STUDENT CATALOG



GALEN COLLEGE OF NURSING

Panama City Beach Campus | Volume 1

July - December 2026

GalenCollege.edu

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www.GalenCollege.edu

Information is current at the time of publication.
All policies contained in this volume are in effect until a subsequent catalog or addendum is published online at https://galencollege.edu/campuses/.
Galen College of Nursing reserves the right to modify and make exceptions to policies as necessary, without prior notice. Students accepted into any program of study agree to this upon signing the Enrollment Agreement.

Branch Campus: Panama City Beach, Florida
Volume 1, July - December 2026

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to enrolled and prospective students, parents, employees, and the public. This information, including applicable lists of faculty credentials, is available to you online at https://galencollege.edu/consumer-disclosures.
Faculty credentials lists are reviewed and updated on a quarterly basis.


GALEN COLLEGE
OF NURSING

GENERAL INFORMATION



GALEN
COLLEGE OF NURSING

Vision, Mission, Goals and Values

Our Vision

We change the life of one to care for the lives of many.

Our Mission

We expand access to innovative nursing education that prepares competent, confident, compassionate nurses who advance healthcare and strengthen communities.

Our Goals

Student Success - Support students from enrollment through graduation by fostering academic persistence, satisfaction, NCLEX® success, and practice readiness.

Mission Aligned Talent - Attract, develop and retain a high-performing, mission-driven workforce by fostering excellence in a purpose-filled culture where people thrive and contribute meaningfully.

Organizational Optimization - Improve service efficiency in delivery and support to reduce manual efforts and create scalable processes that directly impacts the student and the employee experience.

Galen & HCA - Strategic alignment and integration between Galen College of Nursing and HCA Healthcare to strengthen the nursing workforce pipeline, enhance clinical learning, and support shared goals for quality, growth, and innovation.

Innovation - Build innovation as a core capability, where transformative ideas scale rapidly to improve student learning, nursing education and practice, operations, and the student experience.

Growth - Strategically expand Galen's impact by delivering solutions that meet nursing workforce demand.

Our Values

Inclusivity - I foster an environment that provides opportunity for every individual to reach their full potential.

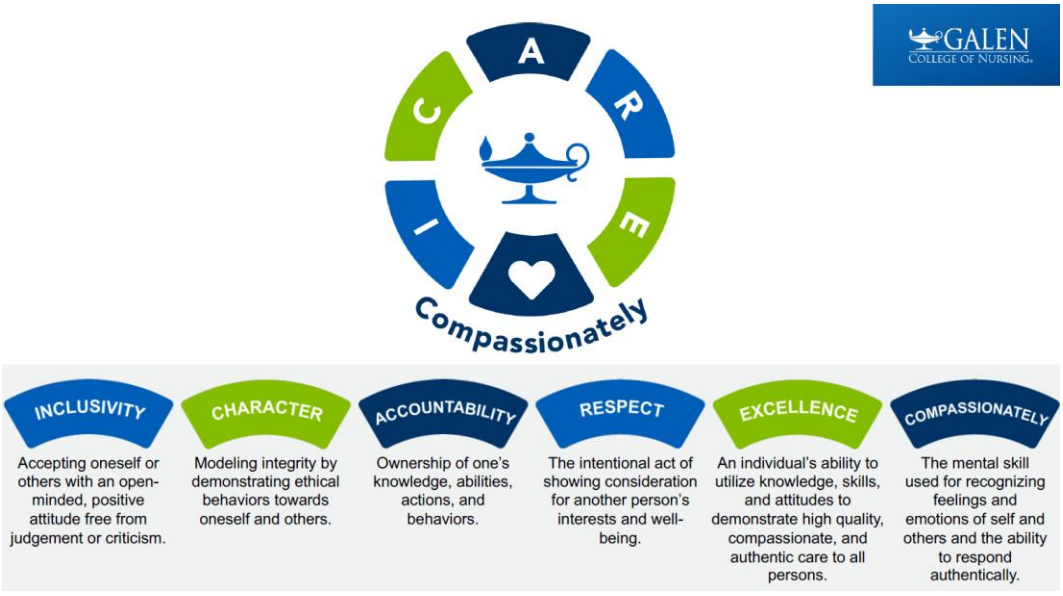
Character – I act with integrity and compassion in all I do.

Accountability – I own my role and accept responsibility for my actions.

Respect – I value every person as an individual with unique contributions worthy of consideration.

Excellence - I commit myself to the highest level of quality in everything I do.

Our Compassionate Care Model



Our History

Galen was established by Humana Health Institutes, Inc. (Humana) in 1989 with a sole focus on nursing education. At this time, Humana was positioned as one of the largest insurance providers and healthcare systems in the country and developed a practical/vocational nursing (PN/VN) program in response to a severe national nursing shortage. Initially offered in Louisville, Kentucky; San Antonio, Texas; and Tampa Bay, Florida, these programs continue to address the healthcare needs of the communities they serve and are exemplars of excellence in nursing education.

Galen officially became Galen College of Nursing in 2005, with the establishment of a prelicensure associate degree nursing (ADN) program at the Florida and Kentucky campuses. As part of Galen's evolution as a college came the decision to establish its first independent Board of Directors in 2006. The College received initial accreditation with SACSCOC in 2013 and became a Level II institution upon offering a baccalaureate degree in nursing in 2014. In 2016, Galen responded to a severe nursing shortage in rural Appalachia by offering the ADN program in Hazard, KY. In 2019, Galen became a Level III institution upon offering a master's degree in nursing. In 2020, HCA Healthcare, Inc., the nation's largest healthcare provider, acquired a majority ownership stake in the College's parent company in order to partner with the College in meeting its mission of expanding access to nursing education for diverse learners across the country. In 2022, Galen became a Level V institution upon offering a doctor of nursing practice, making the College the first comprehensive nursing education institution offering access to nursing at all educational levels.

Galen has over 35 years of experience in delivering nursing education, and since 1989 has graduated more than 50,000 nurses. Galen is one of the nation's largest educators of practical and registered nurses, a success we attribute in part to our committed, caring faculty and small class sizes, diverse clinical and field/preceptorship experiences, as well as our expertise in delivering quality on-ground and online nursing education programs.

Accreditations

For additional information regarding the accreditation of Galen and our programs, please visit our website at https://galencollege.edu/about-galen/accreditation.

Regional Accreditation

Galen College of Nursing (Galen) is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees. Galen may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Galen may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Galen consists of a Main Campus located in Kentucky and off-campus instructional sites in Florida, Ohio, Nevada, North Carolina, South Carolina, Tennessee, Utah, Kansas, Georgia, Virginia, Colorado, and Texas. Branch campus accreditation is dependent upon the continued accreditation of the Main Campus.

Programmatic Accreditation

Campus	Program	Programmatic Accreditor
Panama City Beach, FL	Associate Degree in Nursing Program	The College is in the process of submitting the documentation necessary to initiate the Candidacy process with the Accreditation Commission for Education in Nursing (ACEN).

Approvals

The individual programs offered by Galen College of Nursing are approved by the Board of Directors of the College.

Galen and its individual programs have met the educational standards for approval, authorization, or licensure from the following national and state organizations:

Florida

Florida Board of Nursing
4052 Bald Cypress Way, BIN C02
Tallahassee, Florida 32399

Licensed by the Florida Commission for Independent Education
Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888) 224-6684.

Memberships and Affiliations

Galen is a member agency of the **National League for Nursing (NLN)**. The NLN is a leader in setting national educational standards for the nursing workforce through education, development, and research.

Galen is a member agency of the **Organization for Associate Degree Nursing (OADN)**. OADN is the leading advocate for associate degree nursing education and practice and promotes collaboration in the future of healthcare education and delivery.

Campus Locations, Amenities, and Degree Offerings

Amenities at the Galen campuses include:

- multimedia classrooms;
- clinical learning laboratories outfitted with highly specialized models, mannequins, and equipment to simulate clinical practice;
- student study and lounge areas;
- conference rooms;
- free parking; and,
- accessible restrooms.

Branch Campus – Panama City Beach

Galen College of Nursing
Panama City Beach Campus
200 Richard Jackson Blvd,
Panama City Beach, FL 32407
(513) 453-6302

The Panama City Beach Campus is 30,000 square feet.
Nursing programs offered at the Panama City Beach Campus include the ADN program.

Galen College of Nursing Administration

Mark A. Vogt..... Chief Executive Officer
Tracy A. Ortelli, PhD, RN, CNE, ANEF, FAAN..... President and Chief Academic Officer
Steve Hyndman, EdD .....Executive Vice President of Academic Affairs
Audria Denker, DNP, RN, FAADN .....Chief Clinical Operations Integration and Experience Officer
Jennifer L. Stewart PhD..... Dean of Arts and Sciences
Elizabeth Mulhollon, MAT ..... Disability Services Manager
Danielle Edwards.....Community Resource Specialist; Section 504/Title IX Coordinator
Page Marshall, MEd ..... Community Resource Specialist; Section 504/Title IX Coordinator
Rachel Horn, BA ..... Community Resource Specialist; Section 504/Title IX Coordinator
Deb Jennings, DNP, MSN, RN .....Regional Dean and Program Administrator

Where to Go When You Need to Know

myGalen Homepage

This one-stop hub contains resources students may need in one convenient location. my.galencollege.edu features a personalized homepage with access for students with a single login. Students will log in using Single Sign-On (SSO) with the same username and password used for all their Galen services.

Access:

- Email
- Student Account
- Resources and Help
- Class Schedule
- Course-Related Tools
- Canvas
- Student Self-Service
- Zoom
- Financial Aid Resources
- Library Related Tools
- IT Support
- All Access Portal
- Papercut Printing
- On-Demand Advising
- Enrollment Tracker
- Advising Department
- Rave Alert

myGalen Mobile App

(Available for iPhone® and Android™ devices)

This new tool is designed to simplify access to essential Galen resources, giving students the ability to connect to what they need anytime, anywhere.

Download myGalen Mobile App!

Apple iPhone®

Android™

iPhone is a registered trademark of Apple, Inc. The trademark Android is owned by Google Inc. Apple, Inc. and Google Inc. do not sponsor or endorse Galen College of Nursing in any manner.


GALEN COLLEGE
OF NURSING


GALEN COLLEGE
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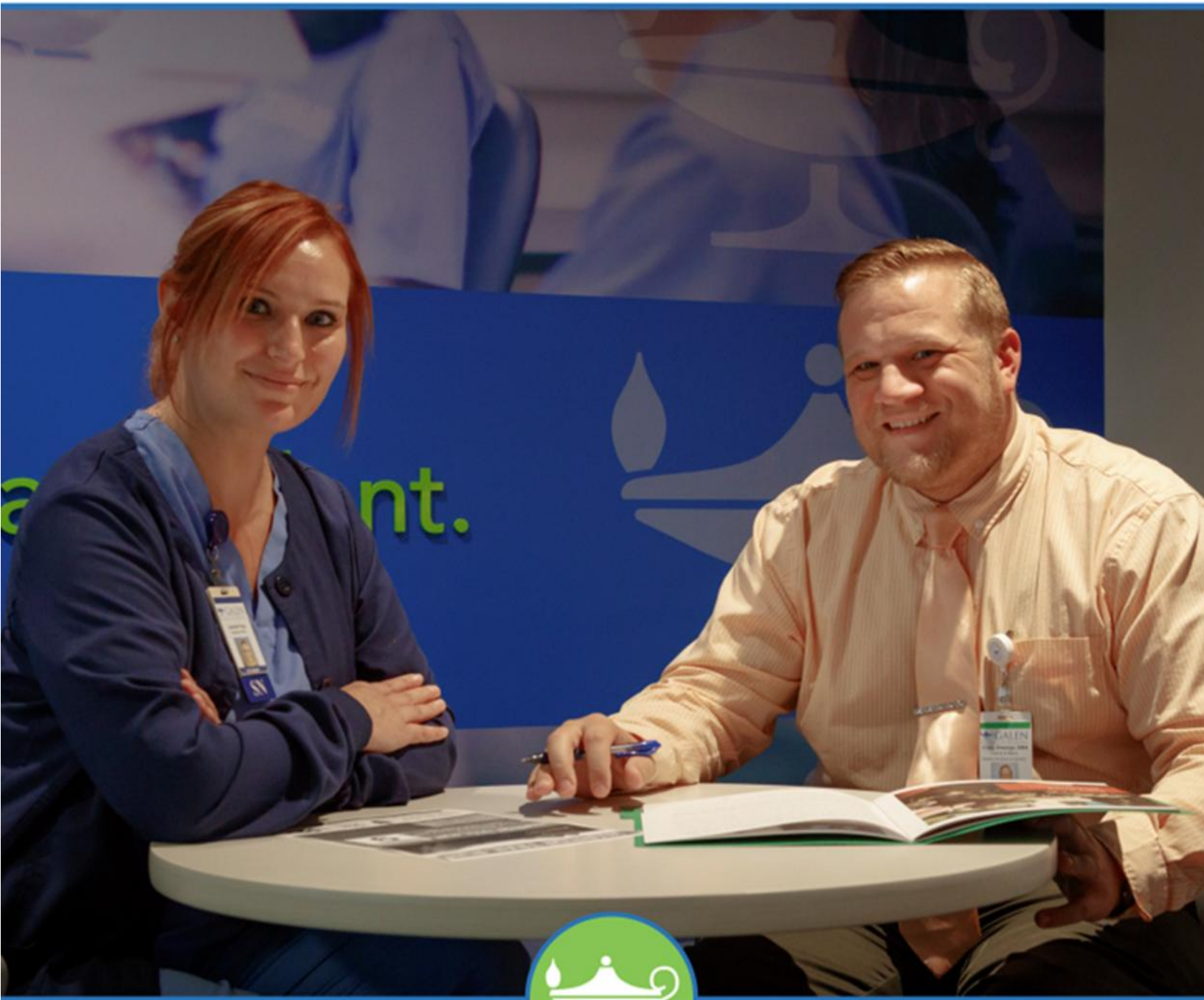
ADMISSIONS



GALEN
COLLEGE OF NURSING

Admission to Galen

Admission is selective and based upon available facilities and resources in the community and within Galen. Applicants may apply for admission into the program for the Spring, Summer, Fall, or Winter quarter Acceptance into the desired program will be made after a review of the applicant's file. Students may be accepted up to the third day of classes, subject to approval by the Program Administrator (or designee). The Program Administrator is identified as the academic administrator of record with the State Board of Nursing. These responsibilities are assumed by an academic administrator and may have the title of Program Administrator, Assistant Dean, Associate Dean, Dean, Regional Dean, or Executive Dean or other. An applicant, previously enrolled at Galen who did not graduate and who is not seeking program re-entry, needs Program Administrator (or designee) approval prior to acceptance into another program. Please refer to the Galen College Administration section for a listing of academic administrators.

Requirements	ADN Program*
	Two-year Option
General Admission Requirements	• Must be a high school graduate, possess a General Education Development (GED) diploma, or other recognized high school equivalency test. • Must be able to communicate effectively in English.
TESTING REQUIREMENTS The Test of Essential Academic Skills (TEAS) is the College's official entrance examination. Applicants may be granted acceptance into the College based upon equivalent entrance test scores on other qualifying examinations, including the ACT, SAT, HESI A2, and Multilevel PAX, or evidence of a previously earned bachelor's degree or higher from an accredited institution. Admission test scores must have been earned within the last five years. The Galen ATI TEAS score is calculated based on the composite score of Math, Reading, and English sections on the exam.	
TEAS	55.0%
ACT	19
SAT	1030
Multilevel PAX	95
Any individual wishing to retake the TEAS examination is required to wait a minimum of 30 days before being eligible to repeat. The TEAS examination may not be taken more than three times within a 12-month period.	
Earned Degree	
GPA	
Licensure	

**Galen's prelicensure programs consist of the ADN Program. Applicants that have a previously earned baccalaureate degree and a cumulative GPA of 2.0 or better on a 4.0 scale are not required to submit a college admission score.*

Unencumbered Licensure

Unencumbered licensure is defined as a license in which there are no provisions that limit the licensee's scope of practice, such as an active disciplinary action(s), condition(s) or restriction(s) by a State Board of Nursing.

Distance Education Enrollment Matters

In order to enroll and continue enrollment, students attending any Galen program must remain a resident of a state which Galen has all necessary approvals. Students who travel or change their residency to a state or territory where Galen does not have all necessary approvals may be required to withdraw from the program. It is the student's responsibility to notify the Program Administrator immediately if they intend to change their state or territory of residency or travel outside of the country. Additional information related to Galen's approvals can be found at http://www.galencollege.edu/about-galen/approvals/.

Other Policy Matters

Galen reserves the right to:

- Deny admission to an otherwise qualified applicant,
- Revoke admission based on an adverse background, drug or fingerprint screening, or
- Defer qualified applicants to future start dates.

Legal Matters

Some state professional standards prohibit the issuing of a nursing license to a convicted felon. In addition, healthcare facilities routinely refuse to allow convicted felons into the clinical setting to obtain a clinical experience. As a result, Galen requires applicants of the prelicensure programs who have been convicted of a felony, misdemeanor, or any criminal acts to disclose this information as a mandatory step in the application process. Galen reserves the right to deny admission to any applicant who has a criminal record and may revoke acceptance of a student who does not fully disclose the nature or extent of any felonies, misdemeanors, or criminal convictions. Please see the Criminal Background Screening Policy below for more information.

Application Process for Galen College of Nursing Programs:

	ADN Program
Submit completed application.	√
Submit non-refundable entrance testing fee or request copy of ACT or SAT scores to be sent directly to Galen.	√
Schedule an Entrance Examination.	√
Submit proof of high-school graduation, receipt of General Education Development (GED) diploma, or other recognized high school equivalency test.	√
Submit transcripts from all postsecondary schools attended if requesting evaluation of transfer credit.	√

Upon completion of the application process, Galen will consider the application in totality. Applicants accepted or rejected by Galen will be notified.

Enrollment Process Following Program Acceptance:

	ADN Program
Schedule appointment with Enrollment Counselor to sign enrollment agreement and arrange for payment of tuition and fees. *	√
Attend orientation held prior to the first day of classes. Orientation familiarizes students with Galen officials, policies, and procedures.	√
Submit a medical packet that includes physical examination and immunization record documentation to the Office of Academic Records. †	√
Pass criminal background screening prior to start of classes. Criminal background screening fee is non-refundable.	√

* *All requests for transfer credit must be approved prior to signing the enrollment agreement. Please see the Transfer Credit Earned at Other Institutions Policy for complete information. Contact information for scheduling the appointment is included in the acceptance letter.*

† *For specific immunization requirements currently in effect, please see Health & Immunization Requirements on the Galen website at https://galencollege.edu/consumer-disclosures/.*

Proof of High School Graduation or GED Diploma

Graduation, GED diploma, or other recognized high school equivalency test in order to demonstrate compliance with admission criteria. Please contact Admissions for information about acceptable forms of documentation.

Once Galen has evaluated the documentation, the applicant will be notified whether they may proceed with the admissions process.

Home-Schooled Applicants

Admissions will evaluate home-schooled applicants to determine if the high school education for the applicant meets our proof of graduation requirement. Please contact the Admissions Office for information about required documentation or other recognized high school equivalency test.

Once Admissions evaluates home-schooled student documentation, the applicant will be notified whether they may proceed with the admissions process. Applicants may also proceed with the admissions process by earning a GED diploma.

Transcripts from Foreign Schools

Transcripts from foreign schools must be reviewed by a National Association of Credential Evaluation Services (NACES) approved evaluating agency. Visit https://naces.org/members/ for a list of approved agencies. The official transcript evaluation must be submitted directly to the Office of Academic Records.

Criminal Background Screening Policy

Galen believes that the enrollment of qualified students contributes to the overall success of the education process. Background screens and reference checks serve as important parts of the enrollment process at Galen. This information is collected as a means of obtaining additional applicant-related information that helps determine their overall qualifications, ensuring the protection of the campus community and meeting the safety standards required by our clinical partners.

Admission to the College does not guarantee eligibility for clinical placement or future professional licensure.

Scope

At Galen, background screens and reference checks will be conducted on every student applicant. This process verifies the accuracy of information provided by the applicant.

The following verifications may be conducted:

- Social Security Number Trace & Verification
- Criminal History Check (County/State, and Federal records, if applicable)
- Sexual Offender and Predator Registry
- Applicable State Medicaid Exclusion Lists
- GSA List of Parties Excluded from Federal Programs
- OIG List of Excluded Individuals/Entities

Nursing is a safety-sensitive profession, and many clinical partners maintain specific eligibility standards; as a result, certain offenses may require additional review to determine clinical and program participation.

Applicants who have been convicted of a felony or a misdemeanor in any of the categories listed below within the past seven (7) years, will not be admitted unless there are mitigating circumstances.

- Violent Crimes: Murder, homicide, manslaughter, concealment of a homicidal death, assault (felonious/aggravated), battery, kidnapping, or unlawful restraint.
- Sexual Offenses: Sexual assault/battery, sexual abuse, unlawful sexual behavior, or registration as a sex offender.
- Crimes Against Vulnerable Populations: Abuse, abandonment, abduction, neglect, or financial exploitation of a child, elderly, or disabled person.
- Property & Financial Crimes: Theft, robbery, burglary, arson, criminal trespass, misapplication of fiduciary property, or fraud/deception.
- Weapons Offenses: Unlawful possession/use of weapons or aggravated discharge of a firearm.
- Drug Offenses: Felony conviction for manufacture, delivery, trafficking, or possession of controlled substance(s).
- Other: Aiding suicide, or any conviction under state, federal, or military law substantially similar to the elements of the offenses listed above.

The review of mitigating circumstances must be approved by the Program Administrator (or designee). A student may appeal this decision to the Provost.

Galen will ensure that all background screens and reference checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable.

Reentry & Break in Service

Students who experience a break in service of more than twelve (12) months, will be subject to an additional background screening, at the student's expense, upon reentry.

Recordkeeping

All information obtained from the background screening and reference check process will only be used as part of the enrollment process and kept strictly confidential. Only approved personnel at Galen will have access to this information. In addition, Galen may release information obtained from background screening to clinical providers as a result of the applicant's participation at said clinical facility.

Readmission to Galen

Application Process

A former Galen student who experienced a break in service may apply to return to Galen College of Nursing by submitting the Request for Readmission Application, which can be found on the College website at galencollege.edu/readmissions.

Readmission applicants requesting to return to the same campus within one year of withdrawal will be reviewed for acceptance based on the following criteria:

- No prior program dismissals
- No prior disciplinary actions
- No more than two prior unsuccessful course attempts

Readmission applicants who do not meet the above criteria may be reviewed by the Readmission Committee, who will make a recommendation to the Program Administrator (or designee), whose decision will be final. *The Program Administrator (or designee) will have up to 5 business days to make the final decision; otherwise, the Readmission Committee's decision will be considered final.*

Readmission decisions will be communicated in writing within ten (10) business days of the Program Administrator's (or designee's) final decision.

A student applying for readmission must have all required documentation completed in accordance with all published deadlines in order to be re-enrolled and registered. This includes meeting all financial obligations and/or any clinical participation requirements for courses with a clinical component. Readmission acceptance is dependent upon program and capacity availability.

Readmission Policies & Procedures

Students who experience any break in service will be charged a registration fee and may be subject to an additional background and drug screening, at the student's expense, upon reentry.

Readmitted students who experience any break in service may be required to retake courses or demonstrate proficiency in competency requirements, and are required to meet curriculum requirements in effect at the time of readmission. Students who are readmitted following a dismissal for unsatisfactory academic performance may be admitted in a conditional status and may be required to follow remediation steps to help them be successful in their coursework. Failure to adhere to the conditional readmission requirements may result in the student's dismissal from the program. This conditional status will be reviewed at the end of each term.

Repeated courses may be at the student's expense, upon reentry. All decisions will be made final at the discretion of the Program Administrator (or designee). Please refer to the Transfer Policies section for additional information regarding general education course credits.

Please refer to sections on Repeating a Course and Financial Information for additional information regarding these policies.

Transfer Policies

Transfer of Galen Credits

Galen College of Nursing (Galen) is institutionally accredited. Prospective students who plan to continue their educational studies are encouraged to speak with Galen staff members about their plans and to request assistance in answering questions regarding transfer of credit.

Credits earned at Galen may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Galen. You should obtain confirmation that Galen will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Galen to determine if such institutions will accept credits earned at Galen prior to executing an enrollment contract or agreement. The ability to transfer credits from Galen to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at Galen if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution.

It is highly recommended that you familiarize yourself with Galen's transfer of credit policy, as well as the policies of any other institutions to which you may wish to transfer credits earned at Galen, before signing an enrollment contract or agreement.

Intercampus Transfers

Both current and former students in Satisfactory academic standing may request to transfer from the nursing programs at one Galen campus to another, if applicable and space is available. To be considered, current students should contact their current campus Registrar by week six of the term to initiate the transfer request process. Former students wishing to transfer should refer to the Readmission to Galen process for complete information. All transfer decisions will be made at the discretion of the Program Administrator (or designee), whose decision will be final. Students who

transfer campus or program will be subject to the tuition and fees currently in effect for their chosen program, as well as any other campus-specific policies. Active students approved to transfer will be withdrawn and re-enrolled into the new campus and/or program during the term break. Failure to re-enroll into the new campus and/or program will result in a withdrawal and students should refer to the Readmission to Galen process for information on returning to Galen.

Program Transfers

Both current and former students in Satisfactory academic standing may request to transfer between programs, if applicable and space is available. To be considered, current students should contact their campus Registrar by week six of the term to initiate the transfer request process. Former students wishing to be readmitted to a different program should refer to the Readmission to Galen process for complete information. All transfer decisions will be made at the discretion of the Program Administrator (or designee), whose decision will be final. Students who transfer campus or program will be subject to the tuition and fees currently in effect for their chosen program, as well as any other campus-specific policies. Active students approved to transfer will be withdrawn and re-enrolled into the new campus and/or program during the term break. Failure to re-enroll into the new campus and/or program will result in a withdrawal and students should refer to the Readmission to Galen process for information on returning to Galen.

Transferring Credit Earned at Other Institutions

If an applicant is currently attending or has attended a school other than Galen with a related curriculum, they may be able to obtain credit for those courses. A request for evaluation of prior or current courses and credits must be submitted and approved prior to signing the enrollment agreement. A copy of the official transcript(s) of the courses to be considered for transfer must be sent to Galen directly from each school, college, or university attended. Submission of these documents is considered to be a request for evaluation.

The Program Administrator (or designee) will have discretion to accept or reject transfer credits. Applicants may be requested to provide a copy of the school catalog with course description and/or a syllabus for the course. To be considered for transfer credit, a grade of "C" or higher must have been earned in the course, and the course must have been earned at an accredited college or university. Letter grades for courses that are accepted for transfer will not be computed into the student's Galen grade point average (GPA). Please refer to Galen's Residency Requirements for complete information.

Credit earned in a term covered by academic bankruptcy will not be considered for transfer to Galen regardless of the grade recorded. Academic Bankruptcy is a practice at some institutions whereby an entire term is removed from a student's progress record and does not count toward GPA, SAP or graduation requirements.

Prelicensure Programs

Only general education and interdisciplinary courses listed in the curriculum plan may be options for transfer to Galen's prelicensure programs. The following table provides additional information and requirements regarding those courses that may be eligible for transfer.

Course(s)	Eligible for Transfer
	ADN Program
BSL 101 - Principles of Pharmacology	No
AID 1040 - Introduction to Artificial Intelligence and Digital Literacy	No
GPS 1200- Pathway to Success	Will be considered if applicant has an earned bachelor's degree from an institution with which Galen has a current, formalized articulation agreement on record.
PHM 2500 – Introduction to Pharmacology	Not Offered
BIO 1100/50 Anatomy and Physiology 1 BIO 1300/50 Anatomy and Physiology 2 BIO 2100 Microbiology for Healthcare Professionals	Will be considered if applicant has 1) achieved Galen's established benchmark score on the ATI TEAS science subcomponents on an ATI TEAS taken in the past five years OR 2) if applicant has an earned bachelor's degree from an institution with which Galen has a current formalized articulation agreement on record.
Other Science and Math Courses	Will be considered if completed within five (5) years of start date

Transfer of Credit – Advanced Placement (AP) Courses

Transfer credit will only be considered for general education courses listed in the Student Catalog. The applicant will be required to have an official grade report sent by the College Board demonstrating subject mastery of "3" or above on the corresponding examination before credit will be awarded. The applicant must indicate that they wish to request an evaluation of advanced placement coursework when submitting the initial application. If accepted, this score will be recorded as a "transfer" or "T" grade on the grade transcript. Please refer to Galen's Residency Requirements for complete information. To be considered for transfer, AP credit must have been earned within the past five (5) years for science and math courses.

Proficiency Examinations Policy

Students may be eligible to earn credit for select general education courses on the basis of scores earned on the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST), nationally standardized proficiency examinations.

Official results must be received by the College prior to signing the enrollment agreement. If accepted, scores will be recorded as a "transfer" or "T" grade on the transcript. Credit may not be granted for a proficiency examination in which a student has already taken the equivalent course. Please refer to Galen's Residency Requirements for additional information.

The following CLEP and DSST proficiency examinations will be considered for credit at Galen.

Associate Degree in Nursing Program

CLEP Proficiency Examination	Course Equivalent	Minimum Passing Score Required
College Composition Modular or English Composition	ENG 1105 - English Composition	50
College Algebra	MAT 1205 - College Mathematics	50
Introductory Psychology	PSY 1205 – Introduction to Psychology	50
Sociology	SOC 1305- Introduction to Sociology	50

CLEP credit for MAT 1205 College Mathematics must have been earned within the past five (5) years.

Equal Opportunity, Discrimination, and Harassment Policy

Galen maintains and enforces a policy of affording equal opportunity to all individuals. This policy prohibits Galen, its faculty, staff and other employees from discriminating against any applicant or student because of gender, race, age, color, disability, national origin, religion, or other category protected by applicable federal, state, or local law. This policy extends to all of Galen's programs and activities and to all aspects of Galen's relationship with its applicants and students, including admissions and access to, and treatment and employment in, Galen's programs and activities.

Galen maintains and enforces a policy that prohibits harassment of its applicants and students based on legally protected status. Unwelcome conduct based on gender, race, age, color, disability, national origin, religion, or other protected category, that interferes with an applicant's or student's equal access to, or equal opportunity to participate in, Galen's programs or activities, or creates an intimidating, hostile or offensive environment, is prohibited. Such harassment may include sexual propositions or innuendos, suggestive comments, teasing or jokes concerning race, gender, etc., obscene or offensive language or gestures, displays of obscene or offensive materials, or physical conduct. It is unlawful and a violation of Galen policy for a faculty member or anyone in a position of authority to base any evaluation or decision on submission to or rejection of unwelcome sexual advances, requests for sexual favors, or other harassment.

Galen's policy also encourages applicants and students to promptly report discrimination and harassment. If a student has been the victim of discrimination or harassment, has witnessed discrimination or harassment, or has a question about the discrimination or harassment policies (including student-on-student harassment), the student should notify a ***Section 504/Title IX Coordinator: Danielle Edwards, (726) 245-2026, dedwards@galencollege.edu, Page Marshall, (828) 820-2164, emarshall@galencollege.edu, Rachel Horn, (502) 709-7734, rhorn@galencollege.edu, or Elizabeth Mulhollon, (502) 709-8011, emulhollon@galencollege.edu.***

Galen prohibits retaliation against applicants or students because they have reported discrimination or harassment or participated in an investigation of a discrimination or harassment complaint.
Galen will conduct a prompt and appropriate

investigation of each discrimination or harassment complaint. If discrimination or harassment is alleged to have occurred, Galen will take steps to stop the discrimination or harassment and will take disciplinary action against the person responsible.

Accommodations for Qualified Students with Disabilities

Galen complies with all state and federal laws concerning individuals with disabilities and provides reasonable accommodations to individuals with disabilities in accordance with applicable laws. Any applicant or student who wishes to request an accommodation may do so by contacting a ***Section 504/Title IX Coordinator: Danielle Edwards, (726) 245-2026, dedwards@galencollege.edu, Page Marshall, (828) 820-2164, emarshall@galencollege.edu, Rachel Horn, (502) 709-7734, rhorn@galencollege.edu, or Elizabeth Mulhollon, (502) 709-8011, emulhollon@galencollege.edu.***

Any individual who has a concern about an accommodation, or about discrimination or harassment based on a disability, should report their concern using the procedures described in Galen's "Equal Opportunity, Discrimination, and Harassment" policy.

Accommodations are individually determined by Disability Services. The provision of academic adjustments and auxiliary aids and services are based upon necessity and appropriateness. Some accommodations may be appropriate in a classroom setting, but might prove unworkable, compromise the integrity of the setting's expectations, or pose an undue burden or unsafe patient care in a clinic placement. Students eligible to receive disability accommodations are expected to review implementation of supported accommodations with their course faculty as early in the term as possible. In online courses, students receiving accommodations for quizzes or exams may, at the faculty member's discretion, be required to test on-ground, in a proctored environment. If a particular accommodation would fundamentally alter the course or create an undue burden or unsafe patient care application, Galen reserves the right to modify or decline the accommodation as deemed appropriate and necessary. It is the student's responsibility to promptly notify the Section 504/Title IX Coordinator if they believe they have not received timely or effective accommodations to enable the Section 504/Title IX Coordinator to investigate and take appropriate action in a timely manner.

Students who experience any break in service and wish to have their prior accommodations considered for reinstatement must contact their campus Section 504/Title IX Coordinator. Depending on the length of time that has passed and the nature of the condition, a student may be required to provide updated documentation from their external treatment professional which will be reviewed according to Galen's Establishing and Maintaining Eligibility for Accommodations procedure. Until the eligibility process is completed, a student may not be afforded accommodation.

Additional information can be found in Galen's Nursing Technical Standards, as well as the Establishing and Maintaining Eligibility for Accommodations procedure.

Reduced Distraction Testing Environment

A reduced distraction testing environment means that the student with approved accommodations will be provided a testing environment that is reasonably quiet and limits interruptions and other environmental influences with low external distractions.

A reduced distraction testing environment allows for increased control of lighting, noise, seating arrangements or other distractions that may impact student performance in a testing situation. Tools that may help further reduce distractions for students may include: noise cancelling headsets, ear plugs, or study carrels when available. The environment can include taking examinations with other students in a classroom, laboratory or computer lab setting, where there is at least one empty seat between each test taker, talking is restricted on entering the test environment, movement into or out of the testing environment is limited, with a proctor (or proctors) in the room to ensure minimal distractions and test security.

Pregnant and Parenting Students

Students may request reasonable accommodations as a result of pregnancy, childbirth, or related conditions by following Galen's Establishing and Maintaining Eligibility for Accommodations procedure.

Examples of accommodations may include, but are not limited to the following:

- Accessible seating
- Restroom breaks during class

- Access to lactation rooms during class
- Rescheduling exams
- Submitting work after a deadline missed due to pregnancy or childbirth
- Excusing absences due to pregnancy or related conditions

Additional information may be found on the Galen website.

Service Animals

Galen College of Nursing is committed to providing equal access for individuals with disabilities. Pursuant to these commitments, service animals are permitted on campus for persons with disabilities in accordance with the Service Animal Policy. Prior to arrival on campus, an individual with a service animal is encouraged to contact a Section 504/Title IX Coordinator. For additional information regarding the Service Animal Policy, please visit the Accommodations page of the Galen website.

Establishing and Maintaining Eligibility for Accommodations

1. Information regarding accommodations for applicants or students with disabilities is available on the Galen website, in the Student Catalog and by contacting the campus admissions office or Section 504/Title IX Coordinator.
2. Any applicant or student who wishes to request an accommodation may do so by contacting the Section 504/Title IX Coordinator at accommodations@galencollege.edu.
3. The student is expected to provide Galen with pertinent documents from an external treatment professional*, such as a physician, licensed psychologist, or psychiatrist. These documents alone may not be sufficient to establish eligibility but will be used in evaluating the student's request and will assist designated Galen representatives in assessing the student's condition. These documents will be kept confidential, in accordance with the Family Educational Rights and Privacy Act (FERPA).
4. Official documentation from the student's external treatment professional* should include at least the following information:
   a. A diagnosis of the student's condition and onset of same; The diagnosis(es) name and appropriate ICD-10 code(s) using the DSM-V TR Criteria, if applicable.
   b. Assessment instruments/tools used to arrive at the diagnosis(es) stated above.
   c. Severity of the condition and if intermittent, explain when the condition arises and its impact on functioning;
   d. Impact of the condition(s) on major life activities in comparison with most people in the general population;
   e. Functional limitations associated with the condition(s);
   f. Specific recommendations for accommodations, with rationale for recommendations, in any placement setting.
   g. Depending on the nature of the condition, documentation may need to fall within a certain time frame. Most conditions will need to be assessed during adulthood. Galen recommends that documentation generally be no older than three years. However, a condition that is not likely to change over time will not necessarily be subject to such a timeframe. In contrast, with respect to certain health and mental health conditions that may be active and require accommodation adjustments, Galen reserves the right to require documentation as recent as six months. Students are encouraged to consult with the 504 coordinator before securing additional documentation that may not be necessary. In all cases, the documentation should include recommendations for reasonable accommodations necessary to address a student's current functional limitations.
5. The student must meet with a Galen 504 Coordinator to discuss the request for accommodations. If the documentation is incomplete, the 504 Coordinator will inform the student of what is missing. For an appointment, contact the campus Section 504/Title IX Coordinator.
6. After appropriate documentation has been provided, the student will meet with the College Accommodations Counselor, who will review the student's documentation and proposed accommodations and make recommendations for approval, denial, or modification of the proposed accommodations.
   Accommodations will not typically be afforded until these steps are completed and are not retroactive. Therefore, Galen recommends that

the student proceed to collect the necessary documentation during enrollment to the College.

7. When the 504 Coordinator has confirmed that the proper documentation required to receive an accommodation is in place, official notification to be provided by the Section 504/Title IX Coordinator to the student's faculty for the current term (and Program Administrator, if applicable). Specific accommodations will be named in the notification. The student will be notified of the accommodations to be provided.
8. Once the student's faculty has been notified by the Section 504/Title IX Coordinator that the student is eligible for disability accommodations, the student is expected to review implementation of required accommodations with their course faculty as early in the term as possible.
9. At the end of each academic term during which the student is enrolled at Galen, the student is responsible for requesting that notification about his or her eligibility for accommodations be sent to his or her faculty for the following academic term. Depending on the nature of the student's condition, accommodations may be altered. The student must submit the notification request in writing to the campus Section 504/Title IX Coordinator.
10. Questions or concerns may be directed to the Section 504/Title IX Coordinator.

** An external treatment professional is defined as a healthcare professional qualified in the diagnosis and treatment of learning, emotional, health, or physical disabilities.*


GALEN COLLEGE
OF NURSING

FINANCIAL INFORMATION



GALEN
COLLEGE OF NURSING

Student Fees

Students attending Galen will be responsible for certain fees, as applicable:

Background Check Fee - A non-refundable fee for performing a background check is due at the time of enrollment or readmission enrollment.

Books - Books may be purchased as needed.

Parking and Tolls - If required, students are responsible for public parking fees and tolls while attending classes at Galen and when at participating facilities during clinicals.

Registration Fee - A registration fee is due at the time of enrollment or readmission enrollment.

NCLEX® Learning Resources – If required, students are responsible for fees associated with the use of these resources.

Resource Fee – This fee is designed for expenses related to the use of College equipment, library, and learning resources, and academic and technical support services. The fee will be paid every term students are enrolled until graduation.

Testing Fee - This non-refundable fee is for the preadmission test.**

Uniforms - Students are required to purchase uniforms to wear during selected learning experiences.

Tuition and Fee Schedule – ADN Program*

Background Check Fee	$150
Registration Fee	$100
Testing Fee**	$40
Tuition (Gen Ed Courses)	$445/quarter credit hour
Tuition (Nursing Courses)	$490/quarter credit hour
Laboratory Fee	$50/Laboratory Course
Clinical Fee	$125/Clinical Course
Technology Fee	$105/Online Course
Resource Fee	$75/Each Term

**Tuition rate effective for new students starting April 6, 2026.*

Tuition must be paid per the payment plan agreed upon before starting classes, unless other formal arrangements have been made. Students receiving financial assistance for all or part of the cost of tuition must submit a copy of the tuition reimbursement, scholarship, or tuition assistance form from the sponsoring agency prior to the first day of class.

***The first attempt of the TEAS to qualify for acceptance will be offered at no cost to the student. Additional attempts will be charged to the student at a cost of $40 per attempt.*

The testing fee will apply to all attempts for transfer credit approval.

Financial Assistance

A full-time Student Financial Services Specialist is available to assist students in obtaining financial assistance information, which includes information related to procedures and forms by which students apply for assistance, student eligibility requirements, the criteria for selecting recipients from the group of eligible applicants, and the criteria for determining the amount of a student's award. Additional information can be found on the Galen website at https://galencollege.edu/tuition-financial-aid.

For those who qualify, available financial assistance resources include PELL and Supplemental Educational Opportunity Grant ("FSEOG") grants, Direct Subsidized loans, Direct Unsubsidized loans, Direct PLUS loans, Veteran's Educational benefits, cash payment plans, and private student loan programs.

Federal Pell Grants

Federal Pell Grants are awarded to undergraduate students who display exceptional financial need and have not previously earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan is considered Gift Aid. Awards vary based on the student's need as defined by the United States Department of Education needs analysis formula and the availability of funds. To be eligible for a PELL grant, a student must be a United States citizen or an eligible non-citizen; be in compliance with selective service registration requirements; and not be in default on, or owe a refund or repayment for, any Federal aid. Students must also provide all documents requested to process the application for financial assistance.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG provides supplemental funds to undergraduate students with exceptional need, with priority given to Federal Pell Grant recipients. To be eligible for FSEOG, students must be enrolled in an undergraduate program and have not previously earned a bachelor's, graduate, or professional degree. FSEOG funds are limited and awards are determined on a case-by-case basis.

Federal Direct Loans

Direct Subsidized, Direct Unsubsidized and Direct PLUS Loans obtained through the Direct Loan Program are acquired from the U.S. Department of Education. A loan is money that is borrowed and must be paid back with interest. The amounts borrowed for Direct loans are based on several factors including student's dependency status, grade level, enrollment intensity, aggregate loan limits, and cost of attendance (educational costs as defined by the school). Borrowers are able to review their Direct loan history and learn more about federal eligibility requirements online at www.studentaid.gov.

- Federal Direct Subsidized Loans: Available to undergraduate students who have financial need and meet other criteria as defined by the Department of Education. Student is typically not charged interest on the loan during certain periods, such as when enrolled in school at least half-time.
- Federal Direct Unsubsidized Loans: Available to undergraduate and graduate degree students, regardless of financial need. Student is responsible for interest charged during all periods.
- Federal Direct PLUS Loans: Available for parents who are borrowing funds to pay for their dependent undergraduate child's education, regardless of financial need. The Direct PLUS loans are based on creditworthiness.

Prospective students will be provided with information on the Free Application for Federal Student Aid ("FAFSA") and may be individually counseled by the Student Financial Services Specialist prior to acceptance into the program to determine what financial assistance will be requested.

Additional Financial Opportunities

Students in the ADN program may be eligible to participate in additional financial opportunities based on need or scholarship as explained by the Student Financial Services Specialist.

Additionally, employed students may have access to tuition reimbursement programs offered as educational incentives by their employer.

Financial Aid Enrollment Status for Degree Programs

Associate Degree Program

Credits Per Term	Enrollment Status
1-5 credits	Below half-time
6-8 credits	Half-time
9-11 credits	Three-quarter time
12 credits and up	Full-time

Financial Aid Satisfactory Progress Policy

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward completion. Progress is determined quantitatively and qualitatively.

Please see the Academic Policies Section for additional information regarding incomplete course grades, withdrawals, and repetitions on Satisfactory Academic Progress. All program withdrawals will count toward attempted courses in determining quantitative progress. All dropped courses after Week 1 will count toward attempted credits in determining quantitative progress. Transfer credits will be counted toward credits earned and attempted when determining satisfactory academic progress.

Quantitative and qualitative progress will be evaluated and monitored each term.

To be considered making satisfactory progress, students must meet standards for both:

- Academic performance, and
- Required completion rate.

If a student is placed on academic probation during the term, they will remain eligible for Title IV assistance. Upon completion of the term, the student's status will be reviewed for continued eligibility.

Quantitative

Students must progress toward successful completion of the program within a maximum timeframe as outlined below. If the student does not meet these requirements, they are permitted to complete their studies, but may not be able to receive Title IV financial assistance. Other financial arrangements must be made prior to the start of the term.

Qualitative

Students must also show progress by maintaining and achieving a minimum GPA as outlined below. Please note that transfer credits are not included in GPA calculations.

Associate Degree Seeking Students

- At 1 but less than 35 credits attempted or 1 but less than 719 clock hours attempted, students must successfully complete 33 percent of the credit hours or clock hours attempted and have a cumulative GPA of 1.0 or above.
- At 35 but less than 71 credits attempted or 720 but less than 1440 clock hours attempted, students must successfully complete 50 percent of the credit hours or clock hours attempted and have a cumulative GPA of 1.5 or above.
- At 71 credits attempted and above or 1440 clock hours attempted and above, students must successfully complete 67 percent of the credit hours or clock hours attempted and have a cumulative GPA of 2.0 or above.

Credits attempted (Credit hour programs)	Clock hours attempted (Clock hour programs)	Minimum completion rate (earned credits or clock hours divided by attempted credits or clock hours)	Minimum cumulative GPA
1-34.99	1-719	33%	1.0
35-70.99	720-1439	50%	1.5
71 and up	1440 and up	67%	2.0

Students failing to earn the minimum completion rate percentage and/or GPA (as defined above) will be placed on Financial Aid Warning for one term and will retain financial aid eligibility for that payment period. The completion rate and cumulative GPA will be recalculated at the end of the warning period and if the student failed to meet the minimum percentage for completion rate and/or minimum cumulative GPA, the student will no longer be eligible for Title IV assistance until the minimum percentage rates and/or cumulative GPA are earned based on the scale of attempted credits or clock hours.

At the point where it is established that a student cannot complete the program in less than 150 percent of the published credit hours or clock hours, all financial assistance shall cease.

Reinstatement of Financial Assistance

If a recipient becomes ineligible to receive financial assistance, reinstatement of federal or state aid will occur either when the student successfully meets the above requirements or when the Committee for Financial Aid Appeals approves the continuation of assistance through a student's written appeal.
Note: Students will be granted only one appeal which re-instates financial aid for only one term.

Definitions

Financial Aid Warning – Status assigned to a student who fails to make satisfactory academic progress. Student may continue to receive Title IV aid for one payment period. No appeal is necessary for this status.

Title IV Suspension – Status assigned to a student who has failed to make satisfactory academic progress after a Financial Aid Warning period or has reached a point where it has been established that the student cannot complete the program within 150% of the published credit or clock hours.

Financial Aid Probation – Status assigned to a student who fails to make satisfactory academic progress that has appealed and has had eligibility for Title IV aid reinstated. Student may receive aid for one payment period.

Appeals

Students assigned Title IV Suspension may submit written documentation to the Financial Aid Manager within ten days of the suspension to appeal the decision.

A committee consisting of the Main Campus Financial Aid Director, Main Campus Financial Aid Assistant Director and Director of Campus Operations will review the documentation submitted. The Financial Aid Manager will provide a written response to the student within five working days of the appeal. The committee may only grant an appeal if it is determined that the student will be able to meet the satisfactory academic progress standards by the end of the term. All decisions are final.

The student's appeal must include the mitigating circumstances which led to the failure to maintain satisfactory academic progress, what has changed that will allow the student to make satisfactory academic progress at the next evaluation (end of the term), all documentation supporting the claim of mitigating circumstances and any other information that the

student feels may be relevant in evaluating their appeal. Appeals that do not contain all required elements will be denied.

Possible mitigating circumstances include student's illness or injury, death of an immediate relative, illness or injury to an immediate family member where the student is the primary caretaker or that family member is the student's primary financial support. This is not an exhaustive list, it is only provided to give some possible reasons to warrant an appeal. The committee will review the appropriateness of the mitigating circumstances in regards to severity, timeliness, and the student's ability to avoid the circumstance.

Repeating a Course

Failed coursework will count as attempted credits as well as affect the GPA calculation when calculating Satisfactory Academic Progress. Students will be charged the cost for repeating the course based on the published tuition amount in effect at the time of enrollment in the repeated course. Successfully completed courses repeated to improve a grade in a degree-granting program are eligible for financial aid once per course.

Repeat Tuition

Repeat tuition is charged according to the Tuition and Fee Schedule outlined in the Student Fees section.

Tuition will be specified according to the policies set forth in the enrollment agreement.

Incomplete

A grade of "I" does not affect a student's grade point average, but it is considered in calculating progress toward satisfactory completion of a program within a maximum time frame and may impact Title IV funding and satisfactory academic progress. When the "I" is converted to a final grade for the course, the grade is applied to the term in which the student took the course. The GPA is then recalculated for that term, but the recalculated GPA does not reverse the previous impact of the "I" upon academic standing. The final grade in the course may impact the academic standing of the next enrolled term.

Withdrawals/Course Drops

Courses that are withdrawn and/or dropped will count toward attempted credits in calculating the quantitative measurement of Satisfactory Academic Progress.

Courses that are withdrawn and/or dropped with a grade of WF or DF will count as a course failure for the purposes of the qualitative measurement of Satisfactory Academic Progress

Refunds

If a student should withdraw for any reason, fail to enter the course for reasons other than rejection by this school, or be dismissed, Galen shall retain $100, and a portion of the balance of the tuition will be refunded, unless otherwise indicated below.

ADN Program

The amount of tuition refunded will be according to the following schedule:

Percentage of Term Completed	Refund
.00-10.00%	100%
10.01-25.00%	80%
25.01-50.00%	50%
50.01% and greater	0%

Students are entitled to a 100% refund of tuition and fees (excluding the testing fee) if:

- The student cancels the enrollment within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the date they signed the enrollment contract. If the student does not enter the program after the expiration of the above-mentioned, 72-hour cancellation privilege, no more than $100 will be retained by Galen.
- The student's enrollment was procured as a result of any misrepresentation in advertising/promotional materials of Galen or other misrepresentations.
- Galen discontinues the program and this prevents the student from completing the course.

Refunds will be made within 30 days of the effective determination date (or earlier as required by state regulation), which will be the earlier of:

- The date written notice of withdrawal is received.
- 14 calendar days following the last date of attendance.

Prior to completing the institutional withdrawal calculation, the Department of Education requires the school to compute a Federal Return of Title IV funds

calculation for students who receive Title IV assistance. The Higher Education Act requires a calculation to determine the amount of aid a student and school can retain when the student totally withdraws from all courses. A percentage of Title IV aid will be returned for any student who withdraws before completing at least 60% of the term. The amount returned will be based on the percentage of days remaining in the term. The school will determine the calendar days completed in the term divided by the total number of calendar days in the term. If the amount is greater than 60%, then all aid received for the term may be retained. If the amount is less than or equal to 60%, that percentage will be retained and the difference will be returned to the Federal Title IV Aid program from which the funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal PLUS Loan, Pell Grant, Academic Competitiveness Grant, and Supplemental Education Opportunity Grant.

If Federal Title IV funds have been given to a student who withdraws during the first 60% of the term, the student may need to return some of those funds. If the financial aid office determines a student owes a return of financial aid funds, the student will be notified in writing regarding how much is owed and how it is to be returned. The Return of Title IV funds calculation is separate from Galen's Tuition/Fee Refund Policy.

Federal funds may not cover all unpaid charges owed to the institution upon the student's withdrawal.

Scholarships

Scholarships are provided to graduating high school seniors who plan to pursue a career in nursing.

Eligibility Requirements

Program	Scholarship	Minimum High School GPA	Minimum Entrance Exam	Additional Requirements
ADN	Ruth D. Corcoran Scholarship	3.0 Cumulative High School GPA printed on HS Transcript	ATI TEAS 57, or ACT 20, or SAT 1030	Complete application form and short-essay questionnaire; 2 letters of recommendation

A selection committee comprised of campus leadership will choose the recipients based on the merit of the candidate using the eligibility criteria. Scholarship awards may be presented by a representative of Galen College of Nursing during the recipient's high school honors or graduation ceremony.

Students awarded one of these scholarships must accept and initiate the award within the school year following their high school graduation. The award is non- transferrable, non-renewable and may only be applied toward tuition at Galen College of Nursing. Award recipients must maintain a minimum 2.5 GPA throughout the length of their program and remain continuously enrolled to retain the award.

Award recipients will receive a $3,000 scholarship (ADN program) divided equally over the length of their chosen program. The school-funded award is paid directly to the student's tuition balance at Galen College of Nursing.

To request a scholarship application, contact your Enrollment Counselor.


GALEN COLLEGE
OF NURSING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ACADEMIC POLICIES



GALEN
COLLEGE OF NURSING

Academic Integrity

Galen nursing students are expected to abide by the College's Academic Integrity Honor Code and to demonstrate exemplary behaviors and integrity in all academic endeavors. Students are responsible for learning and upholding professional standards of writing, assessment, and ethics in all coursework and clinical experiences, virtual or in-person, in order to prepare for future professional responsibilities. Academic dishonesty, which includes cheating, plagiarism, any attempt to receive or give assistance during an examination, and other forms of dishonest or unethical behavior, is prohibited and considered a critical offense. Please refer to the Student Code of Conduct for complete information related to critical offenses.

Plagiarism is using the written work or idea of an author or another student as one's own. In an effort to verify the integrity of submitted works, faculty may require students to submit assignments through plagiarism detection software, such as Turnitin. Plagiarism detection software assists students in properly citing sources and provides an opportunity to correct accidental or intentional errors of documentation. Although plagiarism detection software can be a very valuable tool, it is not the only determinant faculty will use to monitor submitted works. For information regarding the use of plagiarism detection software, please see your course faculty member. For more information on plagiarism, please visit https://galen.libguides.com/c.php?g=1288035&p=9458685.

Generative Artificial Intelligence Policy

Generative Artificial Intelligence (Gen AI) is defined as a type of artificial intelligence designed to generate new, original content based on the data it has been trained on. This can include generating text, images, music, and other forms of media.

The Gen AI policy outlines the appropriate use of Gen AI by Galen College of Nursing students. Assignments are expected to reflect the student's original work and to uphold the Academic Integrity Honor Code. Unauthorized use of Gen AI is a critical offense, as specified in the student catalog.

Academic Integrity Honor Code

The Academic Integrity Honor Code is as follows:

As a student of Galen College of Nursing, I acknowledge the requirement for conducting myself in a manner that demonstrates academic integrity and commitment to professional standards. By initialing each statement and signing my name, I agree to conduct myself as described in these ethical behaviors.

I will be honest. Academic dishonesty includes copying or allowing someone to copy from my paper, asking or giving help or answers on assignments that are not designed to be collaborative, using notes or electronic devices that are not authorized, plagiarism, substituting myself for another student during an exam or vice versa, obtaining prior exams by any means, giving or receiving answers to exams to students that are about to take the exam, selling or buying instructor's manuals for textbooks or test questions/item banks, or buying any type of material by an individual or company and using it as my own when submitting papers or assignments.

I will only sign my own name on all documents which includes assignments, examinations, or class attendance sign-in sheets.

I will refer to my syllabus for rules and regulations that are designed for this class. I will refer to the syllabus for grading rubrics and understand what level of performance is expected of me.

I will behave and exhibit a professional manner in all undertakings in this College and with all members of this institution. This will include respecting myself and others, and acting civilly toward other students, faculty, and administration in a physical setting and/or online. I will encounter each person with respect and dignity.

I will ask for clarification on any paper, project, or concept from my faculty to prevent any issues of dishonesty or unethical behaviors.

I will demonstrate integrity in all situations. I will hold others accountable to act respectfully and honestly.

I will not steal any materials from the College or clinical setting. All materials that belong to the College will be authorized as being provided to me as a student and will be documented accordingly.

I will maintain the security of protected health information and will access only authorized patient information within all clinical and laboratory experiences including simulation activities, whether virtual or in-person. I will only copy authorized documents.

I will honor the ANA Code of Ethics including principles of confidentiality and privacy. This includes the privacy of my colleagues, faculty members, patients and their family members, or any situation that deems it necessary to honor confidentiality.

I will understand what informed consent means and will make sure photographs or information about faculty, peers, patients, their family members, clinical facilities, or the College is not disseminated without permission. This includes posting photographs or information using social media platforms such as Facebook, Twitter, LinkedIn, YouTube, Tumblr, Instagram, personal websites, and blogs.

Licensure for Florida

When you graduate from Galen's nursing programs, you are eligible to apply for the NCLEX-RN® licensure examination. You must pass the exam to qualify for employment as a registered nurse.

To be eligible for licensure by examination in the state of Florida, you must:

- Submit on forms provided by the Department of Health, Florida Board of Nursing, the following evidence that you meet qualifications of the Nurse Practice Act:
  - Certification by a physician, physician's assistant, or A.R.N.P. that you are in good mental and physical health.
  - A certified copy of your high school diploma or high school diploma equivalent.
  - A notice of graduation or of completion of requirements for graduation from an approved BSN, ADN, or PN program in Florida (will be provided by Galen).
  - Proof of your ability to communicate in the English language. (Proof is provided by your graduation from the College which has an approved BSN, ADN, or PN program).
- Prior to application for examination, convicted felons must obtain a restoration of their civil rights or they are ineligible to sit for the examination.
- If you have been convicted of any offense other than minor traffic violation, you must submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Florida Board of Nursing whether the offense is related to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure.
- You must inform the Florida Board of Nursing in writing of any change in the information provided on your license application if a change occurs prior to licensure.

The exam is a Computer Adaptive Test that is scored on a pass/fail basis.

- You may retake the examination if you fail. You will need to reapply and pay the reexamination fee.
- If you fail the examination, you may request review by payment of the applicable fee to the National Council of State Boards of Nursing, Inc. You may also have your examination hand-scored by the testing service for purposes of verification, upon written request and payment of the required fee to the National Council of State Boards of Nursing, Inc. Galen staff will provide information and assistance to you regarding the application process as the time approaches for you to apply.

The Florida Department of Health and the Florida Board of Nursing, shall refuse to renew a license or issue a license and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted or plead guilty or nolo *contendre*, regardless of adjudication, to a felony violation of:
   a. Medicaid/Medicare Fraud (State or Federal);
   b. Welfare Fraud;
   c. Government or Social Economic Assistance Program Fraud;
   d. False Pretenses or Fraud;
   e. Drug Abuse Prevention or Control (State or Federal) unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medical Program (unless the applicant has been in good standing for the most recent 5 years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years).

Galen will provide you with information and assistance in time for the application procedure.

If you have questions about this policy, please contact the Dean or Program Administrator immediately for further instruction.

Additional state licensing eligibility information can be found at https://galencollege.edu/consumer-disclosures.

Definition of a Credit Hour

	Theory Contact Hours	Laboratory Contact Hours	Clinical Contact Hours
Quarter Credit	12	24	36
Semester Credit	15	30	45

Each contact hour is equal to one 50-minute session.

Grading Policies

Students will be evaluated and receive final course grades at the end of each course. Grades will be based on assignments, testing, and evaluation throughout the term, course or phase. Some courses include a clinical component, which allows students the opportunity to gain experience practicing in a healthcare setting. The grades earned for these courses will be based on the student performance in theory, clinical learning lab, and clinical.

Students must meet all course and clinical objectives, satisfactorily complete all required Competency Performance Examinations (CPEs), and achieve a "pass" for clinical in order to successfully pass the course. Failing to meet the course objectives will result in a course failure.

ADN Programs

Students must achieve a grade of "C" or higher in each course. Students who fail any component of a course will receive an "F" as the final grade for the course, regardless of the grade earned in the other components of the course.

In addition to the above, students may be required to pass the other evaluations for specific nursing courses, as outlined in the course syllabi. These evaluations may include, but are not limited to, the following:

- A nationally-normed, standardized examination, such as the Assessment Technologies Institute (ATI) exams
- Clinical Performance Examinations (CPEs)
- Medication Calculation Test
- Weekly online discussions/activities (online courses only)

All Programs

Faculty are responsible for assessing a student's academic performance in a course. Students are encouraged to discuss grades with their faculty. If a student has identified an error in the grade calculation, it is their responsibility to contact faculty as soon as possible. Grade changes must be authorized by the course faculty.

Grade Reporting

Final grades will be posted to the Student Self-Service Portal within one week of the end of the grading period. It is the student's responsibility to monitor their academic progress throughout the term. Midterm grades and clinical evaluations are available for viewing in the Portal; students falling below the passing standard as outlined in the course syllabus should immediately contact their instructor or advisor.

Please see Tuition Reimbursement and Education Verification for more information.

Grade Point Average Calculation

A student's Grade Point Average (GPA) is calculated by totaling each course's Quality Points multiplied by the credit hour equivalents for that course, divided by the total credit hour equivalents a student has completed. If a course is repeated, the repeated course grade replaces the original grade in the GPA calculation. Any course which has a grade solely based on pass/fail or satisfactory/unsatisfactory will not be used in computation of the GPA.

Rounding of Grades

There is no rounding of grades. All grades will be recorded as earned.

Grading Scale

Grade	Explanation		Quality Points
A+	98.00-100	Excellent	4
A	95.00-97.99		4
A-	92.00-94.99		3.7
B+	89.00-91.99		3.3
B	86.00-88.99	Good	3
B-	83.00-85.99		2.7
C+	79.00-82.99		2.3
C	74.00-78.99	Average	2
F	Below 74	Failing	0
S	Satisfactory		
U	Unsatisfactory		
Audit	Audit		
I	Incomplete		
W	Withdrawn		
WP	Withdrawn Passing		
WF	Withdrawn Failing **	Failed	0
T	Transfer		
DP	Dismissed Passing		
DF	Dismissed Failing **	Failed	0

**Students must earn a grade of at least 74.00 to pass each course*

***Grades of WF or DF will be considered when computing GPA.*

Standards for Academic Progression

All students' academic standing will be evaluated at the end of each term.

Academic Standing	Prelicensure Programs
Honors awarded – Dean's List or President's List *	Achieved Academic Honors *
Good Academic Standing	Grade of C or above in each course
Probationary Academic Standing	Grade below C in any course

*See Academic Honors Section for additional information.

Students who fail to achieve Good Academic Standing or honors in two consecutive terms may be dismissed from the program.

Repeating a Course

Students who fail one course will be allowed to repeat the course, space permitting. Students who fail an on-ground course may not be permitted to repeat the course online without permission of the Program Director. Prelicensure students who fail an online course may be required to repeat the course on-ground. Prelicensure students who fail two nursing or science courses, or a combination of any of these courses, may be subject to dismissal. A student who fails two courses may petition the Readmissions Committee, who shall then make a recommendation to the Program Administrator. Successfully completed courses repeated to improve a grade in a degree-granting program are eligible for financial aid once per course. Please see the Financial Information Section for additional information.

Incomplete

A grade of Incomplete "I" may be given to a student at the faculty's discretion, in consultation with the Program Director, if the student has not completed or met all course requirements due to extenuating circumstances (documentation may be required to support the request for an incomplete). A grade of "I" will only be considered if the student has completed a majority of the coursework (including lab and clinical coursework) and there is a reasonable possibility that a passing grade will result from completing the coursework. Faculty may approve an "I" for up to two weeks after the last day of the course. If the faculty member determines more than two weeks are warranted for the student to satisfy the requirements of an "I", then the Faculty may grant up to the end of the following term for the student to successfully complete the outstanding work and meet the course requirements, upon Program Administrator (or designee) approval. If the work is not satisfactorily completed and/or the course requirements are not met by the established deadline, the grade will automatically convert to "F."

A grade of "I" does not affect a student's grade point average, but is considered in calculating progress toward satisfactory completion of a program within a maximum time frame and may impact Title IV funding and satisfactory academic progress. When the "I" is converted to a final grade for the course, the grade is applied to the term in which the student took the course. The GPA is then recalculated for that term, but the recalculated GPA does not reverse the previous impact of the "I" upon academic standing. The final grade in the course may impact the academic standing of the next enrolled term.

Once the grade of "I" is converted to a final grade and the student successfully passes the course, the student will be permitted to register for and attend subsequent courses, for which the course serves as a prerequisite.

Extended Incomplete

An extended incomplete may be considered for additional time to remediate and successfully complete dosage calculation, clinical performance evaluation (CPE), and/or PassPoint Level course requirements. An extended incomplete is a time-limited extension of up to one quarter and will begin at the start of the following term. The extended incomplete policy covers course requirements outside of theory examinations and clinical assignments. An extended incomplete can only be granted by the Program Director, Program Administrator, or designee, if a student has successfully completed all other course requirements/components, and has a minimum exam average of 74%.

Students approved for an Extended Incomplete must sign a formal remediation contract before the start of the extension period. The contract will outline an individualized remediation plan, including required coursework, assessments, remediation activities, meetings, and deadlines. Student progress will be monitored throughout the approved Extended Incomplete period. Failure to complete any component of the remediation plan may result in automatic failure of the Extended Incomplete at any time during the approved timeframe.

Graduation Information

Students in the prelicensure programs will receive a diploma or degree from Galen, and be recommended to the State Board of Nursing as an eligible candidate to sit for their respective NCLEX®, under the following conditions:

- All course requirements are met. Course requirements may include nationally-normed, standardized examinations such as ATI, including an exit examination in the final course; Clinical Performance Examinations (CPEs); Medication Calculation Tests; and weekly online discussions/activities (online courses only) as outlined in the course syllabi;
- All residency requirements are met;
- Achievement of a cumulative GPA of at least 2.0; and
- All financial obligations are met.

Students who have successfully fulfilled all diploma, degree, or certificate requirements in their selected program of study are eligible to participate in commencement.

Residency Requirements

In the prelicensure programs, at least 35% of course credits required for graduation must be earned at Galen.

Please refer to Galen's Transfer Policies for additional information related to transfer of credit from other institutions.

Maximum Time to Complete Program

Once a student has attempted the first nursing (NU, NUR, NSG) course in their selected program of study, the student is expected to successfully complete the program within a timeframe that does not exceed 150% of the intended length of the program. A student may progress at the part-time level, but first priority for course availability will be given to full-time students. A student receiving financial aid should reference the Financial Aid Satisfactory Progress Policy, or contact their Financial Planning Coordinator in regards to their outlined program of study.

Academic Honors

Galen College of Nursing recognizes the scholastic achievement of its students by designating the following academic awards and honors:

- **Dean's List**: An acknowledgement of outstanding academic achievement of 3.5 - 3.74 grade point average in a term;
- **President's List**: An acknowledgement of superior academic achievement of 3.75 or greater grade point average in a term.

Courses taken as a second attempt are not eligible for consideration.

Graduation Honors

Galen College of Nursing recognizes the academic achievement of its graduates by designating academic honors for students with the following cumulative grade point average:

Associate Degree

- **Honor**s: 3.5 - 3.74
- **High Honors**: 3.75 – 3.89
- **Highest Honors**: 3.9 or greater

Students with any course failures are not eligible for consideration for graduation honors.

Courses

Sequence of Courses

All pre-requisite and co-requisite requirements must be followed as noted in the course descriptions. Galen reserves the right to cancel classes based on course enrollment. General Education courses will be offered online if an on-ground section is not available.

Simulation

Simulation in nursing is an important teaching modality. It can be used to portray and mimic the basic care and comfort needs of the patient utilizing the nursing process, Quality and Safety Education for Nurses (QSEN), and National Performance Goals (NPGs).

Simulation can be used to focus on the care of patients throughout the lifespan experiencing common and complex acute health problems related to the concepts of protection, oxygenation, tissue perfusion, mobility, sensation, cognition, nutrition, metabolism, bowel and bladder elimination, and fluid and electrolyte imbalance. Learners are challenged to develop critical thinking skills, apply psychomotor skills and concepts, perform assessments, and use ISBARR (I=Identify Self, S=Situation, B=Background, A=Assessment, R=Recommendations, R=Read Back Orders), to communicate in a group setting through both oral and/or written means. Each simulation activity concludes with a facilitated debriefing process where the actions, thoughts, feelings, skills, and legal/ethical responsibilities of the group are discussed so that all may learn in a safe, simulated environment.

Simulated experiences are designed to support student achievement of course student learning outcomes. Simulated experiences may be video recorded for the purpose of teaching and evaluation during debriefing only and will not be archived.

Clinical Learning Laboratory

The clinical learning laboratory provides the student the opportunity to learn and practice nursing skills. The learning laboratory experience helps the student apply nursing concepts to real life patient situations. Learning laboratory experiences are designed to support student achievement of the course student learning outcomes.

Course Delivery Methods

Asynchronous Online Courses

Asynchronous online courses are delivered using a learning management system (LMS). Galen uses the LMS Canvas™ as the primary tool for online course delivery, although some online courses may use other additional online delivery. Asynchronous courses are not offered live, in real time.

- Online courses may be available for the theory component and select laboratory components of general education courses.
- The theory portion of select prelicensure nursing courses may be delivered online. Clinical learning laboratory nursing courses and clinical nursing courses are designed to be delivered on-ground.
- All nursing courses in the RN to BSN, MSN, and DNP programs are delivered online with the exception of the practicum component.

Synchronous Virtual (Zoom) Online Courses

Synchronous virtual online courses are delivered live, in real time (synchronously) using video-conferencing software, such as Zoom. Students enrolled in virtual courses log into their course at their regularly scheduled class time and participate in the course just as they would an on-ground course. Galen's Dress Code and Student Code of Conduct are expected to be followed in this setting. Students are required to use audio and video in Virtual Courses, and attendance is taken following Galen's General Attendance Policies.

On-ground Courses

On-ground courses are delivered face-to-face in a Galen classroom, clinical learning laboratory, or at a healthcare facility.

Web-enhanced Courses

All prelicensure on-ground general education and nursing courses are web-enhanced. These courses are delivered face-to-face, on-campus and use technology to support the course. Galen uses the LMS Canvas™ to allow students the ability to:

- retrieve or view course materials such as syllabi, handouts, PowerPoints, supplemental lesson presentations, etc;
- receive course announcements;
- access embedded links to faculty-selected internet sites that provide additional course content;
- submit assignments;
- take course examinations online (general education courses only); and

- receive grades via the online gradebook.

Students will typically not receive paper copies of syllabi, handouts, PowerPoints, etc. Students will need to access Canvas™ using a computer that has the ability to connect to the Internet. Galen students may access a computer or the Internet through the on-campus library. An online orientation to Canvas™ is provided to all students enrolled in a web-enhanced course. Web-enhanced courses are not considered online courses.

Technology and Browser Requirements for Online and Web-enhanced Courses

Information regarding the technology and browser requirements necessary for participating in coursework is made available on the Galen website at https://galencollege.edu/technology-requirements.

Time Zone Policy for Online Courses

All online coursework will be due as outlined in the course syllabi. All due dates and times will be enforced following the Eastern Time Zone, which is the time zone of the Main Campus located in Louisville, Kentucky.

Registration

Galen reserves the right to cancel classes based on course enrollment. During the registration process, students are able to register for courses provided the following criteria have been met:

1. All course prerequisites must be satisfactorily completed or in progress in order to register for the next course in the curriculum.
2. For those courses with a clinical component, documents required for clinical participation must be reviewed and approved by a third party prior to registering for the course. Students failing to meet site clinical requirements prior to the beginning of quarter may be unregistered from the course. Please see the Clinical Registration Requirement section for complete information.
3. A student's financial obligations must be in good standing in order to register for courses. A student who fails to meet their financial obligations prior to the start of the term may be unregistered from a course. Please see the Student Fees section for complete information.

All obligations must be met by the last date of the prior term or the student may be unregistered for the next term and the student may need to restart the registration process. Seating is subject to availability.

Adding a Course (Degree programs only)

Courses may be added through the end of the third business day after the start of the term. To add a course, students must contact the Registrar's Office at their campus and may be subject to additional approval from the Program Administrator (or designee).

The student will receive a bill from the College upon adding a class and is expected to make arrangements promptly.

Dropping/Withdrawing from a Course (Degree programs only):

It is strongly suggested that students meet with the Program Administrator (or designee) prior to withdrawing from a course, given that withdrawal from any course may affect a student's ability to progress within the program. Students are also encouraged to meet with a financial aid advisor to understand financial aid implications. The cost of the course will be refunded according to Galen's Refund Policy. To drop/withdraw from an individual course, the student must contact the Registrar's Office at their campus.

Students who drop/withdraw from a course will receive the following notation on their transcript. A week is defined as seven (7) consecutive days.

Students enrolled in a 12-week course

Who withdraw during:	Transcript will indicate:
Week 1	No record**
Week 2-4	W***
Week 5 and after	WP or WF*

**WP or WF is assigned based on the grade that the student has earned at the time of official withdrawal from the course. A DF or WF will count as a course failure for the purpose of student academic progression.*

***Students who withdraw from the program will receive a grade of W. All program withdrawals will count toward attempted courses in determining quantitative progress.*

****Use of the W will be extended beyond week 2 in the case of students withdrawing from the course for the purpose of pregnancy & related conditions.*

Please refer to the policies on Repeating a Course and Withdrawing from the Program for further information.

Course Audit

Applicants may apply to the Program Administrator (or designee) for permission to audit a course. In auditing a

course, a student may participate in the class and attend labs (with faculty permission), but will not complete assignments or take examinations. Students will not receive a grade when auditing a course. Students will be charged 30 percent of the standard credit hour fee. Students must be registered as a full-time student to receive permission to audit a course. Online courses are not available for audit.

Course Load

ADN Program

The maximum course load a student may carry during any term at Galen is 19 quarter credit hours (ADN Program).

Students with a GPA of 3.5 or above may seek approval from the Program Administrator (or designee) for permission to take credit hours in excess of the recommended load. Written approval must be obtained prior to registration.

Students in the Associate Nursing Program who earned a C or lower on any attempt of BIO 1100 - Human Anatomy and Physiology 1 or BIO 1300 - Human Anatomy and Physiology 2, or the equivalents from an outside institution, will be required to take the next course(s) in sequence in the virtual or ground format if offered on their campus. Additionally, if a student fails BIO 1100, BIO 1300, or BIO 2100, they must repeat in a virtual or ground format if offered on their campus.

*Any exceptions to this policy will be in collaboration with the Program Administrator (or designee) and Dean of Arts & Sciences.

Remedial Courses

Galen does not currently offer remedial courses.

Cancellation of Classes

There may be times when, due to circumstances beyond our control, class components, either theory, laboratory or clinical may be cancelled. For cancelled classes, the class will be removed or shortened to reflect that the class was not held or was not held for the full amount of time. To fulfill our commitment to deliver the expected instruction, cancellations of regularly scheduled classes will be made up by one of the following methods:

- Offering an alternative meeting time of equal duration and content. This alternate meeting may be offered at a different time, day of the week (including Saturdays and Sundays), or location and could occur during a scheduled break depending on scheduling constraints. Students will be notified via their Galen email account of the adjusted schedule and it will be posted in their Student Self-Service Portal calendar. Attendance will be taken during this make-up session and students will be marked present or absent as appropriate.
- Adjusting the time of subsequently scheduled classes to incorporate the missed time.
- Providing assignments and online content to cover the material that would have been presented in class. This option only applies to credit hour programs.

If the component is not completed by the end of the term, an "Incomplete" may be entered for the course. If the work is not satisfactorily completed and/or the course requirements are not met by the established deadline, the grade will automatically convert to "F."

Withdrawing from the Program

Withdrawing from the Program

Students who plan to withdraw from their selected program of study are encouraged to contact the Program Administrator. To withdraw from the program, the student should contact the Office of Academic Records.

Refunds will be made according to policies stated in the Financial Information Section. All program withdrawals will count toward attempted courses in determining quantitative progress. Students who plan to withdraw from the program should review the Dropping/Withdrawing from a Course Policy for information related to what the transcript will indicate upon withdrawal.

Students who do not register for any courses by the end of the Adding a Course period during a given term, or attend at least one of their scheduled classes during the first week of the term, will be administratively withdrawn from the program.

Withdrawn students wishing to continue must apply for readmission. Guidelines for readmission may be found in the Readmission to Galen Policy.

Continuous Enrollment

Students in all programs must be continuously enrolled. Students who do not maintain continuous enrollment

will be administratively withdrawn from the program according to Galen's Withdrawing from the Program Policy.

Late Withdrawal

In the case of extreme circumstances where the deadline to withdraw without academic penalty has passed, a student may petition the Program Administrator for a late withdrawal from all courses. Tuition charges for the time of attendance will be calculated according to the refund policy as published on the student's enrollment agreement. If granted, the student would receive a grade of "W" for any course not completed in the term.

Request to Withdraw from Course or Program Due to Military Obligations

For those students wishing to withdraw from the course or program due to military obligations, a Withdrawal Form must be completed and an official copy of the military orders must be attached and submitted to the Program Administrator (or designee).

Intent to Return Withdrawal

Students who plan to take a term off may return without going through the readmission process, provided they meet specific eligibility criteria. To qualify, students must be in good standing, enrolled in a prelicensure degree program, and withdraw at the end of the completed term. In addition, the student's return term must begin within one (1) calendar year from the effective date of the break in service. Students returning under an Intent to Return Withdrawal should contact their Campus Registrar.

Dismissal

Please refer to General Attendance Policies, Repeating a Course, Financial Information and Student Code of Conduct for additional information regarding these policies.

Course Dismissal

A student may be dismissed from a course for failure to meet course or program attendance requirements.

Program Dismissal

A student may be dismissed for any of the following reasons, in accordance with the respective policy published in this Student Catalog:

- Failure to meet scholastic progress standards after a probationary period;
- Failure to meet conditional acceptance scholastic progress standards;
- A second failure (F, WF, DF) in any nursing or science course;
- Failure to meet Code of Conduct standards;
- Failure to meet Academic Integrity Honor Code standards;
- Failure to meet attendance or distance education enrollment standards;
- Failure to meet admission requirements;
- Failure to meet clinical placement or participation requirements, which includes health, immunization, and applicable testing requirements; or
- Failure to meet financial obligations.

Students who are dismissed from their selected program of study will have their tuition refunded in accordance with the enrollment agreement.

Students who are dismissed from their selected program of study may be eligible for readmission. Guidelines for readmission may be found in the Readmission to Galen Policy.

A student who does not meet the standards of conduct or whose academic standing is unsatisfactory will be evaluated as to further continuance in the program.

Learning Environment Recording Policy

The purpose of this policy is to ensure the privacy, security, and integrity of the learning environment at Galen College of Nursing. Unauthorized recording in instructional settings is prohibited. Unauthorized use of classroom recordings, including distribution or posting them, is also prohibited.

For the purposes of this policy, recording means video, streaming, audio or photographic replication on devices including but not limited to:

- Audio recorders
- Video recorders
- Cell phones, tablets, or other handheld devices
- Digital cameras
- MP3 players
- Computers
- Smart glasses, smart watch, or other wearable technology

Examples of settings may include the following:

- Physical classrooms
- Clinical learning labs
- Simulation lab
- Virtual, Zoom classes
- Canvas, Online classes

Recording at clinical sites is strictly prohibited to comply with confidentiality and privacy laws. Any breach of this policy may result in disciplinary action as outlined in the Student Code of Conduct.

Permission Requirements

Physical and Virtual Classrooms: Student recording of any type requires prior permission from the instructor. Students must request permission and obtain consent before recording.
For students who have been approved for audio and/or video recordings of lectures and other classroom activities as a reasonable accommodation as granted by Disability Services, applicable by federal law requires instructors to permit recording.

Permission must be requested in writing, in advance.

Usage of Recordings

Recordings are for personal educational use only. Distribution or sharing of recordings is prohibited.

Faculty-recorded lectures will be made available to students in a streaming audio/video format through Galen's Learning Management System or other Galen-supported platforms. Students are prohibited from displaying, distributing, or copying the recorded material to another electronic device, circumventing technology controls, uploading the lecture to the Internet, or sharing the recording or any portion with anyone else or to public or social media platforms.

Privacy and Confidentiality

Recording should not capture personal information, student disclosures, or images without the consent of those being recorded.

Consequences for unauthorized recording, unauthorized use, or unauthorized distribution of recordings include but are not limited to disciplinary action as outlined by the Student Code of Conduct.

General Attendance Policies

All Programs

Consistent class attendance is essential for academic success. Learning activities designed for each lecture, clinical learning laboratory, simulation laboratory, and clinical experience provide students with essential information and practical experience. As a result, prompt arrival and attendance during the entire scheduled time for each class component is expected, just as it will be in your career as a nursing professional.

Faculty will record and report attendance for each scheduled class component. Students are expected to be prepared for all assignments, attend theory, laboratory and clinical experiences on time and for the entire designated time. **In all programs, students who do not attend at least one of their scheduled classes during the first week of the term will be administratively withdrawn from the program.**

A student will be dismissed from a course if:

A. the student misses more than 20% of the total scheduled course time (for nursing courses, this is all components combined); OR
B. the student does not attend two (2) consecutive calendar weeks of any individual class or nursing components (two (2) weeks of theory, or two (2) weeks of laboratory).

Students who violate the dress or behavior code may not be permitted to attend or remain in the class, laboratory, simulation laboratory, or clinical experience and an absence will be recorded. Students must wear a Galen-issued student ID card at all times while on campus and at clinical sites. Students who violate the dress or behavior code may also be subject to the Disciplinary Process.

Clinical Attendance Policies

In order to ensure continuity of patient care, a student must notify the clinical faculty of an anticipated absence prior to the start of a clinical experience. To the extent that student clinical absences do not allow the faculty to fully evaluate the student, a course failure may result even if a student misses only one clinical experience. In order to maintain patient safety, the faculty may dismiss the student from the clinical area with instructions to remedy the problem if the student is not prepared for the clinical experience. Such dismissal will be documented as an absence.

Students must meet all course and clinical objectives,

satisfactorily complete all required Competency Performance Examinations (CPEs) and achieve a "pass" for clinical in order to successfully pass the course. Failing to meet the course objectives may result in a course failure.

Evaluation of a student's clinical performance to meet required outcomes will be scheduled for the final clinical date/time for the course. A student must attend the final clinical evaluation or risk an "Incomplete" status for a grade until the evaluation is completed. The Incomplete status is time-limited and reverts to a failing grade unless completed.

If a student misses two (2) or more clinical days per course, the student will receive a failing grade for the course.

For more information about tardiness and general clinical expectations, please see Clinical Participation Policies.

Prelicensure Make-up Attendance Policy

Students enrolled in a prelicensure nursing program may be permitted to satisfy attendance requirements with an alternate assignment of comparable content and duration if the student has experienced an unavoidable emergency that prohibits the student from attending theory, lab, or clinical. Examples of an unavoidable emergency may include:

a. Natural disaster, flooding, tornado, fire
b. Death of a family member
c. Hospitalization of the student or family member
d. Jury duty

Students who experience an unavoidable emergency should submit their request for make-up and any supporting documentation to the Campus Registrar for submission to the Program Administrator (or designee) within 48-hours of the absence. Student requests will be reviewed and considered for approval by the Program Administrator (or designee) in compliance with applicable regulatory and accreditation requirements. If the student does not successfully complete all make-up work within the approved timeframe, the absence will stand.

In addition to the policy information above, students should refer to the General Attendance Policies and Clinical Attendance Policies for complete information related to expectations in these settings. Students requesting to make-up time due to military obligations should refer to the Request to Make-up Missed Class Time Due to Military Obligations Policy and the Military Attendance and Withdrawal Policy. Students requesting to make-up time due to pregnancy, childbirth, or related conditions should additionally refer to the Pregnant and Parenting Students Policy.

Virtual Course Attendance Policy

Students enrolled in a virtual course are expected to be on time, prepared, and engaged for all experiences for the entire designated time, just as they are in an on-ground class. Attendance will be recorded, tracked, and enforced according to Galen's General Attendance Policies. Students will be expected to interact with the class and to respond within a reasonable amount of time, or they will be marked absent.

To ensure a safe and productive learning environment, the instructor reserves the right to remove any student from the virtual classroom whose behavior is deemed unsafe or that detracts from the educational experience of the class. Operation of a motor vehicle during virtual classes is explicitly prohibited. A student removed from a class session for behavioral reasons will forfeit any remaining attendance or participation credit for that session.

Online Course Attendance Policy

Regular online attendance is vital to student academic success and is required for all students. Attendance is tracked on a weekly basis. Attendance is recorded by completing academic activities. Each day a student submits an academic activity, they will be marked as present (in attendance). The date of the last academic activity will serve as the official Last Day of Attendance (LDA). Students are required to complete a minimum of one academic activity each week to be marked in attendance. Attendance is recorded on the day of the submission regardless of the assignment due date. Students who fail to submit at least one academic activity per week will be marked absent for the respective week. A student who fails to complete at least one academic activity for two (2) consecutive academic weeks within the term will be dropped from the course. An academic week starts on day one (1) of the course and runs in a seven (7) day cycle.

The following items are considered academic activities:

- Participating in a faculty led Threaded Discussion, Blog, or Wiki.
- Participating in a course group within the online classroom.

- Submission of an assignment and/or posting comments to a drop box in the online classroom.
- Submission to the online classroom of an assessment, quiz, exam, pre-unit test, post-unit test, or practice exam.
- Submission to the online classroom of a mandatory course survey.

The following examples are not considered academic activities:

- Contacting (e.g., email, phone, web conference) your course faculty member
- Attending an optional synchronous web conference led by faculty
- Attending office hours
- Attending tutoring/remediation

Meeting the attendance requirements does not indicate that the student has completed all of the required coursework for the week and attendance is not the same thing as participation. The faculty determines participation requirements and how they relate to a student's grade.

Military Attendance and Withdrawal Policy

Any student called to active duty, specialized training, or for disaster relief efforts may receive an excused absence for reasonable class time missed. Should the required military leave result in the student missing more than a reasonable amount of class time, the student may withdraw from all courses. Alternatively, with the permission of the program administrator (or designee), a student may receive an "Incomplete" on all courses registered. Students should refer to the Incomplete Policy for additional information.

Request to Make Up Missed Class Time Due to Military Obligations

For those students wishing to receive an excused absence for military obligations, an official copy of the military orders must be submitted to the Office of Academic Records. Any request to make-up missed class time must be made within a week of receiving official notification by the military service. Students seeking an excused absence for class time missed due to military obligations will be considered absent for the day(s) until missed course content is completed. If the student is unable to complete missed course content, the absence will remain in effect and will be subject to the consequences outlined in the General Attendance Policy.

Course Access for Traveling

Students who travel or change their residency to a state or territory where Galen does not have all necessary approvals may be required to withdraw from the program. It is the student's responsibility to notify the Program Administrator immediately if they intend to change their state or territory of residency or travel outside of the country.

Student Participation in Governance

Galen College of Nursing encourages each student to actively participate in programmatic governance. Student and graduate feedback is solicited through end of course surveys, focus group sessions, the Professional Advisory Committee and the Student Advisory Committee. Students are invited to participate in the Grievance Council and other campus committees and events.

Students interested in serving on the Professional Advisory Committee or the Student Advisory Committee should contact their Program Administrator for more information.


GALEN COLLEGE
OF NURSING

STUDENT CONDUCT



GALEN
COLLEGE OF NURSING

Student Professionalism Commitment

Galen's Student Professionalism Commitment, which reflects the institution's iCare Values and professionalism standards, is provided to students during enrollment for review and acknowledgement. Please see the Student Professionalism Commitment below.

I care compassionately. I practice professionally.

As a student in the nursing program, I recognize that professional behavior is essential to safe patient care, effective teamwork, and the trust placed in the nursing profession. Throughout my education, I commit to practicing with integrity, accountability, and compassion in all academic, clinical, and professional environments.

I commit to the following professional behaviors:

INCLUSIVITY
I treat all students, faculty, staff, and patients with dignity and respect. I use inclusive, nonjudgmental language, value diverse perspectives and experiences, and reflect on my own assumptions and biases to support an equitable and respectful learning and care environment.

CHARACTER
I act with honesty and integrity. I follow all policies, maintain confidentiality and professional boundaries, and represent my knowledge, skills, and abilities truthfully.

ACCOUNTABILITY
I take responsibility for my learning and professional conduct. I arrive prepared and on time, accept responsibility for my actions and errors, and complete all program requirements.

RESPECT
I communicate professionally and listen actively. I engage positively in teams, respond appropriately to feedback and conflict, and honor the dignity, autonomy, and privacy of others.

EXCELLENCE
I pursue excellence in my education and nursing practice. I prepare through study and skill development, apply evidence-based clinical reasoning, and seek feedback for improvement.

COMPASSION
I care for others with empathy and kindness. I recognize and respond appropriately to emotions in myself and others, regulate my emotional responses, maintain professional boundaries, and seek support when needed.

Student Rights and Responsibilities

Students have the right to open and honest communication with members of the faculty, staff, and administration. To this end, Galen will provide written information and communicate individually with students as necessary. Written information will include Galen's requirements for acceptable standing and graduation requirements and the student's relationships to those standings. Students have the responsibility to inform their faculty of any problem, concern, or suggestion related to their course of study.

Students have the right to utilize Galen's Resolution of Grievances Policy & Procedure to address any problem in a more formal manner without fear of reprisal. It is the student's responsibility to follow the established Resolution of Grievances Policy & Procedure.

Students have the right to be treated fairly and objectively. Students also have a responsibility to satisfy the requirements of the curriculum according to performance standards established by the faculty. Students must respect the rights of all individuals — fellow students, faculty, and staff affiliated clinical site personnel, patients, and their families. Students must constantly recognize the values, opinions, and dignity of everyone who works with Galen.

Students have the right to privacy in dealings with Galen and affiliated agencies. Student information will be released only as required by government and regulatory agencies. Galen will release selected student information to other individuals or agencies when requested by a court, other applicable regulatory authorities, or by the student.

Student Code of Conduct

Galen students are expected to conduct themselves in a manner that demonstrates integrity and commitment to professional standards – concepts critical to a successful career as a nurse. Honesty and respect for self and others are important components to the practice of nursing. Dishonesty and disrespect will not be tolerated and are the underlying themes to the list of offenses

below.

Galen's *Student Code of Conduct* is intended to help clarify expectations of student behavior, while the Disciplinary Process is intended to curb unacceptable behavior, while motivating and preparing students to enter the nursing profession. This *Student Code of Conduct* applies to all settings and course formats.

Offenses

This list is a guide and not inclusive of all possible offenses that may subject a student to discipline. Galen reserves the right to dismiss a student for any violation of the Student Code of Conduct, based on the professional judgment of the Program Administrator (or designee). In other words, if a student commits a minor or serious offense, the College may dismiss them from the program depending on the circumstances of the infraction(s).

Critical Offenses

Critical offenses are violations of Galen rules or misconduct that may justify dismissal. If dismissal is being considered, the student may be suspended immediately and for up to three school days while the incident is investigated by the Program Administrator (or designee). If the investigation cannot be reasonably completed within the three school day period, the College may extend the suspension provided that the student is notified that additional time is needed. The total suspension period should not exceed seven (7) business days unless extraordinary circumstances exist. During the suspension period, students shall be prohibited from participating in classroom, laboratory, clinical, and school-related activities, and will be marked absent from all scheduled classes. If the suspension is lifted and the student is permitted to return, the Program Administrator (or designee) will collaborate with the student to address any required makeup coursework or missed instructional time.

Any behavior that unreasonably interferes with patient safety is grounds for immediate dismissal.

- Health or Safety
  - Violation of safety standards that resulted, or could have resulted, in harm to self, others, or damage to equipment at the College or clinical site, virtual or in-person
  - Willfully or recklessly endangering the physical or mental health of any person (assaulting, threatening, intimidating, stalking, bullying, hazing, dating violence, domestic violence, sexual assault, etc.)
  - Possession of weapons, firearms, or explosives on Galen or clinical sites premises
  - Possession of illegal drugs or an open container of an alcoholic beverage on Galen or clinical site premises
  - Being under the influence of alcohol or illegal drugs while on Galen or clinical site premises, or attending school-related activities

- Testing and Assessments
  - Cheating - using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples include but are not limited to:
    - Allowing another person to take or assist in the taking of an examination (test, quiz, etc.) or in the completion of an assignment, taking an examination (test, quiz, etc.) or completing an assignment for someone else
    - Navigating away from the examination page in the online setting
    - Copying (including taking photos, screen captures, etc., with mobile phone, cameras, computers, or other electronic devices) from or collaborating with another student during an examination (test, quiz, etc.)
    - Using unauthorized materials, technological devices or software, including but not limited to generative artificial intelligence (AI) during an assessment (test, quiz, paper, discussion etc.)
    - Misusing accommodations in the testing environment
    - Selling, buying, or sharing part or all of an examination (test, quiz, etc.) with another person or on the internet
    - Failure to comply with the instructions given by the person administering the test
    - Discussing the contents of an examination (test, quiz, etc.) with anyone other than the examination proctor outside the testing environment.
- Plagiarism – copying another person's work or idea and claiming it as original work (For more information on tools that help academic writers avoid plagiarism, visit Writing Support at https://galen.libguides.com/c.php?g=1288035&p=9458685).

- Fabrication – the falsification or invention of any information or citation in an academic exercise. Examples include but are not limited to:
  - Presenting false transcripts
  - Lying about a personal issue in order to extend a deadline
  - Listing a source in a works cited page that the student did not actually use in the research
  - Deliberate or negligent omission or falsification of information
- **Facilitating Academic Dishonesty – is helping or attempting to help another student to violate any provisions of this code of conduct.**
- Any violation of HIPPA and/or patient confidentiality
  - Unauthorized access or copying of clinical site records or unauthorized release of patient information
  - Release of patient information including photos and videos (i.e. media, social media)
  - Sharing personal information about a patient with others not authorized to receive it absent written patient consent

- **Unprofessional behavior on Galen or clinical site premises, whether virtual or in-person**
  - Disorderly conduct
  - Insubordinate acts or statements
  - Any filming, recording, or photographing at a clinical site
  - Soliciting or accepting funds, tips, or anything of value from patients
  - Submission of assignments, photos, or videos where the students' employer information is evident on scrubs/employer name badges
- Vulgar, demeaning, or offensive language (or visuals) that conflicts with or violates the Nurse Practice Act or the ANA Code of Ethics for Nurses
  - While on a Galen campus or clinical site
  - On a social media site
  - Or in any forum in which the conduct runs counter to the student's commitment to the profession and is conveyed to others
- Theft
  - Taking someone else's property
  - Copying software programs from the College's computers
  - Copyright infringement - *Please refer to separate policy on copyright infringement, including disciplinary steps*.
- Conviction of a felony, including a *nolo contendere plea*
- Conduct detrimental to Galen or to any clinical site operations, virtual or in-person
- Willful damage of Galen or clinical site property
- Committing two documented serious offenses within a 12-month period

Serious Offenses

Serious offenses may not justify immediate suspension and dismissal, but will require disciplinary action in the form of a written reprimand, and in some instances, suspension. Repeated commitment of serious offenses may result in dismissal as outlined in the following Disciplinary Process. Examples of serious offenses are:

- Use of tobacco products, including e-cigarettes, on Galen premises or in unauthorized areas of clinical site
- Failure to report an incident (theft, damage, illness, etc.) at Galen or a clinical site
- Unauthorized filming or recording in learning environments (i.e. classroom, simulation laboratories, clinical learning lab)
- Committing two documented minor offenses within a 12-month period

Minor Offenses

Minor offenses are lesser violations of Galen rules that require disciplinary action in the form of a verbal reprimand. Repeated commission of minor offenses may require a written warning or dismissal as outlined in the following Disciplinary Process. Examples of minor offenses are:

- Engaging in self-plagiarism as defined by the APA Manual
- Attending to personal affairs during clinical experiences without approval from clinical faculty
- Unauthorized use of a mobile communication device during class or clinical experiences
- Placing or accepting bets or gambling on Galen or clinical site premises
- Failure to observe parking or traffic regulations on Galen or clinical site premises
- Failure to follow published Galen rules, policies, procedures, or expectations that have not otherwise been listed in this section (Violations), including, but not limited to:
  - Class conduct expectations published in the syllabus
  - Information Technology
  - Simulation Center / Learning Lab
  - Clinical
  - Dress Code

Disciplinary Process

To promote fairness and consistency, Galen has established a system of discipline, with offenses grouped in categories defined as Minor, Serious and Critical. The Student Code of Conduct provides for the following system of discipline to guide decision-making. Deviation in consequences may be warranted depending on the circumstances of the offense(s):

Critical Offense

1st Offense – Student may be suspended up to three days during the investigation. May result in dismissal from the College.

Serious Offense

1st Offense - Written reprimand
2nd Offense – Student may be suspended up to three days during the investigation. May result in dismissal from the College.

Minor Offense

1st Offense - Verbal reprimand
2nd Offense - Written reprimand
3rd Offense – Student may be suspended up to three days during the investigation. May result in dismissal from the College.

Resolution of Grievances and Complaints Policy and Procedure

Satisfactory student-faculty relationships and effective College operation depend on shared goals and objectives. Best results are achieved in an atmosphere where problems and opinions can be discussed freely without fear of reprisal and with an expectation of mutual cooperation.

The Resolution of Grievances and Complaints procedure provides students the opportunity to bring matters that require resolution to the attention of appropriate members of the faculty or administrative staff, who will respond as outlined by this policy. These matters include complaints that are academic in nature, as well as any complaints related to disabilities, discrimination, harassment, and retaliation. This procedure has been developed to support resolving matters at the lowest possible level. As such, a written statement will be considered a formal Grievance once it reaches Step 3 – Grievance Council.

For more information regarding complaints related to disabilities, discrimination, harassment, and retaliation, please see the Grievance & Complaint Procedure Steps – Disabilities, Discrimination, Harassment and Retaliation.

Grievance and Complaint Procedure

Galen has established procedures for student grievances and complaints, as outlined below. *Please note that suggestions and comments for improving campus operations are always welcome via the electronic Student Suggestion Box, located in the Student Self-Service Portal. This method is most appropriate for students who do not require a direct response or who would like to anonymously submit suggestions*.

Grievance & Complaint Procedure Steps

1. Any student with a concern about an event or condition is encouraged to discuss it with the appropriate faculty or staff member within two (2) business days.

2. If resolution does not occur to the student's satisfaction at Step 1, the student submits a written letter of grievance or complaint, to the Program Administrator (or designee) at grievance@galencollege.edu. This written letter must be individualized and include the following information:
   - the name and contact information of the student filing the complaint;
   - a detailed description of the circumstances, including who is involved, a detailed description of attempts at informal resolution, and the current status; and
   - any relevant documentation to support the grievance or complaint the resolution the student is seeking.

A current student must submit the written letter of grievance or complaint within five (5) business days of the event or condition which created the alleged dispute. A dismissed student who has a grievance or complaint involving dismissal must submit the letter of grievance or complaint within ten (10) business days of being notified of the dismissal.

3. If resolution does not occur to the student's satisfaction at Step 2, the student may submit a letter of grievance or complaint to the Grievance Council at grievance@galencollege.edu within five (5) business days following the date the proposed resolution was presented. This written letter of grievance or complaint must include the same information outlined in Step 2 and how the

student has already attempted to resolve the concern following the procedures defined in Steps 1 and 2.

4. If resolution does not occur to the student's satisfaction at Step 3, the student submits a letter of grievance or complaint to the Regional Dean (prelicensure programs), Executive VP of Nursing (RN to BSN program), or Chief Academic Officer (graduate programs), or designee, whose decision will be final, at grievance@galencollege.edu within five (5) business days following the date the proposed resolution was presented. This written letter of grievance or complaint must include the same information outlined in Step 2, and how the student has already attempted to resolve the concern following the procedures defined in Steps 2 and 3.

At Steps 2 and 3, the student may request the assignment of a faculty member not involved in the grievance or complaint to assist the student. No outside parties are permitted to attend the Grievance Committee Meeting. The Grievance Council includes faculty and/or staff members and one student representative. At Steps 2, 3, and 4, the College will respond to the student within seven (7) business days. Time limits may be extended if the student and administration mutually agree.

Grievance and Complaint Procedure Resolution Time

A current student should present his or her complaint, grievance, or conflict within five (5) school days of the event or condition which created the alleged dispute.

A dismissed student who has a grievance or complaint involving expulsion must submit his or her grievance to the Program Administrator (or designee) within ten (10) school days of receipt of notice of dismissal.

A student who makes an appeal will receive a response from the college within seven (7) business days.

If the student is not satisfied with the proposed resolution, the unresolved case should be presented to the next level for review within five (5) school days from the date the proposed resolution was presented. If mutually agreeable, however, time limits for both student and administration may be extended at any step.

Grievance & Complaint Procedure Steps — Disabilities, Discrimination, Harassment and Retaliation

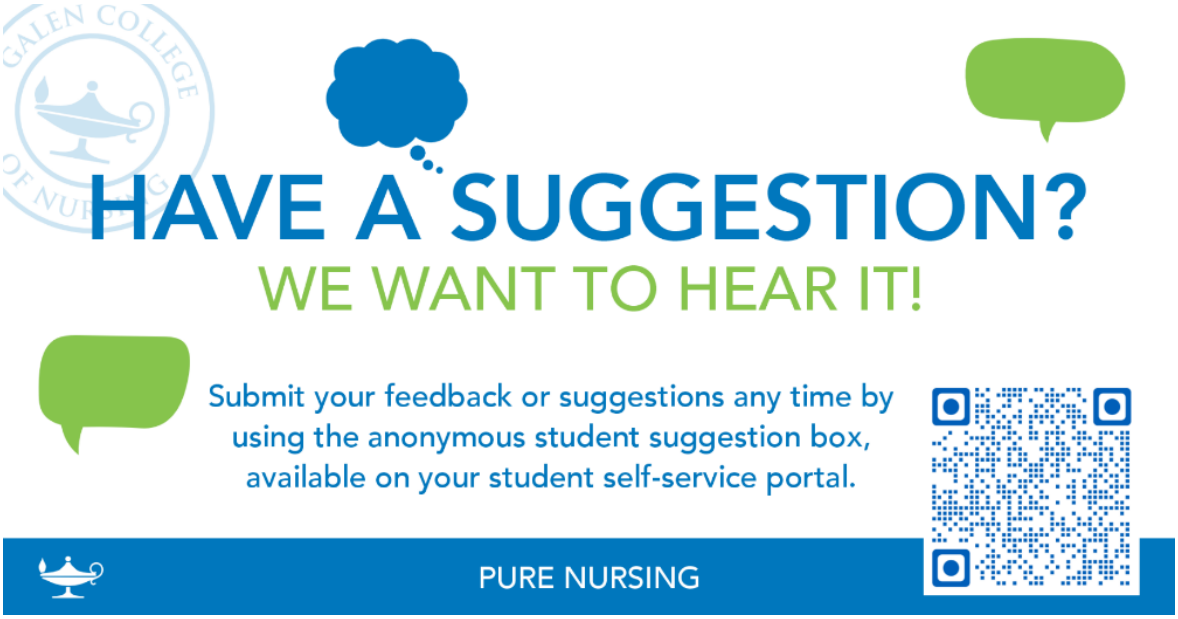
1. A student with a grievance or complaint concerning disabilities, discrimination, harassment, or retaliation should report the issue to the Section 504/Title IX Coordinator at the campus, or submit the grievance to grievance@galencollege.edu.
2. Galen will follow the guidelines described in its *Procedures for Investigating Complaints of Discrimination*. A copy of these procedures may be obtained from the Section 504/Title IX coordinator. The procedures provide for an impartial investigation and for the opportunity to identify witnesses and other evidence. The procedures specify reasonably prompt time frames for the major stages of the grievance process.
3. Galen will notify the complainant regarding the outcome of the investigation.
4. Galen will take steps to prevent retaliation and avoid recurrence of any discrimination, harassment or failure to accommodate, and correct discriminatory effects, as appropriate.

Grievance & Complaint Procedure Resolution Time — Disabilities, Discrimination, Harassment, and Retaliation

The time frames set forth in the *Procedures for Investigating Complaints of Discrimination* apply to grievances related to disabilities or requests by disabled applicants or students for reasonable accommodations, and reports or complaints by individuals who have experienced or witnessed discrimination, harassment, or retaliation.

Student Suggestion Box

Galen values the insights and perspectives of our students, as your input plays an integral role in enhancing your experience. We encourage you to share any suggestions or ideas you may have by submitting an online form or by using the below QR code. *This method is most appropriate for students who do not require a direct response or who would like to anonymously submit suggestions*.



Dress Code

While attending classes at Galen, students are expected to dress in a professional manner. The academic administration determines if a student's appearance is appropriate and in accordance with the established dress code and safety rules, such as neatness and cleanliness of wearing apparel, and whether or not such apparel is appropriate, distracting, or in violation of health and safety rules. Students who violate the dress code will not be allowed to stay in the classroom or the clinical site, whether virtual or in-person, and an absence will be recorded for that class or clinical experience. When wearing scrubs on campus, only official Galen scrubs may be worn (classroom or clinical learning lab). Scrubs worn by students at their place of employment are not to be worn while on campus. Students shall not wear Galen scrubs at their place of employment.

Exceptions to dress code requirements must be approved by the Program Administrator (or designee). The Program Administrator's (or designee's) decision is final.

Classroom Dress

Each student has the responsibility to dress appropriately for the College environment. Students have the responsibility to dress appropriately and not cause a distraction to other students or the learning environment. Some examples may include but are not limited to:

- Dress and Grooming: All dress and grooming shall be neat and clean. Clothing must be free of profanity, violence, sexually suggestive phrases, gang related symbols, alcohol, tobacco, drugs or advertisements for such products, or other phrases or symbols which are inconsistent with an educational environment. Undergarments must not be visible. Sleepwear shall not be worn to class.
- Name Badge: A Galen-issued photo identification (ID) badge must be worn at all times. Placement of the ID badge is to be above the waist. ID badges may not be decorated with stickers, tape, or pins. Students are responsible for any costs associated with replacement badges.
- Headwear: Hats, visors, caps, sunglasses, and other distracting headwear shall not be worn

indoors. These minimum standards of dress and grooming shall apply to all students.

- Tobacco Products: The use of tobacco products is not permitted.

Clinical and Clinical Learning Laboratory Dress

Students are guests in the clinical settings and are representatives of Galen. A professional appearance supports the confidence and competence you provide to patients, families, and other health care team members in the clinical setting.

Students are required to abide by the following in the clinical and clinical learning laboratory settings, in addition to individual clinical agency dress codes:

- Dress and Grooming:
  - Uniforms: While in the clinical setting, an official Galen clinical uniform with embroidered logo that is clean and wrinkle-free must be worn. Uniforms should fully cover back and abdomen, even with full range of motion. Any garment worn under the uniform top should not be visible below the hem of the scrub top and must be white or navy in color. Skirts must fall at or below the knee and be worn with hose or tights that are neutral or white in color. Pant length should stop at the top of the shoe at instep. Galen uniforms are not to be worn in any setting other than clinical agencies. For students enrolled in Mental Health or Community Health courses, confirm with your clinical instructor what uniform is required.
  - Shoes: White, navy, or black closed toe and closed heel leather or leather-type shoes without color ornamentation with matching (white, navy, or black) shoelaces must be worn. Shoes must be clean. Socks must be worn and extend above the ankle.
  - Jewelry: Jewelry may include one pair of small post-pierced earrings worn in the lower ear lobes, a wedding band, and a wristwatch. All other jewelry must be removed.
  - Tattoos and Piercings: Visible tattoos and piercings must conform to the laboratory or clinical site requirements. See jewelry requirement above.
  - Nails: Nails must be clean. Nail polish, gel overlays, and artificial nails are not permitted.
  - Make-up and Perfume: Perfume, scented body sprays, and scented body lotion are prohibited in the clinical setting. Make-up should be professional in appearance. False eyelashes are not permitted in laboratory or clinical settings.
  - Hair: Hair must be neat and clean, off of the collar, and away from the face. Plain barrettes, bobby pins, or non-latex or elastic bands may be used. Hair ornaments, decorative caps, or scarves are not permitted. Head coverings worn for religious beliefs must allow the student to use a stethoscope and other medical instruments and must not interfere with asepsis, patient exams, or therapeutic communication. Any hair color that is distracting is not permitted.
  - Beards and Mustaches: Beards and mustaches must be clean and neatly trimmed.
- Name Badge: A Galen-issued identification (ID) badge must be worn at all times. Placement of the ID is to be above the waist. ID badges may not be decorated with stickers, tape, or pins. No lanyards may be worn while in clinical and clinical learning laboratory settings. If the Galen issued ID badge is not allowed by facility, a substitute name tag will be given and must be worn at all times while at the clinical site. Students are responsible for any costs associated with replacement badges.
- Chewing Gum and Tobacco Products: Chewing gum and tobacco products are not permitted.

Identification Cards

Each student must have a current picture identification (ID) card and is expected to display the ID card at all times while on the Galen campus or while attending clinicals. Students must wear a Galen-issued student ID card above the waist with the name and picture facing out. Students who violate the dress or behavior code will not be allowed to stay in the classroom or the clinical site and an absence will be recorded for that class or clinical.

Students who violate the dress or behavior code will also be subject to the discipline procedure. Identification cards will be issued at the start of the program. In order to receive an identification card a student must present two forms of identification, one of which must be a picture ID. Acceptable identification includes driver's license and social security card. Students will not be admitted to clinical sites without a valid identification card. The ID card allows students to use the library resources and to enter Galen clinical facilities. ID cards must be turned in when a student graduates, withdraws, or is dismissed from the program. A replacement fee will be charged for lost cards.

Copyright Infringement Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions of higher education to combat the unauthorized distribution of copyrighted materials by users of the institution's network. The information presented in this policy is intended to meet the requirements of the HEOA as specified in the final regulations published by the United States Department of Education on October 29, 2009, in 74 FR 55902; and in the Dear Colleague Letter dated June 4, 2010 (DCL ID: GEN-10-08).

The regulations mandate "that an institution must have developed and implemented written plans to effectively combat unauthorized copyrighted material and that the institution will offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property." Galen College of Nursing provides Internet access for students as part of the physical and social learning infrastructure as well as develops and maintains computer networks, and a variety of related support systems. While personal use of Galen Internet access through Galen-owned computers or Galen wireless networks is permitted, students should be aware that abuse of Galen Internet resources can carry severe consequences. All existing federal and state laws and internal policies apply, including those not only specific to computers and networks, but also those that prohibit the misuse, theft, or vandalism that applies to software, data and physical equipment.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

File sharing, through popular peer-to-peer (P2P) networks, or the direct download of copyrighted works can be used in legal and enriching ways; however, these services can also be utilized to obtain and share content to which users have no legal right. United States copyright law protects the creators of this content (often the media of music and film) against infringement by providing severe penalties in cases of copyright violation. Galen students who engage in unauthorized distribution of copyrighted material, through downloading and sharing, are subject to the full extent of U.S. copyright law; including both civil and criminal penalties.

Summary of Penalties

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed.

For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

In addition to civil penalties, Galen students who abuse school-provided network resources will be subject to internal policy actions.

- First offense: letter of warning, advising the student that they is in violation of Galen network policy.
- Second offense: suspension from the use of Galen network resources, including library resources, for an appropriate length of time.
- Third offense: dismissal

Notice

This information is provided for the benefit of students in order to create greater awareness of the potential consequences of illegally downloading and/or distributing copyrighted works. Galen College of Nursing assumes no liability for misuse of Galen Internet resources; as such, students who choose to violate United States copyright law by utilizing Galen Internet resources will be solely liable for their actions.
For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Conclusion

Under 34 CFR 668.14(b)(30), an institution, as a condition of participation in any Title IV, HEA program, must have developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network without unduly interfering with the educational and research use of the network. As such, Galen's plan includes:

- At least one or more technology-based tool to deter copyright infringement.
- Mechanisms for educating and informing the community about appropriate use versus inappropriate use of copyrighted material.
- Procedures for handling unauthorized distribution of copyrighted material.
- Procedures for periodically reviewing the effectiveness of the plan to combat unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria.

Galen College of Nursing's copyright infringement policy has been provided for the purpose of student wellbeing, but is not intended as a substitute for legal advice. Should you have questions or concerns regarding Galen's policy, contact the Compliance Office at 502.410.6200.

Cross Reference:
DCL GEN-10-08, 34 CFR 668.43(a) (10), 668.41(c), Title 17 United States Code § 106, 504 505

Intellectual Property

Faculty, staff, and students will promptly disclose and describe to the Office of the Academic President of Galen all instructional devices or techniques; software; online course developments or changes made, developed, or conceived by such faculty, staff, and students, either alone or with others and in the scope of employment, enrollment, or consultation for inclusion in Galen's curriculum, the teaching of a course, or to improve operations. All rights to such intellectual property, including copyright, patent, and the derivation of revenue, are and remain the sole right and property of Galen, unless separately agreed to in writing. Any exemptions to this policy shall be considered on a case-by-case basis.

The rights to traditional products of scholarly activity such as articles for publication, and the review or development of textbooks, shall be retained by the creator of such scholarly activity.

Galen's curriculum content and all associated materials[1] are considered property of Galen and are, therefore, considered confidential information and are not to be shared with outside persons or agencies unless required by law or upon written authorization by the Academic President.

This policy shall extend and apply to a student of Galen to the extent such student may participate in activity covered by this policy.

This policy creates an understanding which is binding on Galen and on its faculty, staff, and students. Any question of interpretation or claim arising out of or relating to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by the following procedure:

1. The issue must first be submitted to the Office of the Academic President of Galen in the form of a letter setting forth the grievance or issue to be resolved. The Office of the Academic President of Galen will review the matter and then advise the parties of its decision within sixty (60) days of submission of the letter.

2. If any of the parties to the dispute is not satisfied with the Office of the Academic President's decision, the party may seek binding arbitration in Louisville, Kentucky and in accordance with the Rules of the American Arbitration Association then in effect. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitrator(s) will give some weight to the decision of the Office of the Academic President of Galen in reaching a decision. The losing party of the arbitration hearing will pay for all costs of the arbitration unless the arbitrator(s) specifies otherwise.

[1] "Associated materials" include, but are not limited to, lectures; handouts; tests and test keys; and presentations.

Acceptable Use Policy

This policy details specific requirements for the use of all computing and network resources at the Galen College of Nursing, including electronic and hardcopy data, information, and information assets. Information resources and technology support the educational, instructional, and administrative activities of the College.

The use of these resources is a privilege that is extended to members of the Galen College of Nursing community. As a user of these services and facilities, you have access to valuable College resources, high risk and/or moderate risk information, and to internal and external networks. Consequently, it is important to

behave in a responsible, ethical, and legally compliant manner.

In addition, members of the Galen community may have access to additional third party provided resources through their affiliation with the College. Use of these resources by members of the Galen community is governed by this policy and any applicable policy or restriction(s) of third-party provider(s).

In general, acceptable use means ensuring that the information resources and technology of the College are used for their intended purposes, while respecting the rights of other computer users, the integrity of the physical facilities, the confidentiality of data, information and information assets, and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the College may restrict network privileges or more serious consequences, up to and including dismissal. Individuals may also be subject to federal, state, and local laws governing many interactions that occur on the College's networks and on the Internet. These policies and laws are subject to change as state and federal laws evolve.


GALEN COLLEGE
OF NURSING

CLINICAL POLICIES



GALEN
COLLEGE OF NURSING

Clinical Placement

During enrollment in Galen's prelicensure programs, a variety of clinical opportunities, both virtual and in-person, are provided to help student's successfully complete course requirements. All campus locations have extensive clinical affiliation agreements which include acute and extended care facilities and community service agencies. Enrolled students may perform tasks that would constitute the practice of nursing; however, clinical participation is not used to provide labor or as a replacement for a permanent employee. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which they have been assigned. Enrolled students must be able to have independent means to travel to and from clinical assignments. Students traveling in private vehicles to and from clinical assignments assume all related risk and liability. Galen is not responsible for injuries or damages that may result.

Clinical Participation Policies

Galen College of Nursing clinical faculty and students are guests in the affiliate healthcare setting, both virtual and in-person, with associated expectations for the performance of competent, safe, professional behaviors, whether in person or on camera.

In order to ensure continuity of patient care and the development of professional accountability, a student is expected to arrive at the clinical site, virtual or in-person on time. Clinical tardiness is defined as arriving after the designated start time for any clinical, which will be documented as a tardy occurrence, including pre-conference and/or beginning of shift report.

Students who are tardy at a clinical experience (per course) may be dismissed for the day and an absence will be recorded.

It is the expectation that students will stay for the entire time allotted for the clinical experience.
Please see the General Attendance Policies for more information.

Clinical Participant Requirements

Applicant must:

1. Provide evidence of a current physical examination performed within the immediate 12 months by a licensed healthcare provider and reported on a Galen physical form;
2. Provide evidence of meeting Galen's immunization requirements (see Health & Immunization Requirements);
3. Provide proof of certification in American Heart Association (BLS) or American Red Cross (ARC) CPR (Galen will provide information on available classes);
4. Satisfactorily pass a background check prior to the start of classes, after any break in service, and as required by clinical site;
5. Provide proof of health insurance, as applicable; and
6. Provide proof of necessary health testing requirements, as applicable.

Clinical Registration Requirements

Documents required for clinical participation, including all health, immunization, and applicable testing requirements, must be submitted prior to registering for courses with a clinical component.

Students will not be permitted to register with expired documents, and will be unregistered for the course if their documents expire prior to the start of the course. Student immunization information and test results will be provided to the clinical agency, and criminal background information may be provided to the clinical agency. The clinical agency has the right to make a final determination about whether the student will be able to attend clinical at their facility. Students who do not meet clinical requirements may be prevented from engaging in the clinical or practicum component of their program, which could result in program dismissal. For information on specific immunization requirements currently in effect, please see Health & Immunization Requirements.

Health Insurance

Clinical facilities may require students to submit proof of health insurance as a condition of attending the facility for the clinical experience. Students who fail to provide evidence of health insurance or fail to purchase group health insurance place themselves in jeopardy of not being able to attend scheduled clinical experiences or meet the requirements of the nursing course.

Health & Immunization Requirements

Students who participate in the clinical experiences are at risk for exposure to and possible transmission of infectious diseases. In order to protect students, healthcare providers, and patients, Galen requires prelicensure students to provide evidence of adequate immunity to Hepatitis B virus (HBV), Varicella (Chicken Pox), Measles, Mumps, Rubella (MMR); and, Tetanus, Diphtheria, and Pertussis (TDaP); and a negative screening for tuberculosis (TB). For information on specific immunization requirements currently in effect, please see 'Health & Immunization Requirements' on the Galen website.

If conditions prohibit a student from meeting these requirements, the student is required to furnish documentation, which will be reviewed and recommendations for a waiver will be made if appropriate. Even with a waiver, students who do not meet immunization requirements may be required to provide additional documentation and may be prevented from engaging in the clinical or practicum component of their program, which could result in program dismissal.

Some of the clinical sites require students to provide evidence of immunity or proof of vaccination against other communicable diseases such as coronavirus (COVID-19), influenza, polio, and Neisseria meningitidis. If a student is assigned to a clinical site that has specific requirements, the student will be required to be in compliance.

Physical Examination

Due to the physically demanding nature of direct patient contact within nursing education programs, it is necessary for all prelicensure students entering the program to provide verification of a physical examination performed by a primary care provider within the twelve (12) months prior to admission to Galen.

A student is considered compliant with this requirement with the following documentation:

- A completed physical examination form completed and signed by a licensed, practicing primary care provider.
- Physical must be performed within twelve (12) months prior to admission.

Students who experience any break in service may be required to provide an additional physical examination, at the student's expense, upon reentry.

Additional information can be found in Galen's Nursing Technical Standards.

Criminal Background Screening

Many of the clinical sites where Galen students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require verification of criminal history before students can be placed in their organizations. Based on the requirements of these agencies, as well as state and federal regulations, all students accepted for admission to Galen's prelicensure programs must consent to and submit a criminal background screening authorization form. A student's past criminal history may impact his or her admission status in the Galen programs, limit the number of suitable practice placement sites, and/or affect ability to obtain licensure.

A student is considered compliant with this requirement with the following:

- Completed criminal background screening authorization form completed and returned to the Office of Academic Records.
- Documentation of background screening results from Galen's authorized provider.

Fingerprinting and Drug Screening

Galen is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, as well as academic performance and patient care. Students are expected to report to class and clinical agencies in the appropriate mental and physical condition conducive to learning and the provision of safe patient care.

Students accepted to the nursing programs may be subject to additional fingerprinting and/or drug screening requirements based on clinical affiliation agency policy, and agree to such screening as a

condition of enrollment. When fingerprinting and/or drug screening is required, the student will be notified by Galen and given instructions on how to complete screening requirements. Galen reserves the right to revoke admission based on an adverse fingerprint or drug screening.

A student is considered compliant with this requirement with the following:

- Documentation of fingerprinting results from Galen's authorized provider.
- Documentation of drug screening results from Galen's authorized provider.

Cardiopulmonary Resuscitation (CPR) Requirements

All prelicensure students are required to successfully complete a Basic Life Support (BLS) course as approved by the American Heart Association (AHA) or American Red Cross (ARC). Students must produce a current and valid provider AHA or ARC BLS card. Evidence of completing this course must be provided every two (2) years.

Participation in clinical experiences without documented evidence of holding a BLS card is prohibited and will prevent the student from attending clinical or practicum experiences.

A student is considered compliant with this requirement with the following:

- Copy of a current provider AHA or ARC BLS CPR certification card.
- CPR certification expires two (2) years from the date issued. This certification must not expire during the student's clinical experience. Failure to renew certification will prohibit the student from attending clinical or practicum experience.

Clinical Dress Code

While attending classes at Galen, students are expected to dress in a professional manner. When wearing scrubs on campus, only official Galen scrubs with the white embroidered Galen logo may be worn (classroom or clinical learning lab). Scrubs worn by students at their place of employment or in the clinical setting are not to be worn while on campus. Students must also not wear Galen scrubs in the healthcare setting. Please refer to the Dress Code Policy for complete information regarding dress in the classroom, clinical learning lab, and clinical areas.

Clinical Confidentiality

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all information regarding patients or former patients is considered confidential and protected health information and is to be used solely for clinical, virtual or in-person, purposes as part of the educational curriculum.


GALEN COLLEGE
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STUDENT SERVICES



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Academic Advisement

For academic assistance, students may schedule an appointment with faculty members, who can assist with study skills as well as address other academic needs.

Student Orientation

A mandatory orientation program is offered to familiarize students with the program and services provided by Galen. Prelicensure students will have an opportunity to meet the Dean, Program Director, faculty members, staff, and other students. Students must attend orientation or make arrangements for an orientation prior to starting classes. Failure to attend orientation may result in a loss of student's place in class.

Various school policies and procedures will be covered, including but not limited to: Attendance, Grievance Procedure, Dress Code, and Code of Conduct.

Liability Insurance

Galen carries general and professional liability coverage for students through Health Care Indemnity, Inc. This coverage insures students in their capacity as a student nurse at the clinical facility.

Personal Counseling

Galen is committed to helping students progress successfully through the academic challenges for its nursing programs. A school counselor is available, at no cost, to provide confidential guidance for a wide variety of personal issues, such as test anxiety, learning struggles, interpersonal conflict, family struggles, depression, and anxiety.

Loss of Personal Property

Galen does not assume responsibility for the loss of personal property.

Technology

Wireless Internet Access

Wireless Internet access is available for students. To access the network, please contact the Librarian at (502) 410-6278 or the Campus Technology Coordinator at (502) 410-6209 for the network name and password.

Email and Communications

Communications from the administration or faculty will be conducted primarily through Galen provided email accounts. Galen provides our students with a customized version of Microsoft Office 365 Education, which gives actively enrolled students access to Microsoft Outlook, Word, Excel, PowerPoint, OneNote, and Teams. Students are automatically enrolled in Microsoft Office 365 by the College prior to their first term of study and provided login and usage instructions during new student orientation.

Additional information from the administration or faculty will be posted throughout the College using digital signage, Campus bulletin boards, common area displays, and inside classrooms. Posted information may include policies, events, and job opportunities. Additional information may also be posted in Canvas. Students are responsible for keeping themselves informed about current policies and information updates by checking their Galen email accounts on a regular basis.

Technology Maintenance Window

A recurring, pre-planned maintenance window allows IT and Administrative Computing Departments to occasionally perform much needed upgrades and improvements to hardware, software, security, and the network. This allows customers and users of these systems to prepare for and plan around outages.

- Scheduled upgrades and maintenance work can occur any Sunday between 9AM and 12PM (noon) EASTERN. This will happen only as needed, not every Sunday.
- Larger upgrades (Campus Nexus Student, for example) may take longer, up to 3 PM.
- A RAVE alert will be sent to students by noon on Friday in advance of outage if a student-facing application is a part of the maintenance window.
- A RAVE alert (or email) will be sent to employees by noon on Friday in advance of outage if an employee-facing application is a part of the maintenance window.
- An additional RAVE alert will go out if any issues occur during or after the upgrade, or additional time is needed.
- Advance notice may be less than 48 hours, if it is for a critical security update.
- Every effort will be made to not use a maintenance window during significant campus events.
- Additional system downtime outside of the maintenance window may be necessary in events of time sensitive or emergency updates.

Library/Learning Resources

The Library/Learning Resource Center is open to all enrolled students. Galen has extensive online library resources for students to use. The Galen online library includes most of the items found in a large physical library, but with the benefit of being able to be viewed by multiple students at one time. Databases are available, with full text journal selections containing nursing, general studies, research, and science- related holdings.

Name Change

Students may change their name on their official record by legally changing their name and providing an updated social security card to the Office of Academic Records. Once the name change has been processed, the Office of Academic Records will change the student name on all official documents, including transcripts, diplomas and academic records. The Office of Academic Records will also issue an updated ID card and update the student's email address to reflect the new name. Legal birth names will be stored in the student information system for archival purposes. Students may contact the Office of Academic Records for additional information.

Transcripts

Student transcripts will remain a permanent record at Galen. Official copies of a student's transcript will be sent to employers or other schools at the student's request. Students will be provided one free copy of their transcript at graduation; however, a transcript fee will be charged for additional copies requested. Students can download a copy of their unofficial transcript in their Student Self-Service Portal. An official transcript can be requested via the National Student Clearinghouse. Please allow approximately two weeks from the time of the request to receive a transcript.

Tuition Reimbursement and Education Verification
Students requiring verification of final grades for employer tuition reimbursement or third-party sponsorship must request an official or unofficial transcript. Grade reports printed directly from the Student Self-Service Portal may not satisfy all employer requirements; students are advised to confirm the required format with their employer prior to submission.

Career Placement Counseling

Galen provides career placement counseling for students. As Galen is notified of job opportunities, listings will be provided. Both the Program Administrator (or designee) and staff advisors will counsel a student in pursuing job openings for which they are qualified. Job listings will be posted on the student communications bulletin board or in the online Student Resource Center. Campus Engagement Specialists are available to provide assistance with resume writing, interview preparation and job search. Galen does not guarantee job placement.

Voter Registration

The Federal Election Commission makes available information and guidance regarding voter registration in each state at https://www.eac.gov/voters/register-and-vote-in-your-state. Deadlines for voter registration in each state can additionally be found at https://www.vote.org/voter-registration-deadlines/.


GALEN COLLEGE
OF NURSING

HEALTH & SAFETY



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MEDICAL EMERGENCY, POLICE OR FIRE – CALL 911

Health Services

Health services provided at Galen are limited to first aid treatment only for minor injuries. First aid kits are maintained and available on campus. Emergency medical treatment is available through nearby facilities that can be accessed when needed. Students are responsible for charges incurred.

Infection Control

While enrolled in healthcare courses, students will be expected to comply with standard precautions and preventive measures as published by the CDC in Atlanta, Georgia. The guidelines are incorporated into Galen College's curriculum and will be reviewed during orientation.

Building Regulations

Complex flammables, such as gasoline, kerosene, naphtha, and benzene or explosives, or any other article intrinsically dangerous are not allowed on the premises.

Parking

Parking is available for students. Galen assumes no liability for damage or loss to you or your vehicle or its contents on Galen property. No bicycle or other vehicle shall be allowed inside the building. Additional information about parking requirements is available from the Campus Operations Director.

Electrical Storms

In the event of a severe electrical storm, Galen staff will notify students and faculty of when to turn off all electrical equipment and when power may be restored.

Power Failures

When a power failure occurs, all those currently using equipment should turn off the equipment. Administrative staff will verify that all equipment has been turned off.

Cancelled Classes or Clinical Experiences

When classes are cancelled students will learn about the closing via:

- Galen Email
- Rave Alert system

During weather related closures, students should monitor their Galen email and Canvas™ accounts for alternate theory learning activities or rescheduled class dates. If weather becomes severe during the day, Galen will announce, if necessary, early departure. The decision regarding early dismissal from class or clinical will be made by the Program Administrator (or designee).

Delay of Day Classes/Clinical Experiences

Galen will announce closings/delays via Galen email, and the Rave Alert system. Galen officially opens at 8 AM so the delay would be from the time Galen officially opens (example: a 1-hour delay indicates that students report to classes and clinical experiences that they are regularly scheduled to attend at 9 AM). A delayed schedule applies to classes held on campus and in clinical facilities. Clinical Faculty are required to make the clinical site aware of the time students will be in the facility.

Evening Classes

Information about cancelling evening classes and clinical experiences will be communicated via Galen email and the Rave Alert system by 4:00 p.m.

Life Safety Systems

Emergency exit lights are located at all suite exit points. Fire extinguishers are located in several locations throughout the building. The location of all extinguishers is marked on the Emergency Evacuation Map. The Emergency Evacuation Map is located near the door of all classrooms, the clinical learning laboratory, the student lounge, and within the administrative offices in several locations.

Cell Phones

Cell phones are not allowed in the classroom. Cell phones must be turned off while at the clinical site, virtual or in- person.

Children

Children are not allowed on Campus during regular class hours. Children should never be left unattended in the building or on the grounds.

Food and Beverages

Eating or drinking is not permitted in any of the classrooms or hallways.

Smoking

Galen is a smoke-free facility. The use of tobacco products, including e-cigarettes, is not permitted.

Fire and Evacuation Plan

A fire and evacuation plan is posted in each classroom, library, and clinical learning lab. The plan instructs students, faculty, and staff on the actions to be taken before, during and after a fire emergency or disaster. The plan is also highlighted in student orientation. Classroom and clinical learning lab safety complies with OSHA guidelines. Disaster (fire) drills will be held periodically in compliance with state and local regulations.

Fire Procedures

- Anyone sighting fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.
- A member of the administrative staff should be immediately notified.
- Administrative staff will call 911 and give instructions for building evacuation.

Medical Emergency

The Medical Emergency Policy provides for emergency medical care for Galen students, employees and visitors as required.

All Galen students, faculty and staff will be provided with a Medical Emergency Policy to ensure that medical emergencies receive appropriate treatment as quickly as possible. If an individual becomes ill, is physically injured, or has an accident on Galen premises, the following shall apply:

A. Remain calm.
B. Assess the situation.
   i. If the person is conscious ask them if anything hurts. If unconscious, gently inspect the person for obvious signs of injury.
   ii. Do not move the person, especially if they indicate any pain, unless there is a threat to life to leave them in that location.
C. Call 911 if the person is injured or unresponsive. Stay on the phone with the dispatcher until they hang up. Be sure to indicate to which floor the responders should report. Send someone to meet the emergency medical services and rescue crews at the building entrance.
D. Summon a nursing faculty member to assess the situation.
E. Do not jeopardize your health or the health of others. Wait for Emergency Medical Services or a faculty member if unable to properly administer first aid protocols.
F. Do not administer or provide the individual with any medication.
G. Remain with the injured or incapacitated individual until help arrives.
H. To the extent possible, comfort the individual and reassure them that medical assistance is on the way.
I. Once emergency medical services arrive, provide the teams the space to administer first aid or medical services. Stay close in case any questions need to be answered.

If a student becomes ill, is injured, or has an accident at a clinical site, the faculty member must provide for the safety of all Galen students and follow all applicable policy and procedures of the clinical site.

Student Emergency Information

All Galen students will be requested to provide their personal emergency contact information upon enrollment. Students are responsible for keeping their emergency contact information up-to-date. Student's can update their emergency contact information in the Student Self Service Portal or by contacting the Office of Academic Records.

Employee Emergency Information

All Galen employees will be requested to provide their personal emergency contact information upon employment. Employees are responsible for keeping their emergency contact information up-to-date. Employee emergency contact information can be found by contacting the campus HR representative during normal business hours or the Evening Coordinator or designee during the evening class hours.

Individuals are responsible for the costs of their medical services.

Incident Reporting

Incident Reports must be completed for any uncommon incident involving student or faculty which results in a potential for injury, or actual injury or damage (including theft), to the following: patient, visitor, student, Galen employee, clinical site employee, Galen or clinical facility property, or public reputation. These reports must be completed within 24-48 hours of the incident. The Incident Report form and additional information can be found at https://galencollege.edu/about-galen/campus-safety.

Incidents Related to Bloodborne Pathogen Exposure

In addition to completing this report, individuals who are possibly exposed to bloodborne pathogens (BBP) by way of needle sticks or exposure to human body fluids should immediately complete the following steps:

1. Wash needlesticks and cuts with soap and water.
2. Flush splashes to the nose, mouth, or skin with water.
3. Irrigate eyes with clean water, saline, or sterile irrigants.
4. Report the incident to your supervisor or clinical faculty member.
5. Immediately seek medical treatment.

For individuals who are possibly exposed to BBP by way of needle sticks or exposure to human body fluids at off-campus sites, such as hospitals or community health settings, the policy of the facility will be followed. For exposures in a setting where there is no policy on possible exposure to BBP, individuals should report to the nearest emergency room and are encouraged to follow-up with their primary healthcare provider. Individuals are responsible for the costs of their medical services.

Campus Security

Students witnessing or who are victims of alleged criminal activities are encouraged to report them immediately and accurately to the Program Administrator or faculty member present. The Program Administrator or faculty member will determine the need to contact the appropriate law enforcement. An Incident Report Form will be completed by the student and the Program Administrator or faculty member and sent to compliance@galencollege.edu. These reports will be retained and reviewed regularly to determine the effectiveness of the campus security policy. The Incident Report Form and additional campus safety information can be found at https://galencollege.edu/about-galen/campus-safety.

Statistics concerning the reports of the occurrence of any criminal offenses on campus will be kept for a three year period. These offenses will include murder; rape; robbery; aggravated assault; sexual assault, domestic violence; stalking; burglary; motor vehicle theft; liquor law violations; drug abuse violations; and weapons possessions as defined by the jurisdiction where the school is located.

Students who are arrested or indicted or know of a student who is arrested or indicted are encouraged to immediately inform the Program Administrator. Students arrested or indicted will be placed on investigative suspension, and the Disciplinary Process described in the Student Code of Conduct will be followed.

When a student is arrested or indicted, the Program Administrator (or designee) shall place the student on investigative suspension. The Program Administrator (or designee) shall review the facts and determine whether the student should be:

- Allowed to continue school;
- Released from the program; or
- Given time off until more information is obtained.

The arrest or indictment of a student shall not delay their expulsion if the process was underway at the time of arrest or indictment.

Administrative Discretion Necessary - The Program Administrator (or designee) must remember that an arrest or indictment is an accusation of wrongdoing and, as yet, unproved. Further, a student's behavior during non-school working hours is not a concern of Galen unless it affects the student's performance, the performance of fellow students, the health and safety of clients, or legitimate interests of Galen.

Students should be kept informed by school administration of any changes to their enrollment status that may be affected by circumstances surrounding an arrest or indictment.

Expulsion May Be Necessary - The decision to expel an arrested or indicted student may be made only when there is a clear and pressing need, for example:

- The student is incarcerated. Extenuating circumstances may include: inability to raise bail; detention without bail.
- The student's presence at school would cause substantial physical disruption to the school.
- The crime for which the student is accused is of such a grave nature that it adversely affects legitimate Galen/clinical site interests.
- The nature of the crime is such that allowing the accused to continue presents a "good faith" probability of harm to other students, clinical site clients or visitors.

For the security of students, faculty, and staff, access to the facilities will be limited to regular operating hours that are posted on the bulletin board in the student lounge. Access is at all times limited to faculty, staff and

students. After regular operating hours, the facility will be locked and access is limited to the authorized personnel and those with the Program Administrator's (or designee) prior approval.

Bomb Threat

In case of a bomb threat, immediately contact an administrative staff member who will contact the Program Administrator (or designee). The Program Administrator (or designee) will call 911 to reach the police and make an evacuation decision.

In the event of a bomb threat made by phone, the person receiving the call should attempt to record the following:

1. Date
2. Time of call
3. Time bomb scheduled to go off
4. Location of bomb
5. What does the bomb look like
6. Who is making the threat
7. Why is the threat being made
8. Text of the conversation
9. Description of caller:
    - Caller: male, female, adult, juvenile
    - Accent: local, regional, foreign
    - Speech: fast, slow, distinct, slurred, stutter
    - Language: obscene, coarse, normal, educated, loud, soft, rough, high pitch, deep, disguised
    - Manner: calm, angry, rational, irrational, coherent, incoherent, deliberate, hysterical, aggrieved, humorous, drunken
    - Background Noises: factory, road traffic, music, office, party atmosphere, quiet voices

Latex

Latex is a naturally occurring substance obtained primarily from the rubber tree. It is used in a variety of household and medical products, such as bandages, toys, balloons, erasers, rubber bands, elastic, stethoscope tubing, blood pressure cuffs, simulation mannequins, and personal protective equipment, including gloves. A latex allergy is a reaction to certain proteins contained in latex rubber. The amount of latex exposure needed to produce sensitivity or an allergic reaction is unknown and varies greatly by individual. Increased exposure to latex proteins increases the risk of developing sensitivity and allergic symptoms. In sensitized persons, symptoms may begin within minutes of exposure; but they can occur hours later and can be varied. Mild reactions to latex involve skin redness, rash, hives, or itching.

More severe reactions may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma (difficult breathing, coughing spells, and wheezing) or shock. (Centers for Disease Control and Prevention: http://www.cdc.gov/niosh/docs/98-113/).

In addition, according to the U.S. Food and Drug Administration (FDA), products with labels such as "latex-free," "does not contain natural rubber latex," or "does not contain latex" are not accurate because it is not possible to reliably assure that there is an absence of the allergens associated with hypersensitivity reactions to natural rubber latex in the medical product. The FDA notes that such labeling may give consumers a false sense of security (FDA: https://www.fda.gov/media/85473/download#:~:text=FDA%20is%20concerned%20that%20statements,the%20allergens%20associated%20with%20hypersensitivity). Healthcare workers can have an increased risk of developing latex sensitivity or allergy due to their increased exposure to products containing latex proteins in the health care environment.

Galen strives to provide a safe learning environment, but is not able to provide one that is completely latex-free. Exposure to latex may occur in the home and in the community, including clinical sites. Students and employees are responsible for managing their own personal health and healthcare in a responsible manner for their own safety and the safety of others. Students or employees who believe that they have a latex allergy or sensitivity or who develop allergic symptoms are responsible for contacting their personal healthcare providers and following all recommendations and precautions prescribed by the healthcare provider. Galen will work with students to provide a learning environment consistent with the recommendations and precautions prescribed by their healthcare providers. If symptoms of latex sensitivity or latex allergy occur at Galen, the Medical Emergency policy and procedures must be followed.

Galen makes reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). Students who have a documented latex allergy and believe that it is a disability, as defined by applicable law, must contact the Section 504/Title IX Coordinator on the campus to request an accommodation. Employees must contact the Director of Human Resources.

Drug Free Policy

Galen is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, as well as academic performance and patient care. Students are expected to report to class and clinical agencies in the appropriate mental and physical condition conducive to learning and the provision of safe patient care. Students accepted to the nursing programs may be subject to additional fingerprinting and/or drug screening requirements based on clinical affiliation agency policy, and agree to such screening as a condition of enrollment. When fingerprinting and/or drug screening is required, the student will be notified by Galen and given instructions on how to complete screening requirements.

Galen reserves the right to revoke admission based on an adverse fingerprint or drug screening.

All students are hereby notified:

1. That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school, on school property, while performing work duties, during school events, or in clinical placements is prohibited;
2. That violation of this prohibition will result in discharge or other appropriate actions;
3. That as a condition of enrollment, each student agrees that they will abide by the terms of the above statement, and will notify the Program Administrator of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
4. All employees and students must certify that, as a condition of enrollment, employment, or receiving of financial aid, they will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
5. This policy is in compliance with the U.S. Department of Education and the Drug-Free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.'s 114 5g Higher Education Act of 1965, Section 1213.

Policy

As required by the Federal Drug-Free Schools and Communities Act Amendment of 1989, you are hereby notified by Galen that on Galen premises, affiliated clinical sites, or at other Galen sponsored events, activities specified as critical offenses will not be permitted. Students shall be prohibited from working, attending school, participating in clinicals or attending Galen related functions while under the influence of alcohol and/or the use of illicit drugs. Illicit drugs include marijuana in any form, even if used in a State where such usage is not prohibited. The use of such substances by students on premises or at Galen related functions shall be prohibited. Such conduct by a student shall be considered a critical offense.

To protect the health and safety of all persons, the use of tobacco products is prohibited in the school physical facility and on the grounds. Violation of the policy is a serious offense that could result in disciplinary action up to and including expulsion.

Galen recognizes that substance abuse is a major problem that affects students, families, education, and communities. Galen strictly opposes any situation that interferes with a student's safety, health and well-being, and anything that adversely affects academic performance, patient care, or is detrimental to the campus. To promote this goal and in accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989 and state law, Galen strictly prohibits the unlawful manufacture, distribution, possession, sale, or use of any illegal drugs, controlled substances, or alcohol while acting in the course of enrollment, on Galen owned, leased, or controlled property, while operating Galen owned, leased, or controlled equipment or vehicles,
or at Galen sponsored functions. Students are required to report to their faculty use of any over-the counter medication or prescribed medication that might impair a student's ability to participate in the educational process safely or effectively. Any student who violates this policy is subject to disciplinary action up to and including dismissal.

Procedure

All students must, as a condition of their enrollment, adhere to this policy. Students are responsible for notifying the administration within five (5) days of any drug and/or alcohol related criminal conviction occurring on the campus or while enrolled as a student at Galen. Students must certify that, as a condition of enrollment or receiving financial aid, that they will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by enrollment or where federal financial assistance is

used for education. Violations of this prohibition will result in dismissal and/or other appropriate actions.

Galen reserves the right to take appropriate and lawful action to enforce this Drug and Alcohol-Free Campus Policy. These rights include drug and/or alcohol testing and inspection of any and all Galen and student property when the organization has a reasonable suspicion that this policy has been violated.

Galen may ask a student to submit to drug and/or alcohol testing at any time it is suspected that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- evidence of drugs or alcohol on the student's person or in the student's vicinity,
- unusual conduct or behavior on the student's part that suggests impairment or influence of drugs and/or alcohol,
- involvement in an accident or injury event,
- negative performance patterns.

Galen reserves the right to conduct random drug and/or alcohol testing in order to assess compliance with this policy. Students may be selected at random for drug and/or alcohol testing at any interval as determined by Galen.

Students involved in school-related accidents that require off-site medical treatment or result in property damage will be tested for controlled substances and alcohol. Any student who refuses to be tested or violates this policy is subject to disciplinary action up to and including dismissal. Galen encourages students with drug and/or alcohol abuse problems to seek counseling and treatment.

This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.'s 114 5g Higher Education Act of 1965, Section 1213.

Resources

In addition to the imposition of disciplinary sanctions as explained in this Code of Conduct including dismissal for such act, students or employees may face prosecution and imprisonment under federal and state laws which make such acts felony or misdemeanor crimes. Please visit the Galen website at https://galencollege.edu/consumer-disclosures/ for listings of criminal offenses and penalties.

The health risks associated with the misuse and abuse of drugs, including controlled substances and alcohol, include but are not limited to: Physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure; heart attacks; strokes, ulcers, birth defects; a diminished immune system; and death. See below for further listings of health risks.

Galen is committed to helping students who seek assistance and further recognize and insure the confidentiality and privacy due students. Students are encouraged to consult with their school counselor, who is available by appointment, or with faculty members for referral to appropriate counseling services. For a listing of additional counseling services and support groups available, please visit https://galencollege.edu/consumer-disclosures/.

Drug Law Violations - Eligibility for Title IV Funding

For the protection and welfare of all students and employees, Galen has established a drug-free policy. In addition to the civil and/or criminal penalties for a conviction for any offense during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, this conviction will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Weapons Policy

Galen College of Nursing is committed to maintaining a safe and secure educational environment for its students, faculty, employees, and visitors. Possession of weapons, firearms, or explosives on Galen premises, including parking lots and garages, or at a Galen event is strictly prohibited. Students, faculty, employees, and visitors who possess an active state license to carry a concealed firearm or fulfill the requirements under state law to carry a concealed firearm may properly store a legal weapon in their own vehicle on Galen premises, including parking lots and garages, or at a Galen event. Students, faculty, and employees visiting a clinical site must follow all facility policies.

Anti-hazing Policy

Galen College of Nursing prohibits students, employees, individuals otherwise associated with the College, or an organization recognized or sanctioned by the College, from engaging in acts of hazing. Hazing includes any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization and causes or creates a risk of physical or psychological injury, above the reasonable risk encountered in the course of participation in the college or the organization.

Students may report suspected or known acts of hazing to their Dean, Campus Operations Leader, Title IX Coordinator, or by submitting an Incident Report Form. Galen prohibits retaliation against anyone who reports a suspected or known act of hazing.

Investigation Process

1. Upon receipt of the report, the College will conduct a review to determine if the allegation meets the definition of hazing.
2. If a formal investigation is initiated, written notice will be provided to the individuals or organizations involved, outlining the nature of the allegations and the investigation process.
3. Information relevant to the allegation will be collected, which may include interviews, documentation, and any other pertinent evidence.
4. The complainant and respondents will have their opportunity to provide information and respond to allegations.
5. Upon completion of the investigation, a written report of findings may be prepared.
6. If a violation is substantiated, appropriate disciplinary action will be taken in accordance with the Student Code of Conduct or Employee Discipline Policy, as appropriate. For more information, please see the *Student Catalog* or *Employee Handbook*.

Prevention Programs

Students: Galen College of Nursing will provide new students with a program on hazing. The program will include information on hazing prevention, awareness, intervention, and Galen's anti-hazing policy.

Employees: Galen College of Nursing will provide employees with an annual program on hazing. The program will include information on hazing prevention, awareness, intervention, and Galen's anti-hazing policy.

Annual Security Reports

It is the policy of Galen to inform prospective and current students and employees about campus security prior to entering classes or employment as well as annually thereafter.

Galen complies with all requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the Violence Against Women Reauthorization Act of 2013.

Annual Security Reports can be found on the Galen website at https://galencollege.edu/consumer-disclosures/. Campus Safety information can additionally be found and https://galencollege.edu/about-galen/campus-safety.

Crime Reporting

All criminal actions detected during school operating hours are to be reported to the front desk who in turn will notify the school administrator on site. Galen supports the enforcement of all local, state, and national laws and will cooperate with appropriate law enforcement agencies in this activity.

Victims or witnesses are encouraged to report crimes to Campus administration, and may contact the Office of Accreditation, Compliance, and Regulatory Affairs at compliance@galencollege.edu to report crimes and instances where the individual wants to remain anonymous or report confidentially, within the parameters of the law.

Personal Safety

Galen is committed to the safety of all students, faculty, and staff. Students, faculty, and staff are required to wear a Galen photo identification badge when on campus or at a clinical site. These badges are provided when students begin their program of study and to employees on the first day of employment.

Entry doors to all campus facilities are locked and require either a security access code or swipe card to enter the premises. The codes are changed on a regular basis and swipe cards deactivated for inactive students and employees to ensure proper security access privileges. In addition, Galen may employ security to verify ID badges and disseminate visitor badges.

Galen has partnered with Rave Alert, an emergency notification alert network, to provide a communication system to Galen students and employees. The Rave Alert Network is capable of sending simultaneous emergency notifications from Galen via text message, email and/or voice message. The system has been specifically designed to rapidly communicate time-sensitive information to multiple people simultaneously and is a primary communication source during campus emergencies.

Emergency Response and Evacuation Procedures

Any actual or threatened emergency or dangerous situation involving an immediate threat to the safety or health of students or employees must be immediately reported to the campus Dean or their official designee if not on campus, or a member of the CEO's Cabinet of the College. Galen will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the Rave Alert notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Vice President of Campus Operations and the Office of Accreditation, Compliance, & Regulatory Affairs, in collaboration with other appropriate personnel, will direct the issuance of Rave Alert emergency notifications. Upon receiving a report of an actual or potential emergency situation, these individuals will confirm the significance of the situation through personal observation or inquiry, determine who to notify, create the notification itself, and send the Rave Alert message. The notification will contain a brief summary of the situation and actions the message recipient should take. Notifications sent through Rave Alert will notify all students, all employees, or all students and employees. The system is designed with the speed and flexibility to enable Galen Administrators to deliver critical breaking news or other warnings to the campus instantly. Additionally, facilities management can simultaneously lock down main entrance/exit doors to the campus, upon request from the campus Dean or Director of Campus Operations.

The emergency response and evacuation procedures will be tested or utilized at a minimum of annually.

Illegal Drug Use and Alcohol Consumption

For the protection and welfare of all students, faculty and staff, Galen prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on school property or clinical sites. As a condition of enrollment or employment, each student and employee certifies that they will abide by the terms of the above statement. Violations of this prohibition will result in discharge or other appropriate disciplinary action. This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989. Students may refer to the Drug and Alcohol Abuse Support Services in their local area as well as a description of health risks associated with drug and alcohol abuse by visiting the Galen website at https://galencollege.edu/consumer-disclosures/.

Sexual Assault

In the event of a sex offense, Galen encourages you to report the matter to a school official immediately. You also have the option of reporting the offense to local authorities, and we encourage you to remember the importance of preserving physical evidence to assist law enforcement should any future criminal prosecution be deemed necessary.

Galen encourages all students, faculty members, and staff members to contact local support service agencies such as Rape Relief Centers and Centers for Women and Families to obtain information that promotes the awareness of rape, acquaintance rape, and other forcible and non-forcible sexual offenses. Counseling, mental health, and other services are available in your local community for victims of sex offenses.

It is the school's policy that should a Galen student be convicted of a sex offense, they will be subject to

suspension and/or expulsion from all classes. Upon written request by the alleged victim of a sexual offense by a Galen student, Galen will disclose the results of any disciplinary hearing conducted by the institution against the alleged perpetrator of the crime or offense.

Procedures Following Reports of Pertinent Offenses

As outlined in the Campus Security Policy, Galen students arrested or indicted will be placed on investigative suspension, and the disciplinary process described in the Student Code of Conduct will be followed. Further, as stated in the Student Code of Conduct, willful or reckless endangerment of the physical or mental health of any person, including assaulting, threatening, intimidating, and stalking, is a Critical Offense, subject to dismissal from the College.

In the event of misconduct that may justify a student's dismissal, the student shall be suspended immediately for no more than three school days while the incident is investigated by the Program Administrator (or designee). During the suspension period, the student shall be prohibited from participating in classroom, laboratory, clinical, and school-related activities.

Standards of evidence that will guide institutional conduct arising from reports of domestic violence, dating violence, sexual assault, or stalking include these:

- Decisions of local, state, or federal judicial officials assigned to rule in the case; and
- Potential disruption caused to any of the following by the arrested, indicted, or reported student's presence at Galen:
  - the academic or clinical performance of the student,
  - the academic or clinical performance of other students,
  - the health and safety of patients, or
  - other legitimate interests of Galen; and
  - Preponderance of the evidence in the case.

Requesting Protective Measures Following Alleged Offenses

Following an alleged incident of domestic violence, dating violence, sexual assault, or stalking, Galen will alter the class schedule of any student, upon that student's request, to better meet the student's needs, as long as the request is reasonable and options for alteration are available. Any student who wishes to present such a change request should contact the Program Administrator or the Office of Academic Records at his or her campus. The option to make this request is available regardless of whether the alleged victim chooses to make a report to campus security officials or law-enforcement officials. The campus shall work with any students to discuss any potential financial aid implications related to meeting student needs following an alleged offense. For more information concerning registered sex offenders, please visit https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf.

Primary Prevention and Awareness Programs

Galen prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Annual Security Report.

During GPS 1200 Galen Pathway to Success (ADN Program), students shall be oriented to information related to primary prevention and awareness programs. Annual training programs also exist for employees.

Please visit the Galen website for information on drug and alcohol abuse referral agencies in this area.

Bystander Intervention

Bystander intervention is an approach and strategy in the prevention of behaviors such as domestic violence, dating violence, sexual assault and stalking. These offenses are defined as described in the applicable local, state, and federal jurisdiction where the crime is alleged to occur.

Safe and positive options for bystander intervention include being aware of your environment and calling 911 for help in an emergency situation.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 calendar days of the day Galen receives a request for access. A student may request access to the student's education records by completing a "Request to Inspect and Review Education Records" form and submitting it to the Office of Academic Records. The Office of Academic Records will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student may request that Galen amend an education record by completing a "Request to Amend Education Records" form and submitting it to the Office of Academic Records.

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

The right to provide written consent before Galen discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. A student may consent to Galen disclosing personally identifiable information from the student's education record (to parents, spouses, or other individuals) by completing the **"Student Records Release Information"** form online through the Colleague Student Self-Service Portal.

Galen discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Galen in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Galen has contracted as its agent to provide a service instead of using Galen employees or officials (such as an attorney, auditor, Galen clinical partner or preceptor, or collection agent); a person serving on the Board of Directors; a student serving on an official committee, such as a disciplinary or Grievance Council; or a person who manages student education record information (such as the National Student Clearinghouse).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Galen.

In accordance with FERPA, a student's education records are maintained as confidential by Galen and, except for a limited number of special circumstances listed in the law, will not be released to a third party without the student's prior written consent. The law, however, does permit Galen to disclose student "directory information" without obtaining prior consent of the student. Galen defines "directory information" as a student's name, enrollment status (full-time or part-time; PN/VN, ADN, BSN, MSN, DNP, etc.); dates of attendance; degrees awarded; and honors and awards received.

A student may request that Galen not disclose some or all of the information above without the student's consent by completing a "FERPA Directory Information Opt-Out" form and submitting it to the Office of Academic Records on or before the first class day of the term for it to be applicable to that term. If directory information is released prior to the Office of Academic Records receiving the opt-out request, Galen may not be able to stop the disclosure of directory information. Directory information of a student who has opted-out from its release will remain flagged until the student requests that the flag be removed by completing and submitting the revocation section of the "FERPA Directory Information Opt-Out" form to the Office of Academic Records.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Galen to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920


GALEN COLLEGE
OF NURSING


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NURSING PROGRAMS



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Nursing Programs

Nursing program curricula are developed and regularly reviewed by the faculty. Program student learning outcomes, consistent with contemporary nursing practice, are used to organize the curriculum, guide the delivery of instruction, direct learning activities, and evaluate student progress. The use of evidence-based practice is reflected via the incorporation of established professional standards, guidelines, and competencies into the curriculum. Examples of these standards and guidelines include, but are not limited to, The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021); Nursing Scope and Standards of Practice (ANA, 2021); The NCLEX-RN® Test Plan and NCLEX-PN Test Plan® (NCSBN, 2023); Quality & Safety Education for Nurses (QSEN, 2022); The Future of Nursing: Leading Change, Advancing Health (IOM, 2011); Lenburg's Competency Outcomes Performance Assessment (COPA) Model (Lenburg et al., 2009); National League for Nursing Educational Competencies Model for Graduates of Nursing Programs (NLN, 2010); CDC 2007 Guideline for Isolation Precautions (Siegel et al.); National Performance Goals (NPGs, The Joint Commission, 2026); Differentiated Essential Competencies (DECs) (Texas Board of Nursing, 2021).

Nursing Philosophy

HUMAN BEINGS

The faculty of the Galen College of Nursing believe that humans are complex bio-psycho-social-spiritual beings who are shaped by culture, experiences, environment, and relationships. We believe that human beings are free to think, are inquisitive, continually learn in order to grow and realize their full potential, are autonomous, and are to be valued and respected as unique individuals.

SOCIETY/ENVIRONMENT

Human beings influence and are influenced by socioeconomic, cultural, social, geopolitical, technological, and physical environments. As such, human beings and society represent mutually-adaptive relationships that are dynamic and influence the health and wellbeing of individuals, families, communities, and populations.

HEALTH/HEALTHCARE

We believe that health is a complex concept that incorporates physical, emotional, social, spiritual, and mental wellbeing and is influenced by an individual's environment, culture, and personal practices. Health is individually defined to reflect each person's ability to meet life goals and capacity to adapt to life's stressors and challenges. Health can be promoted, maintained, or regained through individual efforts and/or in collaboration with health care providers.

Healthcare is a complex system designed to help individuals, families, communities, and global populations manage illness, reduce healthcare disparities, and achieve a desired level of wellness. It is a basic human right and requires the collaboration of interdisciplinary teams to ensure that holistic, culturally-relevant care is provided to all individuals and communities to reduce health disparities and meet the needs of particularly vulnerable populations worldwide.

NURSING

Nurses are members of interdisciplinary teams who bring a unique perspective to and ensure that patient-centered, holistic, and culturally-appropriate care is provided. They engage in practice that is part science, drawing on a broad range of knowledge and skills, employing critical thinking, and using evidence as a basis for decisions and interventions. Nursing practice also is part art, which is demonstrated by caring and compassion; advocacy on behalf of patients, families, communities, and populations; and the respect shown to all those in their care. Nurses are leaders who embrace ethical standards and facilitate change that will benefit the profession, as well as those whom they serve. Nurses bring a scholarly perspective to their practice which is demonstrated by their spirit of inquiry, clinical reasoning, and willingness to continually learn and grow.

TEACHING/LEARNING

We believe that learning is a lifelong endeavor, as well as a life-changing opportunity that fosters understanding and insight. Teaching and learning are collaborative and reciprocal processes that occur in safe, inclusive, student-centered, and trusting environments.

Teachers guide, support, and empower students throughout their journey to become professional nurses. They use

innovative methods and technology to facilitate learning in the cognitive, psychomotor, and affective domains in order to help students learn the art and science of nursing and promote their total development.

Students bring their unique perspectives to the nursing discipline, and they are expected and encouraged to be actively involved in and take responsibility for their own learning.

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The Texas Board of Nursing. (2011). Differentiated essential competencies of graduates of Texas nursing programs. (DECs). https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

QSEN Institute. (2020) Quality and Safety Education for Nurses (QSEN) Competencies. https://qsen.org/competencies/pre-licensure-ksas/

Associate Degree in Nursing Program Description

Graduates of the Associate Degree Nursing (ADN) Program will receive an Associate of Science Degree in Nursing upon successful completion of program requirements. The ADN Program is two years long.

Theory classroom learning will be reinforced by hands-on practice in our clinical learning laboratory which offers the ability to practice using mannequins and patient simulators. In addition, students will participate in clinical experiences in healthcare settings where they will apply knowledge gained in order to provide safe, patient-centered care.

ADN Program Purpose

The purpose of the Associate Degree in Nursing (ADN) nursing program is to prepare graduates to practice as entry-level registered nurses who exemplify the knowledge, skills, and attitudes (KSAs) necessary to provide direct patient care and to continuously improve the quality and safety of the healthcare systems in which they will work. The curriculum incorporates the prelicensure Quality & Safety Education for Nurses (QSEN, 2022); Differentiated Essential Competencies (DECs) (Texas Board of Nursing, 2021); National Performance Goals (2026) (NPSGs); Lenburg's Competency Outcomes Performance Assessment (Lenburg et al., 2009); National Performance Goals (The Joint Commission, 2026); Centers for Disease Control and Prevention (CDC) 2007 Guidelines for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings (Center for Disease Control and Prevention) and reflects relevant professional nursing standards and guidelines.

ADN Program Student Learning Outcomes (PSLOs)

1. Safe, Patient-Centered Care – Provide safe, patient-centered nursing care using evidence-based practice while managing multiple patients.
2. Caring Behaviors – Integrate caring behaviors when managing nursing care for diverse patients, families, and communities.
3. Communication – Integrate effective communication skills to promote safety and support decision making while managing patient care.
4. Clinical Judgment – Incorporate clinical judgment to ensure quality outcomes when managing patient care.
5. Collaboration – Participate in collaborative relationships to improve patient outcomes when managing nursing care for diverse patients, families, and communities.
6. Leadership – Integrate leadership skills in a variety of healthcare settings when managing care for diverse patient populations.

Associate Degree in Nursing: Two-year Option (24 months)

Panama City Beach, FL Campus

Course Number	Course Title	Theory	Lab	Clinical	Total Quarter Credits
		Total contact hours appear in parentheses.			
Quarter 1					
BIO 1100	Human Anatomy & Physiology I - Theory	4 (48)			4 (48)
BIO 1150	Human Anatomy & Physiology I - Laboratory		1 (24)		1 (24)
AID 1040	Introduction to Artificial Intelligence and Digital Literacy		2 (48)		2 (48)
ENG 1105	English Composition	4 (48)			4 (48)
GPS 1200	Galen Pathway to Success	2 (24)			2 (24)
					13 (192)
Quarter 2					
BIO 1300	Human Anatomy & Physiology II - Theory	4 (48)			4 (48)
BIO 1350	Human Anatomy & Physiology II - Laboratory		1 (24)		1 (24)
BIO 2100	Microbiology for Healthcare Professions	4 (48)			4 (48)
MAT 1205	College Mathematics	4 (48)			4 (48)
					13 (168)
Quarter 3					
PNS 112	Introduction to Professional Nursing	2 (24)			2 (24)
NUR 155	Foundations of Nursing	6 (72)	4 (96)	2 (72)	12 (240)
					14 (264)
Quarter 4					
NUR 170	Concepts of Medical-Surgical Nursing	4 (48)	2 (48)	3 (108)	9 (204)
NUR 210	Principles of Pharmacology	4 (48)			4 (48)
					13 (252)
Quarter 5					
NUR 230	Concepts of Nursing: The Childbearing/Child Caring Family	6 (72)	2 (48)	2 (72)	10 (192)
PSY 2305	Developmental Psychology	4 (48)			4 (48)
					14 (240)
Quarter 6					
NUR 256	Concepts of Mental Health Nursing	4 (48)		2 (72)	6 (120)
NUR 257	Concepts of Aging & Chronic Illness	3 (36)	1 (24)	2 (72)	6 (132)
SOC 1305	Introduction to Sociology	4 (48)			4 (48)
					16 (300)
Quarter 7					
PHL 2205	Applied Ethics	4 (48)			4 (48)
NUR 265	Advanced Concepts of Medical-Surgical Nursing	4 (48)	1 (24)	3 (108)	8 (180)
					12 (228)
Quarter 8					
NUR 282	Leadership and Nursing Management	2 (24)	1 (24)		3 (48)
NUR 283	Transition to Registered Nursing Practice	4 (48)	1 (24)	4 (144)	9 (216)
					12 (264)
	Total Quarter Credits Required	**73 (876)**	**16 (384)**	**18 (648)**	**107 (1908)**

LEGEND:

AID designates Artificial Intelligence and Digital Literacy Course
BIO designates a Science Course
ENG designates an English Course
HUM designates a Humanities Course
PHL designates a Philosophy Course
MAT designates a Mathematics Course
PNS PreNursing Seminar
PSY designates a Psychology Course
SOC designates a Sociology Course
NUR designates a Nursing Course


GALEN COLLEGE
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COURSE DESCRIPTIONS



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Course Descriptions

Prerequisites are courses that must be taken prior to designated courses in order to prepare students for succeeding coursework.
Co-requisites are those courses that must be taken concurrently or prior to designated courses.

Credit Allocation & Course Naming Convention

Courses are assigned a specific prefix and a three- or four-digit numeric code. The prefix identifies the area of study. The numeric code indicates the course level. Course codes are indicative of the designated discipline of the course and are not indicative of credit or contact hours.

Course Prefixes

Prefix	Designation
AID	Artificial Intelligence and Digital Literacy
BIO	Science
BSL	Science
CLS	Cultural Studies
COM	Communications
ENG	English
GPS	Interdisciplinary
HUM	Humanities
LDR	Leadership
MAT	Math
NU	Nursing (Practical/Vocational Nursing Program)
NUR	Nursing (Associate Degree in Nursing Program)
NSG	Nursing (Doctoral, Master's, and Baccalaureate Degree in Nursing Programs)
PHL	Philosophy
PHM	Pharmacology
PNS	PreNursing Seminar
PSY	Psychology
SOC	Sociology
SPE	Special Topics
STA	Statistics

Nursing Course Codes

Code	Designation
100-199	Diploma or Vocational-level; Associate-level
200-299	Associate-level
3000-4999	Baccalaureate-level
5000-6999	Master's Level
7000-8999	Doctoral Level

Documents required for clinical participation must be submitted prior to registering for courses with a clinical component.
Galen reserves the right to cancel classes based on course enrollment.

AID 1040 INTRODUCTION TO ARTIFICIAL INTELLIGENCE AND DIGITAL LITERACY

2 quarter credit hours

This course introduces fundamental concepts and applications of artificial intelligence (AI). Students will explore topics including digital literacy, information literacy, data privacy, algorithmic bias, ethics, and safety when using AI tools and other technologies. By the end of the course, students will be prepared to ethically engage with AI and other technologies in academic and professional settings
and demonstrate foundational AI literacy and a critical perspective on the opportunities and challenges AI presents in society.

BIO 1100 HUMAN ANATOMY AND PHYSIOLOGY I THEORY

4 quarter credit hours
Co-requisites: BIO 1150

Human Anatomy & Physiology I Theory is the first course in a two-course series. The course surveys basic anatomical and physiological terminology, chemistry, biochemistry, cellular structure and physiology, histology, and functional features of the integumentary, skeletal, muscular, and nervous systems, and the general and specific senses. This course accompanies BIO 1150, Human Anatomy & Physiology I – Laboratory which is an independent course designed to be taken concurrently with BIO 1100.

BIO 1150 HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY

1 quarter credit hour
Co-requisites: BIO 1100

The course surveys basic chemistry, biochemistry, cellular structure and physiology, heredity, and histology, and functional features of the integumentary, skeletal, muscular, and nervous systems, and the general and specific senses. This course includes the laboratory study of the specific structure and function of the human body beginning with the cell and stressing the chemical process important in maintenance of homeostasis. This course accompanies BIO 1100, Human Anatomy & Physiology I – Theory, which is an independent course designed to be taken concurrently with BIO 1150.

BIO 1300 HUMAN ANATOMY AND PHYSIOLOGY II THEORY

4 quarter credit hours
Prerequisites: BIO 1100; BIO 1150
Co-requisites: BIO 1350

This course is a continuation of Human Anatomy & Physiology I – Theory and Human Anatomy & Physiology I – Laboratory. A study of the structure and function of the body is continued by examining the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. The roles of water, electrolytes, and acid-base balance, as well as nutrition and metabolism, are also explored. This course accompanies BIO 1350, Human Anatomy & Physiology II – Laboratory which is an independent course designed to be taken concurrently with BIO 1300.

BIO 1350 HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY

1 quarter credit hour
Prerequisites: BIO 1100; BIO 1150
Co-requisites: BIO 1300

This course is a continuation of Human Anatomy and Physiology I – Theory and Human Anatomy & Physiology I – Laboratory. A laboratory study of the structure and function of the body is continued by examining the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. This course accompanies BIO 1300, Human Anatomy & Physiology II – Theory which is an independent course designed to be taken concurrently with BIO 1350.

BIO 2100 MICROBIOLOGY FOR HEALTH PROFESSIONS

4 quarter credit hours
Prerequisites: BIO 1100; BIO 1150

This course provides an introductory study of microbiology with an emphasis on the nature and behavior of microorganisms, the interrelationships between microbes and the human host in health and disease, and the principles of prevention and control of infectious disease. Topics include the contributions of microbiology to the healthcare professions, characteristics of prokaryotes and eukaryotes, characteristics of viruses, microbial growth, control of microbial growth, microbial genetics, epidemiology, pathogenesis, chemotherapy, and differential diagnostics of infectious diseases.

ENG 1105 ENGLISH COMPOSITION

4 quarter credit hours

This course is designed to develop learners' college writing skills with opportunities to improve sentence structure and grammar. Through readings, activities, discussions, and writing assignments, learners will analyze, organize, and construct effective essays. Students will also develop critical thinking by actively engaging in the writing and research process while utilizing APA style.

GPS 1200 GALEN PATHWAY TO SUCCESS

2 quarter credit hours

This course will introduce key strategies to facilitate learners' success at Galen College of Nursing. The activities focus on introduction and orientation to the College and its resources including time management, disciplinary literacy, note-taking skills, study skills, test-taking strategies, medical terminology, and methods to reduce the stress and anxiety often experienced by learners during nursing education. It is designed to help learners become familiar with expectations for academic success while earning a degree in nursing. Learners will be actively involved in learning and integrating practical applications to promote nursing-school success. This course must be taken during the first quarter a learner is enrolled at Galen College of Nursing.

HUM 1055 INTRODUCTION TO LITERATURE

4 quarter credit hours
Prerequisites: ENG 1105
This course is designed to introduce learners to reading, analyzing, and interpreting literature. Learners will be exposed to basic concepts about literary techniques and will increase their critical thinking skills by engaging in reading, writing, and discussion assignments aimed at interpreting and analyzing various works of poetry, drama, and fiction in American and world literature.

MAT 1205 COLLEGE MATHEMATICS

4 quarter credit hours
This course applies basic college level mathematics to real life situations. Topics include numeracy, proportional reasoning, basic algebraic concepts, rational expressions, linear equations, inequalities, graphing, functions, basic statistical concepts, units of measure, financial literacy, dimensional analysis, and unit conversions.

NUR 155 FOUNDATIONS OF NURSING

12 quarter credit hours
Prerequisites: BIO 1300; BIO 1350; CSC 1040; ENG 1105; MAT 1205
Co-requisites: PNS 112
Using established professional standards, guidelines, competencies, and best practices learners are taught effective communication techniques, including effective patient teaching strategies and counseling skills,, physical assessment interviewing skills, medication administration, and documentation. Attention is also given to the development of critical thinking skills, caring behaviors, and interpersonal relationships in order to meet the physiological, psychosocial, spiritual, and cultural needs of patients. Legal and ethical aspects of nursing are explored along with the nurse's role in health promotion.

NUR 170 CONCEPTS OF MEDICAL-SURGICAL NURSING

9 quarter credit hours
Prerequisites: NUR 155 or NUR 168
Co-requisites: NUR 210
This course focuses on the care of adult patients experiencing common and less complex acute health problems. Learners are challenged to use critical thinking skills guided by established professional standards, guidelines, competencies, and best practices. Clinical experiences provide learners the opportunity to apply psychomotor skills, psychosocial concepts, communication, legal and ethical responsibilities, and the nursing process to provide safe, quality, patient-centered nursing care for adult patients.

NUR 210 PRINCIPLES OF PHARMACOLOGY

4 quarter credit hours
Prerequisites: BIO 1100; BIO 1150; MAT 1205; PNS 112 or PNS 202
This course introduces learners to the concepts and general principles of pharmacology. Emphasis is placed on the physical and chemical properties of various pharmacology preparations, their pharmacodynamic and pharmacokinetic properties, the therapeutic effects of major drug categories, and health teaching considerations. Learners will apply knowledge gained in this course to selected clinical settings when caring for patients across the lifespan.

NUR 230 CONCEPTS OF NURSING: THE CHILDBEARING/CHILD CARING FAMILY

10 quarter credit hours
Prerequisites: NUR 210; BIO 2100; NUR 170
Co-requisites: PSY 2305
This course prepares the learner to provide nursing care to the childbearing/child caring family with common and complex health problems from birth through adolescence. Concepts related to the care of high-risk perinatal patients, children with common and complex health problems, and alterations in family relationships are explored using established professional standards, guidelines, competencies, and best practices. Clinical experiences offer learners the opportunity to provide safe, patient-centered care in acute care and community settings. Emphasis is placed upon growth and development across the lifespan through adolescence.

NUR 256 CONCEPTS OF MENTAL HEALTH NURSING

6 quarter credit hours
Prerequisites: NUR 230 or NUR 231
This course focuses on the care of patients experiencing complex mental health issues. Emphasis is on the role of the registered nurse in health promotion and maintenance, illness care, and rehabilitation of children, adolescents, adults, and families experiencing psychiatric-mental health problems. Clinical experiences offer learners the opportunity to use established professional standards, guidelines, competencies, and best practices to provide safe, patient-centered care to individuals and families in various healthcare settings.

NUR 257 CONCEPTS OF AGING & CHRONIC ILLNESS

6 quarter credit hours
Prerequisites: NUR 230 or NUR 231
This course focuses on the care of patients experiencing chronic disruptions in health. Gerontology, principles of chronic health disorders and nursing care of the aging will be explored in a variety of healthcare settings. Learners will study concepts of the nursing care of patients and families experiencing chronic illness and pain as well as patients and families experiencing the grieving process. In addition, emphasis will be provided on the role of the registered nurse in health promotion, rehabilitation, maintenance, and

restoration of health of individuals and families across the life span. Clinical experiences offer learners the opportunity to use established professional standards, guidelines, competencies, and best practices to provide safe, patient-centered care in a variety of healthcare settings. Emphasis is placed upon the physical and developmental needs of the older adult.

NUR 265 ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING

8 quarter credit hours
Prerequisites: BIO 2100; NUR 253; NUR 254 or NUR 256 and NUR 257
This course focuses on the care of adult patients experiencing complex, multi-system health problems, including shock, trauma, transplantations, organ donation, and disaster management. Guided by established professional standards, guidelines, competencies, and best practices, clinical experiences provide learners the opportunity to apply psychomotor skills, psychosocial concepts, communication, legal and ethical responsibilities, and the nursing process to provide safe, quality, patient-centered nursing care for adult patients, families, and communities.

NUR 282 LEADERSHIP AND NURSING MANAGEMENT

3 quarter credit hours
Prerequisites: PHL 2205; NUR 265; SOC 1305
In this course, learners will explore the distinctive styles of leadership and management required to function in today's diverse healthcare environment. Learners will examine advanced directives/self-determination planning, advocacy, delegation, supervision, case management, client rights, collaboration with interdisciplinary team, management concepts, confidentiality, continuity of care, establishing priorities, ethical practices, informed consent, information technology, legalities/responsibilities, and performance improvement to enhance the care delivery setting to protect clients and health care personnel.

NUR 283 TRANSITION TO REGISTERED NURSING PRACTICE

9 quarter credit hours
Prerequisites: PHL 2205; NUR 265; SOC 1305
This capstone course provides learners formal and informal experiential knowledge about professional nursing practice. This course emphasizes integration, reflection, and synthesis of concepts from all coursework in the program to facilitate integration and transition to the professional nurse. Clinical and lab immersion experiences will focus on the prioritization of care.

PHL 2205 APPLIED ETHICS

4 quarter credit hours
This philosophy course will provide learners with the opportunity to engage in discussions of key issues and concepts in applied ethics. Learners will examine key ethical theories and apply them to a variety of personal, professional, and social issues. Discussion and participation in activities will enhance learners' critical thinking and ethical reasoning skills by working through ethical dilemmas while utilizing professional codes.

PNS 112 INTRODUCTION TO PROFESSIONAL NURSING

2 quarter credit hours
Prerequisites: GPS 1200
This course introduces learners to the practice of registered nursing and its role in healthcare, while providing a foundation for future nursing courses. An overview of the nursing program's philosophy and program student learning outcomes, as well as the roles and responsibilities of the registered nurse using established professional standards, guidelines, and competencies is provided.

PSY 2305 DEVELOPMENTAL PSYCHOLOGY

4 quarter credit hours
This course explores human behavior across the life span. Learners examine normal lifespan maturation with an emphasis on physical, cognitive and psychosocial development based on the frameworks of major theorists. Basic principles of human development throughout the lifespan are examined.

SOC 1305 INTRODUCTION TO SOCIOLOGY

4 quarter credit hours
This course introduces learners to the processes of human social life through the theoretical perspectives, methods, and research findings of sociological inquiry. The course framework will allow learners to interpret their thoughts, feelings, and actions as influenced by the social institutions and by their social and cultural settings, including media. The course will also provide learners a sociological perspective to examine social inequalities such as racism, sexism, and poverty and how these inequalities result in the social and cultural fabric within which individuals live and interact with one another. This will help learners to interpret the diversity that exists within and between societies at a broader level, using sociological imagination.


GALEN COLLEGE
OF NURSING

OTHER RESOURCES



GALEN
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Hours of Operation

Faculty office hours will be noted in the appropriate course syllabus. Full-time faculty members are available to provide student advisement and academic counseling.

Staff members will be available in the administration office from 8:00 a.m. - 5:00 p.m.

Academic Calendar and Holidays

Offices are closed and no classes will be held at Galen on these holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day

Galen will be open and in session on all other national holidays. If students desire to observe any of these holidays, they must notify the Program Administrator in writing at least three school days prior to the holiday. Students will be accountable and responsible for all course material covered on that particular day. The absence will be recorded but not counted in any corrective action. The current Academic Calendar can be found in this section.

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2026 ACADEMIC CALENDAR

Class Start and End Dates

Spring Quarter	January 5 – March 24
Summer Quarter	April 6 – June 23
Fall Quarter	July 6 – September 22
Winter Quarter	September 28 – December 15

Course Add/Drop Dates*

Spring Quarter	**Add by:** January 7	**Drop/Withdraw by:** January 11**
Summer Quarter	**Add by:** April 8	**Drop/Withdraw by:** April 12**
Fall Quarter	**Add by:** July 8	**Drop/Withdraw by:** July 12**
Winter Quarter	**Add by:** September 30	**Drop/Withdraw by:** October 4**

** For complete information, please see the Adding or Dropping and the Withdrawing from a Course policies section of this Student Catalog.*

***Students who withdraw from a course after the published dates will earn a grade of W, WP or WF. For complete information, please see the Withdrawing from a Course Policy section of this Student Catalog.*

2026 HOLIDAYS AND BREAKS

New Year's	January 1
Martin Luther King, Jr., Day	January 19
Spring Break	March 25 – April 5
Memorial Day	May 25
Juneteenth	June 19
Summer Break	June 24 – July 5
Independence Day	July 3
Labor Day	September 7
Fall Break	September 23 – September 27
Thanksgiving Break	November 26 - 27
Winter Break	December 16 – January 3, 2027

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Galen College of Nursing
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(877) 223-7040



Mark A. Vogt, Chief Executive Officer

July – December 2026

Galen Health Institutes, Inc. dba Galen College of Nursing is a private corporation owned by Isleworth Partners, Inc. The Board of Directors are Dr. Robyn Begley, Lynda Benton, Sherri L. Crowley, Ed Jones, Rebecca Love, and Erica Rossitto. The corporate officers are Dr. Janice Brewington and Mark A. Vogt, Chief Executive Officer.

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