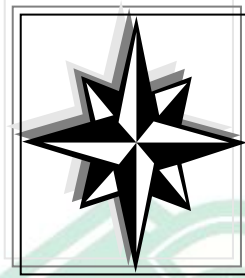


# Xavier College



## Catalog

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Stockton, California 95202

Telephone Number: 209-941-0968  
[www.xavier-college.com](http://www.xavier-college.com)

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**Approved by the Bureau of Private Postsecondary Education (BPPE) to operate as an accredited institution. Approval to operate means compliance with state standards as set forth in the Education Code.**

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## **COLLEGE HISTORY**

Xavier College, founded as a private school by a registered nurse, was approved by the California Bureau of Private Postsecondary Education (BPPE) to operate as a private postsecondary school in 2004. Approval to operate means compliance with state standards as set forth in the California Education Code. The California Department of Public Health approved the school's pre-certification program for nursing assistants (NA) in 2004. In 2005, the California Board of Vocational and Psychiatric Technicians approved and subsequently accredited the school's vocational nursing program, allowing the admission of its first class of vocational nursing students. In 2008, the school was approved for veterans' benefits for eligible veterans and dependents. After review in 2011 by evaluators specializing in the health education fields offered, the school was found to comply and received its national accreditation from the Accrediting Bureau of Health Education Schools (ABHES). In January 2012, BPPE subsequently approved the school to operate as an accredited institution. In December 2012, the school was approved to offer federal financial aid. After graduating four cohorts of vocational nursing students, the school was incorporated in 2009 as Xavier College Stockton, Inc.

## **MISSION, VISION, VALUES, PHILOSOPHY, OBJECTIVES**

Xavier College's mission is to offer a learning environment to facilitate each student's success in completion of his/her educational program. The school's vision is to be the educational institution of choice for vocational and entry level nursing programs. The school values excellence, quality and professionalism in the provision of nursing education. Xavier College's philosophy is based on the same caring philosophy that enhances every individual's contributions towards the overall aim of health care. The College's objective is to provide each student with education and skills required for entry-level health care occupations. The College is organized to improve each student's likelihood of success in the program, future employment opportunities and job performance.

The College does not provide instruction in English as a second language. Students are encouraged to strictly adhere to course assignments to increase their readiness for success in written and clinical skills evaluation. The College does not discriminate based on age, race, sex or religion.

## **CAREER OPPORTUNITIES**

Licensed vocational nurses may choose from a variety of healthcare settings to work within nursing or related field(s) in nursing homes, sub-acute care, home health, acute care hospitals, assisted living/residential care facilities, school districts, pharmaceutical companies, correctional facilities, nursing registries, urgent care centers, clinics, ambulatory surgery centers, dental surgery centers, rehabilitation facilities, doctors' offices/clinics, or special day care centers for children.

## **JOB DEMAND IN NURSING & RELATED FIELDS**

The US Department of Labor publishes data on nursing careers, earnings potential, and job openings. Its most recent information about employment trends indicates that health care jobs are primarily concentrated in the largest states, of which California is one. Health care organizations employ large numbers of workers in professional and service occupations, which account for 3 out of 4 jobs in the industry. The demand for well-trained professionals in the nursing fields often exceeds the supply. The employment trend surveys indicate that in healthcare facilities such as hospitals, 1 in 5 hospital jobs are in a service occupation such as nursing, and that in nursing and residential care facilities, 2 out of 3 jobs are in service occupations such as nursing. Nursing jobs in home health care also account for substantial employment.



The U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook (<http://www.labormarketinfo.edd.ca.gov>) provides the following salary information as of year 2016:

Job Position / SOC Code	State Median Hourly/Yearly Wage
Licensed Vocational Nurse 29-2061	\$25.36 / \$52,743

Further national information on potential employment for graduates can be found at <http://www.bls.gov>.

### DISCLOSURE INFORMATION

<b>AWARD YEAR: July 1, 2015 – June 30, 2016</b>	<b>N</b>
On Time graduation rate for students completing during this award year	76%
Graduation rate for students completing this award year at 150% of program length.	24%
Percentage of students completing during this award year within Satisfactory Progress standards. (Completion Rate)	87%
Total number of students completing in the award year.	51
Job placement rate for students completing in the award year.	86%
Median Title IV loan debt for students completing in the award year.	\$15,986
Median private or alternative loan debt for students completing in the award year.	N/A
Median Institutional Finance Plan debt for students completing in the award year.	N/A

### ESSENTIAL CAREER CONSIDERATIONS & REQUIREMENTS

Applicants interested in pursuing a career in nursing or a related field should consider all aspects of such a decision. Persons who want to become a professional in the nursing field must:

1. Have good Oral Comprehension-be able to listen and understand information and ideas presented.
2. Problem Sensitivity-have recognition of when there is a problem, not necessarily solving it.
3. Speech Clarity-able to speak clearly so others can understand you.
4. Oral Expression-be able to communicate information in speaking so others will understand you.
5. Speech Recognition-ability to identify and understand the speech of another person.
6. Make a strong commitment to the educational process and finish school.
7. Keep abreast of the latest techniques.
8. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the nursing field can be arduous and physically demanding because of long hours standing, bending, lifting to work with and assist patients etc. Nurses will spend a significant amount of time standing to complete their daily tasks.
2. Hands-on practice in skills laboratory and clinical facilities may expose students to various chemicals that may cause allergic reactions. Training includes preventive measures, and what to do in case of exposure.
3. The practice of safety and sanitation is essential for effective and successful performance within the industry.
4. Methods of compensation vary and may include straight salary. Most facilities offer benefits.

### **COST OF ATTENDANCE BUDGETS (COA)**

In order to determine a student's level of loan funding, the Department of Education requires the school to develop annual cost of attendance budgets. These budgets are standard **monthly** allowances that make up the cost of attendance budgets for the year, based on most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs from the US Bureau of Labor Statistics. Child care cost allowances are from the National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State.

#### **Monthly COA Budget Components for Dependent/Living at home: 2015-2016**

<b>Room &amp; Board</b>	<b>Transportation</b>	<b>Miscellaneous</b>	<b>Dependent Care</b>	<b>Total Indirect</b>
<b>\$786</b>	<b>\$248</b>	<b>\$422</b>	<b>612</b>	<b>\$1456</b>

#### **Monthly COA Budget Components for Independent/Living away from home: 2015-2016**

<b>Room &amp; Board</b>	<b>Transportation</b>	<b>Miscellaneous</b>	<b>Dependent Care</b>	<b>Total</b>
<b>\$1173</b>	<b>\$369</b>	<b>\$630</b>	<b>(Optional)</b>	<b>\$2172</b>

### **EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### **CODE OF CONDUCT**

The school is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are

required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

The College encourages socialization and interaction among students to promote a positive learning environment. Rules of conduct are the same as in an office, health care or any professional work environment. Violations of rules of conduct may cause dismissal from the program and/or the building where instruction is provided. Examples of violations include inappropriate and disruptive behavior, dishonesty or cheating in examinations, use of profane language, refusal to follow class instructions, violation of overall building safety rules, use of alcohol or illegal drugs in school premises, etc.

### **VOTER REGISTRATION**

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in California at [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

### **CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

A handout detailing campus security policy and crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

### **DRUG & ALCOHOL ABUSE PREVENTION**

The school actively supports the prevention of drug and alcohol abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also maintained in the administrative office of the school and is available to any student requesting assistance.

### **OSHA REQUIREMENTS**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of chemicals (alcohol, soap and other cleaning supplies) used in the school facilities where nursing related training is provided. Healthcare facilities where students rotate for clinical practice, Material Safety Data Sheets (MSDS) are posted on each nursing unit for a variety of chemicals used on the unit. During the course work, the student learns about the importance of safety in the work place and how to use and follow the MSDS information in nursing or related training. During each unit of study, students are apprised of chemicals used, and safe practices that apply. Information on Material Safety Data Sheets is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

### **SAFEGUARDING STUDENT INFORMATION POLICY**

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard students' non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic). The school Director shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design,



information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor their effectiveness, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

### **COPYRIGHT LAWS POLICY**

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. 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. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov). HEA section 485(a).

### **ADDRESSES WHERE INSTRUCTION IS PROVIDED**

All classes and nursing skills laboratory practice are provided at the school location on 1340 North El Dorado St, Stockton, CA 95202. Students attend clinical practice for vocational nursing program practice are at both long-term and acute care facilities and a school district. These clinical practice sites are: Good Samaritan Rehabilitation Center (1630 North Edison St, Stockton, CA 95204); Wagner Heights Nursing Center (9289 Branstetter Place, Stockton, CA 95209); Arbor Nursing Center (900 Church St, Lodi, CA 95240); San Joaquin General Hospital (500 West Hospital Road, Stockton, CA 95231); St Joseph Medical Center (1800 North California St, Stockton, CA 95213); Stockton Unified School District, Health Services office at 975 North D Street, Stockton, CA 95205. Directions to clinical sites are provided prior to the scheduled clinical practice.

### **DESCRIPTION OF SCHOOL**

**FACILITIES:** The college building houses two classrooms, a nursing skills laboratory with five patient units, students' break room, faculty room, library, computer room, study areas, and administrative offices. The facilities are dedicated to facilitate students' successful completion of program requirements. Each classroom seats at least 45 students. The school's library, which has books and periodicals, are supplemented by libraries in the local area, which the students utilize at their convenience.

**EQUIPMENT AND MATERIALS USED FOR INSTRUCTION:** Instructional equipment and materials used at Xavier College for the nursing programs are specific to each of three categories of instruction: (a) theory; (b) nursing skills laboratory practice; and (c) clinical hands-on practice in affiliated health care facilities. Classrooms and nursing skills laboratory are equipped with sufficient equipment and supplies. Videos of nursing procedures are available on discs and on the Internet for use in theory instruction. In addition, the school has sufficient number of computers for students' NCLEX



practice to prepare them for their post-graduation licensing examination after completion of the program. Equipment and supplies used include:

Laptops for powerpoint slide presentations

Large screen TV projection sets

Backup wall mounted projector screen

Speaker sets

Large white board

DVD players

Anatomical model skeleton (large)

Anatomical model skeleton (small)

Anatomical model (body parts)

Assistive devices (canes, wheelchairs, walkers)

Glucometer

Examination sets (ophthalmoscope, otoscope)

Medication administration equipment & supplies

Maternity models (pregnant uterus, fetus, newborns)

Pediatric models (infants, children)

Desk tops

Laptops for students' NCLEX practice

Wall-mounted TV projection screen

Overhead projector

Wireless routers

Network printers, copying machines

Hospital beds, overbed & side tables

Teaching mannequins- adult, child, infant

Privacy divider

IV poles, infusion pumps

Intravenous Therapy & Blood Withdrawal

equipment & supplies

Respiratory equipment & supplies (oxygen

tank & regulator, masks, etc.

### **CATALOG & BROCHURE**

Prospective students are provided a student brochure or flyer specific to the vocational nursing prior to enrollment, or upon request from any interested person. School policies are in the catalog and student handouts. The school catalog is also available to any person upon request, and to prospective students prior to enrollment. The school is currently not accepting applications for the nursing assistant program.

### **EDUCATIONAL PROGRAM OFFERED: VOCATIONAL NURSING**

**TRANSFERABILITY OF COURSES IN NURSING PROGRAM OFFERED:** Xavier College has not entered into an articulation agreement or transfer agreement with any other college or institution that provides for the transfer of credits earned in the nursing assistant or vocational nursing program.

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Xavier College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the nursing assistant and vocational nursing programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Xavier College to determine if your credits will transfer.”

**Program Description, Objectives, Schedule, Courses, Program Delivery:** The program prepares students to perform basic nursing skills using the nursing process, safely administer medications to individuals or groups of clients, pass the licensing examination after graduation, and competently practice as a licensed nurse throughout the life cycle. Students completing the vocational nursing program will receive a diploma, certifying program completion and eligibility to take the licensing examination to become a Licensed Vocational Nurse (LVN) in the state of California. LVNs practice under the guidance of a registered nurse, licensed physician or dentist in acute, long-term, home, schools, community and other health care settings.

The VN program is guided by the concept of a person as a unified whole, not a collection of systems, organs and cells that can be studied separate from his/her total being. Therefore, instruction is based on a systems approach that treats man (or person) as a unified whole possessing his own integrity and manifesting characteristics that are more than and different from the sum of his parts.

The program is 11 months (44 weeks) long, residential course, including theory, skills laboratory and clinical practice in skilled nursing and acute care facilities, and schools' health services. The VN curriculum includes the following courses: Fundamentals of Nursing; Anatomy & Physiology; Nutrition; Pharmacology; Growth and Development; Gerontology; Mental Health/Psychiatric Nursing; Medical Surgical Nursing; Maternity Nursing; Pediatrics Nursing; Leadership and Supervision. Course descriptions are found on pages 26 to 29.

Clock Hours Awarded: Total number of clock hours earned at the end of the program: 1537 (580 theory; 957 clinical).

Instructional Hours: Instructional hours for theory and skills laboratory practice are from 3:00 pm to 10:00 pm; for clinical practice from either day (7 am to 3:30 pm) or evening shift (3 pm to 11:30 pm). During the first 16 weeks of the program, instruction is from Monday to Friday; thereafter, classes are held twice per week for theory, and three times per week for clinical, including Saturdays. To ensure close attention to students' educational needs during clinical practice, a ratio of one instructor for every fifteen students (15) is maintained.

Ability To Benefit Standard: The College **does not admit** under the ability-to-benefit standard in the vocational nursing program.

Admission Requirements: Prior to enrollment, prospective students must meet the following basic requirements and screening criteria, successfully completed the entrance test, and submitted proof of CPR certification, updated immunizations and physical examination.

Basic Requirements: VN applicants must be of age not younger than 17 years at the time of admission to the program, must show evidence of 12<sup>th</sup> grade education or equivalent (evidenced by diploma or transcript of 12<sup>th</sup> grade education; GED certificate or high school proficiency certificate; and academic evaluation for US equivalency, if submitting a foreign transcript or diploma).

Screening Criteria: Prior to admission, an applicant must have met the above basic requirements, completed the application, submitted the application fee, and showed proof of age and 12<sup>th</sup> grade education.

Entrance Test: Once screening criteria have been met, applicants must take a proctored entrance test using an online testing system for Reading, English and Mathematics skills. Current minimum acceptable composite proficiency score is 58. Applicants may have up to two attempts to pass. Applicants with less than the minimum passing score on the second attempt may request counseling to be eligible for reconsideration and final attempt. Applicants are responsible for the cost of testing and must directly pay the testing vendor for the cost of tests, and optional review materials.

CPR, Vaccinations/Immunizations and Physical Requirements: After passing the entrance test, the applicant must submit evidence of CPR Certification; negative TB test or chest x-ray; and updated immunizations including Hepatitis B, MMR, and Tdap. Students must submit a report of physical examination, and show evidence that they are able to stand, walk, sit, bend, stoop and lift at least fifty

(50) pounds, discriminate sounds and have normal (or corrected) visual acuity to perform the required clinical laboratory and practice.

Selection Criteria: The College selects the first 30 students who complete the basic requirements, screening criteria, and entrance test requirements. An interview with the Director or a designated staff member must be scheduled and completed, and payment for tuition and other charges received. Evidence of coursework from other schools must be submitted, if applying for course credits.

Graduation Requirements: Students must have completed the clock hours required, passed theory with a minimum of 75%, passed skills laboratory and clinical practice with a satisfactory performance, and successfully completed licensing (NCLEX<sup>®</sup> PN) preparation requirements. All absences must be made-up.

NCLEX<sup>®</sup> PN (Licensing Exam) Preparation Requirements: Participation in NCLEX<sup>®</sup> PN practice throughout the program includes: (a) Completion of 3,000 (minimum) test practice items by the end of the program; (b) Obtain a minimum average score of 75% on NCLEX<sup>®</sup> practice by the end of the program; (c) Pass a comprehensive NCLEX<sup>®</sup>-style exit examination as part of the Nursing Leadership course.

Board Licensing Requirements: Requirements specified in the state Vocational Nurse Practice Act include the following four ways to be eligible to take the vocational nurse licensure examination: (a) Graduation from a California approved Vocational Nursing Program; (b) Graduation from an out-of-state accredited Practical/Vocational Nursing Program; (c) Completion of equivalent education and experience (54 hours of pharmacology course, 51 months of paid bedside nursing experience, and verification of skill proficiency); or (d) Completion of education and experience as a corpsman in the United States military (12 months of active duty rendering direct bedside patient care experience; completion of the basic course in nursing in a branch of the armed forces; general honorable discharge from the military).

Criminal Background Screen: Clinical facilities are required by accreditation/approval agencies to screen staff, volunteers and students for criminal, drug and violent sex offender-history. Students must obtain these background screens at their own cost prior to the first day of clinical practice. Students showing these histories may not be allowed to attend clinical practice if the offense is determined to be significant enough to warrant denial by the clinical facility. Examples of offenses that may be a basis for a facility's decision to deny a student access to clinical areas are: history of violent crimes, substance abuse-related crimes, sex-related violent crimes, cases of personal or property abuse, and others. Graduate vocational nursing students applying for licensure are required to submit a background criminal screen (DOJ and FBI) to the Board of Vocational Nursing and Psychiatric Technicians, to determine if the graduate is eligible to take the licensing examination.

Credit For Previous Education Or Experience: Transfer of credits for the VN program may be granted for related previous courses completed with a minimum of C, within the last five years at Xavier College or other training programs equivalent to Xavier College vocational nursing program, such as: accredited vocational or practical nursing courses; accredited registered nursing courses; accredited psychiatric technician courses; armed services nursing courses; certified Nursing Assistant courses; other courses determined by the College as equivalent. Credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) shall be considered.



Competency-based credit shall be granted for knowledge and/or skills acquired through experience (e.g., CNA's). Students shall demonstrate competency through successful completion of a nursing skills check for the relevant course. This testing may be done for student counseling purposes. Once credit is waived, and class has started, students cannot request to reverse the waiver of credit for such class.

**Waiver of credit does not apply to applicants eligible for veterans' benefits.** The following procedure shall be followed when a student applies for credit or waiver of any course: (a) Students applying for credit for previously completed courses shall submit evidence of education from any of the programs listed under the above statement of policy; (b) An official copy of the student's transcript and course descriptions shall be submitted as evidence of course completion; (c) **Except for those receiving VA benefits**, students shall have the option of waiving credits earned, and attend any and all portions of the course for which credit was earned. As courses are built on progressive mastery of skills, it is important to note that students who are granted credits are expected to show satisfactory performance in courses that follow credited courses, and pass NCLEX® PN assessments. Students shall acknowledge understanding Xavier College's policy for credit granting.

**Method Of Evaluation:** A test is given at the end of each topic or specified unit content, and a final examination at the end of each course. Students must maintain a minimum grade of 75% or "C" to pass theory; and a minimum of 85% in a comprehensive examination at the end of the program. The student's performance in skills laboratory and clinical practice in the healthcare facility is evaluated based on competency checklists, and graded as pass or fail (satisfactory or unsatisfactory).

#### **LEAVE OF ABSENCE POLICY**

Leave of absence of more than 10% of the total hours required may be approved; however, the student may be required to attend the next scheduled class at the point where the leave of absence started. For those students who find it necessary to be out of school for an extended period of time, Leave of Absence **must be requested in writing**. Leave of Absence requests will only be approved for 3 or more consecutive school days. Leave of Absence requests are strongly discouraged except for medical emergencies. Extended Leaves of Absence may not exceed 180 calendar days in any 12 month period. No federal student loan monies can be disbursed during a leave of absence.

#### **TERMINATION OF ENROLLMENT AGREEMENT POLICY**

Xavier College reserves the right to terminate a student's enrollment agreement based on the following reasons: lack of Satisfactory Academic Progress, violation of the school's code of conduct and dress code, dishonesty, violation of other school policies, violation of clinical facilities' policies, behaviors not appropriate in a professional setting, non-payment of tuition or untimely payment of tuition. The procedure to implement this policy is as follows: (a) Students shall acknowledge being informed of the policy regarding termination of enrollment agreement by signing a copy of this policy; (b) A student is determined to lack Satisfactory Academic Progress if he/she fails to improve after being placed on remediation and/or probation. Examples of failure to improve are repeated failing grades, incomplete or non-submission of assignments or reports in theory or clinical, absences exceeding the allowable time according to the Attendance Policy and a failure to make up time or test missed. Documentation of violations of any policy of Xavier College or affiliates (clinical facilities) shall be maintained to substantiate reasons for a student's termination. Failure to pay tuition according to promissory notes or installment agreements, and repeat late payments shall be cause for removal from the program. The student shall be refunded any unused tuition funds according to the Refund Policy. A student's academic (educational) record shall not be released to any outside agency until said student's financial obligations to Xavier College are met.



## **STUDENTS WITH DISABILITIES POLICY**

Xavier College complies with the Americans with Disabilities Act of 1990; the school facility is wheelchair accessible. Xavier College does not offer a Comprehensive Transition Postsecondary Program for students with intellectual disabilities. (Refer to page 23 for “Academic Counseling”.)

## **STUDENTS’ SCHOOL RECORDS**

Except for transcripts that are retained indefinitely, students’ education records shall be retained for a period of five years from the date of graduation, withdrawal or termination from the College program. “Education record” is defined as records, files, documents and other materials that contain information directly related to the student. The College maintains the privacy of students’ educational records by not releasing copies of records to a third party without the students’ written consent, except when such records are required by law, or regulations of approving or accrediting bodies. The College will keep a list of individuals or agencies that have requested or obtained access to education records and the legitimate reason for such access.

## **TRANSCRIPTS**

Requests for transcripts must be submitted in writing. Students who have not paid any portion of their tuition shall not receive copies of their transcripts or school records, or request to have such records sent to outside agencies or organizations. Students may request official copies of their transcripts for a fee as established by the school.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The satisfactory progress policy applies to all students whether they are receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report. Students are continually assessed relative to their academic progress and are notified of their status.

Students’ success in the program is evaluated by written, objective tests of theory content, and by a pass/fail system for skills laboratory and clinical performance. A minimum theory grade of 75% in each course must be obtained to pass. Students must maintain a cumulative attendance rate of 96%. Clinical skills, based on student’s clinical objectives, shall be evaluated by observation of hands-on practice of the aspect of care scheduled for particular days. Students shall be deemed in completion of the program when all required learning activities including clinical objectives are successfully completed no later than 1.042 % the program length or maximum time frame. Students unable to complete program requirements may apply for readmission in the next scheduled program as re-entry students, subject to availability and testing. Students terminated due to exceeding the maximum time frame, violation of school or facility policies, such as unprofessional conduct and dishonesty, shall be ineligible for reinstatement or re-entry.

## **ATTENDANCE PROGRESS POLICY**

Students shall attend all required classroom, skills laboratory and clinical instruction to graduate from the vocational nursing program, however, absences may be excused for medical or personal emergencies. Repeated absence, tardiness or unapproved leave-of-absence may be cause for dismissal from the program. Make-up time for missed theory or clinical practice is determined according to the following procedure, regardless of course objectives: (a) Absences not to exceed 8 days or 64 clock hours throughout the program may be excused based on the instructor’s review of the student’s progress in the program. (b) Students who are absent at least 2 days on any given quarter may be disciplined; (c)

Absences shall be made-up through prior arrangements with the instructor. Plans to make-up missed activities in classroom, or missed clinical days shall be completed no later than two weeks after the date(s) of absence or as scheduled by the school. (c) Students arriving beyond the scheduled start time or leaving prior to the scheduled completion of class shall be considered tardy.

Three occasions of tardiness in a course is equal to one absence and shall be counted towards the accumulated allowable absences. The decision to require make-up for absences or school activity may be based on the student's ability to complete course objectives, and the student's overall performance in the program. Theory and clinical sessions missed, and dates made-up by students shall be recorded and monitored in accordance with established policy and procedure. The following are acceptable methods for make-up: (a) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research papers. (b) Clinical: performance evaluation in skills laboratory and/or additional time in the clinical area with clients.

Students are expected to attend classes as stated in their enrollment agreement. Students are responsible to sign in and out appropriately to document their hours. The only documentation accepted for student hours is the attendance sheet. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift and leave a message. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent.

#### **MAXIMUM TIME FRAME**

Students must attend a minimum of 96% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.042 times the published length of the course. Approved leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and maximum time frame by the same number of days taken in the LOA.

#### **ACADEMIC PROGRESS & GRADING SCALE**

Students are assigned theory study and practical assignments. Theory is evaluated by written tests given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to test procedures and performance standards established by the state licensing agency. Students must maintain a course average of 75% and pass a FINAL written exam prior to graduation. Numerical grades are considered according to the following grading scale:

- A (4.0) = Average of 95% or above
- A- (3.8) = Average of 90% - 94%
- B (3.5) = Average of 85% - 89%
- B- (3.0) = Average of 80% - 84%
- C (2.5) = Average of 75% - 79% (Minimum Requirement to Pass: 75%)
- C- (2.0) = Average of 70% - 74%
- D (1.5) = Average of 65% - 69%

Incomplete Grades: Students with incomplete grades (I) must complete their work before the beginning of each new topic or course. If the incomplete work is not accomplished prior to the beginning of the next topic or course, the incomplete grade shall be converted to zero and be counted towards the determination of the average of all grades obtained from completed courses. Failure to complete work before the beginning of each new topic or course shall be cause for termination from the program.

Withdrawal: Students who withdraw from a class shall receive a grade of “W”, which is equal to a grade of zero when computed with all other grades from completed courses. A student who withdraws after the second week of a course will receive a grade of WP or WF depending on the student’s academic performance at such point. As courses are designed for progressive development of knowledge and skills, withdrawal from a course shall be cause for termination from the program.

### **DETERMINATION OF PROGRESS**

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points: 450, 900, 1219, and 1537 hours attended, or more often.

### **WARNING & TITLE IV FUNDS**

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

### **PROBATION & TITLE IV FUNDS**

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school’s determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student’s appeal, the student will be placed on Probation Status until the next evaluation point and the student’s eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

### **APPEAL PROCEDURE**

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school’s form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for reevaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

### **DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student’s actual last date of attendance. An active student officially withdraws when he/she notifies the school’s administrative office of an intention to withdraw from school. An active student is considered unofficially withdrawn when absent for 10 consecutive school days (14 calendar days) from last date of physical attendance without notifying the school’s administrative office.



## **REESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:  
1) Making up missed tests and assignments and increasing grade average to **75%** or better, and/or (2)  
Increasing cumulative attendance to **96%**.

## **REINSTATEMENT OF FINANCIAL AID**

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

## **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

## **POLICY FOR STUDENT RE-ENTRY & PROGRAM INTERRUPTIONS**

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible, subject to availability in the next class) within 180 days, and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates, if applicable. Re-enrolling students must pass a re-entry examination with a minimum of 85%, and evaluated by the school Director for placement in the next class. If a student fails the same course or a second course after reinstatement, the student shall be withdrawn from the program with no right to appeal.

To re-enter, the student must make an appointment for testing, and update all requirements prior to reenrollment. The new grade a student receives after repeating a course shall replace the original grade received when the student withdrew or failed the same course. Re-enrolling students may also be required to purchase current textbooks, lab supplies, and testing vendor fees. Students applying for re-entry or transfer-in from other schools may be required, as a condition of re-enrollment, to ensure that prior student loans that are delinquent are brought to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

**Remediation & Probation:** Students with an overall average below 75% in any course for at least 3 units, and/or fail to meet clinical objectives shall be placed on remediation. Students on probation shall undergo remediation and reassessment as needed. Failure to demonstrate academic improvement within a maximum of 2 units from the start of the probation period may result in termination from the program. The College evaluates student performance to determine the need for remediation, probation or removal from the program. Monitoring of students who are currently in remediation shall be conducted, and individual student records shall be maintained to monitor the student's progress while in remediation. Students who receive marginal grades (75%) or lower at least twice, may be placed in remediation to



initiate measures to improve their academic performance. Failure to improve may result in a probationary status or removal from the program.

### **STUDENTS WITH VETERANS' BENEFITS**

The College is approved for training of veterans and eligible persons under the provisions of Title 38, United States Code. A Veterans Information Bulletin (VIB) with disclosures of all required consumer information is provided to eligible and VA approved students. A copy of the VIB is provided for veterans. The Standards of Academic Policy require veterans to maintain a minimum course average of 75%. If the veteran falls below the requirement, the veteran will be placed on probation for a maximum of two modules (units). If the average remains below 75% at the end of the probation period, the veteran's VA benefits will be discontinued. Students may appeal their grade(s) in class or clinical practice as soon as possible or within one week of the failure.

### **DRESS CODE**

Students are expected to attend classes and clinical practice well-groomed and conduct themselves in a mature and professional manner. Tattoos must not be visible. In clinical sites, students are expected to wear clean and complete uniform (badge, white shoes, watch, writing pen with black ink and note pad). For infection control, safety and security reasons, the use of jewelry is discouraged, long hair must be tied, and nails cut short. Students are also discouraged from the use of perfume or strong scents as they may cause clients to have adverse reactions.

### **SAFETY**

For safety reasons, students are reminded to remain in the school or clinical facility's premises only during instructional hours, and to use good judgment in parking cars. Students must keep their valuables in their possession at all times. The school and clinical training site(s) are not responsible for any theft, loss, vandalism or damage to vehicles, personal property left in students' vehicles, or brought in the school's or clinical facility's premises.

### **FINANCIAL AID PROGRAMS**

**Financial Responsibility:** Excluding Pell Grants, federal financial aid programs are in the form of repayable loans. Borrowing money to help finance education is an important step that should be taken seriously. Students must understand the responsibilities that come with financial assistance. Taking out a loan to complete the vocational nursing program means the student and families are responsible for repayment of the total amount borrowed, plus any accrued interest. The student is responsible for repayment even if he/she does not complete the program or does not graduate. Non-payment of a loan, considered a default, has consequences such as: (a) The loan becoming immediately due and payable; (b) Wage garnishment; (c) Withholding of income tax refunds; (d) Reporting to a national credit bureau; and Ineligibility for future federal state financial aid programs.

All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the COA for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period calculated as the Effective Family Contribution (EFC). To start a student's application, go to [www.pin.ed.gov](http://www.pin.ed.gov) and sign up for a Personal Identification Number (PIN). Complete the FAFSA by logging into [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Xavier College staff can assist in the next step of completing the FAFSA on the web. Make an appointment if you need this assistance. Use student's PIN to electronically sign the form. Within three days of submitting student's application on the web site, the campus will likely receive an electronic copy of the application information. It will have all the information to start calculating the amount for which the student is eligible. There may be additional

work or information required; it is advisable to make an appointment with the school's financial aid officer to review the funding package.

**Financial Aid Disbursement:** For students eligible for Federal Pell Grants, the first Financial Aid disbursement usually occurs within the first 30 (thirty) days of program start date. The next disbursement requires student's satisfactory academic progress (SAP) and completion of both the hours and weeks within the payment period. SAP measurements are completed at the end of each payment period at the point when the student's clock hours for the payment period have been completed. Pell and Direct Stafford Loans are disbursed once per payment period.

**Title IV Financial Aid Funds:** The Title IV financial aid funds received by the institution will be credited to the student's account with the exception of requirements set forth in Section 682.604 of current federal regulations. Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. The Award Year for most financial aid programs start from July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year. Although Xavier College's vocational nursing program duration is only eleven months, each class (January to November, and June to the following May) falls within two academic periods. The school is approved to offer Federal Pell and Direct Loans.

Federal Pell Grants are awarded to students who have not yet earned a Bachelor's degree and is based upon the number of credits a student is enrolled. The student can learn more about this program at the Student Finance office. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of grant is determined by a standard formula used by the USDOE, and will depend on the Expected Family Contribution (EFC) and the Cost of Attendance (COA).

Federal Stafford Loans: These are federal student loan programs that have to be repaid. There are two types of Stafford Loans: Subsidized and Unsubsidized. The USDOE will subsidize the interest that accrues during certain periods. Financial need is not a requirement for an Unsubsidized Stafford Loan. The student is responsible for paying the interest that accrues on Unsubsidized Stafford Loans. Stafford Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program, the loan funds are made available by the USDOE and repaid to them. The student must have financial need to receive a Subsidized Stafford Loan.

Plus Loans are loans parents can obtain to help pay for the cost of education for their dependent undergraduate children. PLUS Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program the loan funds are made available by the USDOE and repaid to them.

**Verification Policy:** Some student applications are selected for a process of verification. In order to be eligible to receive financial assistance, students are required to provide documents supporting the FASFA information. In order to maintain eligibility for receiving any financial assistance, the student must be in a good academic status with Xavier College and must be making satisfactory progress towards completion of their program of study.

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows: When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 14 days from the date the student is notified that the

additional documentation is needed for this process. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances. The finance office will notify the student of any changes to the financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

**Conflicting Information:** The school understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question

**Return Of Title IV Funds:** The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law, and are offered at the school are: Federal Pell Grants, Direct Student Loans, and PLUS Loans. When a student withdraws during the payment period, the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period. If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she does not incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

Some Title IV funds the student was scheduled to receive cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that he/she would have received had he/she remained enrolled past the 30<sup>th</sup> day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it did not keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.



Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL**

**WITHDRAWAL):** The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date of a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when he/she notifies the school's administrative office of his/her intention to withdraw from school. An active student is considered unofficially withdrawn when he/she has been absent for 10 consecutive school days (14 calendar days) from last date of physical attendance without notifying the school's administrative office.

**R2T4 Example:** On March 19<sup>th</sup> John has been absent for 14 consecutive calendar days without notification to the school. His school director determines at this point that John needs to be terminated from his program for non-attendance. His last day of attendance was March 5 and as of this day John had 250 scheduled hours available to him to attend school. The school charges the total tuition, books, kit and fees for the program up front. At his school, the total cost of the program is \$18,500.00. The school has received the first disbursement of a Pell Grant in the amount of \$2,775.00, a Subsidized Direct Loan for \$1,742.00 and an Unsubsidized Direct Loan for \$2,985.00 for the first 450 hours towards John's tuition, kit, books and fees for a total of \$7,502.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed **in the current payment period** by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals 0.556%. This is the percentage of the total amount of aid received that can be retained ( $\$7,502.00 \times .556 = \$4,171.11$ )

In the event that the scheduled hours completed in the payment period had been greater than 60% of the scheduled hours for the payment period, then the total amount received could have been retained; however, it was not, and so only the prorated amount of \$4,171.11 could be retained. This leaves a balance of \$3,330.89, which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,330.89 must be returned by the school and how much the student is responsible for. For this, they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained. First the school will take the total contracted amount for tuition, books, supplies and fees which equals \$18,500.00 and divide it by the hours in the program to determine an hourly prorated amount ( $\$18,500.00/1500 = \$12.3333$ ). Further, it will multiply the hourly proration by the 450 hours in the payment period which equals \$5,549.89 (rounded up to \$5,550.00). The greater of the two is the amount retained, or \$7,502.00. This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will be multiplied by the 444 % of unearned Title IV aid. In this case study, the entire amount of unearned aid (\$3,330.89) must be refunded by the school and the student is



not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

## CANCELLATION & WITHDRAWAL POLICY

### “STUDENT’S RIGHT TO CANCEL”

The student has the right to cancel an enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student who cancels the enrollment agreement shall have no penalty or obligations outside of the non-refundable items.

**Procedure To Follow To Cancel The Enrollment Agreement:** The period of cancellation shall be indicated on the enrollment agreement. Each student shall be advised that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including but not necessarily limited to, a student’s lack of attendance. Cancellation requests must be addressed to the Program Director and must include the student’s contact information such as name, mailing address, phone number and email address. Requests may be mailed, hand delivered or faxed to the school. Cancellation is effective on the date postmarked, if mailed. The amount of refund will not include the non-refundable amount as detailed on the estimated charges for the program attended.

**Procedure To Follow To Withdraw After The Cancellation Period:** Each student shall be advised that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including but not necessarily limited to, a student’s lack of attendance. A student who withdraws from the educational program after the cancellation period will be entitled to a refund of any overpayment as of the date of withdrawal notice. The amount owed as of the date of withdrawal notice will be pro-rated according to hours of attendance. To withdraw from the program, the student must notify the Program Director. Students who withdraw are responsible for any outstanding financial obligations. If the student has received federal student financial aid funds (VA benefits), the student is entitled to a refund of money not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; (b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## INSTITUTIONAL REFUND POLICY

Upon receipt of a student’s notice of cancellation or withdrawal from the program, the College will calculate the refund amount and pay such amount within 45 days. Refunds within the cancellation period will be 100% of the refundable amount as per enrollment agreement. Refunds after the cancellation period, and up to or before completion of 60% of the period of attendance, will be prorated based on the period of attendance. Period of attendance is defined as the time elapsed from the program start date until the last date of physical attendance. For example, if the student withdraws at 20% of the program, the total amount owed will be equal to 20% of the refundable amount. Any overpayment of the refundable tuition amount owed as of the date of cancellation or withdrawal from the educational program will be refunded. Once received by the student, books, uniforms, name tags, equipment, materials and supplies are considered used, therefore, no refunds will be issued for the items.

Equipment used in the classroom and/or clinical laboratory will remain in the premises of the school or clinical site.

### **STUDENT TUITION RECOVERY FUND (STRF)**

Students must note their obligations to the Student Tuition Recovery Fund (STRF) explained in the following statements in the state law: CCR 76215 (a):

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
  - a. You are not a California resident, or are not enrolled in a residency program, or
  - b. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

### **PHOTO RELEASE**

By signing the enrollment agreement, students give the College the right and permission to use photographic portraits or video of students for College advertising or any other lawful purpose.

## **ENROLLMENT AGREEMENT POLICY**

An enrollment agreement and accompanying disclosures must be signed by each student applicant prior to formal admission to a program. The enrollment agreement may be terminated based on the following reasons: lack of academic progress, violation of the school's code of conduct and dress code, dishonesty, violation of other school policies, violation of clinical facilities' policies, behaviors not appropriate in a professional setting, non-payment of tuition or untimely payment of tuition. The student signs an acknowledgement of being informed of school policies during enrollment.

## **PHYSICAL REQUIREMENTS**

Students must be able to stand, walk, sit, bend, stoop and lift at least fifty (50) pounds. Students must be able to communicate in English, discriminate sounds and have normal (or corrected) visual and auditory acuity to perform the required skills laboratory and clinical practice.

## **STUDENT'S HEALTH SERVICES**

The school **does not** provide student health services. Students are required to carry their own medical or health insurance coverage. Students should contact their own physician or provider for appropriate medical attention when needed. For emergencies, the school may call 911.

## **PLACEMENT SERVICES**

The school **does not** guarantee employment after graduation. It does provide assistance in writing resume, job interviews, and career counseling skills for students as part of the program.

## **ACADEMIC COUNSELING**

Academic counseling and tutoring may be scheduled for students, and may be provided by the school's instructor or private tutors contracted and compensated directly by the students outside of regular instructional hours. Peer assistance and support are encouraged to assist students in academic areas of weakness. A list of private tutors and counselors available in the community is posted in students' bulletin boards, if student chooses to avail of their services.

## **AVAILABILITY OF HOUSING**

The school **does not** provide student housing, and maintains no responsibility to find or assist a student in finding housing. Housing facilities located reasonably near Xavier College are available, and range in cost between \$500 and \$1000 depending on location, size and number of rooms.

## **SURVEY OF GRADUATES & EMPLOYERS**

A survey of graduates at least ten days after graduation, and graduates' employers at least 15 days after employment is conducted as a form of evaluation of the school's teaching effectiveness, and placement rate after students' licensure.

## **SCHOOL'S PERFORMANCE FACT SHEET**

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

The School Performance Fact Sheet contains important performance data for the institution. The institution is required to have students sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages.



## **STUDENTS FROM OTHER COUNTRIES**

Xavier College admits students who graduated from high school or college in other countries. Students must obtain an academic evaluation of their transcripts from other countries for US equivalency. The cost of this evaluation is the responsibility of the students. Xavier College does not provide for visa services or vouch for visa status of students from other countries. No student payment or charges are associated for these types of services.

## **APPROVAL & ACCREDITATION**

Xavier College is approved to operate as an accredited institution by the Bureau of Private Postsecondary Education (BPPE). Approval to operate means the school is in compliance with state standards as set forth in the Education Code. The school is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The vocational nursing program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The school is also approved for veteran's benefits for eligible veterans and dependents, and for federal financial aid.

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

The College encourages students' suggestions to improve any aspect of the College operation or instruction. Suggestions and/or complaints may be communicated to the Program Director in writing. All attempts shall be made to resolve any complaints or issues raised by students at the earliest possible time. Students may submit complaints to any of the faculty members and/or directly to the College Director. Students discussing concerns may do so before or after scheduled classes, laboratory periods or clinical practice. The Director is identified as the person who can receive complaints from students. Students may arrange for an appointment to see the Director before or after school sessions on days when students are scheduled to attend school. The Director will thoroughly investigate complaints and ensure compliance with Bureau regulations.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, telephone numbers 916-431-6959; toll free 1-888-370-7589, FAX # 916- 263-1897. Internet address/website: [www.bppe.ca.gov](http://www.bppe.ca.gov).”

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-the free telephone number 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **RIGHT TO CONTACT THE BOARD FOR PROGRAM CONCERNS**

Students have a right to contact the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for program concerns. While the College makes all attempts to resolve complaints, grievances and issues raised by students at the earliest possible time, students may contact the Board for unresolved issues or program concerns. Students may contact BVNPT at: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 96833, Telephone Number: 916-263-7800, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

## **HARASSMENT POLICY**

The College has zero-tolerance for harassment of any form. The policy applies to all persons involved in the operation of the College and prohibits harassment by any person doing business with the College. Prohibited harassment behaviors include, but are not limited to the following:

1. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with someone's educational work or environment because of sexually related conduct.



2. Threats or demands to submit to sexual requests as a condition of an individual's academic or employment status.
3. Submission to or rejection of the conduct by the individual used as a basis for academic decision affecting an individual, including College activities such as honors, awards and recognition programs.
4. Retaliation for having reported or threatened to report harassment.
5. Verbal conduct such as derogatory jokes, comments, slurs, unwanted sexual advances, invitations or comments.
6. Visual conduct such as derogatory or sexually oriented material (posters, drawing, flyers, cartoons, gestures).

### **FACULTY MEMBERS & CLINICAL INSTRUCTORS**

**Director:** Elvira Miller, RN, BSN, MA, M.Ed, Ed.D: UST, Manila, NYU, NY; TC/Columbia Univ, NY

**VN Assistant Director/NA Director:** Monita Gallarde, RN, BSN, MS: UST Manila LaCrosse Univ; #\*

**VN Faculty/Instructors:**

Morine Codner, RN, BSN, MSN: University of Phoenix\*

Mary Jo Cowan, RN, BSN, MSN: CSU – Dominguez Hills\*

Ruth Ligid, RN, BSN, MSN – University of Phoenix, Salida

Victoria Mullenbach, RD, MPH: University of Minnesota+

Ian Sison, RN, BSN, MA: Univ of San Carlo (Cebu), Philippines\*

Constance Starner, RN, BSN, MPH: California State University – Northridge\*

Joel F. Swetish, DO: Kirksville College of Osteopathic Medicine, Kirksville, MO+

Kimberly Tomasi, RN, BSN, MSN: University of Phoenix+

Elena Zapien, RN, BSN, M.Ed: CSU Stanislaus; Cambridge College\*

Alessandra Agostinelli, RN, BSN: University of Phoenix#\*

Maria Fe Beniga, RN, BSN: University of Bohol, Tagbilaran, Philippines\*

Gloria Diaz, RN, BSN: Arellano University, Manila\*

Gilda Dizon, RN, BSN: Arellano University, Manila+

Vivene Gutzmore, RN, BSN, Grand Canyon University\*

Daryl Omiles, RN, BSN: Doctors College, Manila\*

Cecilia Suarez, RN, BSN: Catanduanes State College, Philippines\*

Jeffrey Tabalbag, RN, BSN: Centro Escolar University, Manila

Linda Cook, RN, ADN: San Joaquin Delta College, Stockton\*

James W. Miller, RN, ADN: McLennan Community College, Waco, TX

Cristy T. Miller, LVN, BSN: Perpetual Help College of Manila#

Michael J. Miller, LVN: Western Career College, Sacramento#\*

Irene Tesimoni, LVN, Teacher Assistant: Xavier College, Stockton\*

\*Part-Time

+Contract

#Both VN Board and DHS-Approved

**Administrative Support Staff**

Lissa M. Nakamura, Business Manager

Angeles Alfaro, Program Assistant

Martin Barroga, Program Assistant

Alana Morita, Program Assistant

Claire Rubianes, Admissions Counselor

Francisco Alfaro, Jr., Financial Aid Counselor

**Officers**

Elvira Miller

James W. Miller

Lissa M. Nakamura

Michael J. Miller

Cristy T. Miller

As required by the Bureau of Private Postsecondary Education (94909(a)(12), please note the following statement: Xavier College has **no** pending petition in bankruptcy, is **not** operating as a debtor in

possession, has **not** filed a petition within the preceding five years, and has **not** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

### Academic Calendar – March 2017 to December 2018

Month	Days	Holidays	Scheduled Instructional Days
<b>March 2017</b>	1 - 31		20
<b>April</b>	1 – 30		20
<b>May</b>	1 - 31	8 <sup>th</sup> – 13 <sup>th</sup> Vacation	15
<b>June</b>	1 – 30		15
<b>July</b>	1 – 31	4 <sup>th</sup> Independence Day Holiday	20
<b>August</b>	1 – 31		20
<b>September</b>	1 – 30		20
<b>October</b>	1 – 31		15
<b>November</b>	1 – 30	23 <sup>rd</sup> Thanksgiving Day	20
<b>December</b>	1 – 31	25 <sup>th</sup> to Jan 1 <sup>st</sup> Holiday Vacation	15
<b>January 2018</b>	1 – 31	1 <sup>st</sup> Holiday	20
<b>February</b>	1 – 30		20
<b>March</b>	1 – 31		20
<b>April</b>	1 – 30		20
<b>May</b>	1 - 31	14 <sup>th</sup> – 19 <sup>th</sup> Vacation	15

### VN COURSE DESCRIPTIONS

**FUNDAMENTALS OF NURSING:** Fundamentals of Nursing offers a foundation for the student to develop basic nursing skills to provide clients with comfort, care, safety, assistance in clients’ activities of daily living, and protection of clients and self from environmental hazards. The course includes theory instruction, followed by practice and competency checks in the nursing skills laboratory, and hands-on clinical practice in health care facilities. The course provides an overview of nursing as a profession, nursing history, concepts of man and health, client care theories and nursing procedures, the nursing process, and patient education principles. At completion of the course, the student will be able to provide clients with comfort, care, safety, assistance in clients’ activities of daily living, protection of clients and self from environmental hazards, and apply the nursing process in all aspects of nursing care

and client teaching. Prerequisites: None. Total clock hours: 300 (70 theory, 14 nursing skills laboratory, 216 clinical practice).

**ANATOMY & PHYSIOLOGY:** The course is part of a foundation upon which subsequent nursing courses are based. Theory presentation focuses on the structure and function of the human body to assist the student in assimilating information that can be applied in the promotion of individual client's physiologic integrity. At completion of the course, the student will be able to describe the organization of the human body, its systems, parts and functions, and apply the information in the safe care of clients. Prerequisites: None. Total clock hours of theory: 56.

**NUTRITION:** The course provides the student with basic concepts of nutrition, information about functions and sources of nutrients, sociocultural aspects of nutrition and diet therapy. The student attends three seven-hour sessions in class and eight hours of clinical practice. Knowledge acquired is expected to prepare the nursing student to assist clients in meeting their nutritional needs in various care settings: acute, long-term, home and other nursing practice areas. Upon completion of the course, the student will be able to list nutrients, how the body utilizes the nutrients in food, differentiate various therapeutic diets observed in the clinical setting, and provide appropriate nutritional care to assigned patients/clients. Prerequisites: None. Total clock hours: 21 theory hours; 8 clinical.

**PHARMACOLOGICAL NURSING:** The course includes a review of basic mathematics, pharmacological principles, various classification of medications, principles and methods of medication administration. The class meets every Tuesday and Thursday for eight seven-hour theory sessions, eight hours of nursing skills laboratory practice, and thirty two hours of clinical hands-on practice in health care facilities. At completion of the course, the student will be able to observe procedures for safe administration of medications in various methods within the limits of California State's Vocational Nurse Practice Act. Prerequisites: None. Total clock hours: 56 theory hours; 8 hours of skills laboratory practice; and 32 hours of clinical practice.

**GERONTOLOGY:** The course meets in two seven-hour sessions for theory, and five eight-hour days in clinical facilities for hands-on practice. Lecture, group discussions of client care needs in long-term care settings prepare the student to assist the client, and develop nursing care skills appropriate to the needs of this population. Topics and issues about aging, dementias and related disorders are discussed. Upon completion of the course, the student is expected to meet the nursing care needs of older adults and clients in health care settings. Prerequisites: None. Total clock hours: 14 theory; 40 clinical.

**GROWTH & DEVELOPMENT/HUMAN DEVELOPMENT:** The course focuses on the development of an individual throughout the life cycle. It begins with an overview of the family as a basic unit of society and the stage of infancy, followed by a discussion of the adolescence and middle/late adulthood. The course ends with topics of older adulthood and concepts of death and dying. Upon completion of the course, the student will describe theories related to developmental tasks at each stage of life and explore ways clients deal with health and illness. Prerequisites: None. Total clock hours: 21 theory.

**PSYCHOLOGY & MENTAL HEALTH:** The course provides a general introduction to theories of mental health, and deviations from mental health. Discussions of behavioral theories assist in the development of student's understanding and application of therapeutic communication skills that can be applied to clients in any health care setting. Upon completion of the course, the student will be able to apply theories and concepts of psychology and mental health in providing nursing care to clients in various levels of care and settings. Prerequisites: None. Total clock hours: 21 theory.



**MEDICAL SURGICAL NURSING:** The medical surgical nursing course is offered in two parts, the first of which includes an introductory level and a mid-level. The introductory section is designed to promote application of the nursing process for an adult individual experiencing potential or actual alterations in their cardiovascular, respiratory, endocrine and sensory systems. The course builds on skills developed by the student in the earlier level, and progresses to concepts in the care of clients experiencing potential or actual alterations of musculoskeletal, nervous, blood/lymph, urinary, male/female reproductive systems. The advanced level of the course provides theory and clinical practicum for students to apply the nursing process in the care of multiple needs of clients with potential or actual alterations in the following systems: allergic, immune and autoimmune, digestive, skin, fluid/electrolyte balance, cancer, communicable diseases including HIV. Students apply nursing concepts in the care of clients receiving oxygen therapy. At the end of the medical surgical course, the student will apply the nursing process in providing comprehensive, safe care, comfort, competent care and patient teaching for the adult client with one or more system disorders. Prerequisites: Fundamentals of Nursing; Anatomy & Physiology; Nutrition; Pharmacological Nursing; Gerontology; Growth & Development; and Psychology/Mental Health Nursing. Total clock hours: 215 hours of theory; 51 hours of skills laboratory practice; and 416 hours of clinical practice in acute care settings.

**OBSTETRICS/MATERNITY NURSING:** The Obstetrics/Maternity Nursing course includes a discussion of the process of care of clients who are pregnant. While theory covers topics beyond normal pregnancy, clinical practice focuses on healthy clients, primarily in the post-partum phase. The course ends with a discussion of sexuality and sexually transmitted diseases, and application of the nursing process in related conditions. At the end of the course, the student will be able to apply the nursing process in the safe care and comfort of the pregnant mother and her newborn baby. Prerequisites: Fundamentals of Nursing; Anatomy & Physiology; Nutrition; Pharmacological Nursing; Gerontology; Growth & Development; and Psychology/Mental Health Nursing, Introductory and Mid-Level Medical Surgical Nursing. Total clock hours: 36 theory; 9 skills laboratory practice; and 58 clinical practicum.

**PEDIATRICS NURSING:** The Pediatrics Nursing course provides theory and clinical instruction in promotion and maintenance of health as they pertain to children. The course focuses on application of the nursing process to meet the child's basic human needs while, and demonstration of basic pediatric care and procedures. At the end of the course, the student will be able to provide safe, competent to children admitted for health-related reasons. Prerequisites: Fundamentals of Nursing; Anatomy & Physiology; Nutrition; Pharmacological Nursing; Gerontology; Growth & Development; and Psychology/Mental Health Nursing, and Introductory/Mid-Level Medical Surgical Nursing. Total clock hours: 28 theory; 7 skills; 66 clinical.

**LEADERSHIP:** The course on leadership concepts concludes the vocational nursing program with topics to prepare the graduating student with knowledge and skills for competent and safe practice as a licensed nurse. Forty two hours of theory include a discussion of the variety of settings in which nursing is practiced, career opportunities available to a vocational nursing graduate, and job seeking skills. Thirty two hours of clinical practice enable the student to practice skills of leadership, supervision and team work. At the end of the course, the student is expected to list the variety of settings in which nursing is practiced, and to discuss transition from student to graduate nurse. Prerequisites: Fundamentals of Nursing; Anatomy & Physiology; Nutrition; Pharmacological Nursing; Gerontology; Growth & Development; Psychology/Mental Health Nursing; Medical Surgical; Obstetrics/Maternity and Pediatrics. Total clock hours: 42 theory and 32 clinical.

## SCHEDULE OF STUDENT CHARGES

### Vocational Nursing Program For Class Beginning June 2017

- A. PERIOD OF ENROLLMENT: JUNE 12, 2017 – APRIL 20, 2018
- B. SCHEDULE OF TOTAL CHARGES FOR THE PERIOD OF ENROLLMENT: \$26,075
- C. ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE EDUCATIONAL PROGRAM: \$26,075 AS ITEMIZED BELOW:
- a. \$75 APPLICATION FEE, NON-REFUNDABLE:
  - b. TUITION: \$26,000 INCLUDES \$1,530 FOR THE FOLLOWING NON-REFUNDABLE ITEMS:
    - i. \$600 TEXTBOOKS, REFERENCE BOOKS AND MATERIALS
    - ii. \$100 LABORATORY SUPPLIES
    - iii. \$100 UNIFORMS & NAME TAG
    - iv. \$30 STUDENT'S LIABILITY INSURANCE
    - v. \$100 BACKGROUND FEE, NON-REFUNDABLE:
    - vi. \$600 ONLINE EXAMS & REVIEWS
    - vii. \$0 FEE FOR STRF (STUDENT TUITION RECOVERY FUND)
- D. REFUNDABLE AMOUNT : \$24,457 IF TUITION IS PAID IN FULL (SEE PAGE 21 FOR REFUND POLICY)

NOTE: THE APPLICANT IS RESPONSIBLE FOR THE COST OF ONLINE ENTRANCE TEST DETERMINED BY & PAID DIRECTLY TO THE TESTING VENDOR.

#### APPROVING & ACCREDITING AGENCIES:

Bureau for Private Postsecondary Education

Approved to operate as an accredited institution

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916-431-6959; toll free 1-888-370-7589, FAX # 916- 263-1897, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Board of Vocational Nursing and Psychiatric Technicians

Approved to offer pre-licensure vocational nursing program

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 96833, 916-263-7800, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

Accrediting Bureau of Health Education Schools

Institutional Grant of Accreditation

7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, 703-917-9503, [www.abhes.org](http://www.abhes.org) .

California Department of Public Health, Licensing and Certification, Aide and Technician Certification

Approved for pre-certification nursing assistant program

P.O. Box 9974, MS 3301, Sacramento, CA 95899

California State Approving Agencies for Veterans Education

1227 O Street, Suite 314, Sacramento, CA 95814, 916-503-8317

[www.csaave.ca.gov](http://www.csaave.ca.gov)