs if damage is done to the school property or equipment. Students will have to pay the repair or replacement costs. These costs will have to be satisfied before additional instruction is given to the student. Students will
need to meet all financial obligations before a certificate of graduation/completion is issued.

Students who have student loan, and withdraw from the program or a course are responsible for notifying the loan institution of their withdrawal. This notification should be done in writing. It should include the date of withdrawal, the student’s social security number and signature. Students should maintain a copy of this letter for their files.

REFUND POLICY
For full time or part time students, AMG School of Practical Nursing will follow the refund policy. Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 days) to receive tuition reimbursement. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admission coordinator or mail the letter by Certified Mail.

2. Student who cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun, will result in a refund of all monies paid, with the exception of the application and registration fees.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee, registration fee, and the first class. The refund policy is based on the entire program tuition and not per class;

4. Withdrawal after attendance has begun will result in the following refund policy listed below.

REIMBURSEMENT SCALE
If Withdrawal or Cancellation Occurs: Student Responsibility

<table>
<thead>
<tr>
<th>Three business day</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first week</td>
<td>25 %</td>
</tr>
<tr>
<td>During the 2nd or 3rd week</td>
<td>35%</td>
</tr>
<tr>
<td>After the 3rd week but before 25% of the course</td>
<td>50%</td>
</tr>
<tr>
<td>After 25% but less than 50% of the course</td>
<td>80%</td>
</tr>
<tr>
<td>After completion of more than 50% of the course</td>
<td>100%</td>
</tr>
</tbody>
</table>

Students who have student loans, and withdraw from the program or a course are responsible for notifying the loan company of their withdrawal. This notification should be done in writing. It should include the date of withdrawal, the student’s social security number and signature. Students should maintain a copy of this letter for their files.
STUDENT FEDERAL ASSISTANT/GRANT OR LOAN POLICIES

Refund and Withdrawal Policies

Withdrawal Policy - Financial Aid

Students who completely withdraw from AMG, either officially or unofficially are eligible for a full refund of tuition and fees. Student may have to return some or all their Title IV Funds (Financial Aid).

To officially withdraw from the program or a course students must go to the financial Aid Office and sign a form acknowledging that you understand the withdrawal process. If students cannot go to the office in person, they should call the financial aid Office 1-718-596-5300 for assistance.

Students receiving federal financial assistance who completely withdraw from the program, or fail to receive a passing grade in all courses during a period of enrollment, will be subject to the Return of Title IV Funds refund policy required by federal regulation. The Return of Title IV Funds are calculated during each period or term of enrollment. This policy applies to students receiving assistance through the Pell Grant, Supplemental Education Opportunity Grant, Academic Competitiveness Grant, Perkins Loan, Subsidized Stafford Loan, Unsubsidized Stafford Loan, and the Parent Loans for Undergraduate Students Programs.
Students who complete a Level/Module and are enrolled in additional courses/Level/Modules that extend the entire length of the term may owe a return of funds; if they withdraw from those additional courses/Level/Modules prior to the end of the term. This is because they were awarded for the entire term but only completed a portion of it. The AMG term is made up of four distinct Level/Modules, students who enroll in both and subsequently withdraw after completing the first Level/Module will be subject to a return of funds calculation.

This policy assumes students “earn” their financial aid based on the period of time in which they are enrolled through the Level/Module. This policy refers to two types of withdrawals; official and unofficial. When a student officially withdraws from all courses, the nursing program director will notify the Financial Aid office, which in turn sends a refund/repayment form. This form specifies student’s date of withdrawal, institutional charges, aid disbursed, and aid that could have been disbursed. At the end of each Level/Module, those students who did not receive a passing grade in any of their courses will be considered an unofficial withdrawal.

Withdrawal Date

These students’ withdrawal dates will be at the midpoint of the payment period, the last time they attended class, or any scheduled academic event related to the period of enrollment. For those students who fail to return from an approved leave of absence, the withdrawal date will be designated as the date the leave of absence began.

After determining students’ withdrawal dates, official or unofficial, the Office of Student Financial Services must then determine if the amount of aid disbursed to the student is greater than the amount the student earned. Any unearned funds must be returned to the federal student aid programs. If at the time of withdrawal the amount
disbursed to the students is less than the amount they earned, they may be eligible to receive a post-withdrawal disbursement of earned aid not yet disbursed. If students or parents are eligible for a post-withdrawal disbursement, they will be notified by mail and will have 14 days to respond and approve or deny the post-withdrawal disbursement. If the student, or parent in the case of a PLUS loan, does not respond to the institution within 14 days from the date the notification was sent, no disbursement will be made. The return of unearned aid may be the responsibility of the school, the student or both. The method used to calculate earned aid is found using the following formula:

\[
\text{Number of days enrolled (divided by) Total number of days in the semester} = \text{Percent of aid earned.}
\]

(Examples of this calculation method can be obtained at the Student Financial Services Office.)

The amount of assistance that you have earned is determined on a prorate basis. For example, if you completed 30 percent of your payment period or period of enrollment, you earn 30% of the assistance you were originally schedule to receive. Students who remain enrolled beyond 60 percent of the semester are considered to have earned 100 percent of aid received. Students who are enrolled for less than 60 percent of the semester will likely be responsible for repaying a portion of the financial aid received.

**Refund Policy**

Refunds are based upon the day the classes are dropped or the student withdrawal is filed with the Financial Aid Office, not on the date that the student stopped attending classes.

Refunds are disbursed via check
Return of Title IV Funds

The Office of Student Financial Services is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. When performing a Return to Title IV calculation, all students’ institutional charges, i.e., tuition, and fees are included in the calculation, as well as all disbursed federal aid.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of
the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.

Any unearned aid that students owe the federal aid programs must be returned to the school within 45 days or the student will lose future Title IV eligibility until the overpayment is paid in full. Students’ initial repayment responsibility will be to the following programs:

- Pell Grant
- Federal Supplemental Grant (SEOG)

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal Plus Loans
5. Federal Pell Grant
6. Federal Supplemental Grant (SEOG)
7. Direct PLUS loans
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
12. Federal Teach Grants for which a return is required.

Any loan funds returned as a result of the Return of Title IV Funds process will go into repayment based on the regular repayment terms of their promissory note.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any PELL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn’t keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a
PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don’t already know what your school’s refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Student Financial Aid Rights and Responsibilities

Students have the right to:

- Know what financial aid programs are available at AMG;
- Know the deadline dates for submitting applications for financial aid;
- Know how the financial aid will be distributed, how decisions on distribution are made and the basis for these decisions;
• Know how financial need is determined;
• Know what resources were considered in the calculation of need;
• Know how much of the determined need has been met;
• Know the school’s refund policy;
• Know how the school determines satisfactory academic progress and the school’s policy on failures relative to academic progress;
• Have their financial aid records held in a confidential manner, to have this information released only on their written consent, and to have their right to privacy protected by school policies and procedures;
• Receive student consumer information;
• Appeal to the Financial Aid Director if they are dissatisfied with their award; and
• Utilize the school’s grievance procedure if they believe that policy or procedure has been violated in their regard.

Students have the responsibility to:

• Meet the eligibility requirements for financial aid;
• Complete all application forms required and submit them on time to the proper office;
• Provide correct and accurate information on all financial aid forms;
• Provide all requested information to the Financial Aid Director;
• Read and understand all forms before signing them and keep a copy of each one;
• Accept responsibility for all personally signed agreements;
• Be aware of and comply with the school’s refund policy;
• Inform the Financial Aid Office of any change in name, address, enrollment status, financial circumstances, marital status or course study;
Have an entrance and exit interview with the Financial Aid Director if they receive a Federal Stafford Loan; and

Sign a document indicating that they have received loan counseling prior to negotiating a loan check from the Stafford Student Loans.

**Dependent/ Independent Student Status**

The terms “dependent student” and “independent student” as used for financial aid purposes have different meanings than when they are used for tax purposes. The criteria for determining the status of a student are set by the U.S. Department of Education. **ALL STUDENTS ARE DEPENDENT UNLESS ONE OF THE FOLLOWING EIGHT CONDITIONS APPLY:**

- The student was born before January 1, 1989.
- The student is an orphan or a ward of the court or both parents deceased.
- The student is a veteran of the U.S. Armed Services.
- The student is married.
- The student has children.
- The student has other legal dependents other than a spouse.
- The student is working on a master’s or doctorate program.
- The student is currently serving on active duty.
- The student is or was an emancipated minor.
- The student is or was in legal guardianship.
- The student was determined homeless by the high school district.
- The student was determined homeless by the director of a shelter.
- The student was determined an unaccompanied youth.
If a student meets at least one of the above criteria, the student is considered “independent” for financial aid purposes and does not need to report parental information. If married, spousal information must be reported. If a student does not meet any of the above criteria, then that student would be considered “dependent” for financial aid purposes and parental data is required.

**Application for Financial Aid/ Required Documentation**

All students who wish to participate in federal and state-based financial aid programs must file a Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web for the current award year. FAFSA worksheets may be picked up at the Financial Aid Office at BHSN. Renewal FAFSAs are mailed by the Department of Education to students who file a FAFSA in the previous award year. State Scholarship Programs use the FAFSA as the source of information in awarding grants and scholarships.

**Satisfactory Academic Progress Policy (SAP)**

Students who receive Federal Student Aid (FSA) must, in accordance with federal regulations, be in good standing and maintain Satisfactory Academic Progress (SAP) toward obtaining their degree or certificate. Under Federal Title IV law, the school’s SAP requirements must meet certain minimum requirements, and be at least as strict as the standards for Good Academic Standing. The policy applies to students receiving Federal Student Aid, the receipt of financial aid is a privilege that creates both right and obligations. The United State Department of Education requires every postsecondary institution receiving federal funds (Title IV) to have an academic progress policy that is used to determine eligibility for and continued receipt of federal funds. Title IV federal funds affected by this policy include the Federal College Work-Study program, Federal Perkins Loans, Federal PLUS Loans, and Federal Stafford Loans. AMG also uses this
standard to renew need-based aid. AMG has designed an academic progress policy that meets the requirements of both federal and state agencies. (Please AMG nursing program progression policy in the Student Handbook).

- Students in the Nursing program must maintain a cumulative GPA of at least 2.50.
- Students in the Non Nursing program must maintain cumulative GPA of at least 2.00.
- Students in the Nursing program must maintain at least 85 percent attendance.
- Students in the Non-Nursing program must maintain at least 80 percent attendance.

Students enrolled in our 1300 hours Licensed Practical Nursing Program must maintain a cumulative GPA of at least 2.50. In the 1300 hour, twelve month day and fourteen months evening certificate program, SAP is measured each 450 hours. No student may be considered for aid for more than 150 percent of his or her published program length.

<table>
<thead>
<tr>
<th>Program</th>
<th>Incremental Evaluation Period</th>
<th>Percentage of Hours To Be Completed</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300 Hrs.</td>
<td>Every 450 Hours</td>
<td>60%</td>
<td>2.50</td>
</tr>
</tbody>
</table>

**SAP Warning Status**

Academic progress is reviewed each 450 hours. Failure to complete the minimum number of required attendance per program session or maintain the minimum GPA will result in the student being on a warning status. Students who fail to meet the minimum financial aid Satisfactory Academic Progress standards will be placed on Financial Aid Warning for the subsequent period of enrollment. Students are still eligible for financial aid during the "Warning" period.
Students applying for financial aid will be placed immediately into **Financial Aid Warning** status if they did not meet SAP standards in the previous period of enrollment prior to applying for aid.

Students who do not complete their program within the maximum timeframe of 150% lose eligibility for financial aid and are placed on Financial Aid Suspension status and the student aid will be cancelled. In addition, the standards used to evaluate academic progress are cumulative and, therefore include all periods of the student’s enrollment, including periods during which the student did not receive FSA funds.

In certain cases, students may be considered for a one-time exemption for extenuating circumstances. These circumstances include, but are not limited to; death of a family member, student illness or injury, or other special circumstances. Progress requirements will not be waived more than once under most circumstances.

**Financial Aid Suspension – Losing Title IV Eligibility**

Students on Financial Aid Warning, who fail to maintain the minimum SAP standard during the Warning period of enrolment, will be placed on **Financial Aid Suspension** status for subsequent periods of enrollment. No financial aid will be disbursed during subsequent periods of enrollment until the student regains financial aid eligibility.

Students applying for financial aid will not be eligible for assistance and will immediately be placed on **Financial Aid Suspension** status if they did not meet the minimum financial aid SAP standards, based on the two previous periods of enrollment prior to applying for financial aid.

Students who do not complete their program within the maximum timeframe lose eligibility for financial aid and are placed on Financial Aid Suspension status.
Reinstatement of Aid after Financial Aid Suspension Status

A student may regain eligibility for financial aid after Financial Aid Suspension status only by in the following ways:

The student submits a written letter of appeal and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the next period of enrollment and is eligible for Title IV aid during their Financial Aid Probation status. If the appeal is approved but the Committee has determined that the student will not be able to meet the SAP standards within the period of enrollment, then the student will be placed on Financial Aid Probation with an Academic Plan which if followed will ensure the student is able to meet the SAP standards by a specific point in time.

Appeal Process

Students who wish to appeal Financial Aid Suspension status must submit an appeal of Financial Aid Suspended status in writing to the Financial Aid Appeals Committee by the date specified in the Financial Aid Suspended notification letter. The committee will review the appeal and notify the student in writing of their decision within 14 working days after the Appeals Committee meets and makes its determination. Appeals should include:

- Demonstration that the student understands the reason behind failure to meet the SAP requirements
- Specific plans to rectify the student’s current academic status

The Financial Aid Appeals Committee will review the appeal and consult with academic advisers and other involved parties as warranted. If it is determined that the
student will not be able to meet the SAP standards by the end of the next period of enrollment but the Committee is in agreement that the student’s grounds for appeal are reasonable and the student has a reasonable chance to succeed and graduate, then if the appeal is approved the student will also be placed on an Academic Plan. Students will receive written notification of the decision. All decisions on such appeals are final.

**Academic Plan**

Students who lose eligibility and submit an appeal may be placed on an Academic Plan if the appeal is approved. The purpose of an academic plan is to support the student in bringing himself or herself back into compliance with the financial aid SAP standards by a specific point in time in order to ensure that the student will be able to successfully complete the certificate program. The academic plan will be specifically tailored to the student and may include milestones and specific requirements such as tutoring. Students on an academic plan are still responsible to meet the SAP requirements in the subsequent period of enrollment and will lose eligibility if the SAP standards are not met, and need to go through the appeal process in order to regain eligibility. The student’s progress in their academic plan will be taken into account in any subsequent appeal process of financial aid eligibility.

**Licensed Practical Nursing**

Program Level: Undergraduate Certificate

Program length: 1300 Clock Hours

**Cost:**

How much will this program cost me?

Tuition and Fees: 30,000

Books and Supplies: 3,000
What other costs are there for this program?
*There is an additional cost of $635, which includes physical examination, CPR certification, Nclex examination, Professional Liability Insurance, and finger printing when required.
Assuming normal time to complete. Note that this information is subject to change.

**Finance:**
What financing options are available to help me pay for the program?
Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financial plans. The median amount of debt for program graduate is shown below:
Federal loans: 0
Private education loans: 0
Institutional financial plan: 0

**Success**
How long will it take me to complete this program?
The program is designed to take 12 months attending during the day session and 14 months attending during the evening session to complete. Of those that completed the program
In 2012-2013, 81% finished in the 12 to 14 months.
The LPN Day program is 52 weeks long with 25 contact hours per week. The program covers a total of 1300 hours: 855 hours are allocated to nursing theory, 375 hours are allocated to clinical practices, and 70 hours are allocated to laboratory experiences. Theoretical instruction and clinical practices are done parallel.

The LPN Evening program is 57 weeks long with 22.5 contact hours per week. The program covers a total of 1300 hours: 875 hours are allocated to nursing theory, 425 hours are allocated to clinical practices, and 70 hours are allocated to laboratory experiences. Theoretical instruction and clinical practices are done parallel.

The curriculum incorporates content and concepts relevant to life skills, liberal arts concepts, scientific concepts, behavioral sciences, principle of pharmacology, principles and practices of nursing, contemporary issues in health care, and ethical and legal accountability.

The content base curriculum emphasizes on equipping students with the necessary knowledge needed to become safe, effective entry level practitioner of practical nursing. Nursing courses are taught using the nursing process problem solving approach. Skills are taught from simple to complex. The goal is for the student to understand the underlying principles that will enable the student to adapt to any given skill in a variety of patient care situations and practices settings. Emphasis is placed on learning how to determine the needs of the patient and their family.

Nursing theory, laboratory experiences, and clinical practices, are integrated throughout the entire program. Theoretical instruction is parallel to clinical experience. Homework, oral and written quizzes, written exam, observation competency evaluation and return demonstration in laboratory setting are used to evaluate student learning.
FREQUENCY OF THE PROGRAM
AMG School of Practical Nursing recognizes that an education institution’s polices must offer reasonable expectation for successful completion of its nursing program.

The License Practical Nursing Program will be offered three a year which will enable students to complete the program within the published time frame.

LICENSED

PRACTICAL NURSE PROGRAM

COURSE DESCRIPTION

Course Title: PN-110 Anatomy and Physiology

Lecture: 125 Hours
Weeks: 5
Level: I

Anatomy and Physiology incorporates the structure and function of the human body and mechanisms for maintaining homeostasis. It includes the study of cells, tissues, integumentary, musculoskeletal and nervous systems. It also includes the endocrine, cardiovascular, lymphatic, respiratory, gastrointestinal, urinary and reproductive systems; as well as the concepts of development, metabolism, fluid and electrolyte balance, and acid-base balance.

Prerequisite: None
Course Title: PN-111 Microbiology

Lecture: 25 Hours

Weeks: 2
Level: I
Microbiology emphasizes biological concepts as they apply to microorganisms. Lecture topics include the morphology, anatomy, physiology, growth, metabolism, nutrition, control and identification of various microbes.

Lab exercises include Overhead projector displaying microphotographies of dyed microorganisms slides and different kind of cultures, technique and identification, and media preparation. Students will be able to apply microbiological concepts to everyday life, define major groups of microorganisms, compare and contrast prokaryotic and eukaryotic organisms, explain how human diseases are transmitted, detected and treated, evaluate various types of antimicrobial therapy, explain the germ theory of diseases, distinguish between innate and specific defense, discuss the origins, promotion, and the spread of cancer.

Prerequisite: None

Lab to be taken parallel with theory

Course Title: PN-112 Medical Terminology

Lecture: 25 Hours

Weeks: 1
Level: I
Medical terminology is a special vocabulary used by health-care professionals. This course will introduce students to the principles for understanding the language and an overview of terms from many different areas of medicine. Students will learn the terms used to describe disease condition.

Prerequisite: None
Course Title: PN-113 Pharmacology and Dosage Calculation

Lecture: 75 Hours
Lab: 25 Hours
Weeks: 4
Level: I

Pharmacology and Dosage Calculation is designed to provide the nursing students with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, with patient-related variables affecting pharmacotherapy are presented in this course. Emphasis is placed on learning drug classification by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards are included. Students will understand drug dosage calculation and administration technique, as the emphasis will be placed on mathematic computations of various forms of drug administration utilizing household, metric and apothecary measurements.

Prerequisite: PN-110, PN-111, PN-112

Course Title: PN-114 Nutrition

Lecture: 50 Hours
Weeks: 2
Level: I

Nutrition is an introduction to physical and laboratory assessment of adequate nutritional status. Students will understand nutrient requirements with knowledge of the food pyramid. Students will also be introduced to the common therapeutic diets used such as the clear liquid diet, full liquid diet, low fat/cholesterol restricted diet, and sodium restricted diet, low residue diet, high roughage/high fiber diet, high protein
diet, renal diet, low phenylalanine diet, as well as cultural food patterns affecting an individual’s diet.

**Prerequisite:** None

**Course Title:** PN-115 Fundamentals

Lecture: 100 hours 
Lab: 25 hours 
Clinical: 100 hours 

Level: I

Fundamentals is designed to introduce students to the fundamental concepts as related to practical nursing across the lifespan and the role of the practical nurse. The nursing process is utilized to identify and provide the building blocks of nursing care in a variety of health care settings. Emphasis is placed on developing basic nursing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, and basic introduction to skills for supporting patient care, physical assessment, infection control, patient education, safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. Upon completion, the students should be able to demonstrate beginning understanding of the nursing process to promote, maintain, and restore optimum health for diverse clients throughout the life span.

**Prerequisite:** PN-110, PN-111, PN-112, PN-113, and PN-114

**Clinical to be taken parallel with theory**
Course Title: PN-210, and PN-310 Medical/Surgical Nursing I&II

Lecture: 150 Hours
Clinical: 150 Hours
Weeks: 12
Level: II and Level: III (Medical/Surgical Nursing I, Level II; and Medical/Surgical Nursing II, Level: III)

Medical/Surgical Nursing I & II emphasize the practices of nursing as it relates to adults experiencing complex health deviations that are potentially life-threatening events. Within the context of the nursing process, the nursing students will utilize critical thinking skills, gain experiences in organizing prioritizing, and evaluating care for clients by assisting them to overcome those deficits, which interferes with self-care. The following topics will be covered in these courses: management of patient care, infection control, nutrition, fluids & electrolytes, cardiovascular systems, acid-base imbalances, gastrointestinal system, endocrine system, oncology nursing, connective tissue disorders, musculoskeletal, burns, sensory systems, and neurological systems.

**Prerequisite:** PN-113, PN-115, and PN-210

Clinical to be taken parallel with theory

Course Title: PN-211 Psychiatric Nursing

Lecture: 50 hours
Clinical: 50 hours
Weeks: 4

Level: 2
Psychiatric Nursing is designed to provide the foundation for entry level competence in psychiatric nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic psychiatric nursing. Critical thinking skills and evidence based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiology and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship are highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education, pharmacological and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the licensed practical nurse, including collaboration with other disciplines and organizations as resources and support mechanisms.

**PREREQUISITES:** PN-110, PN-111, PN-112, PN-113, PN-114, and PN-115

Clinical to be taken parallel with theory

**Course Title: PN-212 Gerontology**

Lecture: 50 hours

Clinical: 50 hours

Weeks: 4

Level: 2

Gerontology provides an opportunity to utilize the provider of care to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older
adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

**PREREQUISITES:** PN-110, PN-111, PN-112, PN-113, and PN-114

Clinical to be taken parallel with theory

**Course Title:** PN-213 Nursing Trend

Lecture: 50 Hours

Weeks: 2

Level: 2

Nursing Trend introduces the Practical Nursing student to the profession of nursing and the role of the Licensed Practical Nurse. Trends in nursing practice and the health care delivery system will be discussed. The integration of self-care and critical thinking principles into the nursing process will be a key focus. Fundamental nursing concepts and practices for health promotion, including communication, client education, assessment, nutritional support, and general pharmacological and safety principles, will be presented. Students will practice and demonstrate beginning proficiency in selected skills, including the calculation of drug dosages, measurement of vital signs, hygienic care, application of standard precautions, and the use of medical terminology.

**PREREQUISITES:** PN-110, PN-111
Course Title: PN-311 Maternity and Childbearing Nursing

Lecture: 50 hours
Clinical: 25 hours
Weeks: 3
Level: 3

Maternity and Childbearing Nursing is designed to provide the foundation for entry-level competence in women and infant health. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for women with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's productive and post-reproductive health and health deviations. Various developmental theories are presented to assist the student in analyzing growth and development from birth through middle age adults. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and socio-cultural principles are integrated throughout the course.

Prerequisites: PN-110, PN-111, PN-112, PN-113, PN-114, and PN-115

Clinical to be taken parallel with theory

Course Title: PN-312 Pediatric Nursing

Lecture: 50 Hours
Clinical: 25 Hours
Weeks: 3
Level: 3

Pediatric Nursing is designed to provide the Practical Nursing student with the fundamental knowledge needed to practice nursing in a pediatric setting. Pediatric nursing focuses on health management and maintenance as well as the prevention of
illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health.

**PREREQUISITES:** PN-110, PN-111, PN-112, PN-113, PN-114, and PN-115

Clinical to be taken parallel with theory

**Course Title:** PN-410 Capstone

Course Title: PN-410 Capstone

Lecture: 75

Lab: 0

Weeks: 3

Level: IV

This capstone course that is the Final Course, obligatory for the completion of the program. The course is evaluated based on three exams that constitute 90% of the grade and a final predictor exam instituting 10% of the final grade. Each of the three exam must be passed with a 77 or higher.

**Pre-requisite:** Successfully pass the entire above course and have a grade of a 77 (C+) or higher.

**NURSING HEALTH REQUIREMENTS**

Students are responsible for maintaining compliance with the health requirements annually as outlined below.

- **Prior to the first day of class** students must submit the following documents:
  - Completed physical examination
  - Two Step Tuberculin Skin Test, or chest X ray, and or QuantiFERON
  - Records
  - of up to date immunizations or blood titers reflecting immunity against:
    - MMR (Measles, Mumps, and Rubella) - 2 doses are required if born after 1957
    - Td (Tetanus and Diphtheria) - last dose must be within 10 years.
- Hepatitis B - series of 3 immunizations and Hepatitis B titer
- Hepatitis C titer
- Varicella - 2 doses are needed (if received after age 13) or history of Chicken Pox disease.
- Seasonal Flu
- Additional immunizations may be required by clinical agencies such as, but not limited to, H1N1 vaccinations.

AMG reserves the right to withdraw the student from a clinical experience and ultimately the course and program if at any time the student’s health requirements are out of compliance.

**CPR CERTIFICATION**

Documentation of certification in Basic Life Support (CPR) for Health Care Providers must be submitted prior to participating in clinical experiences. Certification must remain current throughout the program. Certification courses are available through the American Heart Association.

**DIRECTIONS FOR TRANSCRIPT REQUESTS**

A student’s official transcript is a record of the student’s entire academic history within this institution. When an official request in writing is made by the student, transcripts of the student’s record will be sent to other colleges, universities, employers, and to the student. A fee of $10.00 will be charged for each official transcript requested by the student.

**CAREER SERVICES**

*Career Counseling and Placement Services*

Because AMG School of Practical Nursing believes that job placement is as important as the academic program, the School provides career advising and
placement assistance services to both students and graduates.

**STUDENT ACTIVITIES**

**SOCIAL ACTIVITIES:**

At AMG School of Practical Nursing, you can participate in a variety of student-sponsored social events that are held throughout the year, including graduation ceremony and a holiday party.

**COMMUNITY ACTIVITIES:**

The President and the program director of AMG, and the student body participates in community activities, such as health fairs, day of pampering, and food drive.

**GRADUATION FEE**

A graduation fee of 65 dollars will be due and payable to the Business Office once a student is approved by the Registrar’s Office that he/she is eligible for graduation. The fee covers the cost of the diploma and other graduation expenses not paid for by the Institution.

**APPLICATION FOR GRADUATION**

Graduation exercises to award diplomas are held twice a year – in December and June. It is the responsibility of the student to complete the application for graduation by established due dates. Applications may be obtain in the nursing office. The student
should first see the Program Director to: (1) determine status in regard to completion of curricular requirements; (2) obtain an Application for Graduation form; and (3) make an appointment with the Registrar.

When this form has been completed by the student and signed by the Director, the student meets with the Registrar, who will certify the student for graduation, when all graduation requirements have been met. The graduation fee must be paid at this time.

**CAMPUS**

**OVERVIEW OF THE FACILITY**

AMG Learning Center is a fully air-conditioned, well-lighted facility located at 147 Prince Street in Brooklyn New York. The facility is centrally located and is easily accessible by trains and busses. The School is one block away from all New York City trains, and busses.

The Facility features three oversized classrooms, a large nursing laboratory with over 800 square feet which has the capacity for five hospital beds, a library equipped with 20 computers, educational media software, and plethora of books and periodicals that are accessible to students and faculty. There is an office space for faculty equipped with computers and an area for student advisement. There is an area for the office admission and support staff. Three large offices for the administration, Program Director and Financial Department; these offices will comfortably accommodate and create a productive and effervescent work environment.
FOR GENERAL INFORMATION CALL: 718-596-5300, 718-596-5307

FAX NUMBER: 718-596-5399

E-MAIL: info@AMG.edu

ADDRESS:
147 PRINCE STREET 2ND FLOOR
BROOKLYN, NEW YORK 11201
ADMINISTRATION AND FACULTY

Administration

Dr. Mabel Burdier-Guzman
President
Nickla Brown-Gallaway, BSN, MSN, ANP, GNP
Program Director

Nursing Faculty
Adalberte Figaro, BSN, MSN
Beverly Ramsay, BSN, MSN
Bola Faleti-Ogunnake, BSN
Carole Prinston Benoit, RN, MSN,
   Caroline Cham, BSN, MSN
Casandra Modeste, BSN, MSN
   Diane Wilson, RN, MSN
   Eva Arrapova, BSN, MSN
   Glenda Inniss, BSN, MSN
Grace Akpan, BSN, MSN, FNP
   Hedda Gallard, BSN, MSN
Icilda Broomfield, BSN, MSN
   Maria Milillo, BSN, MSN
Michelle Gilbert, BSN, MSN
   Myrtle Johnson, BSN
   Susan Sosa, BSN, MSN
   Tenisha Simon, BSN, MSN

Non Nursing Faculty
Dr. Victor Asebiomo
Dr. Litty Mathews

Financial Aid Officers
Alexis Edwards

Admissions
Latoya Braithwaite
Sherry Morillo