



SUNRISE SCHOOL OF NURSING, LLC

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**Sunrise School of Nursing is licensed by the Commission of Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the:**

**Commission for Independent Education  
325 W. Gaines St, Suite 1414  
Tallahassee, Florida 32399-0400  
Phone: 888-224-6684**

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### **CEO/ DIRECTOR OF NURSING'S MESSAGE**

Welcome to Sunrise School of Nursing (SSN), we are pleased that you have chosen Sunrise School of Nursing to assist you in the pursuit of your academic and career goals. At Sunrise School of Nursing, we strive to meet the needs of the student, the community, and the healthcare profession. Merriam-Webster's Dictionary defines sunrise as: "the time when the sun appears above the horizon in the morning." We know that dreaming about tomorrow's goals does not bring them to you. Today the sun has risen to light your path as you begin your journey toward becoming a nurse. Rest assured that Sunrise School of Nursing will be along with you with every step that you take toward reaching that final destination.

Sunrise School of Nursing has adopted Jean Watson's Theory of Human Caring throughout all programs offered.

As a student, you will not only gain the knowledge and skills needed to be a proficient nurse in your healthcare community, but you will also be taught to honor a moral commitment toward the true purpose of the nursing profession. Students will be challenged to go beyond themselves and offer their patients the utmost care they deserve. Sunrise School of Nursing's goal is to apply the core principles of Jean Watson's Caring Theory which includes loving, kindness, authenticity, spirituality, respect, and love for others in cultivating a well-rounded graduate nurse who is ready to bring peace, dignity, healing, and human caring to their patients.

The purpose of this catalog is to simplify your progress into the nursing profession and to provide you with vital information needed to be successful at our School. Please feel free to visit our office and reach out to any one of our team members, including myself, to answer any questions that you may have.

We are honored that you have chosen Sunrise School of Nursing to accompany you along this journey toward becoming a nurse and changing your life. We pledge to you our commitment, support, and assistance in making your dream become a reality.

Welcome and thank you for placing your trust and future in our hands!

*G. Lynne Chancy*

**Guirlhaine Lynne Chancy, MSN, RN**

**CEO and Director of Nursing**



### **MISSION STATEMENTS**

Sunrise School of Nursing commits to the provision of health education that prepares the participant to enter a health career that has pathways for achievement to meet both personal and professional goals. Our school is committed to providing quality higher education and training which enables its graduates to be successful throughout challenging and rewarding nursing careers. It commits to providing educational tracts that enhance health care within the community by helping to preserve and enhance quality of life through our trained nursing graduates.

The mission of Sunrise School of Nursing is to provide the quality of life for the residents of their community and beyond. This is accomplished through:

- Diverse educational experiences that challenge students in a positive learning environment.
- Qualified and dedicated administrators and faculty offering instruction and guidance throughout all program experiences.
- Resources that complement and enhance the educational experience.
- Preparing students to meet the challenges posed by an evolving healthcare delivery system.

### **PHILOSOPHY**

Sunrise School of Nursing is committed to effective training in its programs of study. The model of training is that of caring, safety, efficiency, and quality of education for all students who meet the requirements for completion of its programs. Education is provided in a student friendly, educational enhancing environment that promotes positive learning for goal achievement by all students. Our philosophy is one of helping students to succeed at their best.

### **HISTORY**

Sunrise School of Nursing's CEO and Director of Nursing, Guirlhaine Lynne Chancy is a recognized nursing professional in the healthcare community. Her experience as a Clinician and Nursing Educator spans over twenty-two years. Her dedication and commitment to quality healthcare has encouraged her to share her educational skills and experience as a Clinician, Educator, Administrator, and Entrepreneur to the community in her quest to meet the needs of an expanding demand for nurses with employers seeking qualified and quality health care practitioners.

Sunrise School of Nursing is an institution of higher learning that is currently pursuing accreditation status. Additional information regarding Sunrise School of Nursing may be obtained by contacting The Commission of Independent Education, Florida Department of Education, 325 West Gaines Street Suite 1414 Tallahassee, FLORIDA 32399-0400, toll-free number (888) 224-6684.



### **LEGAL OWNERSHIP**

Sunrise School of Nursing is a fictitious name registered with the State of Florida under the limited liability corporation of its parent company, Sunrise Nursing and Affiliates, LLC. It is a private post-secondary educational institution of training. It is owned and operated by Guirlhaine Lynne Chancy, MSN, RN, and her spouse, Georges Loubert Chancy. The owners supervise the administration and operation of the school through the development of policies for business, general, and educational operation in compliance with the Local, State and Federal regulations for operation of a for-profit educational post-secondary institution. Sunrise School of Nursing is located at 4600 Northwest 9th Court, Plantation Florida 33317.

### **SUNRISE SCHOOL OF NURSING EXECUTIVE LEADERSHIP TEAM**

**CEO/Director of Nursing:** Guirlhaine Lynne Chancy, MSN, RN

**CFO:** Georges L. Chancy

**Curriculum and Distance Learning Specialist:** Stephanie Delgado, PhD

**Assistant Director of Nursing:** Gessy Beauzil, BSN, RN

### **HOURS OF OPERATION**

| SCHOOL HOURS        | DAYS                    | TIMES                                                         |
|---------------------|-------------------------|---------------------------------------------------------------|
| <b>Office Hours</b> | Monday through Thursday | 9:00 AM to 5:00 PM                                            |
|                     | Friday                  | 9:00 AM to 5:00 PM                                            |
|                     | Saturday                | By Appointment                                                |
|                     | CLOSED ON SUNDAYS       |                                                               |
| <b>School Hours</b> | DAYS                    | TIMES                                                         |
| • Daytime Classes   | Monday through Thursday | 9:00 AM to 12:30 PM                                           |
| • Afternoon Classes | Monday through Thursday | 1:30 PM to 4:00 PM                                            |
| • Evening Classes   | Monday through Thursday | 5:00 PM to 9:00 PM                                            |
| • Saturday Classes  | Saturday                | 9:00 AM to 2:00 PM                                            |
| • On-line Classes   | Monday through Sundays  | Time requirements set by classes as to assignments and exams. |



## SUNRISE SCHOOL OF NURSING

### **SUNRISE SCHOOL OF NURSING OBSERVES THE FOLLOWING HOLIDAYS AND IS CLOSED:**

- Martin Luther King Birthday
- President's Day
- Spring Holiday Break
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day after Thanksgiving
- Christmas Eve and Christmas Day
- End of year Break
- New Year's Eve and New Year's Day





## **FACILITIES**

Sunrise School of Nursing is located at 4600 Northwest 9th Court, Plantation, Florida 33317. The facility is located off Sunrise Boulevard in Broward County, ½ mile west of State Road 7 and 1/4 of a mile East of the Sunrise Boulevard Exit off the Florida Turnpike. Sunrise School of Nursing's location is easily accessible via public or private transportation.

Sunrise School of Nursing is located within a one-story plaza and occupies 5,243 square feet of space. Its physical environment consists of a waiting area, seven offices including a finance office, two dedicated faculty offices, two classrooms that can accommodate a maximum of 15 students and one large classroom that can accommodate a maximum of 30 students, one skills laboratory/classroom, Library Resource Center inclusive of six computer workstations, seven restrooms of which two are handicap accessible, a student break room with a coffee station, and a conference room. An additional three computer stations are located in the extended front waiting/reception area.

The breakroom offers students the use of a microwave, coffee maker, water cooler, and two refrigerators.

The Library Resource Center and each classroom are equipped with flat screen televisions for visual learning and teaching. Classrooms are also equipped with laptops for Instructor use, including HDMI connections for projection onto the televisions. Traditional classrooms consist of elongated tables with 2-3 chairs per table. A podium, whiteboard and laptop computer can also be found in each one of these classrooms for instructional support.

The skills lab is equipped with items listed on the Inventory Listing of each Program Outline in addition to general office items such as chairs, tables, etc. Wireless internet services can be accessed from anywhere in the facility. Offices are equipped with desk, chairs, computers for staff and additional chairs are available in the office for students/guests.

All student records are kept in a locked Administrative Office. The student files are also retained for perpetuity on a Cloud-based system in the event of any disasters such as fire, hurricanes, etc.

Instructional tools as resources for students include videos, mannequins, teaching materials to aid in enhancing understanding and course success. These materials may be found in the Library/Resource Center, Nursing Skills Lab and online through our digital library. Once enrolled, students in the Practical Nursing and Associate of Science in Nursing Programs will be given an access code to Aquinas Network Online Library and any other educational platforms used in the program to further enhance their educational learning experience. Additional resources are provided to students as needed.

## **Parking**

There is ample parking for our students within the gated parking lot. Student vehicles must be parked in the designated student parking spaces. Please do not park in spaces designated for the handicapped unless you possess a handicap sticker. Students should not park in a fire hazard zone.



## **GENERAL POLICIES AND PROCEDURES**

Sunrise School of Nursing resides in an area of safety. The administration reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare while outside of the immediate facility. Students are cautioned to carry only materials needed to complete class work, to lock up personal belongings and make sure cars are locked when leaving them for class. If an incident occurs, including but not limited to personal property damage or activities by suspicious persons, students are advised to notify the campus administration **immediately**.

Security of the students, faculty and facility is maintained by cameras located inside and outside of the general areas, pin code entry for the main entrance, a facility wide announcement system and brightly lit parking areas.

### **AMERICANS WITH DISABILITY ACT**

Sunrise School of Nursing is committed to providing opportunities for qualified students to participate in its programs, including students with disabilities who need reasonable accommodation that complies with the Rehabilitation Act of 1973 Section 504. A qualified student is one who, with or without reasonable accommodation, meets the essential institutional, academic, and technical standards requisite to admission, participation, and completion of our programs. A reasonable accommodation is accommodation that allows a student with a disability to participate in our programs without changing the essential academic requirements of our programs and without placing an undue burden on the institution or its clinical affiliates.

All requests for reasonable accommodation must be submitted to the Director or Assistant Director of Nursing or the Student Services Coordinator. While a student may discuss possible accommodation with any faculty member or staff member, students should be aware that faculty and staff are not authorized to provide such accommodation without following the approval process. The CEO/Director of Nursing will review the requests and make a final decision. The student will be informed of the decision in writing. The individuals trained in ADA policy include CEO/DON, ADON, Student Services Coordinator, Director of Admissions and Campus Director.

### **STUDENT EMERGENCY CONTACT NOTIFICATION POLICY**

When a student is admitted to the school, emergency contact information is requested which is recorded in the student's file. During an emergency, Sunrise School of Nursing students will be made aware of the situation through the following modes:

- *SMS Text Message. All cell numbers supported by SMS Text Messages will receive emergency text messages alerting them to a current or imminent threat.*
- *Email. Students will be Emailed of any emergency involving the school. It is imperative that accurate emails be on file in the school's data system. All students will receive emails alerting them to a current or imminent threat.*
- *Intercom School Wide Announcement. During times of emergency, doors will be manually locked, and School wide announcements will be made to alert students of any impending threats or emergencies.*



Sunrise School of Nursing assumes no responsibility legally or financially for medical care and does not provide the services of a physician or any other healthcare provider. In cases of any personal emergency, the appropriate departments such as EMS, Fire Rescue or the Police Department will be notified of the emergency appropriately. Students should always carry emergency information on them, as well as their insurance card(s).

### **EMERGENCY PREPAREDNESS**

Ensuring the safety of our students, employees, and visitors is of paramount importance. We recognize the importance of proactive emergency preparedness to address various potential hazards, including severe weather events, such as hurricanes or tropical storms, as well as other unforeseen emergencies. We are committed to implementing robust emergency preparedness measures aimed at minimizing risks, ensuring prompt responses, and safeguarding the lives and property within our premises.

Our emergency protocol can be found in Library Resource Center and on the front desk. We encourage all students to familiarize themselves with our emergency protocols, stay informed about weather alerts and updates, and actively participate in drills and training sessions. By working together and remaining vigilant, we aim to create a safe and resilient environment for everyone at the Sunrise School of Nursing.

**SAFETY PREPAREDNESS:** Nursing students are given safety guidelines to follow in labs and simulation during orientation and at the beginning of each term. Incident reports are filed with the instructor and Director of Nursing on the same day as the incident while the student is still on campus.

### **THEFT PREVENTION AND VANDALISM POLICY**

Your safety is a primary concern for the leadership at Sunrise School of Nursing. The school strives to maintain safety in and around the school campus. While we provide a safe environment, students are still advised not to leave any valuables in their vehicles. Students should store them away and out of sight in their vehicle's trunk. Sunrise School of Nursing is not responsible to store your belongings at any time. Sunrise School of Nursing has restricted areas for staff and faculty use only and students are expected to adhere to these designated policies. Vandalism of School property will be grounds for immediate dismissal.

### **STUDENT RIGHT TO KNOW ACT**

Sunrise School of Nursing commits to adhering to the policy of the Student's Right to Know Act, Sunrise School of Nursing will compile and make available information regarding completion, graduation, and placement rates for student review upon request. This information is maintained at the school's administrative offices. Students will be provided written notification of any change to their expected graduation date and are responsible for reviewing the information, understanding the impact on their academic plan, and taking any required action in coordination with Student Services.



**FAMILY EDUCATIONAL RIGHTS / PRIVACY ACT (FERPA)**

Sunrise School of Nursing complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a School beyond the high School level. Students to whom the rights have transferred are "eligible students."

- 1) Parents or eligible students have the right to inspect and review the education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Written requests may be submitted via email or certified mail to the admission/student affairs office. The sender's email address must match the email address that is on file for the student's record. If the address does not match, the request will not be processed. Access will be provided to inspect the records within 45 days of the receipt of the written request.
- 2) Parents or eligible students have the right to request, in writing, that a School correct a record which they believe to be inaccurate, misleading, or in violation of the student's rights of privacy. The school will consider the request to amend the record within 21 days after receipt of the written request. If the School decides not to amend the record as requested, the parent or eligible student will be notified of the decision in writing and have the right to request a formal hearing. Within 21 days from the receipt of a written request for a hearing, the school will schedule the hearing and provide notices of the date, time, and place at least 7 days in advance of the hearing date. The hearing is closed to the public, but the parent or eligible student may be assisted or represented by one or more individuals of your own choice including an attorney at your own expense. The school will decide within 14 days of the hearing date. The parent or eligible student will receive a summary of the evidence and the reason for the decision. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. The statement will be maintained as part of the student's education record if the contested portion is maintained. If the contested portion of the education record is disclosed, the statement will be disclosed with it.
- 3) Generally, Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows Schools to disclose those records, without consent, to the following parties or under the following conditions:
  - a. School officials with legitimate educational interest
  - b. Other Schools to which a student is transferring.
  - c. Specified officials for audit or evaluation purposes.
  - d. Appropriate parties about financial aid to a student
  - e. Organizations conducting certain studies for or on behalf of the school.
  - f. Accrediting organizations
  - g. To comply with a judicial order or lawfully issued subpoena.
  - h. Appropriate officials in cases of health and safety emergencies
  - i. State and local authorities, within a juvenile justice system, pursuant to specific State



law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each School.

### **STANDARDS OF CONDUCT**

Students enrolling in Sunrise School of Nursing assumes an obligation to conduct themselves in a manner consistent with the professionalism that the institution exemplifies. To maintain its reputation as an institution of respect and integrity that offers higher learning to the public, Sunrise School of Nursing retains the right to implement a structured, learning environment within the school and to exclude those who are disruptive to the educational process. Unprofessional conduct that discredits the individual or Sunrise School of Nursing will place the student at risk of termination.

Conduct that is prohibited by students and that is grounds for disciplinary actions, followed by termination are defined as follows:

- Physical or sexual assault of any person on Sunrise School of Nursing's campus, or actions that threaten the health and safety of any person on the campus including faculty, other student, and employees.
- Damage to Sunrise School of Nursing owned or leased property, the property of other students, employees, or faculty or damage to property of visitors occurring where Sunrise School of Nursing operates.
- Unlawful unauthorized entry into Sunrise School of Nursing facilities that are off limit or restricted to students.
- Hazing which is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of coercing initiation or admission within an organization or affiliation while in attendance at SSN.
- Use of alcohol or illicit drugs and the possession of a weapon such as a gun, while on campus or at a clinical training site. Performing clinical activities under the influence of drugs endangers both the student and the patient and can be considered as a criminal act. Any person suspected of using alcohol or drugs will be reported and required to do a urine drug test immediately.
- Non-compliance or violation of any of SUNRISE SCHOOL OF NURSING's rules, regulations, policies, and procedures.
- Falsifying records.
- Academic dishonesty, ie cheating, AI generated assignments.
- Breach of enrollment agreement.
- Failure to comply with rules, regulations, policies, and procedures of clinical sites.



- Carrying a concealed or potentially dangerous weapon.
- Harassment of any kind including intimidation and discrimination.
- Slandering of the school or any of its staff's reputation on any public media.
- Cheating, plagiarism, forgery, alteration, or any other misuse of School document records of identification.
- Use or possession of alcoholic beverages or any other controlled substance (including without limitation, any narcotic drug, hallucinogenic substance, or marijuana).
- Physical or verbal abuse of any person or group, or any conduct which intimidates, threatens, or endangers the health or safety of another.
- Assault, battery, or any threat of force or violence upon SSN staff members, students, or visitors.
- Harassment, including but not limited to, the intimidation of another student or a School official or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened.
- Possession of any firearm, including but not limited to, any handgun, rifle, shotgun, or props that resembles a firearm.
- Unauthorized possession or use of explosives, dangerous chemicals, or other materials.
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, assaults, touching, impeding, or blocking movement, leering, gestures, display of sexually suggestive objects or pictures.
- Destruction or defacing of School property.
- Intimidation or bullying of any instructor, administrator, student, or others by threat of force or violence.
- Extortion.
- Theft of, or damage to, the property of the School, School officials, students, or visitors. Such actions may result in the imposition of fees for the loss, damage, or defacement of books and equipment.
- Fighting.
- Disruptive behavior, willful disobedience, profanity, or vulgarity aimed towards defiance or abuse of School officials.
- Committing a criminal act as defined by law.
- Dressing in an inappropriate or disruptive manner.
- Disruptive behavior, including tardiness.
- Hazing or any acts of discrimination that injures, degrades, or disgraces another person or group.
- Gambling.
- Arson.



- Unauthorized entry to the school or facilities.
- Failure to pay fees when due. For those students using Deferred Payment Plans, please remember to pay per the schedule you agreed to.
- Piracy of copyrighted materials / software.
- Breach of enrollment agreement.
- Not complying with Sunrise School of Nursing's rules and regulations.

### **Defamation and Professional Conduct**

Students are expected to conduct themselves in a manner that reflects professionalism and respect for the school community. Making or publishing false statements, either verbally, in writing, or online that are harmful to the reputation of the institution, its faculty, staff, or fellow students is strictly prohibited.

Defamatory communications include, but are not limited to:

- Knowingly spreading false information that damages another's reputation.
- Malicious or reckless disregard for the truth when making statements about the school, faculty, staff, or students.
- Posting, sharing, or distributing defamatory material through social media, email, or other communication platforms.

Violations of this policy may result in disciplinary action up to and including dismissal, in accordance with the institution's disciplinary procedures, and may subject the student to civil legal liability under state and Federal law.

### **STUDENT RIGHTS**

Each student at Sunrise School of Nursing has the right to:

- Know what services Sunrise School of Nursing offers to all students.
- Have access, upon written request to Sunrise School of Nursing administration, to a list of the types of records and student-related reports maintained on him/her by the respective offices and departments at the school.
- Know the policies and procedures regarding financial aid (if applicable), enrollment, registration, and of any changes in his/her program, classes, and grades.
- Challenge record contents through Sunrise School of Nursing's established appeal processes.
- Have access to all student services offered and their benefits.
- Have a safe, healthy, and pleasant atmosphere for learning, studying, and research.
- Participate in any student activities provided by the school for students.
- Know the criteria used in the selection of recipients of financial aid and the method used for calculating need (if applicable).
- Be fully informed of Sunrise School of Nursing's refund and repayment policies.
- Freely exchange diverse ideas in an orderly manner inside and outside the classroom.
- Associate freely with other individuals, groups of individuals, and organizations for



purposes that do not infringe on the rights of others.

- Participate fully in the school's community without discrimination as defined by state and federal law.
- Function in their daily activities without unreasonable concern for personal safety, and in an environment conducive to positive learning.
- Have their personal information maintained in confidentiality, free of unreasonable intrusion.
- Have the right to all resources that enhance their education process within their program of study.
- Expect academic and administrative policies that support intellectual exploration and growth.

### **STUDENT RESPONSIBILITIES**

Each student at Sunrise School of Nursing has the responsibility to:

- Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
- Read, understand, and keep copies of all forms the student signed.
- Review and consider all information about the school's program prior to enrollment.
- Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
- Be knowledgeable with respect to the contents of the Catalog.
- Understand the School's refund policy which is clearly stated on the Enrollment Agreement and in this catalog.
- Fulfill all financial obligations by the established deadlines. Your enrollment agreement is your promise to pay your financial obligations.
- Notify the Registrar's Office of any change in address or phone numbers to ensure proper communication between the school and the student.
- Notify Faculty, Program Director(s), Director of Nursing, and/ or Administrative Staff of intent to miss any scheduled activities (i.e. Class/Clinical Attendance, Exams, etc.) prior to the activity start time.

### **DRUGS/WEAPONS/ SMOKE & ALCOHOL-FREE SCHOOL AND WORKPLACE POLICY**

Sunrise School of Nursing promotes HEALTH! Therefore, its campus is drug-free, weapon-free, smoking-free, and alcohol-free. The school has zero tolerance for drugs, alcohol, and weapons on campus. No student, instructor, or employee may be on the school premises under the influence of any substance. As a drug and alcohol-free environment, individuals suspected of being under the influence of drugs or alcohol may be subjected to immediate dismissal/removal. Weapons in any form are NOT permitted on campus grounds and any violation is grounds for immediate dismissal. If students are on mood altering medications, it is the student's responsibility to notify Administration of such medication and, if necessary, provide the School with the prescription bottle in order to obtain clearance to continue attending classes. Students may request counseling for substance abuse and will be referred to available community resources. All medical documents and/or discussions are maintained in strict confidence.



## **SEXUAL HARASSMENT POLICY / OTHER HARASSMENT POLICY**

Sunrise School of Nursing does not encourage or tolerate sexual harassment. Harassment related to age, race, color, religion, national origin, or disability, will not be tolerated. Hazing is not tolerable and is grounds for immediate expulsion. Students shall report any form of harassment to the School Administration immediately. Before we can act, we will need a brief written statement identifying the name(s) of the other student(s) and a factual statement of the misconduct. Once we are properly informed, we will immediately open an investigation into the matter and promptly act to resolve the situation.

## **HAZING POLICY**

### **Philosophy**

Sunrise School of Nursing fosters a learning community that has distinctive values and qualities which support student's growth and development. Here at Sunrise School of Nursing, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the school; they can build important bonds between groups and individuals. All School activities fostered by the organizations of students such as clubs, fraternities, sororities, etc., must form in a way that builds unity among student groups. There will be no coercion or intimidation of students to participate in any organizations. In a learning community such as ours, we value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation.

Hazing is a form of victimization. Hazing consists of a broad range of activities that demonstrate disregard for another person's dignity or well-being or behaviors that may place another person in danger of physical or psychological discomfort or harm. A level of coercion is often involved, that is those being hazed felt pressure to participate in order to belong to the group or show commitment to group members.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the school and the fundamental values of our learning community.

Sunrise School of Nursing maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, other School-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. The school's policy conforms to the law, which defines "injurious hazing" as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at Sunrise School of Nursing.

[1] In addition to disciplinary action imposed by the school, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities.

Sunrise School of Nursing defines hazing more broadly to include *any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group* and that encompasses one or more of the following:



- Physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person's willingness to participate.
- Categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members.
- Involves the consumption of alcohol, drugs, or other substances.
- Removes, damages, or destroys property.
- Results in the disruption of School or community activities, the educational process, or the impairment of academic performance.
- Violates a school policy and/or a state law.

Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the school, either administrative or via the Judicial Board, with penalties up to and including suspension or dismissal for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student organization or team. Examples of mild to more severe hazing include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group:

- Physical or verbal abuse of any kind or implied threats of physical or verbal abuse.
- Branding or other body markings.
- Encouraging or requiring a person to consume alcohol, drugs, unusual substances, or concoctions.
- Encouraging or forcing a student to violate Florida law or School policy such as indecent exposure, theft, or trespassing.
- Confining a person or taking a person to an outlying area and dropping him/her off.
- Servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.
- Requiring a shaved head or other haircut.
- Manipulation or creating real or perceived psychological uneasiness or harm.
- Encouraging or requiring public stunts or buffoonery.
- Encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm.
- Depriving a person of sleep.
- Expecting certain items to always be in one's possession.



### **COPYRIGHT INFRINGEMENT POLICY**

Copyright laws provide legal protection of intellectual property (Copyrights, Trademarks and Patents), in whatever medium, that is provided for by the laws of the United States to the owners of copyrights. While copyright laws cover printed works such as books and magazine articles, they also provide protection of software, digital works, and unpublished works, including forms of a work, its digital transmission and subsequent use. Types of works that are covered by intellectual property laws include but are not limited to: books, photographs, architectural drawings, music, drama, sculpture, movies, electronic media, web pages, software, multi-media works and databases.

Copyright infringement is subject to criminal and civil liabilities. Sunrise School of Nursing upholds copyright laws. Students found guilty of breaking copyright laws will be responsible for any fines personally. The school assumes no responsibility for students breaking the law. Violations of this policy are subject to disciplinary action, probation, legal proceeding, suspension, up to and/or including termination and expulsion from the school. For details, see Title 17, Sections 504 and 505 of the United States Code.

Use of any trademarks, images, names, photographs, videos, audio, DVDs, and advertising, which are owned by Sunrise School of Nursing, is strictly prohibited for non-official use or if not authorized by the school. This includes the use of file sharing networks to download and share copyrighted works without permission of Sunrise School of Nursing or receiving illegal copies or downloads or copyrighted work from a third party. Any student who wishes to use any of the above-referenced Sunrise School of Nursing material must request written permission from the administration of Sunrise School of Nursing.

The institution recognizes that artificial intelligence (AI) tools may be used to support learning, teaching, and administrative functions when used responsibly and ethically. AI may serve as a supplemental resource for tasks such as brainstorming, editing, research support, and workflow efficiency, but it must not replace independent thought, academic effort, professional judgment, or required competency demonstration. The use of AI to complete graded assignments, exams, clinical documentation, or other evaluative activities is prohibited unless explicitly authorized, and any permitted use must be appropriately disclosed. Users are prohibited from entering confidential, student, patient, or institutional data into AI systems unless formally approved and compliant with privacy regulations. Misuse of AI may result in disciplinary action in accordance with institutional policies.



### **STUDENT DISCIPLINARY PROCEDURES**

If a student violates the institution's standards of conduct in the classroom, lab or clinical setting, the faculty member is the first level of discipline. If further disciplinary action is required, the Program Director is responsible. If a violation occurs outside the classroom but on campus, the Campus Director should be contacted immediately as the first level of discipline. If the student is dissatisfied with the disciplinary action imposed, the student has the right to go through the grievance process as outlined in the Catalog.

#### **Grounds for Dismissal and Termination**

Academic suspension represents a separation of students from Sunrise School of Nursing for at least one semester or quarter. This suspension will revert to permanent termination if the student does not return to full enrollment for two semesters or two quarters. Each semester represents four months in the ASN program. Each quarter represents three months in the Practical Nursing program. It can occur on primary violations or after a probationary period whereby requirements have not been satisfied by the student who is on probation. A student may be dismissed at the discretion of the Program Director and with the support of one other Administrative Team member such as the Assistant Director of Nursing or Campus Director for insufficient progress, non-payment of costs, or failure to comply with rules of conduct and policies of the institution.

It is expected that students will conduct themselves in a professional manner and demonstrate respect in all settings of this program training. Students must maintain respect for their instructors, fellow classmates, and all members of the health care team encountered during training.

### **COMPLAINT/GRIEVANCE/APPEALS PROCEDURES**

Sunrise School of Nursing recognizes that students may have concerns that need to be addressed. It is the school's main objective to assist its students in resolving concerns to successfully resolve conflicts that may hinder their academic progress. The Institution has an open-door policy. A student may discuss their problems or concerns at any time with instructors, directors, or any staff member.

Students are encouraged to resolve issues through normal administrative means using the school's Chain of Command. All students have the right to procedural due process in having their concerns heard. Students who believe they have been treated unfairly under Sunrise School of Nursing have the right to file a written complaint. A complaint should be submitted to the Director of Nursing (degree programs), Assistant Director of Nursing (diploma or certificate program(s)) or to the Student Services Coordinator. Students must follow procedures for filing a grievance. All grievances must be submitted in writing.

#### **APPEAL PROCEDURES**

The appeals process is for students to formally request a review of decisions related to dismissals, academic probation, and grade disputes. Students must submit their appeal within 10 business days following the notification of a decision or grade.



**The student must adhere to the following:**

1. A written appeal may be submitted by the student, in person, by U.S. mail, or by email.
2. Appeals must be signed and dated.
3. Within 5 business days of receipt of the written appeal, the Director of Nursing, will acknowledge receipt of the appeal.
4. Within 15-30 business days of receipt of the written appeal, Sunrise School of Nursing leadership committee, which consists of the Director of Nursing, Assistant Director of Nursing, and the CFO, Student Services Coordinator, and an appointed faculty member will review and respond to the appeal.
5. A written decision from the leadership committee will be issued by U.S. mail, or by email to the student within 45 calendar days from the receipt of the appeal.
6. If the student is dissatisfied with the determination of the Leadership Committee decision, they have a right to appeal the Leadership Committees decision to the Sunrise School of Nursing Board of Directors.
7. A written request may be submitted to a representative of the Leadership Committee, requesting their appeal be forwarded to the Sunrise School of Nursing Board of Directors. The Sunrise School of Nursing Board of Directors meets as needed every 2 months. The Sunrise School of Nursing Board of Directors includes a combination of professionals who provide strategic oversight, financial and legal governance, as well as academic accountability for the school.
8. A final written decision will be issued within 15 calendar days of the Board of Directors meeting.

**GRIEVANCE PROCEDURES**

1. Students may submit a written grievance in person, by U.S. mail, or by email. An official appeal form is available from the Student Services Coordinator, Director, or Assistant Director of Nursing.
2. The written grievance must be completed by the student and submitted to one of the aforementioned administrators to request a review of their grievance. The grievance must be signed and dated.
3. Within 5 business days of receipt of the written grievance, Sunrise School of Nursing Grievance Committee, which consists of one faculty member, Student Services Coordinator, the Director of Nursing and/or the Assistant Director of Nursing, will acknowledge receipt of the complaint.
4. Thereafter, the grievance will be reviewed by the Grievance Committee. The grievance committee meets as needed. The Executive Assistant is the facilitator/moderator of the grievance proceedings. The Committee will hear evidence, ask questions, review the catalog policies, deliberate, and render an advisory decision that is submitted to the Executive Assistant.
5. The Committee will render the final decision within 30 calendar days from the receipt of the grievance which will become binding. If additional time is needed (e.g., for complex issues), the student will be notified in writing with an expected resolution date.
6. If the student is dissatisfied with the determination of the Grievance Committee decision, they have a right to appeal the Grievance Committees decision to the Sunrise School of Nursing Board of Directors.
7. A written request may be submitted to a representative of the Grievance Committee,



requesting their appeal be forwarded to the Sunrise School of Nursing Board of Directors. The Sunrise School of Nursing Board of Directors meets as needed bi-monthly. The Sunrise School of Nursing Board of Directors includes a combination of professionals who provide strategic oversight, financial and legal governance, as well as academic accountability for the school.

8. A final written decision will be issued within 15 calendar days of the Board of Directors meeting.

If a student does not agree with the schools final decision on an appeal or grievance, they may consider contacting the **Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone (888) 224-6684.**



## **ADMISSIONS, FINANCIAL & STUDENT SERVICES**

**Sunrise School of Nursing is approved by the Florida Commission for Independent Education and the curriculum is approved by the Florida Board of Nursing. The school does not recruit in any other state and prepares its students for licensure in the state of Florida. The school has no physical presence in any other state. Students of Sunrise School of Nursing have the option to take their General Education courses on campus or in an online environment.**

### **ADMISSION/ENTRANCE REQUIREMENTS**

Admission to Sunrise School of Nursing is open to any qualified applicant. No qualified person will be excluded from enrollment at Sunrise School of Nursing based on age, race, gender, disability, or national origin. Recruitment is implemented by staff who have completed an admission training program.

Requirements:

1. Students must have proof of high school graduation or its equivalent. Note: non-United States high school diplomas must be evaluated for equivalency at the student's expense. If a student is unable to provide proof of high school graduation or its equivalent, they can complete a Sunrise School of Nursing high school attestation form to be notarized. This only applies to students who have a United States healthcare license and/or has a higher degree that has been evaluated by an agency that is an approved member of the National Association of Credential Evaluation Services (NACES).
2. Students in the Associate of Science in Nursing program must take the Online Learning and Distance Education Readiness Self-Assessment if the student is electing to take courses online.
3. Applicants to the Associate of Science in Nursing program must take and pass the TEAS entrance exam with a score 60% or higher.
4. Applicants to the Practical Nursing program are required to complete a mandatory eight-session preparatory review designed to support readiness and success in the PN program. These sessions are at no cost to the students.

Sunrise School of Nursing believes in the right of a student to try to succeed. This means that:

1. Sunrise School of Nursing admits students without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or any other protected characteristics.
2. Students who are beyond the compulsory high school attendance and who are qualified for entry are encouraged to apply.
3. To qualify for admission, applicants at minimum, must be at least 18 years of age, or have parental/guardian approval (if under 18 but have completed high school, and are not an emancipated minor), have completed high school or hold a GED. Foreign graduates must have appropriate approved translation/evaluation of transcripts indicating completion of at least U.S. high school equivalency. Evaluation agencies must be approved members of National Association of Credential Evaluation Services (NACES).



4. Sunrise School of Nursing provides students with support systems to allow them opportunity for access. Sunrise School of Nursing provides Applicants who have not been successful on the Entrance Exam the opportunity to obtain 4-hour tutoring for free.
5. Students who have been denied admission to Sunrise School of Nursing may discuss their concerns with the Admissions Director and if no satisfactory resolution is reached, they may then request a meeting with the CEO/Director of Nursing.
6. Each student admitted will be provided a copy of the student catalog during the admission process. Acknowledgement of the receipt of the Catalog is indicated upon signing of the Enrollment Agreement Form.
7. An Enrollment Agreement Form must be signed and executed by the school official prior to the collection of any tuition payment and prior to the start of classes.
8. Sunrise School of Nursing reserves the right to deny admission to any potential student who does not meet admissions requirements.
9. Any student found to have falsified information on an admission document will be denied admission to the school or withdrawn if already in attendance.
10. Students in health care programs take care of patients across the lifespan. Criminal history may affect the student's ability to take their licensure examination and/or to obtain employment after graduation. Likewise, health care facilities may deny students clinical practice based upon criminal background. Any student with a criminal background that hinders employment in a healthcare facility will not be accepted in the program until cleared. Individuals who have been arrested or convicted of any crime are strongly urged to inquire directly with the Florida Board of Nursing/ licensing board or in the jurisdiction in which they intend to practice.
11. Students applying must complete an interview with the Admission Director. Applicants are encouraged to invite family, friends or those who are a vital part of their personal support system to attend the interview with them. Both the applicant and the family will have an opportunity to learn more about the school and its training programs. The interview is designed for the school to evaluate the applicant's commitment to their educational goals and to give the student the opportunity to decide if SUNRISE SCHOOL OF NURSING is the right choice for them.
12. When required, based upon the program selected, an applicant may need to successfully complete and pass the schools Entrance Assessment to consist of basic math, reading and language comprehension and vocabulary. Healthcare practitioners are required to read and understand instructions, and to have effective communication skills of the common healthcare language within the patient's environment. Sunrise School of Nursing uses a variety of tools/methods for evaluating students for entrance. For the ASN Program, Sunrise School of Nursing uses the "Test for Essential Academic Skills "(TEAS) Entrance Exam. An Applicant to the ASN program is required to score a minimum of 60% or higher on the the "Test for Essential Academic Skills "(TEAS).
13. Depending upon the program selected, an Applicant may be exempted from taking SSN's Basic Entrance Exam based on prior educational experience. This will be evaluated on a case-by-case basis by SSN School officials.

### **PHYSICAL & MENTAL REQUIREMENTS**

Healthcare careers require physical ability to perform tasks effectively and without possible injury to self or patients. Health care providers may be required to lift, turn, move patients quickly in emergencies. Activities such as frequent walking, bending, and turning are part of physical requirements. Students are responsible to make sure they present physical examinations by



approved health care providers ensuring they are in good physical condition to function in these programs. Physicals must be provided by the 30th day after admission or before first clinical rotation, whichever comes first. Basic background which includes drug test, Florida Department of Law Enforcement background check and Level II AHCA check by an approved vendor must be completed prior to the first day of class attendance to their respective program. Proof of immunizations or titers proving immunization for MMR, Hepatitis A and B, Tdap & Varicella, and annual Flu vaccine (during the period of October 1st to March 31<sup>st</sup>) must be provided within 30-days of class start or prior to attending any clinical rotation, whichever one comes first.

## **TECHNOLOGY REQUIREMENTS AND DISTANCE EDUCATION DISCLOSURE**

The Associate of Science in Nursing (ASN) Program offers online education through both live (face-to-face/synchronous) and self-paced (asynchronous) learning activities led by instructors. These courses are designed to ensure consistent and meaningful interaction between faculty and students, delivered via face-to-face instruction and the Learning Management System. Students must actively engage in all assigned online activities and have reliable access to the technology needed to complete their coursework successfully.

To support student success, all students enrolled in the nursing program are required to maintain consistent access to appropriate technology. While courses may include online or technology-enhanced instructional methods, the program is not a distance education program and requires in-person attendance in Florida for all laboratory, clinical, and other designated learning experiences.

### **Technology Requirements**

#### **Hardware**

- Personal computer (laptop or desktop; mobile devices alone are not sufficient)
- Webcam and microphone for virtual learning and proctored assessments
- Audio capability (speakers or headphones)
- Access to printing and/or scanning capability

#### **Software**

- Current web browser (e.g., Chrome, Firefox, Safari)
- Word processing software compatible with Microsoft Word (.doc/.docx)
- PDF reader and document upload capability
- Updated operating system compatible with required platforms

#### **Internet**

Reliable high-speed internet capable of supporting video conferencing, online testing, and course access

### **Required Platforms**

Students are required to access and utilize institutional systems, including but not limited to the



Learning Management System (LMS), simulation software, and online assessment platforms. Students are responsible for maintaining active access and regularly monitoring these systems for course communications and assignments.

### **Technical Competency**

Students are expected to demonstrate basic computer literacy, including the ability to navigate online learning platforms, submit assignments electronically, and participate in virtual learning activities.

### **Distance Education and State Authorization Disclosure**

The program delivers instruction using a combination of in-person and technology-enhanced methods but is not classified as a distance education program. All students are required to be physically present in Florida to meet program requirements. The program is approved by the Florida Board of Nursing and operates under Florida regulatory authority. The institution does not seek or maintain authorization in other states, as students are not enrolled for the purpose of completing the program outside of Florida. Graduates may seek licensure in other states through the endorsement process and are responsible for meeting the licensure requirements of the state in which they intend to practice.

### **Compliance**

Failure to maintain required technology or meet in-person attendance requirements may result in the inability to meet course objectives and program outcomes. Compliance with these requirements is a condition of enrollment and progression in the program.

## **PROGRAM SPECIFIC REQUIREMENTS**

### **APPLICANTS TO THE NURSING (ASN) PROGRAM**

Associate Degree Nursing Program applicants must complete the following initial admission requirements:

- A. Complete and submit a program application form and pay the applicable non-refundable application fee as indicated in Schedule of Fees.
- B. Take the Online Learning and Distance Education Readiness Self-Assessment.
- C. Students must have proof of high school graduation or its equivalent. Note: non-United States high school diplomas must be evaluated for equivalency at the student's expense. If a student is unable to provide proof of high school graduation or its equivalent, they can complete a Sunrise School of Nursing high school attestation form to be notarized. This only applies to students who have a United States healthcare license and/or has a higher degree that has been evaluated by an agency that is an approved member of the National Association of Credential Evaluation Services (NACES).
- D. Completion and passing of entrance exam if applicable. For the ASN Program, SUNRISE SCHOOL OF NURSING (SSN) uses the "Test for Essential Academic Skills "(TEAS). Prospective students to the ASN Program must attain a minimum passing grade of 60%



to be considered for admission to the ASN Program. Practical Nursing minimum passing rate is 60%.

**Exception:** Individuals who currently possess a valid **NATIONALLY CERTIFIED** healthcare license such as a Licensed Practical/Vocational Nurse, a Licensed Psychiatric Technician, a Certified or Registered Respiratory Therapist, Certified Physical Therapist Assistant, a Certified Emergency Medical Technician, a Certified X Ray/ Ultrasound/MRI Technologist, a Certified Licensed Occupational Therapist and/or an earned Associate or higher degree, including Foreign Medical Graduates will be exempted from taking the TEAS Entrance Exam. Those with other healthcare licenses beside those mentioned will be evaluated on a case-by-case basis.

- E. Interview with the Director or Assistant Director of Nursing.
- F. Submit official school transcripts for all courses preliminarily approved for transfer within (120) days of class start date. In the case of applicants with foreign post-secondary education, an official course by course translation/evaluation by a certified evaluation/translation agency recognized by NACES must be submitted PRIOR to class start date for courses to be considered for transfer credit.
- G. To qualify for admission, applicants at minimum, must be at least 18 years of age, or have parental/guardian approval (only if under 18 but have completed high school, and/or are not an emancipated minor), have completed high school or hold a GED. Foreign graduates must have appropriate approved translation/evaluation of transcripts indicating completion of at least U.S. high school equivalency. Evaluation agencies must be approved members of National Association of Credential Evaluation Services (NACES).
- H. All classes considered for transfer must have a minimum of 2.0 G.P. A or a grade of "C" or better.
- I. Present copy of current healthcare/occupational license without restriction if applicable.
- J. Credits for transfer into the ASN Program will be evaluated by a designated SSN official for prospective students with prior college or university level course completion on a case-by-case basis. Students must present a copy of earned degrees or official/unofficial transcript for preliminary evaluation prior to enrollment. Following enrollment, students will have (30) days after the class start date to submit official transcripts. (Final award of transfer credits cannot be applied without receipt of the student's official transcripts.)
- K. Interview with the Director of Nursing or Assistant Director of Nursing.
- L. Successful completion of the process will result in the receipt of a Letter of Acceptance to the Associate of Science in Nursing (ASN) or Practical Nursing (PN) Program. Once all required documents have been received, students will receive a formal letter of acceptance and an invitation to attend an orientation session.
- M. The student will be required to finalize their enrollment in their respective program by completing the Enrollment Agreement Form, signing a financial contract, and making all necessary payments at time of Enrollment or the latest by (5) business days prior to the start of classes.



**Licensed LPN or LVN applicants** are exempt from the TEAS entrance assessment and are eligible for a lifetime achievement credit. The applicant must meet with the Director of Nursing and Admissions Director to review admissions requirements and documentation.

SSN offers a Lifetime Achievement Award to LPN/LVN graduates who apply to continue into a nursing associate degree program. The Admissions Director will review the lifetime achievement award with qualified applicants.

**PN Tuition Discount:** For the full-time, 12-month PN program, a \$400 tuition discount is applied upon completion of each of Quarters I, II, and III, for a total discount of \$1,200. For the part-time, 18-month PN program, a \$300 tuition discount is applied upon completion of each of Quarters I, II, and III, for a total discount of \$1,200.

**Exempt from the TEAS assessment:** Licensed Psychiatric Technician, Certified Registered Respiratory Therapist, Certified X-Ray Technicians, Ultrasound Technicians, MRI Technologist, Certified Physical Therapist Assistant, Certified/Licensed Occupational Therapist and Ultrasound and MRI Technologist, OR any other **NATIONALLY CERTIFIED** healthcare field. The latter category will be evaluated on a case-by-case basis by SUNRISE SCHOOL OF NURSING. Any applicant in the categories mentioned will be exempt from taking the TEAS entrance assessment.

**Foreign Physicians:** Degreed Foreign Physicians must have their transcripts translated and evaluated for course equivalency in order to receive appropriate transfer credit by an official of SSN

#### **FEES PAID BY SUNRISE SCHOOL OF NURSING (SSN)**

- AHCA Level 2 Background Check
- Florida Department of Law Enforcement Basic Background Check and 10-panel urine drug screen

**ADDITIONAL REQUIREMENTS DUE WITHIN their first semester or before their first clinical rotation, whichever one comes first. Additional requirements are at the applicant/student's expense:**

1. Proof of following vaccinations and/or titers at the expense of the applicant: Hepatitis A series, Hepatitis B series, MMR (Measles, Mumps, Rubella, and Varicella) vaccine, Diphtheria, Tetanus (within last 10 years) and Covid-19 vaccine (only if required by clinical facility). Please reach out to the Student Services Coordinator for any vaccination exemption requests.
2. Current physical examination performed within the last 12-months by an MD, DO or ARNP submitted to the school within **(2)** months of starting in the respective program.
3. Negative two-step PPD result. Students with a positive PPD result must submit a negative Chest X-Ray radiology report confirming a chest x-ray every two subsequent years or QuantiFERON blood test within the last 10-years.
4. Valid CPR certification from the American Heart Association.

#### **APPLICANTS TO THE PRACTICAL NURSING (PN) PROGRAM**

Practical Nursing Program applicants must complete the following admission requirements:

- Students must have proof of high school graduation or its equivalent. Note: non-United States



high school diplomas must be evaluated for equivalency at the student's expense. If a student is unable to provide proof of high school graduation or its equivalent, they can complete a Sunrise School of Nursing high school attestation form to be notarized. This only applies to students who have a United States healthcare license and/or has a higher degree that has been evaluated by an agency that is an approved member of the National Association of Credential Evaluation Services (NACES).

- To qualify for admission, applicants at minimum, must be at least 18 years of age, or have parental/guardian approval (if under 18 but have completed high school, and/or not an emancipated minor), have completed high school or hold a GED.
- Foreign graduates must have appropriate approved translation/evaluation of transcripts indicating completion of at least U.S. high school equivalency. The Evaluation Agency must be an approved member of the National Association of Credential Evaluation Services (NACES).
- Complete and submit SSN Admission Application Form and pay the non-refundable program application fee.
- Interview with the Director of Nursing or Assistant Director of Nursing
- Successful completion of the process will result in the receipt of a Letter of Acceptance to the Practical Nursing (PN) Program. Once all required documents have been received, students will receive a formal letter of acceptance and an invitation to attend an orientation session.
- Prior to the orientation session, the student will be required to finalize their enrollment in their respective program by completing the Enrollment Agreement Form, signing a financial contract, and making all necessary payments at time of Enrollment or the latest by (5) business days prior to the start of classes.
- On agreement of enrollment, students must complete the SSN Enrollment Agreement Form. Students may elect to pay tuition or agreed upon payment on the date of Enrollment Form completion or the latest, (5) business days prior to class start date.

### **FEES PAID BY SUNRISE SCHOOL OF NURSING (SSN)**

- AHCA Level 2 Background Check: Florida Department of Law Enforcement Basic Background Check and 10-panel urine drug screen

### **ADDITIONAL REQUIREMENTS PAID BY STUDENT AND DUE WITHIN 2-WEEKS OF CLASS START DATE:**

- Proof of following vaccinations and/or titers at the expense of the applicant: Hepatitis A series, Hepatitis B series, MMR (Measles, Mumps, Rubella) and VZV (Varicella) vaccine, Diphtheria, Tetanus (within last 10 years) and Covid-19 vaccine (only if required by clinical facility).
- Current physical examination performed within the last 12-months by an MD, DO or ARNP. - Negative two-step PPD result. Students with a positive PPD result must submit a negative Chest X-Ray radiology report confirming a chest x-ray every two subsequent years or QuantiFERON blood test within the last 10-years.
- Valid CPR certification from the American Heart Association.



## **TRANSFER OF COURSE HOURS/CREDITS POLICY**

### **Transfer of Credits or Hours to Other Schools**

Sunrise School of Nursing does not guarantee transferability of its course training for hours or credits to any other School, College/University, or Institution. Academic practice is that any decision on the awarding of transfer of credit or clock hours is solely at the discretion of the receiving institution. Sunrise School of Nursing's programs are approved by the Florida Department of Education and the Florida Board of Nursing. Before attempting to transfer to another institution, it is the student's responsibility to confirm whether that educational institution will accept credit earned from Sunrise School of Nursing.

### **Transfer Credits from Other Schools**

Students coming from other Institutions of Higher Learning are admitted through the same admissions process. Credit for previous training at institutions accredited by agencies recognized by the United States Department of Education or licensed within the US will be evaluated equitably and fairly based upon by the Director of Nursing during the admissions process. The student must submit all previous transcripts for course transfer credit evaluation to SUNRISE SCHOOL OF NURSING's Admission Staff for a preliminary evaluation. Once the student's transcript is evaluated, the Admission Staff will prepare a completed *Transfer of Credits or Hours Request* form and send it to the student for their review and signature. It is the student's responsibility to provide any additional documentation that may be requested, such as: prior school's catalog, and course syllabi for evaluation of hours of training or credits earned. Transfer of hours or credits earned will only be accepted for courses that match the content of a course offered at SSN.

Transfer of hours or credit is not accepted in the Practical Nursing Program. Transfer credits for the Associate of Science in Nursing Program are limited to General Education courses, Nursing Fundamentals theory and Nursing Pharmacology theory courses. Credits may be accepted if completed with a grade of C or better from an approved nursing program. Final determination of transfer credit acceptance will be on a case-by-case basis. Remaining core nursing courses pertinent to the degree program will not be considered for transfer. Please refer to the admission details of the program selected. The Director of Nursing and/or Assistant Director of Nursing are the only individuals at Sunrise School of Nursing who have final authority on which credits may be accepted for transfer. Tuition credit for transfer credits is awarded at the same rate charged by SSN per credit in the Associate of Science in Nursing Program only.

1. Submit all college level transcripts. For the preliminary evaluation, the transcript may be official or unofficial.
2. Request an official, sealed, and certified copy of their school transcript to be forwarded to the Admissions Director within **(30)** days of course start date for final consideration of transfer credits.
3. Students who have taken courses in non-English speaking countries must have an official certified translation/evaluation completed by an agency/organization approved and recognized by NACES (National Association of Credential Evaluation Services) before any of their credits are considered for transfer.



4. Only General Education courses will be considered for transfer. Science gen-ed courses must have been completed within the last 10 years and other courses within 15 years.
5. All courses considered for transfer must have a minimum of 2.0 ("C") GPA.

Students who hold a current, active healthcare license in one of the designated professions (Licensed Practical Nurses, Licensed Vocational Nurses, Licensed Psychiatric Technicians and Registered Respiratory Technicians) may qualify for a one-time Lifetime Achievement Tuition Award of \$2,500. Alternatively, if the student is transferring credits into the ASN program, they may be eligible to receive \$460 per credit hour for each approved transfer course—whichever amount is greater will be awarded. Please note that students are not eligible to receive both the Lifetime Achievement Award and the per-credit transfer award.

### **CREDIT BY EXAMINATION (CLEP)**

Credit by Examination (CLEP) Exams may be taken by a student for the theory portion of any General Education courses offered in the ASN Program.

SUNRISE SCHOOL OF NURSING currently uses exams from a National Standardized testing developer, College Board. Students who desire to take a CLEP EXAM must submit their request in writing to the Sunrise School of Nursing. Once approved, the student may register directly with the College Board at [www.clep.collegeboard.org](http://www.clep.collegeboard.org) to take their exam. The student is responsible for all costs associated with taking the exam by the College Board. The student will also be proctored while taking the exam. The student will be given two opportunities to pass the CLEP Exam with a grade of 75% or better within one semester. If they fail the CLEP EXAM after two attempts, they will be required to take the course and pay the full tuition for that course. If they pass the CLEP EXAM with a grade of 75% or better, they will only be responsible for paying 50% of the course tuition fee. The student must submit a certificate indicating a passing grade of 75% or better on the exam to be granted the equivalent school credit for that course. CLEP EXAM credits may not exceed a total of (12) credits in the ASN program. CLEP EXAMS are only available for general education courses offered in the ASN program.

### **RE-ADMISSION POLICY**

A student who desires to re-enter a program of study after withdrawing or after being terminated, voluntary or involuntary, must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Director or Assistant Director of Nursing and/or another Administrative Team member and show cause why he/she should be considered for readmission. The administrative decision for readmission will be based on the student's ability to complete program requirements successfully within the 150% maximum attendance time frame. Tuition will be at the prevailing rate. For withdrawn students who have been separated from SSN over two terms, the student must repeat all technical/core nursing courses. General Education courses follow the transfer of credit policy.

### **ACADEMIC INFORMATION**

#### **GRADING POLICY for GENERAL EDUCATION AND SCIENCE COURSES**

Students are graded per the following scale. For the ASN Program the minimum passing grade for a non-nursing core course is 75% . All ASN core nursing courses require a minimum of 78%



on the **course** final exam and a minimum final grade of 78% overall in the course to pass. For the PN programs all classes require a minimum overall passing grade of 75%. Lab and clinicals are graded on a P=Pass or F=Fail basis.

**GRADING POLICY FOR GENERAL EDUCATION AND SCIENCE COURSES**

| LETTER | NUMERIC                       | STATUS                                                                           | GRADE POINT VALUE |
|--------|-------------------------------|----------------------------------------------------------------------------------|-------------------|
| A      | 96- 100                       | Excellent                                                                        | 4.0               |
| B+     | 92-95                         | Excellent                                                                        | 3.75              |
| B      | 87-91                         | Good                                                                             | 3.5               |
| B-     | 82-86                         | Good                                                                             | 3.0               |
| C+     | 78-81                         | Satisfactory                                                                     | 2.75              |
| C      | 75-77                         | Poor                                                                             | 2.5               |
| C-     | 70-74                         | Failed                                                                           | 0.0               |
| D      | 60-69                         | Failed                                                                           | 0.0               |
| F      | 59 and under                  | Failed                                                                           | 0.0               |
| W      | Withdrawal <40% of term       | Calculated in Maximum Time Frame                                                 |                   |
| WF     | Withdraw Failing >40% of term | Calculated in Maximum Time Frame                                                 |                   |
| I      | Incomplete                    | Becomes an "F" grade 14 business days after end of term if work is not completed |                   |

**GRADING POLICY FOR CORE NURSING COURSES**

| LETTER | NUMERIC | STATUS    | GRADE POINT VALUE |
|--------|---------|-----------|-------------------|
| A      | 95- 100 | Excellent | 4.0               |



|    |                               |                                                                                  |      |
|----|-------------------------------|----------------------------------------------------------------------------------|------|
| A- | 93-95                         | Great                                                                            | 3.75 |
| B+ | 90-92                         | Great                                                                            | 3.5  |
| B  | 87-89                         | Good                                                                             | 3.25 |
| B- | 84-86                         | Good                                                                             | 3.0  |
| C+ | 81-83                         | Satisfactory                                                                     | 2.75 |
| C  | 78-80                         | Satisfactory                                                                     | 2.5  |
| W  | Withdrawal <40% of term       | Calculated in Maximum Time Frame                                                 |      |
| WF | Withdraw Failing >40% of term | Calculated in Maximum Time Frame                                                 |      |
| I  | Incomplete                    | Becomes an "F" grade 14 business days after end of term if work is not completed |      |

All grades below 78% in a core nursing course is considered a failing grade and will prevent the student from progressing to the next level.

Grades of Pass (P) is computed as 4.0. Fail (F) is computed as 0.0.

I=Incomplete; W=Withdrawal. Incompletes and withdrawals are not computed in GPA.

### **DEFINITION OF UNIT SEMESTER CREDIT/CLOCK HOURS**

Sunrise School of Nursing uses clock hours for all non-degree or vocational adult programs of study. All degree programs are awarded credit hours per program outline. In the degree program, a unit of credit is defined as follows:

- ❖ For theory classes, (1) semester credit = 15 hours
- ❖ For Lab classes, (1) semester credit = 30 hours
- ❖ For Clinical classes, (1) semester credit = 45 hours
- ❖ Courses ending with suffix "L" indicates Lab
- ❖ Courses ending with suffix "C" is a Nursing Clinical

### **For Practical Nursing:**

- ❖ Clock Hour = (60) minutes of Instruction, with minimum (50) minutes of direct instructor contact.

### **COURSE EXAMS**

Students enrolled in core nursing courses are required to achieve a minimum passing score of 78% on the course final examination to progress. Students who do not achieve the minimum passing score



on the first attempt are permitted one additional attempt following completion of a required, faculty-directed, and documented remediation plan targeting identified areas of deficiency. The second examination is an equivalent but different version aligned with course learning outcomes. To ensure academic integrity and prevent grade inflation, the maximum recorded score on the second attempt will be capped at the minimum passing score, and students must demonstrate competency on the second attempt to pass the course. Failure to achieve the minimum passing score after two attempts results in course failure.

### **REPEATING OF COURSES**

A student who earns a grade of “D,” “F,” “I,” (Incomplete) or “W” (Withdrawal) in a course may repeat that course one additional time at Sunrise School of Nursing. A student who fails the same course a second time will be placed on a one-semester academic suspension. A student who accumulates three total course failures in the Associate of Science in Nursing (ASN) program will be terminated from the program. If terminated from a program, the student may choose to immediately reapply to a lower program at Sunrise School of Nursing. For example, a student in the Associate of Science in Nursing program who is terminated from the program may apply to the Practical Nursing program.

Students terminated may reapply for readmission to their respective programs. Readmission to the Practical Nursing Program may occur no sooner than six (6) months, while readmission to the Associate of Science in Nursing (ASN) program may occur after a two-semester absence. At the time of readmission, students must repeat all required nursing courses in their respective program and are responsible for paying all tuition and fees in effect at the time of readmission. Readmission is permitted one time only per program.

### **WITHDRAWAL FROM A COURSE OR PROGRAM**

A student who withdraws voluntarily receives a “W” for Withdrawal grade if <40% of the term has been attempted. If a student withdraws more than 40% (after 6-weeks for 3-credit courses; after 5-weeks for 2-credit courses) of the term, the student will receive a “WF” grade for the course. The last physical date of attendance is the official withdrawal date. The student’s request date for withdrawal is the date of determination if not greater than 14 days of the student’s last date of attendance.

Students are eligible to reapply for enrollment to Sunrise School of Nursing after one semester for dismissal or until the course is again offered. There is no guarantee that a student will be accepted for readmission. Regular admissions criteria and past performance in the program will be evaluated.

Should a student withdraw from a course, it may extend the student’s graduation date due to course availability. Should a student fail the same course twice, the student must Appeal to the Leadership Committee for a third attempt stating what the cause was, what has changed, and agree to monitoring attendance and grade progress. The Leadership Committee will issue their final decision on readmission/third attempt within 5-business days from the date of the receipt of the appeal.

### **INCOMPLETE “I” GRADES**

Students may request an Incomplete grade for extenuating circumstances that caused the student



to not submit required work. If approved, the grade assigned is an “I”. If the student receives an “I” for the course and has valid support for not being able to complete the course requirements, they will be granted fourteen (14) business days from the end of the term to complete missing coursework. All requests must be approved by the Course Instructor and the Director or Assistant Director of Nursing. Failure to meet the requirement will result in the “I” grade turning into an “F” grade.

### **MAKE-UP WORK**

Students are required to make up for missed work. Regardless of the reason for absence, all course work must be completed. Make-up work must be submitted within seven (7) business days of time missed and there is a 10-point deduction for lateness. All make-up agreements must be arranged with the instructor of the course. Any externship hours that are missed must be arranged to be made up within the program timelines. Class attendance, make-up work for class, and clinical attendance have different requirements, and respectfully must be correctly made up. More than (2) days absent from class or clinicals, without prior approval from the Clinical Instructor and Director of Nursing, will result in termination from the program.

### **ONLINE COURSES & EXAMS**

General Education Nursing courses in the ASN program are offered in a hybrid format both online and on campus. The Core Nursing courses in the ASN program are offered only on campus.

To succeed in online courses, students should have regular access to a reliable computer and internet connection. They should be comfortable conducting online research, sending and receiving emails with attachments, and using word processing software to complete assignments.

**SUNRISE SCHOOL OF NURSING** uses **CANVAS Learning Management System, Zoom or GOTOMEETING for live meetings and ORBUND** as their platforms to deliver online courses and exams to all our students. Topic quizzes/exams are built into modules as part of the lesson plan. Courses use various evaluation methods that may include percentage of final grade awarded for assignments, quizzes/exams, online discussion, attendance at online meetings and final comprehensive exam for that course.

A final proctored comprehensive exam is administered in most nursing classes. Students must attain a minimum of 78% in their core nursing course final exams and a minimum of 78% overall for the course when combined with other requirements such as quizzes, assignments, etc. A minimum grade of 75% must be obtained for all non-nursing courses.

Online exams will have individualized codes assigned to each student for access to their exam within a given time frame. Access codes for exams will be assigned by the course Instructor. Each exam will consist of randomized questions. Online Exams will be available to the students on the date(s) assigned. Once the student opens an online exam, it must be completed in its entirety. Students will NOT be allowed to access the exam again if they do not finish the exam. The student's exam will immediately be graded by the computer once the exam is completed and submitted. Instructor will conduct a review session of the semester topic exams within one week of the exam due date via Zoom -or- GoToMeeting with students.

### **ONLINE COMMUNICATION**



Students must email their instructor with any questions or concerns. A response is expected from the instructor within 48 business hours. If no response is made by the instructor within that time, the student should direct their questions/concerns to the Director or Assistant Director of Nursing.

Instructors are required to post their virtual office hours and availability for students to schedule a meeting with the instructor, if necessary.

Students are also required to participate in group discussions with class peers on a weekly basis as part of their attendance requirement.

A general FAQ (frequently asked questions) discussion board will be available in the Home Page of all courses so that students can post course related questions and comments. This forum will be available to students for the duration of the semester.

The instructors may also elect to use the Canvas announcement tool to quickly relay course related information to students. A copy of these announcements are sent to the students registered email addresses as well as stored on the Canvas platform inside of the course Home Page so students can revisit these announcements at their leisure. The announcement feature permits students to “like” or “comment” on the announcements similar to a blog style post. The instructor will monitor these announcements for student comments and/or questions.

### **STANDARDS OF ACADEMIC PROGRESS**

Sunrise School of Nursing has an established process to assist students who may be experiencing academic difficulty while enrolled in the school. The Standards of Academic Progress is a formal process through which the administration and faculty of Sunrise School of Nursing can identify and aid students who experience academic difficulty.

Satisfactory Academic Progress is designed to monitor student progress throughout a program based upon Cumulative Grade Point Average or CGPA, Rate of Progress or ROP, and Maximum Time Frame or MTF.

**CGPA Requirement:** CGPA is validated at the end of each semester for Associate of Science in Nursing students, and at the end of each quarter in the Practical Nursing program. SAP is reviewed after grades have been posted to determine if the student's CGPA is complying with program requirements. Students must meet a minimum CGPA of 2.0 each checkpoint.

**ROP Requirement:** In addition to the CGPA requirement, a student must successfully complete at least 67% of credits attempted in a semester, or 67% of clock hours after each quarter in the Practical Nursing program. ROP is reviewed after grades are posted at the established checkpoints.

**Maximum Time Frame:** Students must complete their program within 150% of the number of credits in their program of study. This requirement is to assure that the student is progressing at a rate at which s/he will complete their programs within the requisite time frame.

| Program | CGPA | Rate of Progress | Program Credits | Max Time Frame |
|---------|------|------------------|-----------------|----------------|
|---------|------|------------------|-----------------|----------------|



|                                 |             |                         |                            |                       |
|---------------------------------|-------------|-------------------------|----------------------------|-----------------------|
| Associate of Science in Nursing | 2.0         | 67%                     | 78                         | 117 Credits           |
| <b>Program</b>                  | <b>CGPA</b> | <b>Rate of Progress</b> | <b>Program Clock Hours</b> | <b>Max Time Frame</b> |
| Practical Nursing               | 2.0         | 67%                     | 1350                       | 2025 CH               |

### Re-Establishing Satisfactory Academic Progress

Upon review, if the CGPA falls below 2.0, ROP below 67% the student is placed on SAP Warning. If, by the end of the SAP Warning period, a student has achieved a cumulative GPA of at least a 2.0, the warning or probationary status will be removed.

If, at the end of the SAP Warning period, a student has not achieved a CGPA of at least a 2.0, the student is placed on SAP Probation. If the student does not achieve SAP for the components taken during the probationary period, the student may be suspended or dismissed from the program and Institute.

1. **SAP Warning** - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.

2. **SAP Probation** - A student will be placed on SAP Probation for not meeting the standards outlined above after a term of SAP Warning. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation. If the student does not meet SAP, the student is suspended or dismissed.

3. **SAP Dismissal** – a student will be dismissed if the SAP requirements are not achieved by the end of the probationary period.

The Satisfactory Academic Progress policy may be appealed by an individual student under certain mitigating circumstances as determined by the Institute.

4. **SAP Appeal** – A student who fails to achieve SAP and is terminated has the right to appeal based upon special, unusual, or extenuating circumstances causing the hardship such as death in immediate family, student injury or health concern, or other special circumstances presented in the appeal.



Appeals must be in writing and include:

- ❖ an explanation of the mitigating circumstances that prevented the student from achieving SAP.
- ❖ include what has changed in the student's current situation that will allow the student to achieve satisfactory progress at the end of the next evaluation period.
- ❖ Supporting documentation beyond the written explanation

**The Appeals Committee** consisting of CEO/DON, Assistant Director of Nursing and/or Program Director, Student Services Coordinator, and an appointed faculty member will hear the Appeal and make a determination.

**If the Appeal is approved**, the student will return under Academic Monitoring and must follow an Academic Plan with weekly advising for the semester or quarter to support achieving a CGPA of 2.0. If the student fails to achieve a 2.0, the result is dismissal.

Students who experience academic difficulty are alerted when faculty and administration identify the student's potential for failure. It is the goal of the institution to support students in every academic phase of their attendance at Sunrise School of Nursing. When a student fails to maintain academic standards, a formal meeting will be conducted to develop a plan for improvement called a Success Plan. In the student conference, the student and faculty will evaluate weaknesses and strengths, followed by a plan to improve the student's performance. Tutorials will be arranged along with additional assignments to help improve study skills, comprehension, and performance. Program requirements will not be compromised but in all activities the student will be assisted to reach the program's satisfactory goals.

The Standards of Academic Progress is not designed to discourage or penalize students. The standard's plan reflects the commitment of the faculty and administration to provide students with as much assistance as possible to ensure achievement of their educational goals. The overall objectives of the standard's plan are to improve performance by students and to increase public awareness and support for Sunrise School of Nursing in its effort to provide quality educational programs to the community.

### **Graduation Requirements:**

To graduate, students must achieve an overall CGPA (Cumulative Grade Point Average) of 2.0, pass all classes, satisfy their payment obligations, and complete their program within the Maximum Time Frame.

### **Academic Transparency Statement**

Sunrise School of Nursing reserves the right to determine the course of training in a program. It reserves the right to:

1. Teach courses in the order it deems necessary for the success of the student.
2. Adjust curriculum with approval per state guidelines when necessary.
3. Make faculty changes as needed to meet program implementation requirements.



4. Cancel or reschedule a program or class if there is insufficient enrollment.
5. Make changes in curriculum if it does not involve additional tuition costs to currently enrolled students unless a new enrollment agreement is executed.
6. Adjustments with equipment, textbooks, and methods of course delivery to ensure safe and proficient implementation of knowledge and skills for its students.
7. SSN reserves the right to adjust tuition with a one semester notice to degree students and two quarters for diplomas students. Adjustments will not be made outside of state approval/notification and will start with the next cohort/semester after the tuition adjustment is deemed necessary and approved. Students will be notified prior to making program/courses changes for upcoming semesters. Changes in program delivery or tuition will not affect currently enrolled students. Changes will not be made after the start of a semester. No program cancellations or changes shall be made without notifying the students in accordance with the regulatory agency (CIE) approval.

Clinicals/labs are co-requisites for several courses and are taken simultaneously, same semester/quarter. If a student fails to pass co-requisite, the student will not be able to progress until both courses are passed. This may extend the student's graduation date.

Applicants and students must understand that the nursing programs offered at Sunrise School of Nursing are approved by the Florida Board of Nursing, and to be eligible for the certification/licensure exam, seek certification/licensure, or practice as a nurse in a state or territory other than Florida (including via licensure by endorsement or via multistate nursing compact), it is **THE STUDENT/GRADUATE'S RESPONSIBILITY** to ascertain the applicable eligibility requirements in the other state or territory and to determine whether the nursing programs at Sunrise School of Nursing will satisfy those requirements. Applicants to Sunrise School of Nursing must understand that this determination must be made **BEFORE** beginning nursing education at Sunrise School of Nursing.

### **Independent Study**

Sunrise School of Nursing does not facilitate independent study as the curriculum heavily emphasizes hands-on clinical experiences and structured classroom learning under the guidance of qualified instructors.

### **Academic Calendar / Year**

The academic calendar for the ASN program is divided into 3 semesters for the year: Winter (January-April), Summer (May-August), and Fall (September to December). The Practical Nursing Program starts twice per year in January and July. The 2025-2026 Academic Calendars are located on pages 48-49 and provide the start dates, observed holidays and term breaks.

On Fridays, upon request, the School offers voluntary studies/tutoring monitored by an assigned general education instructor and/or assigned Registered Nurse for nursing courses and skills. Study sessions are held to encourage collaboration among students to enhance their ability to work in teams and to improve their time management skills.

Program offering may vary in scheduling. Students must adhere to their program schedules.



Schedules cannot be interchanged without permission of Instructors and Director/Assistant Director of Nursing. Requests to adjust a class schedule must be submitted in writing to the Director of Nursing no later than the end of the first week of the term (or before the start of the clinical rotation, if applicable). Schedule changes requested after this deadline will not be approved except in documented cases of extenuating circumstances, such as verified medical emergencies or other significant personal hardships.

All schedule changes are subject to approval and are based on course availability, program sequencing, and space limitations. Unauthorized schedule changes or failure to attend assigned courses may result in administrative withdrawal from the course(s) and/or delay in program completion.

Students will need permission by the Director/Assistant Director of Nursing to complete general education courses from on campus to online or vice versa, as time frames may vary for assignments and exams. A class cannot be taken by both methods at the same time.

### **Class Size**

Class sizes vary from course to course and from time to time, and therefore we make no guarantees regarding specific class sizes. Students should expect at maximum, **1:25** student to faculty ratio in lab and theory classes and **1:8** for clinical assignments.

### **SSN Course Numbering System/ Prerequisites / Co-requisites**

At SSN, course numbers are assigned as follows:

- All PN Program courses begin with "PN."
- In the ASN Program, General Education courses begin with "GEN" and Nursing Core Courses begin with "NUR."
- In the ASN Programs, course may further be indicated by a suffix such as: GEN-ENG for General Education English Courses; GEN-MAT for General Education Math Courses; GEN-SC for General Education Science Courses; GEN-PHI for General Education Philosophy, Ethics and Cultural Diversity courses; GEN-HUM for General Education Humanities Courses; GEN-SPC for General Education Speech Communications; GEN- DEP for General Development Courses; Course and MGMT for Management Courses
- First Year Courses are designated as 100 Level Courses
- Second Year Courses are designated as 200 Level Courses

Course numbers are assigned sequentially within their specific subtitles. If a course requires a Prerequisite course or is a Co-requisite to another course, it will be indicated in that individual course syllabus and course description in the catalog.

**A Prerequisite**: is a required course that must be completed before registering or being scheduled for the next course that identifies that prerequisite. Sunrise School of Nursing has the right to deny registration in a course if the student has not successfully satisfied the prerequisite requirement for that course.

**Corequisite** is a course or requirement that must be completed during the same term as the course that identifies the co-requisite. All prerequisites / corequisites, if applicable, are identified under the



course descriptions section of the catalog and in the specific course syllabus. Sunrise School of Nursing has the right to cancel a student's registration in a course if the student has not arranged to satisfy the co-requisite requirements for that course. For all nursing programs, a co-requisite may be a lab class or clinical rotation. Students are required to attend all scheduled lab hours and complete all required clinical hours in order to successfully pass these courses.

### **Homework and Self-directed Learning**

Homework and study time is an integral part of your training. The amount of time needed will vary with the individual, but experience has shown that strongly motivated students who follow the suggested reading, suggested study time and practice assignments as outlined in the course syllabus are more successful in their programs of study. As a rule, expect to spend 2 hours of study for every one hour of theory in a course.

### **Course Presentations**

Sunrise School of Nursing utilizes current technology both on campus, and online. Students are taught computer skills and are expected to become proficient in the use of computers for it is a requirement to take courses online and for work in the healthcare industry. Students will be given appropriate access to courses. Sunrise School of Nursing uses a variety of course delivery platforms which include but is not limited to Canvas Learning Management System, UWorld, ORBUND Learning Management System, GoToMeeting, Zoom, Evolve-Elsevier-Sherpath, ATI, and Aquinas Online Library Network, and ProctorU for lecture presentations and examinations.

### **Uniforms and Dress Code Policy**

The school observes a dress code. Students are expected to dress appropriately when attending class. Appropriate dress includes personal hygiene, neatness, and appropriateness of uniform. The following are not acceptable: shredded or torn jeans or overalls, t-shirts with advertising or slogans, cotton/fleece pants and jogging suits, shorts, tank tops, spaghetti straps, revealing clothing, bare backs, midriffs, or flip-flops. Head coverings cannot be worn during class, lab or clinicals except for religious reasons. A copy of the doctrinal requirement must be submitted for School and student protection, which will be placed in the student's file. Violation of this dress code will result in the student being sent home and will count as an absent day.

Students enrolled in programs must wear the school approved uniform for their program. Students are required to wear School approved enclosed white shoes or all white sneakers with their uniform. No open toe shoes or colored shoes besides all white nursing shoes or sneakers can be worn while on campus or at the clinical sites. Sneakers must be all white without any colored designs on them.



## **ATTENDANCE POLICY**

### **Tardiness**

Attendance and promptness reflect an individual's level of professionalism and work ethics. Sunrise School of Nursing prepares students for health careers, and part of that training incorporates preparation for responsibility and employment ethics in the workplace. The training for responsibility begins in the classroom with the student's commitment to arrive and leave at scheduled time for class, labs, and clinicals. Arrival 15 minutes after class starts is considered late. Three late arrivals during the course session are considered as (1) absent day. If a student arrives six or more times late during the course session or semester, they will be withdrawn from that course. If a student arrives late (3) or more time for clinicals, they will be withdrawn from that clinical rotation and will have to meet with the Instructor and Director/Assistant Director of Nursing to continue in the program. Leaving early which is considered leaving 15 minutes prior to class ends counts as (1) tardiness. All times missed must be made up. (**See absenteeism policy below.**)

### **Absenteeism**

Students are expected to attend all scheduled classes, labs, and clinical rotations. Students are expected to attend classes and to arrive on time. Arrival 15 minutes after class starts is considered late. If a student arrives six or more times late during the theory course session or semester, they will be withdrawn from that course. If a student arrives 15 minutes beyond the class/clinical start time or leaves 15 minutes prior to class/clinical end time it counts as (1) tardiness. Three late arrivals during the course session are considered as (1) absent day. If a student is absent three (3) or more days from the theory portion of a course or if a student is absent more than (1) one day from clinical rotation, they will be withdrawn from that clinical rotation. The student must arrange to meet with the Instructor and/ or Program Director and/or Director of Nursing to discuss if the opportunity exists for them to continue in that course or program.

Students are expected to notify their instructor via email or text of their intent to be absent at least one hour before classes and/or clinical rotation is scheduled to start. Faculty should be informed of scheduled dates such as court subpoenas, relative funerals or emergency illness of student or immediate family members. Excused and Unexcused absenteeism is treated the same when computing the maximum number of hours required to successfully complete a program. Students can miss only 5% of total program time. Unsatisfactory attendance is always considered greater than 5% of required hours for program completion. Students with unsatisfactory attendance will be placed on probation until the following have been met:

1. The student establishes satisfactory progress and meets the conditions of probation.
2. The problem causing the student to fail to meet attendance policy has been corrected.
3. The student has completed all work satisfactorily that was missed due to absenteeism.

All probational requirements must be met within fifteen (15) days of notice by administration of a student's violation of attendance policy.

### **Attendance Policy for On-line Students**

Students are expected to participate consistently each week in accordance with the course syllabus. Extended lack of participation in academically relevant activities may result in grade



penalties, academic warnings, or withdrawal from the course per institutional policy. Students should promptly communicate with their instructor if unable to meet participation expectations due to valid circumstances. All assignments, quizzes, and exams must be completed by assigned dates. A window will exist to give the student the opportunity to take an exam and/or complete an assignment. Once the time has elapsed, the student will no longer have access to that assignment and/or exam. They must contact the course instructor if this occurs to discuss the matter.

Hybrid courses require both Online and On-Campus attendance. Failure to do so will result in either an Incomplete "I" grade and/or an "F" grade for that course.

### **Leave of Absence**

Students are required to submit in writing all requests for a leave of absence from their program of study. All requests must be signed, dated, and submitted to the Director of Nursing. In situations where unforeseen emergencies occur, and the student does not have ample time to submit the request before an emergency leave, administration will document the reported reason for the emergency and await the written request from the student. The written request must be submitted within **(15)** days of the emergency leave which is counted from the last day of attendance of the student.

Acceptable reasons for requesting a Leave of Absence include, but are not limited to:

- Personal medical conditions or illness, including recovery periods, supported by appropriate documentation
- Family medical emergencies, including care for an immediate family member
- Pregnancy, childbirth, or related medical recovery
- Military obligations, including active duty, reserve duty, or required training
- Court-ordered obligations such as jury duty or legal proceedings requiring absence
- Unanticipated personal or family circumstances that significantly interfere with the student's ability to attend classes (e.g., death of an immediate family member, housing displacement, or similar hardship)

A leave of absence may be granted for up to **(4)** months from the last semester/quarter attended in any 12-month period. If the approved leave results in an interruption to the student's program sequence or cohort, the student's expected graduation date may change. In such cases, the school will provide written notification of the revised expected graduation date once the student is scheduled to return and resume coursework. If a student does not return at the designated time, Sunrise School of Nursing will officially withdraw the student. If the student is eligible for a refund, the last day of attendance will be used for refund calculation purposes.

### **Medical and Psychiatric Conditions**

Students are required to disclose any medical or psychiatric conditions that may affect attendance or academic performance. Students experiencing pregnancy or related conditions are entitled to



reasonable accommodations, which may include medical leave, alternative assignments, or adjusted timelines for completing clinicals and coursework. Written medical clearance must be provided before returning to clinicals.

### **Bereavement (Death of a Family Member)**

Students who experience the death of an immediate family member (spouse, parent, sibling, child, or grandparent) may be granted bereavement leave. The duration of leave is determined collaboratively by the faculty and student, considering the student's circumstances and academic progress. Students must provide documentation, such as an obituary, death certificate, or other appropriate evidence, to support their request for bereavement leave.



## **STUDENT SERVICES INFORMATION**

Students are our priority! We are dedicated to assisting our students so they can be successful. Sunrise School of Nursing will provide its students with assistance and job leads upon graduation but cannot guarantee job placement or employment. Your placement is critical to us; we will monitor your job placement to validate the value of your training. We ask that you immediately notify us of your procurement of a job after program completion or graduation.

Sunrise School of Nursing provides the following assistance to its students and graduates:

- Employment Skills (resume development, interview strategy, etc.)
- Participation in community events and externships
- Maintain a current listing of jobs from employers seeking qualified students
- Posting of announcements for job openings on School bulletin boards
- Emailing job openings to students
- Provide employers with names and phone numbers of students and graduates who are actively seeking employment

### **Academic Advisement**

All Instructors and Directors are available to meet with students to answer questions about the program and address their academic concerns. Faculty may offer routine advising sessions about courses depending on the student's progress in that course.

### **Non-Academic Advisement**

Students may request professional counseling information from the Student Services Coordinator or staff. Referrals will be made to community resources for professional counseling.

### **Housing**

Students typically live near the campus or if not, are expected to make their own housing arrangements. SUNRISE SCHOOL OF NURSING does not provide housing of any type to any student.

### **Transportation**

If a clinical site is more than 50 miles from the campus location at 4600 N.W. 9<sup>th</sup> Court in Plantation, FLORIDA, SSN will be responsible for providing transportation to and from the main campus location to/from the clinical site.

### **Library / Resource Center**

SUNRISE SCHOOL OF NURSING is currently contracted with Aquinas Library Network. All Faculty and enrolled students will be given a Log-in code to access the extensive resources available on the Aquinas Library Network. Aquinas Library Network 's personal librarians' services are available to faculty and enrolled students. Students may contact the librarian by email for research/reference assistance 24/7 and receive a response within 24 hours or less. Contact the librarian at: [librarian@aquinasnetwork.com](mailto:librarian@aquinasnetwork.com). The Aquinas Online Library is available online 24/7 with subscriptions for learning resources that include e-books, scientific articles, scientific journals,



databases, controlled language tools such as thesaurus and dictionaries, patents, periodicals and handbooks. The School's Skills Laboratory complements the Library/Resource Center by providing a supervised environment with simulation equipment and instructional resources to support skill acquisition and clinical readiness.

Reference books are available at the main campus in Plantation, Florida. They are not available to be checked out for use outside of the school campus.

### **Tutoring and Additional Lab Time**

If a student is having difficulty grasping a subject matter(s), it is incumbent upon the student to discuss this matter with the course instructor and arrange tutoring with that Instructor during non-class hours. Students are also encouraged to form study groups and network with other classmates.

An experienced instructor and/or Registered Nurse is available every Friday from 9am to 5pm on campus by appointment to help students who feel that they need to practice more "hands-on skills." Students will have video and teleconference access to the Registered Nurse as well to assist them with specific questions relating to clinical skills. SUNRISE SCHOOL OF NURSING uses a variety of clinical simulation programs such as Evolve Sherpath and ATI Real Life Skills and Case Studies.

Instructor-led and independent online simulation case studies are also available to the student via these platforms.

### **Graduate Employment Assistance/Career Services**

Students are assisted with employment in the workforce by listings of available job opportunities within the community. Sunrise School of Nursing does not guarantee or place graduates into any open position, we assist with interviewing skills, resume preparation, and mock interviews. Inquiries made to SSN from employers will be posted on a job opportunity board and emailed to qualified students. All efforts will be made to help the graduate with the employment. Employment services are provided free of charge.

### **ASN Occupations**

Registered Nurses (RNs) are integral in designing and implementing patient care plans. Their role extends beyond providing and coordinating patient care; they serve as educators for patients and the community, offering guidance on diverse health conditions while delivering invaluable emotional support to patients and their families. Their responsibilities encompass a wide range of crucial tasks, including conducting comprehensive physical examinations, managing health histories, and tending to injuries. RNs adeptly administer medications, implement therapeutic interventions, and provide essential preventive treatments, all while ensuring patients receive the necessary education on health-related matters.

Becoming a Registered Nurse typically involves completing a nursing program leading to either an Associate Degree in Nursing (ADN) or a Bachelor of Science in Nursing (BSN). Following the completion of the program, graduates must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to become licensed as an RN.

An RN role is not typically considered entry-level in the traditional sense, it represents a milestone in a nursing career trajectory and often involves more responsibilities, a higher level of education,



and a broader scope of practice.

### **PN Occupations**

LPNs/LVNs work under the supervision of registered nurses (RNs) and medical providers. In their role, they provide basic nursing care to patients in various healthcare settings. They perform tasks such as monitoring patients' health, administering medications, changing dressings, collecting samples for testing, and assisting with activities of daily living.

The LPN/LVN role is considered an entry-to-mid-level position in the nursing profession. It requires a diploma or certificate from an approved or accredited practical nursing program and passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to become licensed as an LPN.

### **Student Records and Transcripts**

Student records of academic progress are permanently maintained at Sunrise School of Nursing's Administrative offices and digital records are also maintained within the school's mainframe and with our outside digital vendor. Records of academic progress are available upon written request. The institution may assess a copying fee for record requests. Fees are determined based on factors such as:

- The number of pages requested,
- The type of record (e.g., academic transcript, enrollment verification, financial records), and
- The level of detail or preparation required to fulfill the request.

Students will be notified in advance of any fees associated with their request. All charges must be paid in full prior to the release of the requested documents. Processing time is generally within (10) business days, although complex or extensive requests may require additional time. No records will be made available to employers, prospective employers, or other Schools unless a written authorization has been provided.

Students receive (2) official transcripts upon completion of their respective program and satisfaction of all financial obligations to the school. Additional transcripts may be requested for a fee of \$15.00 for each transcript.

While in attendance, students have access to their ORBUND and CANVAS accounts to track their grades in the various courses in which they are or were registered. They will not be able to print a "Transcript" since official transcripts can only be printed on watermark paper available to specific school personnel. Current/active students may request a printed unofficial transcript at any time during their enrollment in our programs. Official school transcripts are only available to students who are not actively enrolled in the programs.



## **FINANCES**

### **Financial Services Information**

Sunrise School of Nursing does not currently provide financial aid of any type. The Financial Services Department provides assistive counseling and payment plans to students who need help to pay for tuition and educational related expenses at Sunrise School of Nursing. Sunrise School of Nursing accepts all major credit cards, debit cards and money orders as forms of payment for tuition and educational related expenses. Personal checks are not accepted. All outstanding balances must be satisfied within thirty days prior to the **completion** of the program.

### **Lifetime Achievement Tuition Award**

Sunrise School of Nursing is committed to supporting our students in achieving their educational and career goals. As part of this commitment, we offer a Lifetime Achievement Award of \$2,500 to Students who hold a current, active healthcare license in one of the designated professions Licensed Practical Nurses, Licensed Vocational Nurses, Licensed Psychiatric Technicians and Registered Respiratory Technicians. Please note that students are not eligible to receive both the Lifetime Achievement Award and the per-credit transfer award.

### **Tuition and Fees/ Program Costs**

The program specific tuition and fees are listed under the detailed program descriptions. The total cost of all programs includes the registration fee, textbook and lab fees as published in this catalog. See individual programs for their respective cost. Payments are due based on agreed upon and signed Financial Contract. Students will purchase their own textbooks. A listing of required books based upon the program enrolled will be provided to the student. The registration and lab fees are non-refundable. All refunds will be calculated based on the published Cancellation and Refund Policy found in the catalog and on the enrollment agreement. Canceling of a debit/credit card charge does not constitute official withdrawal from a course or a program and will result in additional fees and collection cost.

### **TUITION AND FEES BREAKDOWN Effective 01/01/2026**

#### **Program Base Tuition Chart:**

| <b>PROGRAM</b>                  | <b>Credit Units/Clock Hours</b> | <b>BASE TUITION</b> |
|---------------------------------|---------------------------------|---------------------|
| Practical Nursing Program       | 1350 Clock Hours                | \$14,000.00         |
| Associate of Science in Nursing | 78 Credit Units                 | \$35,880.00         |

***Tuition above excludes other costs such as those listed in “Summary of Charges” listed below and in the enrollment agreement.***

**Program Total Cost Chart (including base tuition charges above):**

| <b>PROGRAM</b>                                                    | <b>Credit /Hours<br/>Cost</b> | <b>BASE<br/>TUITION</b> | <b>FEES</b> | <b>Total<br/>Program<br/>Cost</b> |
|-------------------------------------------------------------------|-------------------------------|-------------------------|-------------|-----------------------------------|
| Practical Nursing Program                                         | 1350 Clock Hours              | \$14,000.00             | \$3,000.00  | <b>\$17,000.00</b>                |
| Associate of Science in Nursing: (78 Credits)                     | \$460.00/ Credit Hours        | \$35,880.00             | \$4,500.00  | <b>\$40,380.00</b>                |
| Associate of Science in Nursing (ASN) Bridge LPN-RN: (70 credits) | \$460.00/ Credit Hours        | \$33,380.00             | \$4,500.00  | <b>\$37,880.00</b>                |

Prices for all programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Tuition cost does not change once a student has been admitted in a program. Contracts may be sold to a third party if a student defaults on the payment of their account balance. Cost of programs is included in the price and cost for the goods and services listed.

Outstanding past due balance for students in the ASN Program must be paid in full or students must be current on their agreed upon payment plan in order to take their semester final exams. For students in the PN program, outstanding past due balances must be paid in full prior to the student taking their final exam for that quarter. Students who do not pay their semester or quarter balances without making prior satisfactory arrangement will not be allowed to take their final course exam and not be allowed to move forward in the program. Students must have a ZERO balance in all programs in order to take their final comprehensive exams.

Upon completion of selected program, the student will receive the following:

- Practical Nursing Program: Diploma in Practical Nursing
- Associate of Science Degree in Nursing: Associate of Science in Nursing (ASN) Degree

**All students in the ASN Program, regardless of program chosen, will need to complete a total of 78-credits to complete and obtain the ASN Degree. The completion of the 78-credits can be a combination of courses taken at Sunrise School of Nursing, transfer credits and credits obtained from successfully passing the CLEP Exam for that course.**

**SUMMARY OF CHARGES as of 01/01/2025**

| <b>TERMS OF CONTRACT/ OTHER CHARGES</b>     |                  |                                                              |
|---------------------------------------------|------------------|--------------------------------------------------------------|
| <b>PN and ASN Programs: Application Fee</b> | <b>\$ 100.00</b> | <b>Non-refundable Fees (exception is 3-day cancellation)</b> |



|                                                                                                      |                                                      |                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Foreign Transcript Evaluation Fee</b>                                                             | <b>\$100-\$200</b>                                   | <b>Fee is dependent upon level of education and timeframe to complete. Completed by a NACES organization.</b>                                                                                                                          |
| <b>Tuition Cost:</b>                                                                                 |                                                      | <b>Based on Program Selection</b>                                                                                                                                                                                                      |
| <b>ASN Tuition Credit for Transfer Credits:</b>                                                      | <b># of credits X \$460.00<br/>(per credit cost)</b> | <b>Per transfer credit (Associate Nursing Program Only)</b>                                                                                                                                                                            |
| <b>PN and ASN Programs: Pinning Ceremony &amp; Graduation</b>                                        | <b>\$250.00</b>                                      | <b>Uniform/Cap &amp; Gown/Nursing Pin/Lamp and Graduation Ceremony Fee</b>                                                                                                                                                             |
| <b>PN Other Charges: ATI Testing Package/ Capstone, Elsevier &amp; other NCLEX Review Resources</b>  | <b>\$3,000.00</b>                                    | <b>ATI / CAPSTONE &amp; ELSEVIER NCLEX review testing and materials; Florida Department of Law Enforcement Background Check; AHCA Level II Background Check; Urine Drug Test; Nursing Kit, ID Badge, Computer Liability Insurance.</b> |
| <b>ASN Other Charges: ATI Testing Package/ Capstone, Elsevier &amp; other NCLEX Review Resources</b> | <b>\$4,500.00</b>                                    | <b>ATI / CAPSTONE &amp; ELSEVIER NCLEX review testing and materials; Florida Department of Law Enforcement Background Check; AHCA Level II Background Check; Urine Drug Test; Nursing Kit, ID Badge, Computer Liability Insurance.</b> |
| <b>TOTAL PROGRAM COST:</b>                                                                           | <b>See Total Program Chart</b>                       | <b>ACCORDING TO PROGRAM OF STUDY + ABOVE APPLICABLE CHARGES</b>                                                                                                                                                                        |

### **Methods of Payment (Payment Options)**

1. If a student is paying in full, the total amount due is on the date of completion of Enrollment Agreement or the latest payment must be paid within **(5)** business days prior to the start of classes or semester. Semester option only applies to ASN Program since it is the only program offered on a Semester basis. All other programs, (PN), must be paid within **(5)** business days prior to the start of classes.
2. If a student is on a payment plan, the initial payment must be paid within **(5)** business days prior to the start of classes or semester. Semester option only applies to ASN Program since it is the only program offered on a Semester basis. All other programs, (PN), must be paid within **(5)** business days prior to the start of classes.
3. Tuition balance to be paid is based upon the chosen payment plan.

### **Loans**



Sunrise Nursing School does not provide educational loans. Educational loans may come from private sources. These loans require repayment from the borrower (you) with no obligations due from Sunrise School of Nursing.

### **Other Financial-Related Aid**

If the student does not qualify for private loans, other financial arrangements can be made directly with the school, such as in-house student payment plans.

Students who hold a current, active healthcare license in one of the designated professions (Licensed Practical Nurses, Licensed Vocational Nurses, Licensed Psychiatric Technicians and Registered Respiratory Technicians) may qualify for a one-time Lifetime Achievement Tuition Award of \$2,500. Alternatively, if the student is transferring credits into the ASN program, they may be eligible to receive \$460 per credit hour for each approved transfer course—whichever amount is greater will be awarded. Please note that students are not eligible to receive both the Lifetime Achievement Award and the per-credit transfer award.

### **Cancellation and Refund Policy**

Should an applicant/student cancel or be terminated for any reason, all refunds will be made according to the following policy and schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies including application fee will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to starting classes, is entitled to a refund of all monies paid minus an application fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.
4. Cancellation after attendance has begun, through 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 60% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student. Refund checks will be mailed to the student's address on record unless a different address has been provided.



**2025-2026 SCHEDULE OF CLASSES**

**PRACTICAL NURSING PROGRAM 2-YEAR CALENDAR**

**1-YEAR FULL TIME**

**2025**

**SESSION #1**

Class Starts on **Monday, January 13<sup>th</sup>, 2025**, and ends on **Friday, December 19<sup>th</sup>, 2025**.

**SESSION #2**

Class Starts on **Monday, July 14<sup>th</sup>, 2025**, and Semester ends on **Friday, June 12<sup>th</sup>, 2026**.

**2026**

**SESSION #1**

Class Starts on **Monday, January 14<sup>th</sup>, 2026**, and ends on **Friday, December 18<sup>th</sup>, 2026**.

**SESSION #2**

Class Starts on **Monday, July 8<sup>th</sup>, 2026**, and Semester ends on **Friday, June 28<sup>th</sup>, 2027**.

**18 MONTH PART-TIME**

**2025**

Class Starts on **Monday, January 12<sup>th</sup>, 2025**, and ends on **Friday, June 26<sup>th</sup>, 2026**.

Class Starts on **Monday, July 14<sup>th</sup>, 2025**, and ends on **Friday, December 18<sup>th</sup>, 2026**.

**2026**

Class Starts on **Monday, January 14<sup>th</sup>, 2026**, and ends on **Friday, June 28<sup>th</sup>, 2027**.

Class Starts on **Monday, July 8<sup>th</sup>, 2026**, and ends on **Friday, December 17<sup>th</sup>, 2027**.



**ASSOCIATE OF SCIENCE IN NURSING PROGRAM**

**2- YEAR CALENDAR: 2025 to 2026**

**2025**

Class Starts on **Monday, January 13<sup>th</sup>, 2025**, and Semester Ends on **Friday, May 2<sup>nd</sup>, 2025**.

Class Starts on **Monday, May 12<sup>th</sup>, 2025**, and Semester Ends on **Thursday, August 29<sup>th</sup>, 2025**.

Class Starts on **Monday, September 8<sup>th</sup>, 2025**, and Semester Ends on **Friday, December 19<sup>th</sup>, 2025**.

**2026**

Class Starts on **Monday, January 14<sup>th</sup>, 2026**, and Semester Ends on **Friday, April 24<sup>th</sup>, 2026**.

Class Starts on **Monday, May 11<sup>th</sup>, 2026**, and Semester Ends on **Friday, August 24<sup>th</sup>, 2026**.

Class Starts on **Monday, September 10<sup>th</sup>, 2026**, and Semester Ends on **Friday, December 18<sup>th</sup>, 2026**.

**SEMESTER BREAKS**

**2025**

Spring Break: Starts on **Friday, April 18<sup>th</sup>, 2025**, and ends on **Friday, April 25<sup>th</sup>, 2025**. Classes resume on **Monday, April 21<sup>st</sup>, 2025**.

Summer Break: Starts on **Monday, June 30<sup>th</sup>, 2025**, and ends on **Friday, July 4<sup>th</sup>, 2025**. Classes resume on **Monday, July 7<sup>th</sup>, 2025**.

Winter Break: Starts on **Monday, December 22<sup>nd</sup>, 2025**, and ends on **Friday, January 9<sup>th</sup>, 2026**. Classes resume on **Monday, January 12<sup>th</sup>, 2026**.

**2026**

Spring Break: Starts on **Friday, March 16<sup>th</sup>, 2026**, and ends on **Friday, March 20<sup>th</sup>, 2026**. Classes resume on **Monday, March 23<sup>rd</sup>, 2026**.

Summer Break: Starts on **Monday, June 29<sup>th</sup>, 2026**, and ends on **Friday, July 3<sup>rd</sup>, 2026**. Classes resume on **Monday, July 6<sup>th</sup>, 2027**.

Winter Break: Starts on **Monday, December 21<sup>st</sup>, 2026**, and ends on **Friday, January 1<sup>st</sup>, 2027**. Classes resume on **Monday, January 4<sup>th</sup>, 2027**.



## **PROGRAM CURRICULUM**

### **Associate Science of Nursing (ASN) Program/Curriculum**

**Credential:** The graduate of this program is awarded an Associate Science of Nursing.

Courses in the curriculum are divided between general education, science courses, and nursing curriculum. Courses in the humanities prepare the nurse to provide health care services to the whole person in a caring, compassionate manner with a well-rounded education. Courses in the biopsychosocial sciences enable the nurse to develop scientific rationales for practice. Nursing courses provide the student with an opportunity to apply scientific and humanistic knowledge to foster creativity and critical thinking while applying nursing skills. The nursing process, as a problem-solving method, is taught at all levels of the curriculum. The nursing theory is correlated with clinical practice through planned experiences in various health care agencies in the community. This practice prepares the student to meet the needs of consumers and to develop an acceptance of professional responsibilities. Opportunities to develop leadership and management skills are also provided in the clinical experience. We believe the teaching/learning process should foster an atmosphere for each student to gain the needed skills in the cognitive, psychomotor, and affective domain using the available educational media, instructional techniques, and current technology. The student progresses from the care of individuals having simple nursing needs to the care of individuals with complex nursing needs across the life span. **Successful completion of the NCLEX-RN licensure exam is required to become employed as a Registered Nurse (RN).** Graduates of the ASN program are prepared for entry-level RN positions in hospitals, clinics, long-term care facilities, and other healthcare settings.

General Education component: Sunrise School of Nursing offers hybrid delivery of the program. This means that students have the option to take their general education courses online or residential. All nursing courses are delivered on campus. The General Education course that may be taken online are:

- GEN-ENG101 English Composition
- GEN-DEP100 Human Growth and Development
- GEN-SC101 Anatomy and Physiology I
- GEN-SC102 Anatomy and Physiology II
- GEN-COMP100 Introduction to Computers
- GEN-SPC103 Speech Communications
- GEN-MAT102 College Algebra
- GEN-SC203 Microbiology
- GEN-HUM101 Nutrition
- GEN-PHIL103 Philosophy, Ethics, and Cultural Diversity

All nursing courses are developed to meet QSEN competencies for pre-licensure education:

- 1) Patient-centered care
- 2) Evidence-based practice
- 3) Teamwork and collaboration
- 4) Safety
- 5) Quality improvement
- 6) Informatics



### Program Objectives:

1. **Patient Centered Care** – SSN students will be able to deliver safe, effective, and compassionate nursing care across the lifespan. This includes conducting comprehensive assessments and creating evidence-based care plans ensuring patient safety, and continuous care outcome evaluations—all while respecting the individual values, needs, and preferences of each patient.
2. **Critical Thinking** – SSN students will apply clinical reasoning and evidence-based practice to make informed and sound nursing judgments. This includes analyzing patient data, evaluating outcomes, and integrating best current evidence with clinical expertise to plan and revise patient care across diverse clinical settings.
3. **Teamwork and Collaboration** – SSN students will demonstrate effective communication, clinical reasoning, and interpersonal skills necessary for therapeutic interactions and interprofessional collaboration. They will participate in shared decision-making, contribute to team goals, and coordinate care to support safe and efficient patient outcomes.
4. **Safety** – SSN students will consistently demonstrate professionalism, ethical behavior, and accountability in practice. Emphasis is placed on maintaining patient and provider safety through adherence to protocols, recognition of potential hazards, and prevention of errors in clinical environments.
5. **Quality Improvement** – SSN students will utilize quality improvement methodologies and data-driven decision-making to identify gaps in care and implement strategies that enhance patient outcomes. They will engage in performance improvement activities and contribute to the optimization of healthcare systems.
6. **Evidenced- Based Practice** – SSN students will incorporate evidence-based guidelines and public health principles—including health promotion, risk reduction, and disease prevention—into their nursing practice. This outcome ensures student's deliver care that is scientifically grounded, proactive, and aligned with patient needs and population health goals.

Courses are strategically planned to provide integrated learning between physiological, psycho-social sciences and current nursing concepts. Courses are integrated throughout the semester to provide structured implementation of information learned.

**ASSOCIATE OF SCIENCE IN NURSING PROGRAM****Credential Awarded: Associate of Science in Nursing Degree (ASN)**

|                  | <b>General Education Courses:<br/>*Available On-Campus &amp; Online</b>   | <b>Credits</b> | <b>Contact Hours</b> |
|------------------|---------------------------------------------------------------------------|----------------|----------------------|
| *GEN- ENG101     | English Composition I                                                     | 3.0            | 45 hours             |
| *GEN- PHI100     | Philosophy, Ethics and Cultural Diversity                                 | 3.0            | 45 hours             |
| *GEN- SPC103     | Speech Communications                                                     | 3.0            | 45 hours             |
| *GEN-<br>COMP100 | Introduction to Computers                                                 | 1.0            | 15 hours             |
| *GEN- MAT102     | College Algebra                                                           | 3.0            | 45 hours             |
| *GEN- DEP100     | Human Growth and Development                                              | 2.0            | 30 hours             |
| *GEN- HUM101     | Nutrition                                                                 | 3.0            | 45 hours             |
|                  | <b>Subtotal of General<br/>Education Credits</b>                          | <b>18.0</b>    | <b>270 hours</b>     |
|                  | <b>Science Courses:</b>                                                   |                |                      |
| GEN-SC101        | Anatomy and Physiology I - <b>(Available<br/>On Campus &amp; Online)</b>  | 3.0            | 45 hours             |
| GEN-SC101L       | Anatomy and Physiology I Lab-<br><b>(Available On-Campus Only)</b>        | 1.0            | 30 hours             |
| GEN-SC102        | Anatomy and Physiology II - <b>(Available<br/>On Campus &amp; Online)</b> | 3.0            | 45 hours             |
| GEN-SC102L       | Anatomy and Physiology II Lab-<br><b>(Available On-Campus Only)</b>       | 1.0            | 30 hours             |
| GEN-SC103        | Microbiology - <b>(Available On-<br/>Campus &amp; Online)</b>             | 3.0            | 45 hours             |



|              |                                                                              |             |                  |
|--------------|------------------------------------------------------------------------------|-------------|------------------|
| GEN-SC- 103L | Microbiology Lab- <b>(Available On- Campus Only)</b>                         | 1.0         | 30 hours         |
|              | <b>Subtotal of Science Credits</b>                                           | <b>12.0</b> | <b>225 hours</b> |
|              | <b>Nursing Core Courses: (Available On-Campus Only)</b>                      |             |                  |
| NUR-FN101    | Fundamental Principles of Nursing Care                                       | 3.0         | 45 hours         |
| NUR-FN101C   | Fundamental Principles of Nursing Care Clinical                              | 2.0         | 90 hours         |
| NUR-HA101    | Nursing Health Assessment                                                    | 2.0         | 30 hours         |
| NUR- HA101C  | Nursing Health Assessment Clinical                                           | 2.0         | 90 hours         |
| NUR- PHM101  | Nursing Pharmacology                                                         | 3.0         | 45 hours         |
| NUR- PHM101C | Nursing Pharmacology/ Dosage Calculation/ Medication Administration Clinical | 1.0         | 45 hours         |
| NUR- ADN101  | Adult Nursing I                                                              | 3.0         | 45 hours         |
| NUR- ADN101C | Adult Nursing I- Clinical                                                    | 2.0         | 90 hours         |
| NUR- ADN102  | Adult Nursing II                                                             | 3.0         | 45 hours         |
| NUR- ADN102C | Adult Nursing II- Clinical                                                   | 2.0         | 90 hours         |
| NUR- ADN201  | Adult Nursing III                                                            | 3.0         | 45 hours         |
| NUR- ADN201C | Adult Nursing Theory III- Clinical                                           | 2.0         | 90 hours         |
| NUR- MAT202  | Maternal/Newborn Nursing Care                                                | 2.0         | 30 hours         |
| NUR- MAT202C | Maternal/Newborn Nursing Care Clinical                                       | 2.0         | 90 hours         |
| NUR-PED 203  | Pediatric Nursing Care                                                       | 2.0         | 30 hours         |



|              |                                          |                      |                                |
|--------------|------------------------------------------|----------------------|--------------------------------|
| NUR- PED203C | Pediatric Nursing Care Clinical          | 2.0                  | 90 hours                       |
| NUR-PSY204   | Mental Health Nursing Care               | 3.0                  | 45 hours                       |
| NUR-PSY 204C | Mental Health Nursing Care Clinical      | 2.0                  | 90 hours                       |
| NUR-CHN 205  | Community Health Nursing                 | 2.0                  | 30 hours                       |
| NUR-CHN 205C | Community Health Nursing Clinical        | 1.0                  | 45 hours                       |
| NUR-LDSP 206 | Nursing Leadership and Management        | 2.0                  | 30 hours                       |
| NUR- LDSP207 | RN NCLEX Seminar Nursing                 | 2.0                  | 30 hours                       |
|              | <b>Subtotal of Core Nursing Credits</b>  | <b>48.0</b>          | <b>1,260 Hours</b>             |
|              | <b>TOTAL PROGRAM CREDITS</b>             | <b>78.0</b>          | <b>1,755<br/>contact hours</b> |
|              | <b>Average Program Completion Length</b> | <b>24<br/>Months</b> |                                |

**COURSE SEQUENCE: 24 MONTH ASSOCIATE OF SCIENCE IN NURSING (ASN)*****SEMESTER I (16-weeks):***

| <b>COURSE CODE</b>      | <b>COURSE</b>                                                                                              | <b>TOTAL CREDITS</b> |
|-------------------------|------------------------------------------------------------------------------------------------------------|----------------------|
| GEN-ENG101              | *English Composition                                                                                       | 3.0                  |
| GEN-DEP100              | *Human Growth and Development                                                                              | 2.0                  |
| GEN-SC101<br>GEN-SC101L | *Anatomy and Physiology I<br>Anatomy and Physiology Lab I                                                  | 3.0<br>1.0           |
| NURPHM101<br>NURPHM101C | Nursing Pharmacology<br>Nursing Pharmacology/ Dosage<br>Calculation/ Medication<br>Administration Clinical | 3.0<br>1.0           |
| GEN- COMP100            | *Introduction to Computers                                                                                 | 1.0                  |
|                         | <b>TOTAL CREDITS FOR SEMESTER</b>                                                                          | <b>14.0</b>          |

***SEMESTER II (16-weeks):***

| <b>COURSE CODE</b>      | <b>COURSE</b>                                                                                       | <b>TOTAL CREDITS</b> |
|-------------------------|-----------------------------------------------------------------------------------------------------|----------------------|
| GEN-SPC103              | *Speech Communications                                                                              | 3.0                  |
| GEN-SC102<br>GEN-SC102L | *Anatomy and Physiology II<br>Anatomy and Physiology Lab II                                         | 3.0<br>1.0           |
| NURFN101<br>NURFN101C   | Fundamental Principles of Nursing<br>Care<br><br>Fundamental Principles of Nursing<br>Care Clinical | 3.0<br>2.0           |
| NURHA101<br>NURHA101C   | Health Assessment<br>Health Assessment Clinical                                                     | 2.0<br>2.0           |
|                         | <b>TOTAL CREDITS FOR SEMESTER</b>                                                                   | <b>16.0</b>          |

***SEMESTER III (16-weeks):***

| <b>COURSE CODE</b> | <b>COURSE</b>    | <b>TOTAL CREDITS</b> |
|--------------------|------------------|----------------------|
| GEN-MAT102         | *College Algebra | 3.0                  |



|                                   |                                    |             |
|-----------------------------------|------------------------------------|-------------|
| GEN-SC104                         | *Microbiology                      | 3.0         |
| GEN-SC104L                        | Microbiology Lab                   | 1.0         |
| NUR-ADN101                        | Adult Nursing I                    | 3.0         |
| NUR- ADN101C                      | Adult Nursing I Clinical           | 2.0         |
| NUR-PSY204                        | Psychiatric-Mental Health Nursing  | 3.0         |
| NUR-PSY204C                       | Psychiatric-Mental Health Clinical | 2.0         |
| <b>TOTAL CREDITS FOR SEMESTER</b> |                                    | <b>17.0</b> |

**SEMESTER IV (16-weeks):**

|                                   |                                   |             |
|-----------------------------------|-----------------------------------|-------------|
| GEN-HUM101                        | *Nutrition                        | 3.0         |
| NUR-ADN102                        | Adult Nursing II                  | 3.0         |
| NUR- ADN102C                      | Adult Nursing II Clinical         | 2.0         |
| NUR-MAT202                        | Maternal-Newborn Nursing Care     | 2.0         |
| NUR- MAT202C                      | Maternal-Newborn Nursing Clinical | 2.0         |
| NUR-CHN205                        | Community Health Nursing          | 3.0         |
| NUR- CHN205C                      | Community Health Nursing Clinical | 2.0         |
| <b>TOTAL CREDITS FOR SEMESTER</b> |                                   | <b>15.0</b> |

**SEMESTER V (16 weeks):**

|                                   |                                            |             |
|-----------------------------------|--------------------------------------------|-------------|
| GEN- PHIL103                      | *Philosophy, Ethics and Cultural Diversity | 3.0         |
| NUR- LDSP206                      | Nursing Leadership and Management          | 2.0         |
| NUR- ADN203                       | Adult Nursing III                          | 3.0         |
| NUR- ADN203C                      | Adult Nursing III Clinical                 | 2.0         |
| NURPED203                         | Pediatric Nursing Care                     | 2.0         |
| NURPED203C                        | Pediatric Nursing Clinical                 | 2.0         |
| <b>TOTAL CREDITS FOR SEMESTER</b> |                                            | <b>14.0</b> |
| NUR- LDSP207                      | NCLEX Seminar                              | 2.0         |
| <b>TOTAL CREDITS FOR SEMESTER</b> |                                            | <b>2.0</b>  |



**ASSOCIATE OF SCIENCE IN NURSING (ASN) PROGRAM:**

**COURSE DESCRIPTIONS**

**GEN-ENG101: ENGLISH 3 CREDITS**

This course is designed to help students at Sunrise School of Nursing to develop knowledge of the English language while learning to develop efficient use of sentence structure, and the basic components of the English language. The course focuses on speaking, listening, reading, and writing skills as well as vocabulary, grammar, and pronunciation. Curriculum delivery is interactive and student-centered, and the student is encouraged to work individually, and in teams. The student will learn to write paragraphs, and short essays. The course will focus on diction, spelling, pronunciations, and use of functional grammar. The student will develop reading and writing skills, leading to development and continuous application of analysis and synthesis.

**GEN-SPC103: SPEECH COMMUNICATIONS: 3 CREDITS**

This course provides instruction and experience in preparation and delivery of oral communication. The student is aided in developing the ability to speak to a public audience. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Students will be able to demonstrate the ability to speak, listen, and use interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

**GEN-DEP100: HUMAN GROWTH AND DEVELOPMENT: 2 CREDITS**

This course introduces the student to developmental psychology. It explores the different stages of human life from prenatal, Infancy, Childhood, Adolescence, Adulthood. It will cover the biological, psychological, and social changes occurring in individuals during each stage of life. Topics include theories of development, genetics and development, birth and the neonate, cognitive and brain development, early experience, attachment, motor, and language development, social, sex role, moral development, aging, and death.

**GEN-MAT102: COLLEGE ALGEBRA: 3 CREDITS**

This course is designed to aid students in making a transition from elementary mathematics to the Introduction to Algebra curriculum. This course introduces students to Functions. Emphasis is placed on computational skills, solving word problems, and the relationship between arithmetic and algebra skills. Fundamental concepts of algebra, including exponents and radicals, linear equations and inequalities, ratio and proportion, systems of linear equations, factoring quadratics, complex numbers, completing the square, and the quadratic formula are covered in this course.

**GEN-HUM101: NUTRITION: 3 CREDITS**

This course is designed to explore the physiologic mechanisms of carbohydrate, fat, and protein metabolism; the function of macronutrients in the body; how each macronutrient, alone and when combined, undergoes integrated metabolism in tissues; and how the ingestion of combined macronutrients affects overall metabolism as well as disease risk and recovery. Suggestions for client counseling on these issues will be presented. The student will learn the



role of nutrition in promoting health, along with the importance of recognizing deficiencies and corrections to promote wellness.

**GEN-HUM103: PHILOSOPHY, ETHICS and CULTURAL DIVERSITY: 3 CREDITS**

This course is an introductory philosophy course that concentrates on concepts and issues, such as the nature of value, duty, right and wrong, the good life, human rights, social justice, and applications to selected problems of personal and social behavior. Topics may include liberty and its limitations, civil disobedience, abortion, affirmative action, capital punishment, terrorism and the morality of war, animal rights and environmental ethics. Other discussions may include the nature of truth and knowledge, mind and body, freedom and determining what is right and wrong. The student will also learn to explore and discuss ethical dilemmas and reach conclusions on challenging topics. An integral part of this course is cultural diversity. The student has the opportunity to learn cultural competence through self-assessment, interaction, and skill development in order to improve their effectiveness as nurses. Knowledge in the subject of cultural competence helps to close gaps in health care. Cultural competence encompasses behaviors, attitudes, and policies that are integrated in a system, agency, or group of professionals or individuals, that affects their reactions to environments, situations, even health care and the practice of health care. Learning about culture encompasses the language, thoughts, communications, actions, customs, beliefs, and values of other social groups. It is intended for nurses to learn about diversity and how one's culture impacts the healthcare system. Definitions of diversity categories are outlined along with discussion covering prejudice, stereotyping, importance of inclusion, as well as diversity benefits and challenges.

**GEN-COMP100: INTRODUCTION TO COMPUTERS: 1 CREDIT**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Basic use of Windows 10 Office Products. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

**GEN-SC101: ANATOMY AND PHYSIOLOGY I: 3 CREDITS**

Anatomy and Physiology I is the first of a two-course sequence examining the terminology of human structure and function. This is the first course in a two-part study of anatomy and physiology of the human body. It will begin with the study of structure and function of cells, tissues, and the integumentary, skeletal, muscular, and nervous systems, and special senses. This course provides a comprehensive study of the anatomy and physiology of the human body. It will provide students pursuing nursing with the ability to list and describe the roles of the organ systems and their processes in the maintenance of life.

**GEN-SC101L: ANATOMY AND PHYSIOLOGY I LAB: 1 CREDIT**

This lab course must be taken concurrently with the lecture. Anatomy and Physiology Laboratory provides opportunities for students to observe various anatomical parts and to investigate physiological phenomena. The student will relate specimens, models, microscope slides, and the whole body to information learned in lecture and read about in the textbook. This course provides the student pursuing nursing to describe the roles of the organ systems and their processes in the maintenance of life.



### **GEN-SC102: ANATOMY AND PHYSIOLOGY II: 3 CREDITS**

This course is the second part of a two-course sequence examining the terminology of human structure and function as it relates to respiratory, cardiovascular, endocrine, renal reproductive systems. This second part course will continue to provide students pursuing nursing with the ability to list and describe the roles of the organ systems and their processes in the maintenance of life.

### **GEN-SC102L: ANATOMY AND PHYSIOLOGY II LAB: 1 CREDIT**

This lab course must be taken concurrently with the lecture. Anatomy and Physiology II Laboratory provides opportunities for students to observe various anatomical parts and to investigate physiological phenomena. The student will relate specimens, models, microscope slides, and the whole body to information learned in lecture and read about in the textbook. This course provides the student pursuing nursing to describe the roles of the organ systems and their processes in the maintenance of life.

### **GEN-SC203: MICROBIOLOGY: 3 CREDITS**

This course provides the student with knowledge of how microorganisms interact and cause disease in humans. The student will understand disease-causing representatives of different groups of microorganisms, how they are transmitted and controlled. They also learn how to avoid the spread of infectious microorganisms in the healthcare environment. Topics include microscopy, survey of various microbes, the immune system, food microbiology, microbial pathogens, and mechanisms of disease transmission.

### **GEN-SC203L: MICROBIOLOGY LAB: 1 CREDIT**

This laboratory portion of the course provides firsthand experiences that inform, illustrate, expand, and reinforce major concepts discussed in lecture. The lab further enforces the knowledge of the growth and spread of microorganisms in humans.

### **NUR-HA101: HEALTH ASSESSMENT: 2 CREDITS**

This course is designed to equip the nursing student with skills to effectively assess the human body for the normal structure and function as it relates to the process of listing, feeling, and measuring. The student will learn a systematic approach to assessing the human body along with history for symptomatology that will equip the nursing student with the necessary skills to promptly recognize the presence of abnormality in the client. In health assessment, the student will cover each body system as they begin to build their knowledge and acquire skills. This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Upon completion of this course, the students should be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses, and documenting findings appropriate to nursing.

### **NUR-HA101C: HEALTH ASSESSMENT CLINICAL: 2 CREDITS**

This course is designed to prepare the student to perform a comprehensive head to toe nursing assessment and a complete physical assessment using appropriate communication, equipment and technique. This course will also assist the student to develop their documentation skills by requiring the student to document their interactions with patients. The



overall objective of this course is for the student to identify normal and abnormal findings in patients and take appropriate nursing actions as needed.

### **NUR-FN101: FUNDAMENTAL PRINCIPLES OF NURSING: 3 CREDITS**

This course focuses on beginning nursing care of clients to promote healthy transitions for individuals exhibiting manifestations of chronic illness in well-defined practice settings. Emphasis is on basic time management concepts and continued development of critical thinking, clinical judgment, and skills. This course provides opportunities for the nursing student to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting their basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions that are threaded throughout the curriculum. This course has a lab and clinical component.

### **NUR-FN101C: FUNDAMENTAL PRINCIPLES OF NURSING CLINICAL: 2 CREDITS**

This course is designed to equip the nursing student with the skill competencies related to care of the client across the life span in meeting the basic needs of health care. The application of safe practices based on evidence-based principles is key in this course. The nursing student will focus on meeting the biopsychosocial needs which may include nutritional, elimination, personal hygiene, mobility, and communication needs. The student must demonstrate competence in two out of three applications of skills before attending clinical in direct patient care. If the student has difficulty demonstrating skills, remediation will be provided on scheduled time by staff.

### **NUR-PHM101: NURSING PHARMACOLOGY: 3 CREDITS**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Upon completion of this course, the student should be able to calculate and administer medications safely and competently in the diverse health care settings.

### **NUR-PHM101L: NURSING PHARMACOLOGY/ DOSAGE CALCULATION/ MEDICATION ADMINISTRATION CLINICAL: 1 CREDIT**

This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process to administer medications. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Upon successful completion of this course, the student will be able to calculate and administer medications safely and competently in a diverse health care setting; recognize and use medical



abbreviations; identify routes of administration; able to convert values from one measuring system to another; determine doctor's order from calculating problems versus on-hand supplies; explain and compare IV pumps and tubing for IV drug administration; demonstrate safe passing of medication using E-MAR (electronic medical administration record) system.

### **NUR-ADN101- ADULT NURSING I: 3 CREDITS**

This course provides students with opportunities to develop competencies necessary to meet the needs of the adult individuals in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care for the adult patient experiencing complex alterations in nervous, sensory, and integumentary systems. The student will review the pathophysiology of each selective disease, while learning to meet the nutritional, pharmacological, physiological, and psychosocial needs of the patient. Students learn the importance of therapeutic communication, respecting and applying knowledge of cultural diversity, health promotion, error prevention, and critical thinking competencies are an expected outcome of the student for providing safe effective care.

### **NUR-ADN101C- ADULT NURSING I CLINICAL: 2 CREDITS**

This course provides the student with the opportunity to apply skills learned in theory and lab to the actual health care setting in care of the adult client. The clinical rotations will be diversely planned to offer a well-rounded training environment where the student can implement skills from fundamental, to advanced knowledge attained. Inclusive in clinical rotations are requirements for care plans and case studies to enhance comprehension and analysis of the disease process and care required to safely take care of the adult client with integumentary conditions.

### **NUR-ADN102: ADULT NURSING II: 3 CREDITS**

This course provides students with opportunities to develop competencies necessary to meet the needs of the adult individuals in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care for the adult patient experiencing complex alterations in digestive, endocrine, and Urinary/Reproductive systems. The student will review the pathophysiology of each selective disease, while learning to meet the nutritional, pharmacological, physiological, and psychosocial needs of the patient. Students learn the importance of therapeutic communication, respecting and applying knowledge of cultural diversity, health promotion, error prevention, and critical thinking competencies are an expected outcome of the student for providing safe effective care.

### **NUR-ADN102C ADULT NURSING II CLINICAL: 2 CREDITS**

This course provides the student with the opportunity to apply skills learned in theory and lab to the actual health care setting in care of the adult client. The clinical rotations will be diversely planned to offer a well-rounded training environment where the student can implement skills from fundamental, to advanced knowledge attained. Inclusive in clinical rotations are requirements for care plans and case studies to enhance comprehension and analysis of the disease process and care required to safely take care of the adult client. The clinical rotation focuses on applying critical thinking, clinical decision-making, and evidence-based nursing practice to complex health problems as specific and unique to the adults with Digestive, Endocrine, Urinary and Reproductive diseases, and disorders.



### **NUR-ADN203: ADULT NURSING III: 3 CREDITS**

This course provides students with opportunities to develop competencies necessary to meet the needs of the adult individuals in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care for the adult patient experiencing complex alterations in cardiac and respiratory, and musculoskeletal system diseases and disorders. The student will review the pathophysiology of each selective disease, while learning to meet the nutritional, pharmacological, physiological, and psychosocial needs of the patient. Students learn the importance of therapeutic communication, respecting and applying knowledge of cultural diversity, health promotion, error prevention, and critical thinking competencies are an expected outcome of the student for providing safe effective care.

### **NUR-ADN203C- ADULT NURSING III CLINICAL: 2 CREDITS**

This course provides the student with the opportunity to apply skills learned in theory and lab to the actual health care setting in care of the adult client. The clinical rotations will be diversely planned to offer a well-rounded training environment where the student can implement skills from fundamental, to advanced knowledge attained. Inclusive in clinical rotations are requirements for care plans and case studies to enhance comprehension and analysis of the disease process and care required to safely take care of the adult client. The clinical rotation focuses on applying critical thinking, clinical decision-making, and evidence-based nursing practice to complex health problems as specific and unique to the adults with Cardiac, Respiratory, Muscular, & Skeletal diseases and disorders.

### **NUR-MAT202: MATERNAL-NEWBORN NURSING CARE: 2 CREDITS**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, and developmental needs of the maternal and child client. Course content includes antepartum, intrapartum, and postpartum care, complications of pregnancy, newborn care, human growth, and development, and selected neonatal alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course, the student should be able to provide and manage maternal and neonatal clients in a variety of settings.

### **NUR-MAT202C-MATERNAL-NEWBORN NURSING CARE CLINICAL: 2 CREDITS**

This course is designed to equip the nursing student with the skill competencies related to care of the maternal and neonatal client. The application of safe practices based on evidence-based principles is key in the lab course. The student must demonstrate competence in two out of three applications of skills before attending clinical in direct patient care. If the student has difficulty demonstrating skills, remediation will be provided on scheduled time by staff. The nursing student is provided the opportunity to apply skills acquired in theory and lab in the direct patient care setting under supervision of a registered nurse. The student learns to recognize and function within three roles of nursing, as the provider of care, the coordinator, and manager of care, along with being a member of the profession team while working with clients, families, and/or groups in the childbearing/childrearing stages of life in a variety of settings. The student is expected to demonstrate critical thinking, problem solving, delegation, and application of the nursing process within an interpersonal and collaborative framework in clinical settings, while caring for the maternal and neonatal client.



**NUR-PED203: PEDIATRIC NURSING CARE: 2 CREDITS**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, and developmental needs of the pediatric client. Course content includes human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process that is integrated throughout this course.

**NUR-PED203C-PEDIATRIC NURSING CARE CLINICAL: 2 CREDITS**

The nursing student is provided the opportunity to apply skills acquired in theory and lab in the direct patient care setting under supervision of a registered nurse. The student learns to recognize and function within three roles of nursing, as the provider of care, the coordinator, and manager of care, along with being a member of the profession team while working with pediatric clients, families, and/or families with children of all ages and cultures. The student is expected to demonstrate critical thinking, problem solving, delegation, and application of the nursing process within an interpersonal and collaborative framework in clinical settings, while caring for the pediatric patient.

**NUR-PSY204- PSYCHIATRIC-MENTAL HEALTH NURSING: 3 CREDITS**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, the student should demonstrate the ability to assist clients in maintaining psychosocial integrity using the nursing process.

**NUR-PSY204C- PSYCHIATRIC-MENTAL HEALTH NURSING CLINICAL: 2 CREDITS**

The nursing student is provided the opportunity to apply therapeutic communication skills acquired in theory related to care of the client with psychiatric diagnoses in the direct patient care setting under supervision of a registered nurse. The student learns to recognize and function within three roles of nursing, as the provider of care, the coordinator, and manager of care, along with being a member of the profession team while working with clients, families, and/or groups in the childbearing /child rearing stages of life in a variety of settings. The student is expected to demonstrate critical thinking, problem solving, delegation, and application of the nursing process within an interpersonal and collaborative framework in clinical settings, while caring for the psychiatric client.

**NUR-CHN205: COMMUNITY HEALTH NURSING: 2 CREDITS**

This course is designed to provide the nursing student with understanding of public health problems. The nursing student develops an understanding of how psychological, social, and environmental factors influence people's health and wellbeing. The course will offer an exploration of factors that influence health behavior, including individual, social, and environmental/community influences, and how behavior and social/environmental influences on health informs public health approaches to improving health and preventing disease.

**NUR-CHN205C-COMMUNITY HEALTH NURSING PROJECT: 1 CREDIT**



The student chooses a special Community health project with approval of the instructor and develops a plan of treatment or correction based on current evidence. This course provides the opportunity for the student to research, and evaluate what the current community issues are, while developing a strategic plan for providing relief to the involved population. The student will be given specific guidelines as to what, when and how the project goals should be met.

**NUR-LDSP206: NURSING LEADERSHIP & MANAGEMENT: 2 CREDITS**

This course provides the student with the opportunity to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in healthcare, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. This course helps the student to develop leadership, management, and professionalism expected of a nurse in the healthcare setting. Students are assisted in the development of their professional role in professional collaboration, delegation, resource management, ethical, legal principles needed to function safely and professionally in the workplace.

**NURLDSP207: NCLEX SEMINAR: 2 CREDITS**

This is an intensive review of the major principles of nursing from fundamentals of nursing to leadership. The student's ability to meet the criteria for exit assessment will be evaluated throughout this review. All styles of NCLEX questions will be utilized to assess the student after strategic review of content. The purpose is to prepare the student to exit with capability to pass the Board of Nursing licensure nursing examination (NCLEX).



## **PRACTICAL NURSING PROGRAM**

### **Practical Nursing Diploma Program Curriculum**

**Credential:** The graduate of this program is awarded a Diploma in Practical Nursing.

Sunrise School of Nursing Practical Nursing program is a full-time one-year program or eighteen months part-time program, with a strategic curriculum plan designed to produce a safe and efficient practitioner who will join the practicing team of health care providers in the healthcare industry. It is designed to provide graduates with the knowledge, skills, attitudes, and abilities needed to practice safely and effectively as an entry level practical nurse and to be eligible to take the NCLEX-PN licensure exam. The educational agenda is implemented by qualified instructors with the experience and skills to train effectively in theory, lab and in the clinical setting. The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in hospitals, nursing homes, and other health care agencies.

All students enrolled in the Practical Nursing program are required to complete a mandatory eight-session preparatory review before the start of the program. This structured review is designed to enhance student readiness for the demands of the program by reinforcing essential academic skills. Sessions may include instruction in basic math for medication calculations, reading comprehension, medical terminology, study and test-taking strategies.

**Successful completion of the NCLEX-PN licensure exam is required to become employed as a Licensed Practical Nurse (LPN).** Graduates of the PN program are prepared for entry-level LPN positions in long-term care facilities, physician offices, clinics, and other healthcare settings.

All nursing courses are developed to meet QSEN competencies for pre-licensure education:

- 1) Patient-centered care
- 2) Critical Thinking
- 3) Teamwork and collaboration
- 4) Safety
- 5) Quality improvement
- 6) Informatics

#### **Program Objectives:**

1. **Patient Centered Care** – SSN students will be able to deliver safe, effective, and compassionate nursing care across the lifespan. This includes conducting comprehensive assessments and creating evidence-based care plans ensuring patient safety, and continuous care outcome evaluations—all while respecting the individual values, needs, and preferences of each patient.
2. **Critical Thinking** – SSN students will apply clinical reasoning and evidence-based practice to make informed and sound nursing judgments. This includes analyzing



patient data, evaluating outcomes, and integrating best current evidence with clinical expertise to plan and revise patient care across diverse clinical settings.

3. **Teamwork and Collaboration** – SSN students will demonstrate effective communication, clinical reasoning, and interpersonal skills necessary for therapeutic interactions and interprofessional collaboration. They will participate in shared decision-making, contribute to team goals, and coordinate care to support safe and efficient patient outcomes.
4. **Safety** – SSN students will consistently demonstrate professionalism, ethical behavior, and accountability in practice. Emphasis is placed on maintaining patient and provider safety through adherence to protocols, recognition of potential hazards, and prevention of errors in clinical environments.
5. **Quality Improvement** – SSN students will utilize quality improvement methodologies and data-driven decision-making to identify gaps in care and implement strategies that enhance patient outcomes. They will engage in performance improvement activities and contribute to the optimization of healthcare systems.
6. **Evidenced- Based Practice** – SSN students will incorporate evidence-based guidelines and public health principles—including health promotion, risk reduction, and disease prevention—into their nursing practice. This outcome ensures student's deliver care that is scientifically grounded, proactive, and aligned with patient needs and population health goals.

The nursing curriculum at Sunrise School of Nursing is designed to provide the student with a strong theoretical foundation and diverse clinical experiences ranging from the acute to long term care setting. The student builds on fundamental knowledge and skills as they learn to care for multicultural patients going from fundamentals to specialty nursing environments, where they learn to apply safe proficient skills in a caring manner to a population with diversity across the life span. The curriculum is carefully planned out over a one-year period for the full-time students and eighteen months for the part-time student, to build on learning principles from novice to analysis where the student can apply critical thinking to ensure safe health care to entrusted clients.

### **PRACTICAL NURSING PROGRAM: COURSE LISTING**

| <b>COURSE CODE</b> | <b>COURSE TITLE</b>         | <b>CLOCK HOURS</b> |
|--------------------|-----------------------------|--------------------|
| GEN-MET100         | Medical Terminology         | 45                 |
| GEN-COMP100        | Introduction to Computers   | 16                 |
| PN-HSC100          | Introduction to Health Care | 40                 |
| PN-BSF102          | Body Structure and Function | 43                 |



|              |                                                                                                                              |      |
|--------------|------------------------------------------------------------------------------------------------------------------------------|------|
| PN-HUN189    | Nutrition                                                                                                                    | 24   |
| PN-FUN100    | Fundamentals of Nursing Practice                                                                                             | 52   |
| PN-FUN100 L  | Fundamentals of Nursing Practice Lab                                                                                         | 80   |
| PN-PHM100    | Introduction to Pharmacology for Nurses                                                                                      | 64   |
| PN-PHM100 L  | Introduction to Pharmacology for Nurses Lab                                                                                  | 60   |
| PN-ADH101    | Adult Health Nursing 1: Care of the Patient with Sensory, Respiratory, Cardiovascular and Musculoskeletal Diseases           | 90   |
| PN-ADH101 C  | Adult Health Nursing 1 Clinical                                                                                              | 120  |
| PN-ADH102    | Adult Health Nursing 2: Care of Patients with Nervous, Digestive, Endocrine and Female and Male Reproductive System Diseases | 90   |
| PN-ADH102 C  | Adult Health Nursing 2 Clinical                                                                                              | 120  |
| PN-GER103    | Geriatric Nursing                                                                                                            | 62   |
| PN-GER103 C  | Geriatric Nursing Clinical                                                                                                   | 90   |
| PN-MH104     | Mental Health Nursing                                                                                                        | 33   |
| PN-MH104 C   | Mental Health Nursing Clinical                                                                                               | 45   |
| PN-OB105     | Obstetric Nursing: Care of the Maternal & Newborn Patient                                                                    | 32   |
| PN-OB105 C   | Obstetric Nursing Clinical                                                                                                   | 20   |
| PN-PED106    | Pediatric Nursing: Care of Children Across the LifeSpan                                                                      | 32   |
| PN-PED106 C  | Pediatric Nursing Clinical                                                                                                   | 20   |
| PN-TRND107   | Trends and Transition to Practice                                                                                            | 20   |
| PN-TRND107 C | Transition Clinical Practicum and Community Project                                                                          | 120  |
| PN-NLXREV    | Practical Nursing Preparation for NCLEX PN Review                                                                            | 32   |
|              | <b>TOTAL:</b>                                                                                                                | 1350 |



|  |                  |           |
|--|------------------|-----------|
|  | <b>Full Time</b> | 12 months |
|  | <b>Part Time</b> | 18 months |

**COURSE SEQUENCE: 12-MONTH FULL TIME PRACTICAL NURSING (PN) PROGRAM*****QUARTER I (3-Months):***

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| MET-100            | Medical Terminology                                          | 45                       |
| COMP-100           | Introduction to Computers                                    | 16                       |
| PN-HSC1000         | Introduction to Health Care                                  | 40                       |
| PN-BSF102          | Body Structure and Function                                  | 43                       |
|                    | <b>1<sup>st</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>144</b>               |

***QUARTER II (3-Months):***

| <b>COURSE CODE</b> | <b>COURSE</b>                                                                                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| PN-FUN100          | Fundamentals of Nursing Practice                                                                                             | 52                       |
| PN-FUN100 L        | Fundamentals of Nursing Practice Lab                                                                                         | 80                       |
| PN-PHM100          | Introduction to Pharmacology for Nurses                                                                                      | 64                       |
| PN-PHM100 L        | Introduction to Pharmacology for Nurses Lab                                                                                  | 60                       |
| PN-ADH101          | Adult Health Nursing 1: Care of the Patient with Sensory, Respiratory, Cardiovascular and Musculoskeletal Diseases           | 90                       |
| PN-ADH101 C        | Adult Health Nursing 1: Care of the Patient with Sensory, Respiratory, Cardiovascular and Musculoskeletal Diseases Clinicals | 120                      |
| PN-MH104           | Mental Health Nursing                                                                                                        | 33                       |
| PN-MH104C          | Mental Health Nursing Clinicals                                                                                              | 45                       |
|                    | <b>2<sup>nd</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b>                                                                 | <b>544</b>               |

**QUARTER III (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                                                                                                   | <b>TOTAL CLOCK HOURS</b> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| PN-HUM189          | Nutrition                                                                                                                                       | 24                       |
| PN-ADH102          | Adult Nursing 2: Care of Patients with Nervous, Digestive, Endocrine, Female and Male Reproductive System Diseases                              | 90                       |
| PN-ADH102 C        | Adult Nursing 2: Care of Patients with Nervous, Digestive, Endocrine, Female and Male Genito-urinary and Reproductive System Diseases Clinicals | 120                      |
| PN-OB105           | Obstetric Nursing: Care of the Maternal and Newborn Patient                                                                                     | 32                       |
| PN-OB105 C         | Obstetric Nursing: Care of the Maternal and Newborn Patient Clinicals                                                                           | 20                       |
|                    | <b>3<sup>rd</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b>                                                                                    | <b>286</b>               |

**QUARTER IV (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                     | <b>TOTAL CLOCK HOURS</b> |
|--------------------|-------------------------------------------------------------------|--------------------------|
| PN-GER103          | Geriatric Nursing                                                 | 62                       |
| PN- GER103 C       | Geriatric Nursing Clinicals                                       | 90                       |
| PN-PED106          | Pediatric Nursing: Care of Children Across the Lifespan           | 32                       |
| PN-PED106 C        | Pediatric Nursing: Care of Children Across the Lifespan Clinicals | 20                       |
| PN-TRND107         | Trends and Transition to Practice                                 | 20                       |
| PN-TRND107 C       | Transition to Clinical Practicum and Community Project            | 120                      |
| PN-NLXREV          | Practical Nursing Preparation & Review for NCLEX-PN               | 32                       |
|                    | <b>4<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b>      | <b>376</b>               |
|                    | <b>TOTAL FULL-TIME PROGRAM CLOCK HOURS</b>                        | <b>1350</b>              |

**COURSE SEQUENCE: 18-MONTH PART-TIME PRACTICAL NURSING (PN) PROGRAM*****QUARTER I (3-Months):***

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| MET-100            | Medical Terminology                                          | 45                       |
| COMP-100           | Introduction to Computers                                    | 16                       |
| PN-HSC1000         | Introduction to Health Care                                  | 40                       |
|                    | <b>1<sup>st</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>101</b>               |

***QUARTER II (3-Months):***

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-BSF102          | Body Structure and Function                                  | 43                       |
| PN-FUN100          | Fundamentals of Nursing                                      | 52                       |
| PN-FUN100L         | Fundamentals of Nursing Lab                                  | 80                       |
| PN-PHM100          | Introduction to Pharmacology                                 | 64                       |
| PN-PHM100L         | Introduction to Pharmacology Lab                             | 60                       |
|                    | <b>2<sup>nd</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>299</b>               |

***QUARTER III (3-Months):***

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-ADH101          | Adult Health Care I                                          | 90                       |
| PN-ADH101C         | Adult Health Care I Clinical                                 | 120                      |
| PN-MH104           | Mental Health Nursing                                        | 33                       |
| PN-MH104C          | Mental Health Nursing Clinical                               | 45                       |
| PN-HUM189          | Nutrition                                                    | 24                       |
|                    | <b>3<sup>rd</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>312</b>               |

**QUARTER IV (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-OB105           | Obstetric Nursing Care                                       | 32                       |
| PN-OB105C          | Obstetric Nursing Care Clinical                              | 20                       |
| PN-ADH102          | Adult Health Care II                                         | 90                       |
| PN-ADH102C         | Adult Health Care II Clinical                                | 120                      |
|                    | <b>4<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>262</b>               |

**QUARTER V (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-GER103          | Geriatric Nursing                                            | 62                       |
| PN-GER103C         | Geriatric Nursing Clinical                                   | 90                       |
| PN-PED106          | Pediatric Nursing Care                                       | 32                       |
| PN-PED106C         | Pediatric Nursing Care Clinical                              | 20                       |
|                    | <b>5<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>204</b>               |

**QUARTER VI (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-TRND107         | Transition to Practice                                       | 20                       |
| PN-TRND107 C       | Transition Practicum and Community Project                   | 120                      |
| PN-NEXREV108       | NCLEX-PN Seminar                                             | 32                       |
|                    | <b>6<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>172</b>               |
|                    | <b>TOTAL PART-TIME PROGRAM CLOCK HOURS</b>                   | <b>1350</b>              |



## **PRACTICAL NURSING (PN) PROGRAM**

### **COURSE DESCRIPTIONS**

#### **GEN-COMP100: INTRODUCTION TO COMPUTERS: 16 Clock Hours**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Basic use of Windows 10 Office Products. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

#### **GEN-MET100: MEDICAL TERMINOLOGY: 45 Clock Hours**

This course provides the student with activities of learning medical terms. Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes. The study focuses on correct pronunciation, spelling, and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary. This course provides the basis for understanding, comprehending, and expressing oneself in the healthcare environment.

#### **PN-HCA100: Introduction to Health Care: 40 Clock Hours**

This course introduces the student to the health care systems and the team of providers within various levels of health care. The student learns the basic roles and of key members who provide care in both acute and long-term care.

#### **PN-BSF102: Body Structure & Function: 43 Clock Hours**

This course is a presentation of the essential structure and function of the human body. All body organ systems will be discussed in a format of lecture, diagrams, audio-visual material, and the use of on-line digital aids for students. Knowledge of the structure and function of the human body is a basis for additional study of the disease process and end of life care for all patients.

#### **PN-HUN189: Nutrition: 24 Clock Hours**

This course introduces the principles of nutrition and their application to patient care. Nutrients, food groups, and nutritional needs throughout the lifespan are discussed in addition to the effects of various nutrients on wellness and disease. Regional, cultural, and religious food patterns are discussed. Students are taught the preparation of a basic food plan and the use and maintenance of therapeutic diets.

#### **PN-FUN100: Fundamentals of Nursing: 52 Clock Hours**

This course introduces the student to the foundational principles of patient care of patients across the life span. It focuses on the basic level of care that meets the physiological needs of nutrition, elimination, safety, infection control, movement, and prevention of complications. Pre-requisites:

#### **PN-FUN100L: Fundamentals of Nursing Lab: 80 Clock Hours**



This course provides the student with hands-on practice, demonstration, and evaluation for proficiency to provide safe effective care for all patients across the life span. Students must demonstrate competency before attending clinicals. This course provides the student with the opportunity to apply all skills learned in the actual clinical setting under the direct supervision of nursing faculty. The student will focus on basic fundamental principles of care of the adult in this clinical rotation. **Co-requisite: PN-FUN 100.**

**PN-PHM100: Introduction to Pharmacology: 64 Clock Hours**

This course includes the study of medications including the therapeutic uses, characteristics, action, dosage, and side effects. The student is prepared to calculate dosages and administer medications safely using the five rights by a variety of routes.

**PN-PHM10 L: Introduction to Pharmacology Lab: 60 Clock Hours**

This course provides the student with the opportunity to learn, practice and demonstrate appropriate skills necessary to deliver medication safely in the clinical setting. Competency performance is mandatory in this class. Failure to demonstrate competency will result in failure. The clinical practicum allows the student to administer medications under direct supervision of qualified faculty members. The student will always adhere to principles of medication administration with no independent action of their own. All legal principles relative to their scope of practice will be adhered to. **Co-requisite: PN-PHM100.**

**PN-ADH101: Adult Health Care I: 90 Clock Hours**

Care of the Patient with Sensory, Respiratory, Cardiovascular and Musculoskeletal Diseases: This course builds on the experience of Medical Nursing as it provides the student with information regarding common acute and chronic medical and surgical conditions relating to the sensory, respiratory, cardiovascular, and musculoskeletal systems including the management needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered.

**PN-ADH101 L/C: Adult Health Care I Clinical: 120 Clock Hours**

This course builds on the clinical experience of Medical Nursing as it provides the student with information regarding common acute and chronic medical and surgical conditions relating to the sensory, respiratory, cardiovascular, and musculoskeletal systems including the management needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology are integrated throughout the course.

**PN-ADH102: Adult Health Care II: 90 Clock Hours**

Care of Patients with Nervous, Digestive, Endocrine and Female and Male Reproductive System Diseases: This course builds on the experience of Medical Nursing as it provides the student with information regarding common acute and chronic medical and surgical conditions relating to the nervous, digestive, endocrine, and Female and Male Reproductive systems including the management needs and specialized nursing care of patients with these conditions.



Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered.

**PN-ADH102 L/C: Adult Health Care II Clinical: 120 Clock Hours**

This course builds on the clinical experience of Medical Nursing as it provides the student with information regarding common acute and chronic medical and surgical conditions relating to the respiratory, urinary, digestive, cardio-vascular, muscular-skeletal, nervous, integumentary, sensory, reproductive, and endocrine systems including the management needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology are integrated throughout the course. **Co-requisite: PN-ADH102.**

**PN-GER103: Geriatric Nursing: 62 Clock Hours**

This course focuses on the dynamics of the aging process and includes common illnesses and health concerns of the older individual. The concerns of the aging adult and the management needs and skills of caring for the geriatric client are discussed. This course introduces the student to the specific needs of this life span. The student will provide care of the elderly in their clinical setting after demonstration of knowledge of the basic principles related to elderly care. The focus is meeting the physiological and psycho-social needs of this population. Safety is a primary focus in care and administration of medication. The student is under direct supervision of qualified faculty.

**PN-GER103 Geriatric Nursing Clinical: 90 Clock Hours**

The clinical experience provides the student with the opportunity to build on acquired skills to apply nursing principles in meeting the needs of the aged and/or chronically ill client in a hospital or long- term care setting. The student has the opportunity to demonstrate caring to a growing population in the health care community. In the geriatric setting they will demonstrate the ability to provide safe effective care while meeting the physiological and psycho-social needs of this population. This course focuses on the dynamics of the aging process and includes common illnesses and health concerns of the older individual. Students will learn to address the concerns of the aging adult and the management, needs and skills of caring for the geriatric client in a clinical setting. Special emphasis is placed on promoting safety, teaching, and following good health practices, as well as moving clients toward independence. Safety is a primary focus in care and administration of medication. The student is under direct supervision of qualified faculty. **Co-requisite: PN-GER103.**

**PN-MH104: Mental Health Nursing: 33 Clock Hours**

This course content includes basic concepts of mental health as it relates to growth and development in a clinical setting. Theories surrounding abnormal behaviors, stress and anxiety and the care of patients with mental illnesses will be covered. Students will develop skills in differentiating among various mental disorders in terms of symptoms, nursing diagnoses, treatment modalities and in the formulation of intervention strategies.

**PN-MH104C: Mental Health Nursing Clinical: 45 Clock Hours**



This course content includes basic concepts of mental health as it relates to growth and development in a clinical setting. Theories surrounding abnormal behaviors, stress and anxiety and the care of patients with mental illnesses will be covered. **Co-requisite: PN MH104**

**PN-OB105: Obstetric Nursing Care: 32 Clock Hours**

Care of the Maternal & Newborn Patient: This course provides information regarding obstetrics, neonatology, and how it relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, and the normal newborn as well as common deviations from normal. The specialized nursing skills to manage and care for the mother and infant throughout the maternity cycle are emphasized.

**PN-OB105 L/C: Obstetric Nursing Clinical: 20 Clock Hours**

This course provides information regarding obstetrics, neonatology, and how it relates to normal growth and development throughout the life cycle in the clinical setting. This course will provide information relating to normal pregnancy, labor and delivery, and the normal newborn as well as common deviations from normal. The specialized nursing skills to manage and care for the mother and infant throughout the maternity cycle are emphasized. Skills are practiced in the nursing laboratory and the student will have the opportunity to apply knowledge and skills in a clinical setting. **Co-requisite: PN OB108.**

**PN-PED106: Pediatric Nursing Care: 32 Clock Hours**

This course provides information regarding the general characteristics, needs and problems of the sick child and prepares the student to adapt nursing care for the pediatric patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements. Emphasis will be placed on the roles of the pediatric nurse to include establishing a therapeutic relationship, family advocacy, disease prevention, health promotion, health teaching, support counseling, coordination and collaboration of care, ethical decision making, research and health care planning.

**PN-PED106 L/C: Pediatric Nursing Clinical: 20 Clock Hours**

This course provides information regarding the general characteristics, needs and problems of the sick child and prepares the student to adapt nursing care for the pediatric patient in the clinical settings. The student applies knowledge of signs and symptoms of common pediatric disorders and diseases, including nutritional requirements in the clinical practicum. Emphasis will be placed on the roles of the pediatric nurse to include establishing a therapeutic relationship, family advocacy, disease prevention, health promotion, health teaching, support counseling, coordination and collaboration of care, ethical decision making, research and health care planning in a clinical setting. **Co-requisite: PN PED109.**

**PN-TRND107: Transition to Practice: 20 Clock Hours**

This course introduces the student to their professional role, and the legal aspects of their practice. The student also gains knowledge of employment skills needed to function as a practical nurse. The student learns interview skills, resume writing, along with skills on how to apply for their new career. It outlines various vocational roles in the clinical setting and the effect each role has on the lives of clients.



**PN-TRND107 L/C: Transition Practicum and Community Project: 120 Clock Hours**

This course provides an opportunity for the student to apply knowledge of their professional role, and the legal aspects of their practice in clinical settings. The student also gains knowledge of employment skills needed to function as a practical nurse. The student learns interview skills, resume writing, along with skills on how to apply for their new career. It outlines various vocational roles in the clinical setting and the effect each role has on the lives of clients. Emphasis will be placed on role development in the clinical settings, including community settings where the student will work closely in the clinical setting assisting the professional nurse under faculty supervision. **Co-requisite: PN TRND110.**

**PN-NEXREV108: NCLEX-PN Seminar: 32 Clock Hours**

Preparatory courses for LPN NCLEX examination using content review, case studies and practice questions and techniques.



## **STATE, FEDERAL AND ACCREDITATION APPROVALS**

Sunrise School of Nursing is authorized and recognized by the following agencies and organizations:

### **Florida Board of Nursing (FBON):**

The nursing programs are approved by the Florida Board of Nursing to operate and offer educational programs that prepare graduates for licensure as practical and registered nurses.

Website: <https://floridasnursing.gov>

### **Commission for Independent Education (CIE), Florida Department of Education:**

*Sunrise School of Nursing is licensed by the Florida Commission for Independent Education to operate as a postsecondary educational institution.*

License Number: [Insert CIE License Number]

Website: <https://www.fldoe.org/policy/cie>

Sunrise School of Nursing is in the process of seeking authorization and recognition from the following agencies and organizations:

### **Accrediting Commission of Career Schools and Colleges (ACCSC):**

The institution has completed the Accrediting Commission of Career Schools and Colleges Part 1 and Part 2 applications.

Website: <https://www.accsc.org>

### **Accreditation Commission for Education in Nursing (ACEN):**

Effective June 26, 2025, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 26, 2027.

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 <https://www.acenursing.org/search-programs?status=Candidate>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.



### **NCLEX LICENSURE EXAM PROCESS**

SSN's ASN and PN curriculum is approved by the Florida Board of Nursing and contains the elements to prepare its students for either the NCLEX-PN or NCLEX-RN. SSN offers an NCLEX Seminar which consists of ATI Capstone Program and a 4-day NCLEX Bootcamp in the last semester of study for both nursing programs to prepare the student for these national licensure exams.

1. Upon successful graduation from the program, SSN releases the list for graduates' names for the specified term to the Florida Board of Nursing.
2. The Graduate must complete an application to the Florida Board of Nursing at [www.floridasnursing.gov/licensure](http://www.floridasnursing.gov/licensure) along with the fee of \$110.
  - When applying choose "examination" as your licensure method.
  - Make sure you enter your name exactly as it appears on your ID.
  - Ensure you have the correct graduation date to avoid rejection of your application.
  - Complete a background check and LIVE SCAN fingerprinting.
    - The ORI # for Florida Board of Nursing is: EDOH4420Z
3. The Board of Nursing sends the graduate an eligibility letter which is valid for 90 days.
4. The graduate must either call (866-496-2539) or go to the Pearson Vue website ([www.nclex.com](http://www.nclex.com)) to pay the exam fee of \$200, then schedule the test date and test site location.
5. Pearson Vue sends the graduate an "Authorization To Test" a/k/a ATT. The ATT letter must be presented by the graduate to the testing site along with two forms of ID.
6. The result of the exam is provided to FBON by NCSBN (National Council of State Boards of Nursing). FBON then notifies the graduate of their new status and their nursing license number.
7. Should the student not pass, he/she will be notified by FBON. The student may retest after a period of 90-days by requesting a new ATT from PEARSON VUE.



## **COMPREHENSIVE EXIT EXAM POLICY**

**(Revised 01/01/2026)**

### **INTRODUCTION**

**SUNRISE SCHOOL OF NURSING** administers a comprehensive exit examination to all students in the Practical Nursing and Associate of Science in Nursing programs upon completion of all nursing courses. This exam serves as a benchmark to ensure that the graduate possess the necessary knowledge, clinical reasoning and decision-making skills required to be a novice nurse and pass their NCLEX examination. This policy outlines the structure, administration and process of the comprehensive exam for students enrolled in the nursing program.

### **PURPOSE**

- This exam is used to evaluate the overall knowledge and competency of the graduating student
- This exam is used to identify areas of weakness and strength to guide further review and remediation
- This exam is used to prepare the student for the NCLEX licensure exam

### **SCOPE**

This policy applies to all active students enrolled in the nursing program who are candidates for graduation. It is a graduation requirement for all pre-licensure students. A passing grade of 80% is required in EACH section of the exam tested. Part I: Medical-Surgical including Pharmacology, Part II: Specialty topics of Nursing Fundamentals, Leadership, Community, Psychiatric-Mental Health Nursing, Maternal-Newborn and Pediatric Nursing and Part III: Dosage Calculations **AND** a minimum grade of 75% on a standardized predictor exam.

### **POLICY STATEMENT**

All nursing students must successfully complete the comprehensive exit exam as a condition for program completion and graduation. The exam is designed to reflect the content and format of the national licensure exam and will assess students' readiness for entry level nursing practice.

### **ELIGIBILITY CRITERIA**

- Students must be in their final semester of study and in good academic standing
- All required coursework and clinical hours must be completed or in progress during the students last semester at the time of the exam.
- Students with documented disabilities will be accorded appropriate accommodations as outlined by the institution's disability policy. Request for special accommodation must be made at least 30-days prior to the examination date.

### **ADMINISTRATION PROCEDURES**

- The exam will be administered in a secure, proctored environment and in person.
- Students will receive advance notice of the exam schedule at least four weeks prior to the test date.
- Identification and sign-in procedures will be enforced to maintain security and integrity.
- Prohibited items to include but not limited to any electronic devices such as cell phones, smart watches, smart glasses, notes, reference material, water bottles with labels, air pods, cameras, etc.
- The Medical-Surgical section will consist of 100-questions and will be administered in 50-question increments with a 15-minute break in between each section. There will be a one-hour lunch break after the Medical Surgical section is administered.
- The Specialty section will consist of 60-questions and administered in its entirety for a maximum of two hours. A 15-minute break will follow the Specialty section.
- The Dosage Calculation section will consist of 10-questions for a maximum of 30-minutes.



## SCORING AND PERFORMANCE STANDARDS

- A benchmark passing score of 80% is required for **EACH** section of the school administered comprehensive exam and 75% on a standardized predictor exam.
- Results will be communicated to students within ten (10) business days following the examination
- Students who achieve the benchmark scores are deemed to have met the exam requirements for graduation and successful completion of their NCLEX seminar course.
- Student names are submitted to the Florida Board of Nursing every quarter following the semester that they have completed **ALL** requirements for graduation including passing **ALL** sections of the Comprehensive Exit Exam, attendance at mandated Bootcamp and/or remediation course as well as taking a predictor exam.
- Starting January 1<sup>st</sup>, 2026, students will have two opportunities to pass **ALL** sections of the Comprehensive Exit Exam and 75% on a standardized predictor exam. If the student fails to meet this requirement on their first two attempts, they will be required to repeat the NCLEX seminar course in the next semester. Fees applied will be based on normal tuition charged for that course.
- After repeating the NCLEX seminar course, a student will be given two additional opportunities to achieve an 80% benchmark in **ALL** sections of a new Comprehensive Exit Exam and must repeat and pass another standardized predictor exam with a minimum score of 75%. Failure to meet this benchmark will result in termination from the program at SUNRISE SCHOOL OF NURSING. The student will have three months from that point to complete an independent, school-approved remedial NCLEX review and request reinstatement to retake **ALL** sections of the Comprehensive Exit Exam, and another standardized predictor exam **ONE FINAL TIME**. To be considered for reinstatement, the student must provide a certificate of completion from the approved review program.
- If a student fails to achieve 80% **in EACH** section of the Comprehensive Exit Exam and 75% on the standardized predictor exam during this last opportunity, they will be permanently terminated from their respective program.
- If a student fails to meet this benchmark in the ASN program, they will have an opportunity to apply within one year for enrollment in the school's Practical Nursing program. All admission requirements will apply.
- If a student fails to meet this benchmark in the PN program, they will be permanently terminated from the PN program since SUNRISE SCHOOL OF NURSING does not offer a lower program for them to attend.

## APPEALS PROCESS

- Students may appeal their Comprehensive Exit Exam results by following the grievance and appeals procedure on pages 20-22 of the catalog.
- To maintain the security and integrity of the exam and as established by industry standards, SUNRISE SCHOOL OF NURSING does not review the Comprehensive Exit Exam nor the standardized predictor exam with students. However, if a student appeals their result and is not satisfied with the appeals committee's decision, they may request an in-person review of the Comprehensive Exit exam questions that they got wrong. This can be accomplished by scheduling an in-person session on campus to review those questions. A faculty member will be assigned to read the questions and answers that the student got wrong. The faculty member will be made available for a maximum of 90-minutes. This session will not include a discussion of the rationale for the answer to the questions which the student got wrong. The standardized predictor exams are proprietary to the exam developers and Sunrise School of Nursing doesn't have the authority to review individual questions. Students can only receive a summary of their performance on the exam.

## CONFIDENTIALITY OF EXAM RESULTS



- Individual student results will be treated as confidential educational records in accordance with institutional and legal guidelines (FERPA).
- Access to results is limited to the student, their authorized representative, relevant faculty and authorized administrative personnel.
- Data from the Comprehensive Exit Exam will be used for program evaluation and accreditation purposes.

### **ROLES AND RESPONSIBILITIES**

- Students: Prepare for and participate in the comprehensive exit exam as scheduled, attend and engage in review sessions and adhere to all exam policies.
- Faculty: Assist with exam development, provide preparatory support and uphold exam integrity.
- Program Administrators: Oversee exam logistics, maintain records, communicate with students and ensure compliance with instructional and regulatory standards.
- Disability Services: Appropriate accommodations will be considered for review for all students. Accommodation will be based on SUNRISE SCHOOL OF NURSING disability policies and procedures on page 11 of the institutional catalog.

### **PREPARATION RESOURCES**

- Students will be provided with approved study content, review sessions and practice questions to facilitate preparation for the Comprehensive Exit Exam.
- Faculty or approved vendors will offer targeted content reviews and address common areas of difficulty identified in prior cohorts.
- Supplemental study materials will be made available whenever possible.

### **POLICY REVIEW AND REVISION**

- This policy will be reviewed annually by nursing faculty and administration to ensure it remains current, effective and in compliance with regulatory body requirements and state and national standards.
- Recommendations will be reviewed, and the policy will be revised based on student performance data, NCLEX passing rates and changes to accreditation requirements.

### **CONCLUSION**

This Comprehensive Exit Exam policy is constructed to achieve and maintain the quality of the nursing program at SUNRISE SCHOOL OF NURSING. The goal of this policy is to foster competent, safe and qualified graduates who are equipped to successfully perform as entry-level nurses in the nursing profession.

By signing this acknowledgement form, I certify that I fully understand the Comprehensive Exit Exam Policy and agree to abide by its policies, rules, and procedures of my own free will, without any coercion or intimidation by any individual.

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**STUDENT'S NAME PRINT**

**Date:**   /  /  

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**STUDENT SIGNATURE**



### **CATALOG ACKNOWLEDGEMENT/Insert**

All Sunrise School of Nursing students are required to submit this Catalog Acknowledgement prior to the start of class. A copy of the Catalog Acknowledgement is retained in the student's file.

By completing and signing the acknowledgement, you certify that you are responsible for:

1. Reading the Catalog in its entirety.
2. Agreeing to comply with all policies.
3. Reviewing and understanding any changes made to the Catalog during the entire time you are enrolled as a student in the Sunrise School of Nursing (SSN) Program. Students are emailed notice of any revisions.
4. No changes will be made to program curriculum without prior approval of regulating agencies.

**Note: All changes of name, address, telephone information and email during your program dates must be reported to Admissions and Records and the Nursing Program office immediately.**

#### **• Catalog Acknowledgement**

By checking the box below, you certify that you have read the Sunrise School of Nursing (SSN) Program Catalog in its entirety.

☐ Yes, I have read the SSN Nursing Catalog in its entirety.

#### **• Policies and Procedures Agreement**

By checking the box below, you certify that you understand that you are responsible for reading, understanding, and abiding by all SSN Nursing Program's policies and procedures.

☐ Yes, I understand.

#### **• Distance Education Acknowledgement**

By checking the box below, you certify that you understand the Associate of Science in Nursing (ASN) Program includes both face-to-face instruction and distance education components delivered through the Learning Management System (LMS). You acknowledge that you are responsible for maintaining access to the required technology, actively participating in all assigned online learning activities, and complying with all Sunrise School of Nursing policies regarding attendance, course participation, academic integrity, and student identity verification.

☐ Yes, I understand.

#### **• Comprehensive Final Exam Assessment Policy**

By checking the box below, you certify that you understand that you are responsible for reading, understanding, and abiding by the Comprehensive Final Exam Assessment Policy.

☐ Yes, I understand.



- **Licensure Process**

By checking the box below, you certify that you understand the procedure to take the NCLEX licensure exam and that you are responsible for submitting the fee for the licensure exam to Pearson Vue.

☐ Yes, I understand.

- **Release**

Release of student information is required for clinical attendance at area clinical facilities. Identifying information must be provided in order to obtain access to electronic medical records. I agree to release my name, address, and SSN identification number, dates of attendance and program status when requested by clinical facilities, government, or regulatory bodies.

☐ Yes, I agree.

- **Recording**

Permission given by a member of the faculty or staff to record a class is limited to the permission to record for personal viewing only. It is, for example, never allowed to copy, file-share, sell, distribute, or publish any such recordings outside of the School. Likewise, the School respects all students' right of privacy and will not allow the recording of any class unless all parties, including faculty and students agree to be recorded. Recording outside of class time while on school property, clinical sites or during any other school related meetings or activities is not allowed under any circumstance and may result in disciplinary action by the School including a student's immediate dismissal from the School.

☐ Yes, I agree.

- **Use of Student Picture by Sunrise School of Nursing**

I give Sunrise School of Nursing permission to publish or republish any photographs or videos taken of me individually or which I may be included as part of a group, for any promotional purposes related to Sunrise School of Nursing.

I understand that I will not be compensated for the use of these photographs or videos. All rights in such photographs or videos are the property of Sunrise School of Nursing. I also release and hold harmless, Sunrise School of Nursing, its administrator, trustees, agents, and employees from all claims and demands arising out of any use of these photographs or videos.

☐ Yes, I agree.

By signing this acknowledgement form, I certify that I fully understand its content and have agreed to these policies, rules, and procedures of my own free will without any coercion or intimidation by any known individual.

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**STUDENT'S NAME PRINT**

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**SIGNATURE**

**Date:**       /      /

**ADDENDUM – FACULTY LISTING (THEORY & CLINICALS)**

| <b>FACULTY NAME</b>                                                    | <b>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION:</b>                                                                                                                                                                                                                |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guirhaine Lynne Chancy, MSN, APRN- CEO & Director of Nursing           | Barry University, Miami Shores, FL (MSN-APRN Acute Care & Gerontology, 2015)                                                                                                                                                                                            |
| Gessy Beauzil, BSN, RN- Assistant Director of Nursing                  | South University, Royal Palm Beach, FL (BSN, 2023)                                                                                                                                                                                                                      |
| Anette W. Tomlinson, MSN, RN                                           | Nova Southeastern University, Davie, FL (MSN, 2010)<br>Florida International University, Miami, FL (BSN, 2003)<br>Miami Dade College, Miami, FL (ASN, 1997)                                                                                                             |
| Irlande Kathia Crevecoer, BS,PA-C                                      | Miami Dade College, Miami, FL (Bachelor of Applied Science in Health Care, Physician Assistant Studies, 2011)<br><br>Foreign Medical Doctor (Doctor of Medicine, Universidad Autonoma De Puebla School of Medicine, Puebla, Mexico, 1996)                               |
| Michel Fechyl Millien, MS                                              | Stevens Institute of Technology, Newark, NJ (M.S. Applied Mathematics, 2004)<br>Stevens Institute of Technology, Newark, (M.S. Telecommunications, 2002)<br>New Jersey Institute of Technology, Newark NJ- Bachelor of Applied Science in Industrial Engineering, 1989) |
| Georgette Laurretta Millien, M.S.                                      | Nova Southeastern University, Davie, FL (M.S. in English and TESOL)<br>Rutgers University, New Brunswick, NJ (B.S.- English, 2004)<br>Middlesex Community College, Middlesex, NJ (AS in English, 2002)                                                                  |
| Wesley Jackson, DNP, APRN- Family and Mental Health Nurse Practitioner | Chamberlain College of Nursing, Miramar, FL (Doctor of Nursing Practice- 2014)<br><br>Florida International University, Miami, FL (MSN, 2000)                                                                                                                           |
| Marvia Forbes, BSN, RN                                                 | Broward College, Davie, FL (BSN, 2022)                                                                                                                                                                                                                                  |
| Jovianne Marcelin, MSN, RN                                             | Miami Dade College, Miami, FL (MSN, 05/2025)                                                                                                                                                                                                                            |



|                                                    |                                                                                    |
|----------------------------------------------------|------------------------------------------------------------------------------------|
| Opal Redwood, MSN, APRN- Family Nurse Practitioner | Nova Southeastern University, Davie, FL (MSN-APRN-Family Nurse Practitioner, 2022) |
| Elaine Macias, MBA, MSN, RN                        | Florida Atlantic University, Boca Raton, FL (MBA/MSN, 2020/2015)                   |
| Cecile Eloi Desormes, MSN, RN                      | Chamberlain College of Nursing, Miramar, FL (MSN, 12/2025)                         |
| Herman Winston, BSN, RN                            | Chamberlain College of Nursing, Miramar, FL (BSN, 2022)                            |
| Clodomir Delva, BSN, RN                            | Azure College of Health, Fort Lauderdale, FL (BSN, 2014)                           |
| Solange Bredy, ASN, RN                             | Palm Beach Community College, West Palm Beach, FL (ASN, 1996)                      |
| Ariahn Harris, BSN, RN                             | Chamberlain College of Nursing, Miramar, FL (05/2018)                              |
| Yolanda Alvarez Nitti, MSN, PhD                    | Columbia University (MSN, 1996)<br>Barry University (PhD, 2018)                    |
| Marjorie Rachelle Bredy, MSN                       | Florida Atlantic University (MSN, 2009)                                            |

**ADDENDUM – BOARD OF DIRECTORS**

|                             |                                       |
|-----------------------------|---------------------------------------|
| Eddy Altine, PhD            | Chairperson of the Board of Directors |
| Chantale Meo, BS            | Board Member                          |
| Karine Duverger, M.A.       | Board Member                          |
| Kenneth Hancock, MME, EMT-P | Board Member                          |



# INSTITUTIONAL CATALOG ADDENDUM (2025–2026 A01)

**Institution:** Sunrise School of Nursing

**Catalog Year:** 2025–2026

**Date Issued:** 02/01/2026

**Effective Date:** 05/18/2026

## **Section 1: Mission and Values Alignment**

**Original Location:** Institutional Catalog, Page 7

### **Statement of Change**

This addendum includes updates to multiple sections of the institutional catalog to ensure accuracy, consistency, and compliance with accrediting standards. While updates have been made to the institutional website, this addendum ensures consistency across all official institutional documents.

### **Revised Content**

Sunrise School of Nursing commits to the provision of health education that prepares the participant to enter a health career that has pathways for achievement to meet both personal and professional goals. Our school is committed to providing quality higher education and training which enables its graduates to be successful throughout challenging and rewarding nursing careers. It commits to providing educational tracts that enhance health care within the community by helping to preserve and enhance quality of life through our trained nursing graduates.

The mission of Sunrise School of Nursing is to provide the quality of life for the residents of their community and beyond. This is accomplished through:

- Diverse educational experiences that challenge students in a positive learning environment.
- Qualified and dedicated administrators and faculty offering instruction and guidance throughout all program experiences.
- Resources that complement and enhance the educational experience.
- Preparing students to meet the challenges posed by an evolving healthcare delivery system.

## **Section 2 : Online Courses and Exams**

**Original Location:** Institutional Catalog, Page 34

### **Statement of Change**

The institutional catalog previously indicated that *The Core Nursing courses in the ASN program are offered only on campus*; this has been revised to accurately reflect a hybrid instructional model that includes both on-campus sessions and structured online learning. Additionally, language regarding online examinations has been updated to clarify and strengthen student identity verification and assessment integrity through the use of secure authentication and proctored testing methods. These revisions ensure the catalog accurately represents instructional practices and aligns with accreditation standards for distance education.

### **Revised Content**

The nursing program utilizes a hybrid instructional delivery format. Core nursing courses include required on-campus instructional components, which are delivered in scheduled, intensive sessions. These on-campus



experiences are supplemented by structured distance education activities, including online coursework, assignments, and learning modules completed outside of the classroom.

To ensure academic integrity and compliance with accreditation standards, the institution implements measures to verify that the student who registers for a course is the same student who participates in and completes course requirements.

These measures include:

- Secure login credentials for access to the learning management system
- Monitoring of student activity within the online platform
- Implementation of proctored assessments (in-person and/or remote) as applicable

All unit and course examinations will be administered using approved proctoring methods or faculty-supervised processes to ensure the integrity of student assessment. The institution is committed to maintaining consistent and reliable student identity verification practices across all courses.

Students are required to attend all designated on-campus sessions and actively participate in all online learning components to meet course and program outcomes.

### **Section 3: ASN Course Sequence**

**Original Location:** Institutional Catalog, Page 58-59

#### **Statement of Change**

The institutional catalog previously listed five of the six semesters of study in the ASN program; this has been revised to include the sixth semester in the ASN program sequence to clearly reflect required end-of-program activities. The ASN final semester does not consist of a traditional course but includes mandatory requirements for graduation, specifically the predictor exam and comprehensive exit exam. This update ensures accurate representation of the full ASN program structure and graduation requirements.

#### **Revised Content**

##### ***SEMESTER VI (16-weeks):***

| <b>COURSE CODE</b> | <b>COURSE</b>                                                          | <b>TOTAL CREDITS</b> |
|--------------------|------------------------------------------------------------------------|----------------------|
|                    | Successful Completion of Predictor and Comprehensive Exit Examinations | 0.0                  |
|                    | <b>TOTAL CREDITS FOR SEMESTER</b>                                      | <b>0.0</b>           |

### **Section 4: PN Program Course Sequence**

**Original Location:** Institutional Catalog, Pages 72 and 74

#### **Statement of Change**

The institution has revised the program sequence for both the 12-month and 18-month programs to enhance curricular alignment and support student learning outcomes. The Geriatric Theory and Geriatric Clinical courses have been moved to a later point in the program sequence. In the 12-month program, these courses have been relocated from Quarter 3 to Quarter 4. In the 18-month program, the courses have been switched



from Quarter 4 to Quarter 5. There are no changes to total program clock/credit hours or course content as a result of this revision.

### **Revised Content**

#### **COURSE SEQUENCE: 12-MONTH FULL TIME PRACTICAL NURSING (PN) PROGRAM**

##### **QUARTER IV (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                     | <b>TOTAL CLOCK HOURS</b> |
|--------------------|-------------------------------------------------------------------|--------------------------|
| PN-GER103          | Geriatric Nursing                                                 | 62                       |
| PN- GER103 C       | Geriatric Nursing Clinicals                                       | 90                       |
| PN-PED106          | Pediatric Nursing: Care of Children Across the Lifespan           | 32                       |
| PN-PED106 C        | Pediatric Nursing: Care of Children Across the Lifespan Clinicals | 20                       |
| PN-TRND107         | Trends and Transition to Practice                                 | 20                       |
| PN-TRND107 C       | Transition to Clinical Practicum and Community Project            | 120                      |
| PN-NLXREV          | Practical Nursing Preparation & Review for NCLEX- PN              | 32                       |
|                    | <b>4<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b>      | <b>376</b>               |
|                    | <b>TOTAL PROGRAM FULL-TIME CLOCK HOURS</b>                        | <b>1350</b>              |

#### **COURSE SEQUENCE: 18-MONTH PART-TIME PRACTICAL NURSING (PN) PROGRAM**

##### **QUARTER IV (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-OB105           | Obstetric Nursing Care                                       | 32                       |
| PN-OB105C          | Obstetric Nursing Care Clinical                              | 20                       |
| PN-ADH102          | Adult Health Care II                                         | 90                       |
| PN-ADH102C         | Adult Health Care II Clinical                                | 120                      |
| -                  | <b>4<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>262</b>               |

**QUARTER V (3-Months):**

| <b>COURSE CODE</b> | <b>COURSE</b>                                                | <b>TOTAL CLOCK HOURS</b> |
|--------------------|--------------------------------------------------------------|--------------------------|
| PN-GER103          | Geriatric Nursing                                            | 62                       |
| PN-GER103C         | Geriatric Nursing Clinical                                   | 90                       |
| PN-PED106          | Pediatric Nursing Care                                       | 32                       |
| PN-PED106C         | Pediatric Nursing Care Clinical                              | 20                       |
|                    | <b>5<sup>th</sup> Quarter- TOTAL CLOCK HOURS PER QUARTER</b> | <b>204</b>               |

**Section 5: Course Name Change**

**Original Location:** Institutional Catalog, Page 56, 58 and 63

**Statement of Change**

The course previously titled *Pharmacology Dosage Skills Lab* has been renamed to *Nursing Pharmacology/Dosage Calculation/Medication Administration Clinical* to more accurately reflect the scope and content of the course. The revised title better captures the integration of pharmacological principles, dosage calculation, and hands-on medication administration within a clinical context. This change ensures clarity and transparency in course descriptions and aligns course nomenclature with instructional practices and learning outcomes.

**Revised Content**

Page 56

|              |                                                                              |     |          |
|--------------|------------------------------------------------------------------------------|-----|----------|
| NUR- PHM101C | Nursing Pharmacology/ Dosage Calculation/ Medication Administration Clinical | 1.0 | 45 hours |
|--------------|------------------------------------------------------------------------------|-----|----------|

Page 58

|            |                                                                              |     |
|------------|------------------------------------------------------------------------------|-----|
| NURPHM101  | Nursing Pharmacology                                                         | 3.0 |
| NURPHM101C | Nursing Pharmacology/ Dosage Calculation/ Medication Administration Clinical | 1.0 |

Page 63

**NUR-PHM101L: NURSING PHARMACOLOGY/ DOSAGE CALCULATION/ MEDICATION ADMINISTRATION CLINICAL: 1 CREDIT**

This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process to administer medications. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Upon successful completion of this course, the student will be able to calculate and administer medications safely and competently in a diverse health care setting; recognize and use medical



abbreviations; identify routes of administration; able to convert values from one measuring system to another; determine doctor's order from calculating problems versus on-hand supplies; explain and compare IV pumps and tubing for IV drug administration; demonstrate safe passing of medication using E-MAR (electronic medical administration record) system.

## **Section 6: Admission Requirements**

Original Location: Institutional Catalog, page 25

### **Revised Content**

Applicants to the PN Program are no longer required to take a TEAS exam as a requirement for admission. The language "Applicants to the Practical Nursing Program must take and pass an approved entrance assessment with a score of 60% or higher." was removed.

## **Section 7: PN Program Tuition Discount**

Original Location: Institutional Catalog, page 28

### **Statement of Change**

The institution has updated the catalog to include a tuition discount structure for the Practical Nursing (PN) programs. This change establishes a consistent and transparent approach to awarding tuition discounts based on student progression.

### **Revised Content**

Page 28

For the full-time, 12-month PN program, a \$400 tuition discount is applied upon completion of each of Quarters I, II, and III, for a total discount of \$1,200.

For the part-time, 18-month PN program, a \$300 tuition discount is applied upon completion of each of Quarters I, II, and III, for a total discount of \$1,200.

## **Section 8: NCLEX LICENSURE EXAM PROCESS**

Original Location: Institutional Catalog, page 83

### **Statement of Change**

The institution has revised the NCLEX licensure examination process to include more detailed guidance and expectations for graduates. This change establishes a more consistent and transparent approach by clearly outlining eligibility requirements, application procedures, timelines, and institutional support provided throughout the licensure process.

### **Revised Content**

Page 83

- When applying choose "examination" as your licensure method.
- Make sure you enter your name exactly as it appears on your ID.
- Ensure you have the correct graduation date to avoid rejection of your application.



- Complete a background check and LIVE SCAN fingerprinting.
  - The ORI # for Florida Board of Nursing is: EDOH4420Z.

## **Section 9: Graduation Requirements**

Original Location: Institutional Catalog, page 38

### **Revised Content**

Page 83

Successful completion of a comprehensive exit examination is a required condition for graduation. Students must achieve the established benchmark score as evidence of program competency and readiness for licensure. Students who do not meet the benchmark are required to complete a structured remediation plan and retest in accordance with program policy; graduation is not granted until the requirement is met.

## **Section 10: COURSE EXAMS**

Original Location: Institutional Catalog, page 33

### **Statement of Change**

The institution has added language on course examination pass requirements, remediation, and retakes to provide greater clarity and consistency across all programs. This change establishes a transparent framework by clearly defining minimum passing standards, conditions for exam retakes, and associated remediation expectations to support student success and academic progression.

### **Revised Content**

Page 33

#### **COURSE EXAMS**

Students enrolled in core nursing courses are required to achieve a minimum passing score of 78% on the course final examination to progress. Students who do not achieve the minimum passing score on the first attempt are permitted one additional attempt following completion of a required, faculty-directed, and documented remediation plan targeting identified areas of deficiency. The second examination is an equivalent but different version aligned with course learning outcomes. To ensure academic integrity and prevent grade inflation, the maximum recorded score on the second attempt will be capped at the minimum passing score, and students must demonstrate competency on the second attempt to pass the course. Failure to achieve the minimum passing score after two attempts results in course failure.

## **Section 11: TECHNOLOGY REQUIREMENTS AND DISTANCE EDUCATION DISCLOSURE**

### **Statement of Change**

The institution has updated the catalog to include expanded language regarding technology requirements and distance education disclosure. This change establishes a clear and transparent framework by outlining minimum technology standards, student responsibilities for access and connectivity, and key information related to the delivery, expectations, and limitations of distance education offerings.

### **Revised Content**

Page 26-27

#### **TECHNOLOGY REQUIREMENTS AND DISTANCE EDUCATION DISCLOSURE**

To support student success, all students enrolled in the nursing program are required to maintain consistent access



to appropriate technology. While courses may include online or technology-enhanced instructional methods, the program is not a distance education program and requires in-person attendance in Florida for all laboratory, clinical, and other designated learning experiences.

## **Technology Requirements**

### **Hardware**

- Personal computer (laptop or desktop; mobile devices alone are not sufficient)
- Webcam and microphone for virtual learning and proctored assessments
- Audio capability (speakers or headphones)
- Access to printing and/or scanning capability

### **Software**

- Current web browser (e.g., Chrome, Firefox, Safari)
- Word processing software compatible with Microsoft Word (.doc/.docx)
- PDF reader and document upload capability
- Updated operating system compatible with required platforms

### **Internet**

Reliable high-speed internet capable of supporting video conferencing, online testing, and course access

### **Required Platforms**

Students are required to access and utilize institutional systems, including but not limited to the Learning Management System (LMS), simulation software, and online assessment platforms. Students are responsible for maintaining active access and regularly monitoring these systems for course communications and assignments.

### **Technical Competency**

Students are expected to demonstrate basic computer literacy, including the ability to navigate online learning platforms, submit assignments electronically, and participate in virtual learning activities.

### **Distance Education and State Authorization Disclosure**

The program delivers instruction using a combination of in-person and technology-enhanced methods but is not classified as a distance education program. All students are required to be physically present in Florida to meet program requirements. The program is approved by the Florida Board of Nursing and operates under Florida regulatory authority. The institution does not seek or maintain authorization in other states, as students are not enrolled for the purpose of completing the program outside of Florida. Graduates may seek licensure in other states through the endorsement process and are responsible for meeting the licensure requirements of the state in which they intend to practice.

### **Compliance**

Failure to maintain required technology or meet in-person attendance requirements may result in the inability to meet course objectives and program outcomes. Compliance with these requirements is a condition of enrollment and progression in the program.

## **Implementation Statement**

All changes outlined in this addendum are effective as of the date listed above and will be incorporated into future editions of the institutional catalog.

### **Approval**

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_